# **Guidance for race equality in education grant application**

October 2024 – September 2025

* Please read these notes carefully before completing the application form.
* **Submit your completed application by Friday 23 August 2024**
* Late applications will not be accepted.
* All application forms must be submitted by email to educationraceequality@ealing.gov.uk together with the supporting documents.
* Note: Do not send the documents in a zip file as we will be unable to open it.
* **Applicants will be notified of the grant allocation decisions by Weds 11 September. If needed, applicant interviews will be held on Thursday 5 September.**

## **Application process notes**

* Consortium applications - a signed Statement of Intent must be included with all consortium applications – see Appendix A for a template. A full Memorandum of Understanding will be required from the successful bidder prior to confirmation of any funding. A template will be available for this in due course.
* A confirmation email will be sent on receipt of your application.
* All applications will be logged and scored after the closing date.
* Officers from our legal and finance departments will review all relevant documentation as part of the assessment process.
* Consideration and scoring of all applications will be by a panel of four local authority officers.
* Recommendations for awarding the grant will be made by the panel. The final decisions on grants awards will be made by the Director for Learning and School Partnerships in discussion with the relevant Portfolio Holder.
* There will be an appeals process for organisations where there is a query or concern about the grants allocation process; there is no appeal in relation to the decision made of itself (conditions will apply).

**An online briefing will be held 4pm Wednesday 10 July to provide an opportunity for potential applicants to ask any clarification questions about the grant purpose or process**.

The briefing will be held via Microsoft Teams. To join the meeting click the link below:

[**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MDVmYjczMDItYTk3NS00ZjE4LWI1ODUtMDgxN2FiYWYxODI2%40thread.v2/0?context=%7b%22Tid%22%3a%22013a8c43-8287-4c8b-878b-131e30cdb9f3%22%2c%22Oid%22%3a%223c4cdf30-6cac-4564-b329-886d6bb1d67d%22%7d)

Meeting ID: 330 898 523 447

Passcode: EtB577

Alternately, if you have any queries about the application form, application process or grant criteria, please contact educationraceequality@ealing.gov.uk

These notes are designed to give you some assistance in completing the application form and providing supporting documents where requested. Please read the notes carefully before completing the application form.

There are two parts to the application form:

**Part A**

This aims to provide an overview of your organisation - for a consortium bid, this means the lead organisation only.

**Part B**

This is the most important part of the application form. It is about the service for which you are applying for funding.

## **Part A**

**Your organisation**

**Consortia bids**

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. The lead organisation of any consortium application must complete Part A

### Questions about the organisation

Provide clear contact details for your organisation. Ensure you provide an email address and contact number for someone who can be reached during the day in case details given in the form need to be clarified.

### Question 1 Organisation aims and objectives

Give a summary of your aims according to your constitution.

### Question 2 Organisation’s services

Briefly describe the type of work that your organisation does.

**Question 2a Is your organisation an economic actor (an enterprise or undertaking)**

Under government guidance (Guidance on the UK’s international subsidy control commitments - GOV.UK (www.gov.uk) the phrase “economic actor” relates to an entity or group of entities engaged in an economic activity by offering goods or services on the market

### Question 3 Legal Status of your organisation

Please indicate by ticking the relevant box, the legal status of your organisation quoting any registration numbers and supply any supporting documents.

Also state whether you are a branch or subsidiary of a larger or national organisation by ticking the relevant box. If yes, please give details of the larger or national organisation.

Tick the relevant box as to whether you are/are part of a federal organisation. A federal structure is one where completely independent organisations come together for coordination, mutual support, and information and/or training. The federation is a membership association, with the organisations as its members. If yes, please give details of the federation.

CICs should have an asset lock in their constitution, a minimum of three unrelated directors and two unrelated bank signatories

Any groups who are not registered charities, CIOs or CICs must have a constitution, two unrelated bank signatories and a management committee

### Question 4 – London Living Wage Employer

Please refer to the link for more information. The current London Living Wage is £13.15 per hour. Accreditation is not a pre-requisite, but the council would expect organisations to have a plan to be working towards this with clear timeframes.

### Question 5 Management Committee

Please provide details of the chair of your management committee and details of any councillors or council officers that are members of your management committee or Board of Trustees.

### Question 6 Consortium bids

If this is a consortia application, we require a signed Statement of Intent from all the partners of the consortium, setting out: (a) the lead body (b) policy and procedures of the lead body, (c) the role of each partner in the delivery of the service (d) that the consortium members have agreed to co-operate in making the application, and (e) 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.

This document must be signed by every consortium member and attached to the application. A template is provided at Appendix A.

### Question 7 Policy and procedures

The lead organisation will need to submit a written constitution and the following policy procedures.

