



Funded by  
UK Government

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# Employability Fund EXPRESSION OF INTEREST (EOI) 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.**

Completing an Expression of Interest (EOI) is the first step in the application process for the Employability Fund. It is a short- one page application that gives an overview of your project.

Once you fill in and submit your EOI, you will get a confirmation email informing you that we have received your application and that you will be contacted by our Employability Network Coordinator, Ola MacInnes.

The purpose of the EOI is to assess if your project fits the fund criteria and provide you with guidance for the next step of the process. If your project fits the purpose of this Fund, you will then be sent a link to full application.

We have tried to make this process as simple and easy as possible and we have funding officers at VASLan who are here to help you with the process and offer any guidance that you might need. You can get in touch by emailing [funding@vaslan.org.uk](mailto:funding@vaslan.org.uk) or call 01698 300390 and ask to speak to our funding team.

Please find below guidance on how to fill out and complete your Expression of Interest for this Fund.



# KEY INFORMATION



## Contact Details

- Please provide th the full legal name of your organisation.
- This is the name, number, and email of the individual in charge of the application form - on the organisation's behalf.



## Project Details

- Give your project a distinct name to distinguish it from other projects or core work that your organisation delivers e.g., Wednesday Job Club.
- Tell us an outline of your project and tell us about the aims of the project, what you're trying to deliver and why. **250 words max.**
- Locality: This is where your project will run, select all that apply.



## Project Cost

- The fund can provide 100% of the cost of the project. We will support grants to the value of **£0 - £20,000.**
- You have two options here - please choose one that applied to how much funding you are asking for to cover the running costs of your project.



## Funding Conditions

The condition of this Fund is that you are working towards the Volunteer

- Quality Standards - which are either Volunteer Friendly or Investing in Volunteers accreditation (whichever one that applies will depend on the size of your organisation).
- Please select one:
  - ✓ **YES** - If you have already signed the agreement, are already in the process or have already achieved this award.
  - ✗ **NO** - If you haven't signed the agreement yet. Please note that verbal agreement does not qualify as a yes.

