



Funded by
UK Government

2023

Employability Fund APPLICATION GUIDANCE NOTES

The launch of the Employability Fund aims to help transform the lives of adults across the UK by improving employment and increasing life chances.

Please visit the VASLan website for more information about the Fund and to find helpful resources that will support you to make a strong application. You can find everything you need [here](#).

The application process requires you to complete an Expression of Interest (EOI) which is the first step. Once this is received, you will be contacted by VASLan's Employability Network Coordinator, Ola MacInnes, who is managing the fund. This meeting allows you to discuss your project and receive guidance on the next steps of the application process.

Applications should be made online, however, VASLan is offering one-to-one support for MICRO grants only (under £2,000).

If you are new to the funding process, or would like support with your application, please get in touch. Contact us via email at funding@vaslan.org.uk or call [01698 300390](tel:01698300390) and ask to speak with a member of the funding team.

PLEASE READ THE GUIDANCE NOTES PROVIDED BEFORE YOU BEGIN.

To continue with your online application, you can access the form by clicking here.

Before submitting your application, you must confirm that:

- You have read the funding guidance and understand the criteria relating to both the applicant organisations and projects.
- You agree that a member of VASLan staff may visit your organisation before the application is sent to the panel. This will be agreed in advance with your main contact.
- You are applying on behalf of a Third Sector organisation or community council and are authorised to submit the application. The project requires funding in the current financial year to proceed.
- You understand that VASLan is required to store and process the data that you submit to allow us to consider your application and manage any potential grant.
- VASLan can hold the data you provided and share it with the necessary partners to manage the grants process.
- You have permission from any other person whose data you are including in your application.
- You agree as a condition of grant to become a VASLan member. Membership is free of charge and offers benefits such as applying for managed funds.
- You agree as a condition of the grant to start the process of Volunteer Quality Standard (Volunteer Friendly/Investing in Volunteers). This is free of charge and you'll be guided by our assigned team with this process. You do not have to have it achieved to be eligible, however you do need to be working towards this.
- If applying for salary/wages this should equate to AT LEAST the National Living Wage. Please look at the Scottish Government website to find the most recent information regarding this.



KEY INFORMATION



General Information

- Project name- provide the full name of the project you're looking to be funded.
- Organisation name- the full legal name of the organisation applying for the funding
- Read guidance notes (y/n)- please tick as appropriate to confirm that you have read the Guidance Notes provided.



Contact Details

- Applicant name- this is the name of the person filling the application on behalf of the organisation.
- Contact telephone – best number to contact the applicant.
- Contact email- the email of the applicant.



Application Details

- Income in the last financial year - please provide the organisation's total income for the last financial year.
 - For organisations who have been in operation for less than 12 months and do not have full independently examined annual accounts as yet, please indicate a projection of your income for the first financial year.
 - If successful, organisations will be required to submit a copy of their annual accounts as a condition of grant. New organisations will be required to submit a copy of the last three months of bank statements.
- Match funding - provide details of any match funding that you have applied for and/or received.
- Project details - give the panel a brief overview of the proposed project. This should be a brief description of the project, who it will help, and what activities will be carried out.
 - This can include project aims or any research / information you have gathered that demonstrated the need for your project within the community.
 - Tell the panel who you have engaged with, and if the community has had a say in the design and/or delivery of the project.
 - Describe what impact the project will have and how you intend to engage with the community.
 - Refer to our '*How to Make a Strong Application*' document for tips on how to describe your project.



PROJECT COSTS

The fund can provide 100% of the cost of the project.
We will support grants up to the value of **£20,000**

In your application, please fill out the boxes which **automatically calculate** the amount of funding you are applying for.

Expand on the details of the costs associated with your project, this should include a breakdown of staff costs, capital items being requested, and management charges.



We WILL Fund

- Equipment
- Hall hire of community spaces
- Small Capital Spend (I.e. land or building projects)
- Staff costs / Training costs
- Transport
- Utilities / Running costs
- Volunteer expenses



We WILL NOT Fund

- Loans, endowments, or interest
- Electricity generation and feed in tariff payment
- Political or religious campaigning
- Profit-making / Fundraising activities
- VAT you can re-claim
- Statutory activities
- Overseas travel
- Alcohol
- Contingency costs

Please note: Political or religious campaigning can not be funding. Although, faith-based organisations are still eligible to apply with the exclusion of any religious campaigning activities or activities restricted only to members of the faith based organisation.



