# Application form for race equality in education grant

Building collaborative relationships between parent/carers and schools

October 2024 – September 2025

Closing date for applications: 5pm on Friday 23 August 2024

Please note late applications will not be considered

All applications forms must be submitted by email to **educationraceequality@ealing.gov.uk**

Please read the application guidelines carefully before completing this form and ensure all parts of the form are completed fully.

Please also ensure you attach all the required documents to your email.

Please read the grants criteria carefully to ensure that your organisation and service meets the identified need, criteria, and service outcomes.

Further information about the Ealing Race Equality Commission can be accessed via the website [Race Equality Commission | Ealing Council](https://www.ealing.gov.uk/info/201068/equality_and_diversity/2768/race_equality_commission)

All documents and submissions will be treated as strictly private and confidential

## Part A – About your organisation

For consortia bids the LEAD organisation must complete Part A [[1]](#footnote-1)

|  |  |
| --- | --- |
| Name of organisation |  |
| Name of contact person |  |
| Address for correspondence |  |
| Email |  |
| Telephone number |  |
| Website |  |
| Registered charity/company number (if applicable) |  |

### Organisation’s aims and objectives

|  |
| --- |
| Please provide an outline of your organisation’s overall aims and objectives. *Maximum of 300 words*  |
|  |

### Organisation’s services

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| --- |
| Please provide a brief outline of the key services currently provided by your organisation (including partner organisations if a consortium bid). *Maximum of 300 words*  |
|  |

### 2a. Is your organisation an economic actor (an enterprise) as defined by the [Trade and Cooperation Agreement](https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities/technical-guidance-on-the-uks-international-subsidy-control-commitments#section-3)? (See Guidance Notes)

|  |
| --- |
| Please advise whether your organisation is engaged in an economic activity that entails offering goods or services on a market. *Maximum of 300 words* |
|  |

### The legal status of your organisation

[ ]  Company limited by Guarantee

[ ]  Registered Charity Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Registered Social Landlord Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Voluntary/Community Organisation

[ ]  Social Enterprise / Community Interest Company Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Friendly Society Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Other (please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a branch or subsidiary of a larger or national organisation?

[ ]  Yes

[ ]  No

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| --- |
| If **yes**, please describe |
|  |

If your organisation is a CIC, please confirm that you have an asset lock in your constitution, a minimum of three unrelated directors and two unrelated bank signatories.

[ ]  Yes

[ ]  No

Any groups who are not registered charities, CIOs or CICs must have a constitution, two unrelated bank signatories and a management committee. Does your organisation meet these requirements?

[ ]  Yes

[ ]  No

### London Living Wage

Are you a [London Living Wage Employer](https://www.livingwage.org.uk/become-a-living-wage-employer) ?

[ ]  Yes

[ ]  No

|  |
| --- |
| If not, what steps are you taking to work towards accreditation? |
|  |

### Management Committee

|  |  |
| --- | --- |
| Name of chair of the management committee |  |
| Email |  |
| Telephone |  |
| Please give details of any Councillors or council officers, that are members of your management committee or Board of Trustees |  |

### Is this a consortium bid?

Are you applying as the sole applicant delivering 100% of the key deliverables yourself or as a consortium?

[ ]  Sole applicant

[ ]  Consortium application

|  |
| --- |
| If a consortium, please list all partner organisations |
|  |

For consortia bids we require a signed Statement of Intent from all the partners of the consortium, setting out

(a) the lead body,

(b) details of the arrangements the consortium members intend to have for the purpose of the grant, e.g. will it be a partnership, a joint venture or is the intention to form a new company,

(c) the role of each partner in the delivery of the service,

(d) the annual funding allocation for each partner, and

(e) that the consortium members have agreed to co-operate in making the application. This document must be signed by every consortium member and attached to the application. See template provided.

Note: Should the grant be awarded to the consortium, a full Memorandum of Understanding will be required from the successful applicant setting out the responsibilities of each consortia member and the allocation of funding between the partners. It also includes the responsibilities of all delivery partners. A template for this will be available in due course.