* 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

If Part A is not fully completed, the information in Part B will not be considered and evaluated.

## **Part B**

This is the most important section of your application. Funding will be awarded to applicants who demonstrate that they are best able to meet the criteria.

All the sections in Part B will form part of the application assessment process.

As a guide, each question has been allocated a word count and the assessment panel will expect responses to stay within the maximum amount of words.

### Question 1 – Target beneficiaries

Please tick the relevant box(es) to identify the specific parent communities that your project will support.

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.

### Question 2 – Understanding of the barriers and challenges

Provide an overview of your understanding of the barriers and challenges faced by the specific communities you plan to support through the project, in relation to education.

### Question 3 – Delivery of services/activities

Please provide details of the specific activities and services your organisation (and those of consortium partners if applicable) will provide in line with the grant criteria. Please include

(a) an outline of the activities / services which you could provide.

(b) how these meet the grants criteria

(c) how the services / activities will address the needs

(d) how the outcomes will be met – this can include any additional or other activities you think will help achieve the outcomes.

It is important you provide detailed and clear information on the service and how this will address the identified needs.

### Question 4 – Outcomes

Provide a summary of the key, measurable outcomes that you aim to achieve through this project. Outcomes should relate to the objectives set out in the grant criteria document and focus on outcomes for parents/carers, schools and the local authority.

### Question 5 – Evidence of experience

Provide information and evidence on how you are currently delivering the service (or similar services) and your capabilities and experience to deliver the service. This should include:

a) Your experience in delivering these or similar activities / services in the borough, including information on how they were delivered and outcomes

b) The capacity and resources (e.g. premises, equipment etc.) required to carry out the above activities / services safely, efficiently, and effectively.

c) The expertise and knowledge in relation to education and parent support, the skills, qualifications etc. of staff, volunteers, and management committee members.

d) Your approach to quality assurance (outline any quality assurance measures you have or working towards including accredited qualifications)

e) Your approach to participation and consultation methods with service users and how this influences service development/delivery

f) Your approach to the recruitment, supervision and monitoring of staff and volunteers

For consortia bids please include information, as above, relating to your partners.

### Question 6 – Working in partnership with others

To be answered by consortium applicants only. Please describe your previous experience of joint working with partner organisations and how you will work with other organisations to deliver the proposed service for which you are now applying.

### Question 7 – Engagement and communication with stakeholders

Provide details of how you will engage and communicate with parents/carers, schools and other key stakeholders to implement the project, e.g. How will you ensure the service is advertised appropriately? How will you engage with parents/carers from the target communities? What are your plans for engaging with schools? How will you signpost to other services?

### Question 8 - Equalities / community cohesion

We welcome applications from organisations led by black, Asian and minoritised ethnicity communities or those who share characteristics with our priority groups.

Please describe what actions you will take to promote equality, diversity, social inclusion, community cohesion and sustainability. In terms of equality, this relates to the needs of those with protected characteristics under the Equality Act 2010 – age, disability, ethnicity, sex, gender reassignment, sexual orientation, race, religion and belief, pregnancy & maternity and marriage and civil partnership.

You may want to provide examples of where you have successfully targeted services to equalities groups.

Your organisation’s Equal Opportunities Policy should be submitted with your application.

### Question 9 - Budget

This section asks you to state how much grant funding you are requesting, to set out the project costs and income associated with the project. The grant is initially for one year and will fund activities starting in October 2024.

### Grant requested

Please state the total amount of grant you are requesting to deliver this project.

### Project costs

Please list all project costs that the grant will be used to fund.

### Project income

List the total income for the service/project. This should indicate any other grants, fees, donations if applicable. There is no requirement for match-funding to be provided for this project so it is fine if the only income listed is the Race Equality grant funding.

For all sources of income, please indicate whether it is committed (C), or anticipated (A)

### Accounts

All applicants must submit their most recent 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.

### Question 10 – Consortium bids

For consortium bids, the lead organisation should explain the systems that will be put in place to ensure funding allocated to partners is used to deliver activities.

### Trade and cooperation declaration

This section must be completed as part of the application.

### Information about state aid/subsidy previously received

The Council is required to comply with its legal obligations when it is providing any financial sums to other organisations. This is known as a subsidy and there are detailed rules about what the Council and what those receiving funds are required to do to comply with the law. We have set out a general explanation of the rules below and you should seek legal advice if you require any specific advice about your circumstances.

The Subsidy Control Act 2022 came into force on 4th January 2023 and applies to all subsidy agreements signed on or after this date. As a result this grant scheme is considered a ‘legacy scheme’ under the Subsidy Control Act 2022 and consequently the UK-EU Trade and Cooperation Agreement (TCA) applies.

