**WULF APPLICATION FORM 2019 - 2022**

**Please refer to the WULF Prospectus and the revised guidance notes when completing the application**

**SECTION 1 – SUMMARY**

**Name of Applicant Union**

Lead partner responsible for submitting the application and financially managing the project.

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**Project Title**

**\***1 project per union **–** please refer to guidance notes

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**Membership Banding**

How many members does your union have in Wales? Please choose one of the boxes below:

50,000+ 49,999 – 15,000 Less than 15,000

**Budget**

Please refer to the funding section of the prospectus for maximum funding available

Year 1 - 2019-20

£

£

Year 2 - 2020-21

£

Year 3 - 2021-22

**Location**

What is the geographical focus of your project? Please state the region(s), where applicable, or if it is pan-Wales

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**Name of Union Contact**

Please state who will have accountability for managing the project. The named contact will have responsibility for returning the quarterly grant claims, and project progress reports.

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| **Name:**  | **Tel No:** |
| **Job Title:**  |
| **Email:**  |

**Contact Address**

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| **Address:** |
| **Post Code:** |

**EMPLOYER ENGAGEMENT**

**Employment sectors**

Please state which employment sector(s) your project focuses on, you may wish to highlight priority sectors with an \*.

**New Engagement**

Please state how you will engage with new members / employers that have had no engagement with union learning previously.

**Union summary**

Please provide a brief description of your union/organisation

*Max word count* ***500****.*

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| *You must address the following;* * *Description of your union, including sectors in which it organises, whether it represents workers in private, public sectors or both, and a membership profile, i.e. retail workers & freelance etc. You may also wish to reference learning structures, both formal and informal.*
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**Previous WULF Funding**

Please state the project title(s) and start and end date(s) of any previous WULF projects that your organisation has received funding for within the last five years. You must outline how this project builds on this previous work.

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**SECTION 2 - DELIVERY**

**Project Summary**

Please provide a short summary of what you intend to deliver, outlining how this supports 1/more of the four themes of the employability plan.

*Max word count* ***300.***

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| *Overview of the project and what you expect to achieve* |

**Aims and Objectives**

Projects may support **one or more** of the four aims of the Employability Plan; however, we do not expect projects to support the Employability Plan in its entirety. Please outline your aims and objectives of your proposed project against the four themes listed below.

**You must include**

* **Rationale for the delivery/ support**
* Set out the link between the aims and objectives sought
* Outline the specific activities planned and how you will achieve your targets.
* Proposals should focus on addressing Essential Skills; the themes in the employability plan and learning that supports opportunities for progression and improved productivity.
* How you intend to measure success
* Use clear SMART (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime- bound) criteria wherever possible.

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| * Providing an individualised approach to employability support.
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| * Underlining the responsibility of employers to up-skill, support their staff and provide fair work.
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| * Responding to current and projected skills gaps.
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| * Preparing for a radical shift in the world of work.
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**ACTIVITY AND TARGETS**

**From previous years delivery and your expert knowledge of union learning, please outline the activity you intend to undertake in order to meet the specified targets for each year of your proposed project. Please provide indicative figures for year 2 and 3 which will be confirmed before the point of issuing your Grant Award Letter for year 2 and 3.**

| **Year 1 (2019-20)** |
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| **Targets** | Total number of beneficiaries  | Activity to be undertaken in order to meet targets - I.e. details of courses, specific support offered, engagement with other stakeholders  |
| Number of individuals achieving full or part accredited qualifications  |  |  |
| Number of individuals completing non accredited learning  |  |  |
| Number of individuals supported in their progression from one level of learning to another  |  |  |
| Individuals completing Essential skills courses  |  |  |
| Number of learners supported/signposted – onto further learning at the same level  |  |  |
| Number of learners supported/signposted – onto further learning at a higher level  |  |  |
| Number of learners supported/signposted – for advice and guidance with other organisations  |  |  |
| Union target 1 |  |  |
| Union target 2 |  |  |
| Union target 3 |  |  |
| Union target 4 |  |  |
| Union target 5 |  |  |

| **Year 2 (2020-21)** |
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| **Targets** | Total number of beneficiaries  | Activity to be undertaken in order to meet targets - I.e. details of courses, specific support offered, engagement with other stakeholders  |
| Number of individuals achieving full or part accredited qualifications  |  |  |
| Number of individuals completing non accredited learning  |  |  |
| Number of individuals supported in their progression from one level of learning to another  |  |  |
| Individuals completing Essential skills courses  |  |  |
| Number of learners supported/signposted – onto further learning at the same level  |  |  |
| Number of learners supported/signposted – onto further learning at a higher level  |  |  |
| Number of learners supported/signposted – for advice and guidance with other organisations  |  |  |
| Union Target 1 |  |  |
| Union Target 2 |  |  |
| Union Target 3 |  |  |
| Union Target 4 |  |  |
| Union Target 5 |  |  |

| **Year 3 (2021-22)** |
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| **Targets** | Total number of beneficiaries  | Activity to be undertaken in order to meet targets - I.e. details of courses, specific support offered, engagement with other stakeholders  | Total number of beneficiaries supported over 3 year project term |
| Number of individuals achieving full or part accredited qualifications  |  |  |  |
| Number of individuals completing non accredited learning  |  |  |  |
| Number of individuals supported in their progression from one level of learning to another  |  |  |  |
| Individuals completing Essential skills courses  |  |  |  |
| Number of learners supported/signposted – onto further learning at the same level  |  |  |  |
| Number of learners supported/signposted – onto further learning at a higher level  |  |  |  |
| Number of learners supported/signposted – for advice and guidance with other organisations  |  |  |  |
| Union Target 1 |  |  |  |
| Union Target 2 |  |  |  |
| Union Target 3 |  |  |  |
| Union Target 4 |  |  |  |
| Union Target 5 |  |  |  |