### Policy, procedures, and accounts:

Copies of several policies, procedures and accounts need to be sent in with your application form. Note: If you are applying as part of a consortium, we only need supporting documents from the **lead organisation**.

* Constitution / Governing Documents
* Last Annual General Meeting Minutes
* If your organisation **is not** listed on the charity commission website, please send a list of your Committee Members and their contact details
* Supporting documents of legal status (if applicable)
* Safeguarding Children Policy
* Safeguarding Adults Policy
* Equal Opportunities Policy
* Complaints Procedure
* Health and Safety Policy
* Insurance certificate
* Registration No. with appropriate bodies (if applicable)
* Your most recent published accounts
* Consortia Statement of Intent (if applicable) – Signed by all partners

## Part B – Application for funding

Information about the activities/services you wish to provide. This is the most important part of the application form. Please ensure that you answer **all** the questions

## Service details

1. Target beneficiaries. Please specify the parent/carer communities your project will support (Tick as appropriate):

|  |  |
| --- | --- |
| Target beneficiaries | Select |
| Parents/carers of Black Caribbean and White and Black Caribbean heritage only |[ ]
| Parents/carers of Black Somali heritage only |[ ]
| Parents/carers of Black Caribbean, White & Black Caribbean, and Black Somali heritage |[ ]

Please note: £50,000 funding is available in total. It is expected that £25,000 of this will be allocated to supporting parents/carers from the Black Caribbean and White & Black Caribbean communities and £25,000 will be allocated to supporting parents/carers from the Black Somali community. If an organisation applies for the full £50,000 grant, then support must be provided for all three parent/carer communities.

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| --- |
| 1. **What is your understanding of the barriers and challenges** **regarding education** faced by parents/carers from the communities in Ealing who will benefit from this service? *Maximum of 300 words*
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|  |

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| --- |
| 1. Delivery of the services/activities required by the grant *Maximum of 800 words*

Please say what services/activities you will provide in line with the requirements in the grant criteria document, detailing the frequency/availability of your proposed services/activities and the communities who will benefit. |
|  |

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| --- |
| 4. Outcomes. Please summarise the key measurable outcomes/outputs you will aim to achieve through this project in relation to the objectives for parents/carers and schools, e.g. number of parents/carers supported; number of school staff trained; number of training sessions held; resources produced etc. *Maximum of 500 words* |
|  |

|  |
| --- |
| 1. **Applicant’s local experience of delivering similar services/activities** *Maximum of 800 words in total*
 |
| 1. Your experience in delivering these or similar activities / services in the borough, including information on how they were delivered and outcomes
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|  |
| 1. Your capacity and resources (e.g. premises, equipment etc.) to carry out the above activities / services safely, efficiently, and effectively.
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|  |
| 1. Your expertise and knowledge in relation to education and parent support, the skills, qualifications etc. of staff, volunteers, and management committee members.
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|  |
| 1. Your approach to quality assurance (outline any quality assurance measures you have or are working towards including accredited qualifications, if you have any)
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|  |
| 1. Your approach to participation and consultation methods with people using your services and how this influences service development/delivery
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|  |
| 1. Your approach to the recruitment, supervision and monitoring of staff and volunteers
 |
|  |

1. **Working in partnership with others***Maximum of 300 words*

If you are applying as a consortium, please describe:

|  |
| --- |
| 1. your experience of working in partnership with other organisations to deliver services:
 |
|  |
| (b) how will you work with other organisations to deliver the proposed services: |
|  |

|  |
| --- |
| **7. Please provide details of how you will engage and communicate with parents/carers, schools, and other key stakeholders to implement the project?** *Maximum of 400 words* |
|  |

|  |
| --- |
| Equalities / Community Cohesion: Please describe what actions you will take to promote equality, diversity, social inclusion, and community cohesion. *Maximum of 600 words* |
|  |

### Budget

Please detail the budget for the project/activity. A maximum of £50,000 grant funding is available for this project, either as one grant or two separate grants of up to £25,000 each.

|  |
| --- |
| **Grant request** - How much total funding are you requesting from the Race Equality in Education grant?  |
|  |

