



CABWI
AWARDING BODY

Supporting lifelong learning and development

**Cost of Living Crisis Funding
Programme**

APPLICATION GUIDELINES

July 2022

Managed by

Jay Charity Consultancy Services

Helping you make a real difference

www.jayconsultancy.org.uk

APPLICATION GUIDELINES

Introduction

Please ensure you have read our complete Funding Guidelines before starting your application.

Application process

How to make an application

Complete the application form having read the funding guidelines, you can get them by following this [link](#).

The application form is available from this [link](#)

What we ask for.

1. Complete the online application form.
This asks for information about your organisation. Contact details, address, etc. It also asks questions about your programme of work etc.
2. Submit your annual accounts
These should be your last audited or approved accounts. If your organisation is too new to have accounts, then send us your latest bank statement instead.
3. Submit the budget for the cost-of-living fund
This should clearly demonstrate how you have arrived at the amount requested.
4. Submit the following policies (If you already hold a CABWI Grant you do not need to send these in.
 - a. Equal opportunities policy and procedures
 - b. Vulnerable Adult and or Child Protection policy and procedures
 - c. Sustainability policy and action plan
 - d. Health and safety policy.

Your application will be reviewed, and we will filter out any which are ineligible under our guidelines. Then we review your application in more detail, we may contact you for a telephone or video call, or just ask you for some additional information. Proposals will then be submitted for the Grant Committee review them and decide which applications to take forward the Board for Approval.

Once your application has been discussed, we will write to you with the Trustees' decision and provide any feedback if you are unsuccessful.

A reminder of what's available?

What's available?

Grant size

Grants of up to £10,000 for one year.

If you already hold a CABWI grant you may also apply for this additional funding.

Funding Aims

To support people undertaking lifelong learning and development that enables people to enter the labour market or gain additional skills to further develop their career.

Fund Themes

Your programme of work that you provide to support people should meet one of our main fund's themes.

1. To reach and work with individuals with complex barriers to employment, enabling them to move closer or into employment, including but not restricted to ex-service personnel and ex-offenders.
2. Increase the life skills of people so that they may further develop their careers, with a particular focus on the water, utilities, and construction industries

Funding Priorities

Your programme of work that you provide to support people should meet one of our main fund's priorities:

1. Support to reach and work with individuals with complex barriers to employment gain relevant qualifications to enter the water, utilities, and construction industries workforce.
Please Note: Relevant CABWI qualifications could be provided free of charge.
2. Support to reach and work with ex-service personnel and ex-offenders
3. Projects that have clear and well-established connections to employers who can offer meaningful work experience and/or employment.

What will we fund?

The funding will be made available to allow organisation to provide bursaries and/or cover expenses for their beneficiaries who are looking to start or are undertaking training courses to ease the financial burden caused by the cost-of-living crisis.

These costs could be:

- Child care
- Transport costs
- Equipment costs – not covered by the course
- Materials costs – not covered by the course
- Registration costs- not covered by the course. E.g., Security jobs, contractor cards etc.
- Food expenses on the course.

Timeline

Date	Action
Friday 22nd July	Fund open for applications
6pm Friday 19 th August 2022	Fund closes
August 2022	Assessment and full due diligence carried out
September 2022	Grant Committee agrees recommendations for funding to go to the Trustee Board
September 2022	Board agrees applications for funding
September 2022	Funding agreements sent
October 2022	Funding released
April 2023	6-month monitoring report and discussion on progress
October 2023	Final Report

Application.

Online form

The online form is straightforward and asks for information about your organisation and why you want the funding

Here are the questions asked on the form:

About your organisation

1. Name your organisation is normally known by
This could be a working name, trading name or the name you use on your organisation's website or letterhead.
2. Legal name of organisation (if different from above)
This should be the name on your governing documents, accounts, or registration certificate
3. Have you applied to the CABWI fund before?
4. If you hold a grant from CABWI what is the grant number?
5. Main office or registered address for your organisation
6. Post Code
7. Telephone Number
8. Website
9. Charity number (if you have one)
10. Company number (if you have one)
11. When was your organisation started?
Format (M/D/YYYY)
12. Which geographic region(s) does your organisation cover?
 - a. National/Multi regional
 - b. East Midlands
 - c. Eastern
 - d. London
 - e. North East
 - f. North West
 - g. Northern Ireland
 - h. Scotland
 - i. South East
 - j. South West
 - k. Wales
 - l. West Midlands
 - m. Yorkshire and The Humber