A "subsidy" means any financial assistance given directly or indirectly through public resources by a public authority that confers an economic advantage on or more economic actors, with respect to the production of goods or the provision of services, and which is capable of having, an effect on trade or investment between the United Kingdom and the EU. All these tests must be met for a measure to be a subsidy. The Council has considered for these purposes that this grant is a subsidy (as defined above) and has considered the TCA principles. Under the TCA any 'enterprise' can receive up to approximately £350k Special Drawing Rights of subsidy within the current and two previous financial years. This is known as the Small Amounts of Financial Aid route.

Most of the subsidy control requirements within the TCA will not apply to the Special Drawing Rights if the total amount given within the applicable period (i.e. the elapsed part of the current financial year and the two financial years previously) does not exceed approximately £350k.

There is a declaration enclosed within the application form for your organisation to complete. This is a declaration from you that your organisation complies with the TCA.

The Council will upload the details of the grant onto the Government Subsidy Database within 3 months of any decision to award.

The following is not a comprehensive list of the possible forms of aid or financial assistance. However it should give an indication of the most common forms of aid, which you may have been given over the past three years. Potentially any assistance from a public body might be an aid. Should you have any doubts on this matter, please contact the body from which the assistance was received:

* Grants from public bodies
* Loans from public bodies at favourable rates
* Loan guarantees from public bodies
* Differential tax benefits
* Grants from an investment trust (including charities) which may themselves have received the funds from a public body
* Investment from a part publicly funded venture capital fund
* Publicly administered funds, even if the funds were originally not public such as the national lottery
* Landfill tax
* Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
* Monopoly licences or guarantees of market share
* Advertising via a public channel such as a tourist board or state owned television
* Consultancy advice provided either free or at a reduced rate
* Training provided either free or at a reduced rate
* Aid for investment in environmental projects
* Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
* Purchase of public land or property at a less than market rate
* Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

These types of aid may have been provided as de minimis or as another form of state aid *(de minimis aid is a term used to describe small amounts of state aid deemed to have a negligible impact on trade and competition)* If you are in any doubt whether aid received falls within being a subsidy or about its value, check with the organisation, which provided it. If they are unable to say or there is any uncertainty, assume that it does fall within being a subsidy unless its value exceeded the £350k.

### Declaration

The application must be signed by a person who has been duly authorised to do so by the organisation making the application. This will normally be an officer of the organisation management committee, i.e. the Treasurer, Chair, or Secretary.

If a staff member signs the form, minutes from the management committee should be submitted, which clearly states that the named member of staff has been given authorisation to sign on behalf of the organisation.

### Checklist

Please ensure you attached all the required documents with your application form.

## **APPENDIX A Consortium statement of intent**

|  |  |
| --- | --- |
| Grant applied for |  |
| The lead body in this consortium is |  |
| Consortium name (if applicable) |  |
| Consortium delivery partners |  |
| For the purpose of this grant, this consortium will be | [ ] a partnership [ ] joint venture [ ] new company[ ] other:  |

### Roles

This Statement of Intent confirms our roles in relation to delivery of the service/project.

The agreed activities and outputs to be delivered by the delivery partners are as stated in the Service Delivery Plan submitted with the application form.

The roles of all partners (including the lead) in the delivery of the service/project are set out in the table below:

|  |  |  |
| --- | --- | --- |
| Partner | Project roles | Annual funding allocation |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Confirmation of agreement

We, the undersigned, confirm:

* our understanding of the role of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[lead organisation],* as the lead and accountable body in this project and agree to their policies and procedures
* that we have co-operated in making the application for funding
* that we have agreed to work together to deliver the service
* our agreement with our roles, as identified in the Service Delivery Plan and the table above.

**Note:** All signatures must be original and not copied from other documents.

|  |  |
| --- | --- |
| Organisation |  |
| Name |  |
| Position in organisation |  |
| Signed |  |
| Date |  |

|  |  |
| --- | --- |
| Organisation |  |
| Name |  |
| Position in organisation |  |
| Signed |  |
| Date |  |

|  |  |
| --- | --- |
| Organisation |  |
| Name |  |
| Position in organisation |  |
| Signed |  |
| Date |  |

|  |  |
| --- | --- |
| Organisation |  |
| Name |  |
| Position in organisation |  |
| Signed |  |
| Date |  |

|  |  |
| --- | --- |
| Organisation |  |
| Name |  |
| Position in organisation |  |
| Signed |  |
| Date |  |

|  |  |
| --- | --- |
| Organisation |  |
| Name |  |
| Position in organisation |  |
| Signed |  |
| Date |  |

[add additional organisation details as necessary]