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**This publication is no longer current and is not being updated.**

# Home Office**Community Engagement Fund application form 2022 – 2023**

You should refer to the ‘Guidance for Applicants’ document when completing this application form.

## About this application form

You can download this document into your preferred format and type directly onto this form. You can create additional space for longer answers where necessary.

Include any copies of supporting documents as attachments

Label each copy of your supporting documents with the name of your organisation and ‘Community Engagement Fund,’ and the type of document it is.

## Help completing your application

Contact windrushengagement@homeoffice.gov.uk for any queries about the Community Engagement Fund or help completing the form.

We will be holding virtual information events on 22nd and 29th September to provide information on the Fund and how to complete the application form. **If you would like to attend an information event, please register your interest by emailing: windrushengagement@homeoffice.gov.uk**

## Submitting your application

Send your application form with any accompanying documents to:

windrushengagement@homeoffice.gov.uk

You must answer **all** the questions on this application form or your application will not be considered.

All projects must be delivered and completed by 31 March 2023 at the latest.

**Applications must be received by Friday 21 October.**

## Section 1: About your organisation

If you are applying as a consortium (group of organisations) the application must be completed by the specified lead organisation.

|  |  |
| --- | --- |
| 1. Organisation name
 |  |
| 1. Are you applying as a consortium?

If you are, please name all your partners. |  |
| 1. Type of organisation

 | Refer to the guidance under ‘Eligibility’ for types of organisation.Consortium applications must provide information on structure for each partner. |
| 1. Lead contact name and role within organisation
 |  |
| 1. Contact details including address and postcode, email and telephone number.
 |  |
| 1. Organisation website *(if applicable)*
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| 1. Organisation social media pages *(if applicable)*
 |  |

## Section 2: Organisation aims and achievements

If you are applying as a consortium, please answer all the questions for each partner organisation.

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| 1. What are the main aims and purpose of your organisation?
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| 1. What experience does your organisation have in working with the communities your project will target?
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| 1. Has your organisation worked with the Home Office before? If so, please provide details.
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|  |

## Section 3: Project proposal

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| 1. How much money are you applying for?

(Applications can be for between £5,000 and £10,000) |
|  |

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| --- |
| 1. Who will manage and be accountable for your project?

You must include their name, job title and contact details |
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| --- |
| 1. Which geographical area(s) will your project cover and which communities will you be targeting?
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| --- |
| 1. What are the key aims of your project and what activities will you undertake to achieve them?
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| Your aims should be **specific** and **measurable**. If your application is successful, your project will be monitored and/or evaluated against these aims.You should also include the **timescales** involved.  |

|  |
| --- |
| 1. What information (data) will you collate to demonstrate the success of your project and how will you collect that information?
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| You should think about how you will know that the benefits have been delivered or realised. This should include **quantitative data**, for example, the numbers of people interacting with your project. |

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| 1. How will you support people in your target groups and what benefits will they gain?
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| 17. Are there any additional benefits that this funding will provide?  |
| For example, if you use the funding to make a film, can this be shared as a resource after your project ends. |

## Section 4: Costings of your project

Provide details of your proposed project costs, including each item and its use.

You can create as much space as you need to list the costs.

For example:

Event hall hire: £x per hour for x hours, total cost: (amount)

Staff costs for project: Project officer, £x per hour for x hours per week for x weeks (for any staff costs please add National Insurance and Pension if applicable)

Make sure all the activities you have listed are costed in this budget and there are no costs that do not relate to the proposed activity.

The budget table has some *suggested* budget categories, you can replace these with any categories that are relevant to you.

1. What is your budget?

|  |  |  |
| --- | --- | --- |
| **Budget Item** | **Description** | **Amount (£)** |
| Salaries *(including National insurance and pension contribution if applicable)*  | Put each staff role on a separate row. |  |
| Staff expenses |  |  |
| Volunteer expenses | For example, travel, meals, refreshments. |  |
| Project overheads | For example, rent, heating and lighting. |  |
| Project running costs  | For example, telephone costs or printing. |  |
| Project activities |  |  |
| Equipment and materials |  |  |
| **Total requested** |  |  |

## Section 5: Declarations

## Terms of agreement

If your application is successful, you agree to:

1. The Home Office contacting you to discuss your application further.
2. Measure and report on activities as specified within your application and as agreed with the Home Office.
3. Cooperate with reasonable requests for publicity (including social media promotion), in line with any confidentiality or data protection requirements.
4. Work to required standards. For example, within safeguarding principles in your work with vulnerable adults.
5. Return a final report at the end of the project.

## Declaration of agreement

By submitting this application, I confirm that to the best of my knowledge and belief, the information given in this claim form is correct. I undertake to notify the Home Office if any of the information provided changes or is discovered to be inaccurate.

I understand that the awarding Authority may reject this application if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

We are only allowed to use, gather and share personal information where we have an appropriate legal basis to do so under the General Data Protection Regulation (GDPR) or the Data Protection Act 2018. For details of how we will use your personal information and who we may share it with see our [Personal information charter.](https://www.gov.uk/government/organisations/home-office/about/personal-information-charter)  This also explains your key rights under the Act, how you can access your personal information and how to complain if you have concerns.

Signed on behalf of organisation…………………………

Date………………………………………………………….