**Project costs** - Please outline all your expected expenditure specifically for this project/ including staff costs directly related to the project, volunteering costs, resources such as equipment, promotion etc

|  |  |
| --- | --- |
| **Project Costs**  | **Amount £** |
| Staff costs |  |
| Volunteer costs |  |
| Venue hire |  |
| Equipment |  |
| Promotion |  |
| Other (please specify) |  |
| Total |  |

**Project income** -the Race Equality Parent Support grant can fund 100% of the costs associated with the project. However, if you expect to secure additional income towards the project please detail it in the table below.

|  |  |
| --- | --- |
| **Income** | **Amount £** |
| Ealing Council Race Equality Parent Support grant (amount applied for) |  |
| Other grant funding |  |
| Fundraising |  |
| In-kind contributions |  |
| Crowdfunding |  |
| Other (please specify) |  |
| Total |  |

**Accounts**

All applicants must attach their most recent audited accounts which have as a minimum requirement, been signed as approved by the management committee and which meet the requirements of their constitution.

For consortia bids the lead organisation should submit their accounts.

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| --- |
| If you are applying on behalf of a consortium, how will you ensure funding allocated to partners is used to deliver the activities? *Maximum of 400 words* |
|  |

## Trade and cooperation declaration

**Note**: this section (and the statement on Special Drawing Rights in the Guidance Notes) applies to **all** organisations intending to apply for a grant under the terms of the Trade and Cooperation Agreement.[[2]](#footnote-2)

Please itemise all subsidies your organisation has received over the last three years. A "subsidy" means any financial assistance given directly or indirectly through public resources by a public authority – refer to the guidance notes for more information about these forms of aid or financial assistance.

**Declaration**

I declare that the amount of State aid/Subsidy received by the company/organisation over the last three years is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Year and date aid/ subsidy was granted** | **Value of the aid/subsidy £** | **From which organisation/s and which schemes** | **What activities or items were the aid/subsidy given for** |
| Fiscal year end date within 2021 |  |  |  |
| Fiscal year end date within 2022 |  |  |  |
| Fiscal year end date within 2023  |  |  |  |

|  |  |
| --- | --- |
| **Signed This must be an officer of the organisation with the authority to bind the organisation in legal agreements.**  |  |
| **Date** |  |
| **Position** |  |
| **Company/Organisation (full Legal Name)** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Declaration

When you have completed the application, please sign this declaration.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being the authorised representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the organisation/Lead organisation) confirm that the information given in this application is correct and that the project/organisation is not established or conducted for profit.

* I understand that Ealing Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false / misleading information.
* I have provided all the supporting documents as set out in the application form
* I declare that there is no conflict of interest in relation to the council’s requirements.
* I undertake to inform Ealing Council of any changes in the organisation’s circumstances that would affect this application

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Checklist

Have you included the following with your application?

[ ] Constitution / Governing Documents

[ ]  Last Annual General Meeting Minutes

[ ]  If your organisation is not listed on the charity commission website, please send a list of your Committee Members and their contact details

[ ]  Supporting documents of legal status (if applicable)

[ ]  Safeguarding Children Policy

[ ]  Safeguarding Adults Policy

[ ]  Equal Opportunities Policy

[ ]  Complaints Procedure

[ ]  Health and Safety Policy

[ ]  Insurance certificate

[ ]  Registration No. with appropriate bodies (if applicable)

[ ]  Your most recent published accounts

[ ]  Consortia Statement of Intent (if applicable) – Signed by all partners

Please submit completed application form and supporting documents to educationraceequality@ealing.gov.uk

You will be sent an acknowledgement on receipt of your application

1. The Council will consider bids by consortia. For consortia bids there must be a lead organisation that will be responsible for the overall delivery of the service, and be accountable for the conditions of grant, making payments to partners, accounting for all funds and completing monitoring forms and other information requests. [↑](#footnote-ref-1)
2. ##  [Guidance on the UK’s international subsidy control commitments - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities/technical-guidance-on-the-uks-international-subsidy-control-commitments#section-4)

 [↑](#footnote-ref-2)