**Evidence of Need**

Please describe the purpose of and need for the project, including how the project will contribute towards the ‘specific objectives’ of the WULF Fund and support the Employability Plan.

You should explain how the project will add value to and not duplicate any existing provision.

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| Please reference the evidence that has been used as the basis for the project bid. This should include: * a profile of learning and skills needs of project target groups,
* surveys of employees and employers,
* learning needs assessments,
* the vulnerability of employment within target groups
* other research such as that undertaken by academics or the Welsh Government
* You must refer to the Regional Employment and Skills Plan for your targeted region (s).
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**Partnership Working**

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| Please list key employers you intend to work with, you may wish to highlight anchor companies with an \* and write multi union, where you wish to work with other unions. The list may be non-exhaustive.Please list key partner organisations you intend to work with. The list may be non-exhaustive. |

**SECTION 3 - EXPENDITURE**

Please outline expenditure using the template below at **annex A** . You must only use the budget headings provided, and a full and detailed breakdown must be provided. You should refer to the prospectus for allowable budget, and to the guidance document for permitted expenditure.

**Other sources of funding**

Please identify possible sources of financial additionality which you may bring to the project, e.g. union contribution equivalent, employer contribution equivalent and/or learner contribution.

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**SECTION 4 – GOVERNANCE**

**Governance and structure**

Please outline the governance and structure arrangements, including how you intend to manage delivery. You should include reference to the role of steering groups, project managers and project workers where necessary.

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**Monitoring and Evaluation**

What systems will you put in place to effectively manage and report on the impact of the project? Please include how you will manage the impact and track the progression of learners that are;

* supported/signposted – into other employment/work with the existing employer
* supported/signposted – into other employment/work with a new employer in the same sector
* supported/signposted – into other employment/work with a new employer in a different sector
* employed/freelance workers securing additional work as a result of the support

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**Risks**

Please outline the key risks and how you will reduce/mitigate them, in the risk register below- at **annex B**.

**SECTION 5 – ACCOUNTABILITY AND SUSTAINABILITY.**

***Widening Participation, Access and Equality of Opportunity***

The Wales Union Leaning Fund gives priority to projects that widen access to lifelong learning for employed individuals in Wales, irrespective of their background or current personal circumstances.

Please provide details of how your projects will address equality of opportunity by widening access to learning, e.g. by targeting non-traditional learners, vulnerable or atypical workers and those who may currently be prevented from accessing learning due to barriers that may arise from structural, personal, occupational or work-based factors.

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**Welsh Language**

Please detail below how you will ensure compliance with the Welsh Language Standards. Refer to the prospectus for guidance on Welsh Language Standards.

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**Sustainability**

**You should detail;**

* What will happen when WULF funding for the project comes to an end
* How progress made will continue if funding ceases

You should indicate how Trade Union policies, systems, working practices and future resource planning (including staffing) will evolve to help sustain learning activities and services beyond the duration of WULF funding.

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**Authorisation**

**I confirm that this application has the support of the union leadership.**

**Name (block capitals)**

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**Position**

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**Signature**

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**Date**

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**THIS FORM MUST BE RETURNED IN HARD COPY TO THE WULF TEAM AT THE ADDRESS SHOWN BELOW, BY 12th October 2018.**

Wales Union Learning Fund (WULF) Team

Welsh Government

Tŷ’r Afon

Bedwas Road

Bedwas

Cf83 8WT

Please also e-mail an **electronic** copy of the application to : our dedicated mailbox

WULF@gov,wales

***Annex A.***

**Funding Template-**

**Year 1 - 2019-20**

**Year 2- 2020-21**

**Year 3- 2021-22**

**Total for 3 year project term**

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***ANNEX B***

 ***Risk Register Template***

Please provide as much detail as possible; the Register will need to be updated as the project progresses.

Please insert additional lines if required

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| **Project management and governance arrangements** |
| **Risk Description** | **Likelihood****(1 – 10)** | **Impact****(1 – 10)** | **Total**  | **Risk** | **Controls to be established** | **Owner** | **Review Date** |
| *Example - Loss of key project staff* | *5* | *8* | *13* | *medium* | *Key persons are up to speed and aware of project activity.**ULR’s are fully aware and up to speed on project delivery**Ensure a smooth, quick recruitment process is in place if required**Project Officer is at hand to manage in the absence of the PM.* | *Project Steering group* | *Quarterly*  |
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**Summary of totals**

Low Risk = 1 – 30

Medium Risk = 31 – 70

High Risk = 71 - 100