13. Which specific locations do you work in?
Please tell us the main locations you work in (e.g., local authority, towns, regions where most of your beneficiaries come from.
14. How many full-time paid staff do you employ?
15. How many part time paid staff do you employ?
16. How many volunteers do you have (excluding any management committee or Trustees)?
17. Please provide details of your management committee, Trustee Board that governs your organisation.
18. How often do your Trustees meet?

About your request

19. How much are you requesting?
20. In one sentence what is the aim of your project?
If you hold a CABWI Grant you do not need to answer this question, just enter hold grant.
21. How does your work meet our themes and priorities?
If you hold a CABWI Grant you do not need to answer this question, just enter hold grant.
22. Tell us about the outcomes you aim to achieve for your participants?
If you hold a CABWI Grant you do not need to answer this question, just enter hold grant.
23. Briefly tell us about the work you do?
Is it course, mentoring, supported placements, how long for etc.
If you hold a CABWI Grant you do not need to answer this question, just enter hold grant.
24. Does your work offer work placements? What connections do you have with local businesses for onward progression?
If you hold a CABWI Grant you do not need to answer this question, just enter hold grant.
25. Explain why your participants need support from the fund?
26. How many people will benefit from the support provided by this grant?
27. What would you spend the funding on?
28. How will you ensure the money is spent correctly?

Financial Information

29. From your most recent accounts tell us the year end the accounts cover.

Format M/D/YYYY

30. What was your income in that year?

31. What was your expenditure in that year?

32. What is the level of your free reserves?

By free reserves we mean the unrestricted funds you hold. Funding that is not committed, restricted, or designated or tied up in fixed assets.

33. How many people must authorise payments on your bank account(s)

34. Amount requested – How did you arrive at the figure?

35. How will you distribute the money to your participants?

Your Details

36. Title

37. First Name

38. Last Name

39. Email Address

40. Confirm Email address

41. Role/position at organisation?

42. Correspondence address (if different from organisation address)

43. Alternative phone number

Supporting documents

44. Annual Accounts

Submitted or to follow

45. Budget for cost-of-living fund

Submitted or to follow

If you hold an existing CABWI grant you only need to send us the following if you have updated them

46. Equal Opportunities policy and procedures

Submitted, to follow or hold a CABWI Grant

47. Vulnerable Adults policy and procedures

Submitted, to follow or hold a CABWI Grant

48. Sustainability policy and action plan

Submitted, to follow or hold a CABWI Grant

49. Health and Safety policy

Submitted, to follow or hold a CABWI Grant

50. Case study

Please provide a brief case study of one of your beneficiaries.
Submitted or to follow

Declaration

51. We are a living wage organisation

Yes/No

52. We subscribe to the NCVO's ethical principles

Yes/No

53. Confirm you have the authority to apply for funding on behalf of the organisation.

You can access the [application form](#) and guidance notes.

Supporting documents

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These should be your last audited or approved accounts. If your organisation is too new to have accounts, then send us your latest bank statement instead.
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3. Submit the following policies (If you already hold a CABWI Grant you do not need to send these in.
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 - c. Sustainability policy and action plan
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Email the documents to grants@jayconsultancy.org.uk

Please put your organisations name in the subject line.

Your application will be reviewed, and we will filter out any which are ineligible under our guidelines. Then we review your application in more detail, we may contact you for a telephone or video call, or just ask you for some additional information. Proposals will then be submitted for the Grant Committee review them and decide which applications to take forward the Board for Approval.

Once your application has been discussed, we will write to you with the Trustees' decision and provide any feedback if you are unsuccessful.

Deadline for applications.

Your completed application, including all your supporting documents, listed above, must be received by **6pm (18:00hrs) on Friday 20th August 2022.**

Any questions

If you have any questions, drop us an email and we will get back to you as soon as we can. We'll add any FAQs to the website.

Please email grants@jayconsultancy.org.uk



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