



Leeds
CITY COUNCIL



Language Hub Funding

Application Guidelines



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Contact us

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What is the Leeds approach to migration?

Our ambition in Leeds is to be a compassionate city with a strong economy. We celebrate our diverse population; we're a city with over 170 different ethnic groups, speaking over 104 languages. New communities form part of the fabric of the city, valuably contributing to our diversity, culture and prosperity.

Leeds aspires to ensure all communities are able to prosper, live in safe, strong and resilient communities, and people from all backgrounds are able to take part in all aspects of community life.

We have recently developed our strategic, coordinated and inclusive approach to migration which sets out our long-term strategic direction.

Our aims under this approach are about enabling:

- people who migrate to Leeds to establish their lives quickly and successfully;
- people from new and settled communities* to live in thriving and resilient communities.

Our shared priorities:

- Improve access to services
- Shift attitudes and behaviours
- Increase awareness and understanding
- Strengthen resilience and build capacity
- Strong partnership approaches

To achieve these aims we recognise the importance of people being able to communicate effectively. It's vital that people have access to opportunities which help them to improve their English language skills.

*Where we refer to new and settled communities, we are broadly talking about:

- **New communities**
People who arrived from another country at some point in the last 10 years.
- **Settled communities**
People who have resided in the UK for more than 10 years.

What is the Language Hub funding opportunity?

The focus of the Language Hub funding is to bring people together through activities so people can share their skills, build relationships and have opportunities to practise conversational English.

The Language Hub is a grant funding opportunity coordinated by the Leeds City Council Communities Team. The funding is available to community and voluntary sector organisations to support English language learning in Leeds.

This is to complement the many different ESOL (English for Speakers of Other Languages) and English language learning opportunities already available in the city which take place in community and classroom settings.

We want to ensure all people are able to benefit and overcome barriers such as childcare, caring responsibilities and distance from their home and recognise that women are often more affected than other groups.

We understand people would like more opportunities to practise their English while doing activities they enjoy. This would help people to build their confidence and relationships within their communities.

What are we looking for?

The Language Hub offers grant funding of **up to £5000** to support activities which meet the following aims:

- **develop key language skills of participants**
- **benefit new and settled communities**

We welcome all applications, but particularly want to support the following:

- New and emerging groups and grassroots organisations who focus on local work
- Projects that take place in neighbourhoods that experience deprivation or disadvantage
- Projects working with vulnerable women

To apply for this funding, your project should show it:

- Supports English language learning through conversation
- Is volunteer-led
- Is 'activity' rather than 'classroom-based'
- Brings people together from settled and new communities
- Raises awareness of services and life in Leeds
- Engages with at least 20 people (with at least a third of participants in need of English language support)
- Is for adults aged over 18
- Can be completed and evaluated by May 2020

Who can apply?

We will consider applications from:

1. Registered community and voluntary sector organisations

- ✓ Registered charity
- ✓ Community Interest Company (CIC)

2. Non registered groups who apply in partnership with a registered organisation

- ✓ Constituted Group
- ✓ Club

3. Providers delivering new or additional activities

- ✓ Schools
- ✓ Community Hubs
- ✓ Training providers

We cannot accept applications from:

1. Individuals
2. For profit organisations
3. Organisations delivering activities outside of Leeds

What can the funding pay for?

Here is a list of things the funding can and cannot pay for. We would like to support your activity as much as possible so please do contact us if there is an item you are not sure about.

| Yes | No |
|--|---|
|  Volunteer expenses |  Staff costs |
|  Crèche |  One-off events |
|  Venue hire |  Political activities |
|  Materials needed to run the activity |  Religious activities |
|  New or additional activities |  Things you have already paid for, such as equipment |
|  Refreshments | |
|  DBS checks for volunteers | |
|  Public Liability Insurance | |

What activities can you do?

We welcome your ideas for activities which can support English language learning in your community.

These are just some examples of what your activity could be.



Sports and activity

Football
Cricket
Zumba
Basketball



Arts and Culture

Arts and Crafts
Knitting/sewing
Music
Dance



Wellbeing

Cooking
Eat well
Mindfulness
Healthy minds



Your idea

Gardening
Parent and tots/kids
Creative writing
Drama

What support can we offer you?

The Language Hub Coordinator is here to support you in developing your project idea and to help you with the application process.

The Language Hub Coordinator can assist you with:

- Supporting you to complete your grant application by:
 - Reviewing your draft and giving feedback to help to strengthen your application(Please allow enough time to submit your application before the deadline)
- Advice on evaluating your project
- Linking you with tutors and other providers
- Providing signposting information to other services
- Advice on progression pathways for your participants

How to develop the English language skills of participants

Here are some tips for building confidence and supporting the language development of participants which will help you to complete your application:



Focus on what you can do. You are not a teacher but you are an expert in the languages you speak and have helped others to learn, such as children.



Focus on communication, in English and in other languages. You do not need to understand everything.



Recognise that all participants have different levels of English and respect all forms of communication including using other common languages and non-verbal communication such as gestures.



Focus on key language for the activity and important expressions for everyday situations, such as *What do you call..? Where can I find..?*



Model correct language, do not feel you have to correct participants, focus on positive encouragement to build confidence.



Encourage participants to develop personal learning strategies such as using apps, watching TV, listening to the radio, looking up words and choosing vocabulary and spellings to learn.



Help participants to find the support they need through signposting and explaining where to find information, you could also do visits.



Focus on the strengths of participants, find out their language skills and how they can support each other, for example by acting as an interpreter or helping others to read.



