**Language Hub Funding Application Form**

Please ensure that you read through the Language Hub Funding Guidance and checklist before completing this form.

**Your details**

**About Your Group/Organisation**

(if awarded a grant, the organisation named here will be responsible for running the funded project)

|  |  |
| --- | --- |
| Name of Group/Organisation applying  |  |
| Group/Organisation Address (including post code) |  |
| Charity/Company Number (if applicable) |  | Group/Organisation Email Address |  |
| Group/Organisation Telephone Number |  | Group/Organisation Website (if available) |  |
| Staff and Volunteers | Number of Full-Time Staff |  |
| Number of Part-Time Staff |  |
| Number of Volunteers |  |
| What is the main purpose of your group/organisation and what activities do you currently run? (200 words approx) |  |

**About You**

**Main contact details**

(if awarded a grant, the person named here will be responsible for overseeing the funded project and ensuring the grant terms and conditions are met)

|  |  |
| --- | --- |
| Your Full Name |  |
| Your position in the above group/organisation |  |
| Your Address (if different from above) |  |
| Your Phone Number |  | Your Email Address |  |

**Second contact details**

(We require an alternative contact from your organisation, who must know about your project and agree with the contents of this application)

|  |  |
| --- | --- |
| Your Full Name |  |
| Your position in the above group/organisation |  |
| Your Address (if different from above) |  |
| Your Phone Number |  | Your Email Address |  |

**1. Language Hub Project Summary**

|  |  |
| --- | --- |
| * 1. Please provide a **short title** for your Language Hub project
 |  |
| * 1. Please give a **short statement** on what you would like to do with the Language Hub funding you receive

(50 words approx) |  |
| * 1. What is the **full postcode** for where your project will take place?
 |  |
| * 1. What are the proposed start and end dates of your project?
 | Start Date: |  | End Date: |  |
| * 1. How much funding are you applying for?
 | £ |
| * 1. Has your group/organisation applied for funding from Leeds City Council before, or has another group/organisation applied on your behalf?
 |  |
| * 1. If yes, what funding did you apply for and when?
 |  |
| * 1. Where did you hear about the Language Hub funding?
 |  |

**2. About Your Language Hub Project**

|  |
| --- |
| * 1. What are the activities you would like to do as part of your project and the aims you wish to achieve?
* How will you bring people together from new and settled communities?
* How will you get people involved in your activity?

(300 words approx.) |
|  |

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| --- |
| * 1. What are some of the specific details of your project?

For example:* How many sessions do you plan to run?
* When will they take place?
* Where will they happen?
* How will people hear about them?

(200 words approx.) |
|  |

|  |  |
| --- | --- |
| * 1. How many people do you think will participate in your project?
 |  |

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| --- |
| * 1. How have you considered the needs of the local community and your target participants when developing your project idea?

(200 words approx.) |
|  |

|  |  |
| --- | --- |
| * 1. Please tick which equality group(s) your project will work with

(see the Leeds City Council Equality and Diversity Policy) | Please explain how you are going to achieve this? (200 words approx.) |
|  [ ]  Young People [ ]  Older People [ ]  Disability [ ]  Gender [ ]  Race or racial group [ ]  Religion or Belief [ ]  Sexual Orientation [ ]  Caring responsibilities |  |

|  |
| --- |
| * 1. How will your project help people to practise and develop key English language skills?

(200 words approx.) |
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| --- |
| * 1. How does your project involve volunteers?

(200 words approx.) |
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| --- |
| * 1. Do you plan to work with any other organisations?

Please explain their involvement(200 words approx.) |
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|  |
| --- |
| * 1. What skills and resources will you (the applicant organisation) be providing for the project?

 (200 words approx.) |
|  |

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| * 1. How will you evaluate how well your project meets the Language Hub aims?

 (200 words approx.) |
|  |

**Budget**

Please tell us the costs you would like us to fund. Use headings rather than a list of items, for example refreshments to cover tea, coffee, milk, cups, cutlery etc.

|  |  |
| --- | --- |
| Item or activity | Amount requested (£) |
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**Risk Assessment**

Tell us briefly what you think are the risks for your project and what you have done, or will do to avoid them.

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| --- | --- |
| Risk | Action |
|  |  |
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**Additional Information**

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| --- |
| Is there any information you would like to add to support your application?If you wish to provide additional information, we will also accept a 3 minute video. You can send this via email when you submit your application. |
|  |

**Supporting Documents**

Please attach the relevant documents to support your application:

|  |  |
| --- | --- |
| **Please tick** | **Supporting information** |
|[ ]  Constitution/Memorandum and Articles of Association if appropriate |
|[ ]  List of management arrangements, for example steering group members if appropriate |
|[ ]  Relevant policies to support your application (Health and Safety Policy, Equal Opportunities Policy, Vulnerable Adults Policy, Child Protection Policy as appropriate) |

**Declaration**

I am authorised to act on behalf of the aforementioned group/organisation in relation to this application, and to the best of my knowledge, all information given is a truthful representation of facts.

I confirm that I have read and agree to the terms and conditions listed in the Language Hub Application Guidelines document.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Applicant** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of second named contact**  |  | **Date** |  |

|  |
| --- |
| By submitting this grant application form, you recognise that we will process your personal data in order to assess your proposal and determine whether you are eligible for funding. We promise to keep the information you submit safe and in accordance with data protection laws.Signing and returning this form electronically will be considered as agreement and acceptance of the terms and conditions within the guidance.  |

**Return Information**

Please send your completed application form and supporting documents

by email or post to:

🖂 Language.Hub@leeds.gov.uk

🖃 Language Hub Coordinator

 Leeds City Council Communities Team

 Enterprise House Second Floor

 12 St Paul’s Street

 Leeds

 LS1 2LE