Application for Skills and Community Equity Fund

East Midlands Freeport's (EMF) Skills and Community Equity Fund aims to deliver early, positive impact in the communities served by the Freeport, with an initial focus on skills and employment, and on improving equity in access to Freeport opportunities.

Fund objectives

- Promote EMF opportunities among hard-to-reach groups and less advantaged communities.
- Support access to existing skills training and funded schemes that address target-sector skills gaps, increase enrolment and target economic inactivity.
- Raise aspirations, particularly among young people.
- Support young people not in education, employment or training (NEETs) to access employment.
- Provide transferable skills and behaviours needed to access EMF roles.
- Address inequality by supporting underrepresented groups into the workforce.

Types of grants

Standard grants fund time-limited initiatives focused on training, upskilling and raising aspirations, for example training or employability programmes. Grants of up to £50,000 will be determined by the Skills Panel.

Strategic grants support EMF's long-term goals, with a focus on sustainability and the potential for a multi-year partnership. A successful standard grant may seek multi-year funding to repeat and expand delivery. A multi-year project may exceed £50,000 and will require additional approval through EMF governance routes, as required.

Applicants are expected to be voluntary and community sector organisations or charities, and proposals must demonstrate good value for money.

Complete this form so EMF can assess how well the proposal aligns with the Fund objectives.

Applicant and project details

1. Applicant name and contact details

Organisation name and legal status

Registered address

Registration number

Website

Lead contact name and role

Email address

Phone number

Confirm eligibility, eligible Freeport geography, authority to enter a grant agreement, monitoring and audit compliance, and ability to manage payment in arrears. Partnerships should explain governance and financial arrangements.

2. Project name

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Project proposal

3. Project description

In no more than 500 words, summarise the project, planned activities, delivery locations, intended beneficiaries, delivery partners and the difference the funding will make. Explain why EMF funding is required.

Strategic alignment

4. How does the project align with the Fund objectives?

Refer to the objectives in the overview and the Skills Delivery Plan.

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Programme and costs

5. Project programme

Grant type ☐ Standard ☐ Strategic

Start date

Completion date

Key milestones

6. Total project cost

State the total cost and explain how costs were derived, including whether they are estimates or firm costs.

7. EMF funding requested

Funding, budget and support

8. Match funding, if applicable

State the source of any match funding and whether it is secured or requires further approval.

9. Cost breakdown

Give details of the project budget, what funding will be used for and how funding will be drawn down from EMF.

10. Support required from EMF or its partners

Describe any support required and how the project would be affected if it were not provided.

Outputs, outcomes and impact

11. Expected outputs, outcomes and impact

Quantify where possible and state the period over which results will occur. Include figures for each beneficiary group.

Total beneficiaries

Young people

Young people aged 16-24 who are NEET

Economically inactive individuals

Ethnic minority groups

Disabled people

Other underrepresented groups

Narrative explanation

Delivery and monitoring

12. Monitoring and successful delivery

Describe comparable experience; the project team and roles; qualifications, accreditation and safeguarding; governance; financial controls; quality assurance; and escalation arrangements.

Explain how consent, attendance, characteristics, outputs and outcomes will be collected and verified; how data will be protected; how progress and value for money will be reviewed; and how learning will be used. Include any independent evaluation. Maximum 500 words in total.

Risks and declaration

13. Key project risks

Consider recruitment and retention, safeguarding, staffing, partners, venues, data protection, procurement, match funding, cash flow, cost inflation, timetable and reputation, where relevant.

Declarations and due diligence

By signing, the authorised representative confirms that the information is accurate; the organisation is authorised to apply; conflicts of interest have been disclosed; appropriate safeguarding, data protection, insurance, equalities and financial controls are in place; procurement requirements will be followed; recoverable VAT has not been included; all public subsidy received during the relevant period has been declared; duplicate funding has been disclosed; the organisation can meet payment-in-arrears requirements; and EMF may undertake due diligence, monitoring, audit and proportionate publication of award information.

Name

Role

Signature

Date

Additional requirements

The Fund cannot support:

- Applications from individuals.
- Recoverable VAT.
- Annual or usual organisational running costs and core staffing costs.
- Activities promoting political or religious beliefs.
- Payments towards endowment funds, deficit funding or loans.
- Trips abroad, gifts or hospitality to other organisations.
- Retrospective costs.
- Projects that displace existing provision.
- Activities that are statutory obligations.

For contracts over £10,000, applicants must seek at least three quotes, where possible from local suppliers.

EMF intends to provide this funding as a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act 2022. The MFA subsidy limit is £315,000 over a three-year period, including the current financial year and the previous two financial years. Tell us if you cannot sign an MFA declaration.

Monitoring and claims

Standard grants: monthly monitoring. Strategic grants: monthly or quarterly monitoring. The EMF Skills Lead meets the project lead to capture progress and identify risks. EMF works with the project to gather information and populate the monitoring dashboard. Strategic project leads complete EMF's Project Management monitoring dashboard quarterly.

In most cases, grants will be paid in arrears on receipt of a completed claim form and evidence of expenditure. Funding will be released according to an agreed payment schedule, usually aligned with project milestones.