Use visual information like photos and real objects to aid comprehension.



Provide real opportunities to communicate through your activity and allow participants to experience language where it is used by taking walks around the neighbourhood.



Show understanding if people do not show up or participate fully, they may be dealing with complex issues.



Signpost people to other learning opportunities on request <https://www.lel.help/>

Additional Information

You may provide additional information through a video. This should be a maximum of 3 minutes with good sound quality and must be sent with your application form via email. If you have any questions about this, please contact the Language Hub Coordinator.

Submitting your Application Form

When your form is complete, please send it with the supporting documents to the Language Hub Coordinator.

Your application must be submitted by the following deadlines:

| Deadlines to send your application |
|---|
| 11 February 2019 |
| 11 March 2019 |
| 8 April 2019 |
| 7 May 2019 |
| 10 June 2019 |
| 1 July 2019 |
| 9 September 2019 |

Your application will be assessed by the Language Hub Funding Panel. The panel will be made up of Leeds City Council employees from the Communities Team and a teacher training specialist.

You will receive notification of the panel's decision approximately 4 weeks after the deadline.

If you are awarded a grant

If your grant application is successful, we will send you a funding agreement with the conditions you must agree to in order to receive payment. We will also include information about how the payment will be transferred, our evaluation process and publicity.

Leeds City Council reserves the right to put in place additional conditions.

If you are unsuccessful, you may reapply although you will need to consider the feedback from your application and make the necessary changes.

Terms and Conditions

If your application is successful, you will be sent a funding agreement which will reflect the following terms and conditions.

- The grant will be used for your project as described in your application.
- You will provide us with any information or reports we require about your project to show its impact, during and at the end of the project.
- You will act lawfully in carrying out your project and follow any guidelines we issue about the use of the grant.
- You will use Leeds City Council's branding in publicising your activity (this will be shared with you).
- You will hold the grant in a UK-based bank or building society account.
- You will return any funding awarded under the grant if not used for your project.
- You and the partner organisations referenced in your application have in place the appropriate policies and procedures and necessary checks for your activity (health and safety policy, equal opportunities policy, child protection policy, vulnerable adults policy, DBS checks, public liability insurance)
- You will comply with data protection laws and will obtain the consent of your participants for both Leeds City Council and you to receive, retain and process their personal information and to contact them.
- You will ensure appropriate financial management systems are in place which are appropriate for the grant awarded.
- You will keep accurate financial records during your project and for seven years afterwards and will provide these to us on request.
- You will allow us reasonable access to your premises and systems to look at your project and grant records.
- You agree to Leeds City Council publicising and sharing information about your project including your name and images of your activity on social media including Facebook and Twitter, in reports or promotional newsletters.

Equality Statement

- We expect your project to promote equality of opportunity, eliminate discrimination and encourage good relations between different people when carrying out your activities.
- We require you to read the Leeds City Council Equality and Diversity policy (included with the Application Form and Guidelines) and consider how it applies to your activity.
- Your project may target certain groups of people, particularly to meet the aims of the Language Hub funding (see page 2).
- We may fund applications from faith-based organisations if the project is for the benefit of the wider community.

Freedom of information

- You acknowledge that the public has the right to request any information held by the Council under the Freedom of Information Act 2000, including information received from third parties such as grant applicants. Personal information will not be shared, in line with data protection laws. You can read more on our website <https://www.leeds.gov.uk/opendata/freedom-of-information-act-2000>

Data Protection

- You agree to details of the project being stored in a database.
- You agree to details of the project being shared with Leeds City Council officers, members of the panel who will assess the application and our funder for the monitoring of any funding awarded and publicity purposes.
- You acknowledge that the details you provide in your application will be used to advise you on whether your project and application meet the aims of the grant. We will also check that the grant money will be spent appropriately.
- We will keep in contact with you throughout the grant to see how your project is progressing and to send you useful information.
- We will visit your project to understand how you are meeting the aims of the grant and to see the impact of your activity.

Information checks

As a local authority we have a duty to distribute public money fairly and towards projects that meet our vision for Leeds.

- You agree to provide accurate, up-to-date and consistent information.
- You will inform us of any changes to named contacts during the life of the project as soon as they happen.
- You acknowledge that we will check information you have given us with information available in the public domain.
- You confirm that you know the people you are working with and have carried out your own due diligence.
- We may ask you for a referee: someone who knows your organisation and has seen your work in a professional role. This person must not be connected to your organisation (i.e. not a trustee, director or staff member).
- We may identify concerns about an individual involved in your project or organisation and will ask you for clarification.
- If we ask for your accounts we will check they are consistent with other information you have provided us with.
- You agree that your completed application is the work of the organisation

Checklist

Please use this list to help you submit your application.

Have you?

- Carefully read all sections of the Language Hub Funding Application Guidelines to help you complete your application?
- Checked if your project idea fits the criteria?
- Read the terms and conditions included in these guidelines and are you happy to accept them?
- Read the Leeds City Council Equality and Diversity Policy and applied it to your project idea?
- Obtained the consent of your second contact to include their details on your Application Form?
- Discussed your plans for the project with local people and/or partners who will be involved?
- Ensured you have all required policies and procedures in place and attached them to your application?
- Ensured you have a bank statement dated within the last 3 months?
- Produced a basic budget or list of spending?
- Fully completed all sections of the Application Form?
- Kept a copy of your completed Application Form for your reference?
- Read the declaration and both you and the second contact signed the application?