PRIORITIES & BENEFICIARIES

Project Priorities

Please indicate where the project identifies with the criteria outlined. Choose at least one. You may choose more than one but please refer to Fund guidance on tokenism before doing so.

The overall aim of the Fund is to strengthen capacity of community-based employability support of individuals in our community. This in turn helps to:

- Develop resilient communities**
- Tackle poverty**
- Help people into fair work**
- Remove barriers into employment**
- Give children the best start in life**

There might be activities your organisation is already doing, or you might be thinking of introducing new activities that will support people on their employability journey.

Project Beneficiaries

Please indicate who will benefit from your project. You may choose more than one however please keep it relevant to your project. If you tick “ALL”, then you are required to provide evidence by report or testimony to demonstrate the impact that your project had on a member of the targeted community.

This Fund targets the population of 16+ years of age. VASLan will only consider applications for projects / activities that are for the adult population. **If your project is aimed at young people, please do not continue with the application and call us to speak to our funding officer who can identify suitable funding avenues.**

For the estimated number of beneficiaries- please indicate here how many people you're intending to reach with your employability support.



PROJECT OUTCOMES

Please outline how your project will meet the criteria you have selected above, including the outcomes that you would expect to achieve in the short and medium term.

This section looks at the impact you intend to make in the short and medium term for the community you work with and how your project fits into the fund's priorities.

Short term outcomes relate to more immediate results your project and support will have on individual's employability journey. Medium terms are more long term and might relate to what might happen as a result in the future i.e. identifying further skills course.

Please tick as many as appropriate;

Short Term Outcomes	Medium Term Outcomes
People are informed of employability support services available in their communities.	The capacity of employability services provided by Third Sector organisations is increased.
People feel supported in their employability journey.*	People are moving on to the next stage of the employability pipeline model* or their career progresses.
People have a greater confidence and knowledge of their own skills to seek employability options.	People overcome their barriers to employment after support and mentorship.
People identify further training needed in order to move to the next stage of their journey to seek employment.*	People have a more positive outlook on life and have a greater sense of wellbeing.
People engage in volunteering or work experience programmes.	People experience greater quality of life and move forward out of poverty.
People develop new skills or recognise the transferable skills they already have which can help them seek employment.	People feel more confident in maintaining a job or training and practicing their skills.
People identify further destination/ direction in their career or steps towards it.	



STAGES OF THE EMPLOYABILITY PIPELINE MODEL

The Employability Pipeline Model describes an individual's journey to employability - from not being job ready, to being in work and receiving support through to maintaining employment. If you support people who are already employed, this can relate to a journey towards a specific new career that they have identified.

The services your organisation provides or specific project you're applying to be funded will support people on any of those stages. Tick which stages your organisation's support relates to. Some organisations provide support in all of those sections, others just in one or only few. Tick as appropriate for your organisation.

Please refer to the Employability Pipeline Model outlined below, or visit our website for more information.

The Employability Pipeline Model



EXIT STRATEGY

Please outline an exit strategy for your project. The purpose of this is to see how the longevity of your project can last after the initial investment from the Fund. Ask yourself:

- Is the project time limited in its approach? (e.g. to cover one-piece of equipment or an event)
- Do you anticipate that you will generate an income from the project?
- Do you plan to approach external funders and partners?
- Do you hope to amalgamate the project with existing core services?

You will also need to think of potential evaluation methods. Groups and organisations that receive an award are required to provide evidence on how the funding was used and to show the success of the project. The types of evidence that could be used, but is not limited to, can be shown below:

- Case studies
- Bench marking
- Audio recordings
- Quotes
- Photographs
- Feedback forms
- Surveys
- Focus groups
- Third party evaluation
- Videos

Some things to consider when evaluation your project:

- What evidence will you collect to demonstrate the benefits of your project in the community?
- What information will you collect as part of this project?
- How will you prove the difference you are making to the community through the life of the project? And how you have met the short and medium term outcomes that you initially identified?
- This may include qualitative and quantitative information.
- You may want to include the opportunity for those involved in the project to tell their story through case studies

Please note: All funds should be allocated by March 2025.

