**Creative Careers Programme Grant FY22/23-24/25: Application Form**

Please read the **Guidance for Applicants** document in full before completing this application.

**1. Overview**

**1.1 Lead organisation:** *[enter name of lead organisation making this application]*

**1.2 Formal consortium name:** *[enter name only if you are applying as a formal consortium, or type N/A]*

**1.3 Amount of grant funding being requested:** *[enter specific amount here]*

**2. Lead Organisation Details**

**2.1 Organisation name:**

**2.2 Organisation website:**

**2.3 Organisation address:**

**2.4 Organisation postcode:**

**2.5 Organisation country:** *[e.g. England, Scotland, Wales or Northern Ireland]*

**2.6 Organisation legal status:** *[Please also attach evidence that the entity/entities bidding is/are a charity or institution (other than a charity) which is established for charitable, benevolent or philanthropic purposes to your application. Details regarding this requirement can be found under point 4 of the Guidance for Applicants document.]*

**2.7 Organisation charity commission or Companies House number:** *[If applicable.]*

**2.8 Main contact name:**

**2.9 Main contact job title:**

**2.10 Main contact email:**

**2.11 Main contact phone number(s):**

**2.12 Number of full time equivalent (FTE) staff employed by the lead organisation:**

**2.13 Number of volunteers engaged with the lead organisation’s activities:**

**2.14 Overview of the lead organisation’s main activities:** *[In no more than 250 words]*

**2.15 Consortium members [if applicable]:** *[Please provide details of all consortium members following the format for the lead organisation above, and specify their role in the programme, if you are applying formally as a consortium.]*

**2.16 Delivery partners [if applicable]:** *[Please provide details of all delivery partners following the format for the lead organisation above, and specify their role in the programme, if you are applying as a single organisation but intend to deliver the programme in partnership with others.]*

**3. Programme Overview**

**3.1 Programme description:** *[In no more than 500 words, include a clear description of all the activity that will be carried out using the funding. Please include the responsibilities of each consortium member or delivery partner if applicable. Please clearly explain why the proposed programme is not supporting “business as usual” for your organisation.]*

**3.2 Programme fit with the grant’s objectives and outputs:** *[In no more than 500 words, explain how the programme fits with the objectives and outputs that are set out under point 3 of the Guidance for Applicants document.]*

**3.3 Programme outputs (broken down by quarter):** *[Please list the outputs of each quarter for FY22/23-24/25 e.g. number of careers advisors trained, number of in-person events delivered.]*

**3.4 Programme outcomes (broken down by quarter):** *[Please list the outcomes of each quarter for FY22/23-24/25 e.g. the measurable results you expect.]*

**3.5 Programme fit with other government strategies and programmes:** *[In no more than 500 words, set out how the project complements other national careers initiatives, the Create Growth Programme, and technical education initiatives - details regarding these initiatives are set out under point 5 of the Guidance for Applicants document.]*

**4. Programme Delivery**

**4.1 Programme start date:**

**4.2 Programme completion date:** *[No later than 31 March 2025]*

**4.3 Key programme delivery milestones:** *[Outline key delivery milestones with approximate dates for FY22/23-24/25 following a quarterly structure]*

**4.4 Programme location and reach:** *[Outline the locations of programme activities and how you will work with stakeholders and young people across a variety of regions, referring to the objective to reach young people from low socioeconomic backgrounds.]*

**4.5 Programme beneficiaries:** *[Outline the proposed beneficiaries of the project. How many beneficiaries will there be? Where are they located? How will they be engaged and involved in the CCP - especially young people who may be harder to reach?]*

**4.6 Programme team:** *[Who will manage and deliver the project? Please indicate all roles, indicate the number of each role required and provide a summary of each role’s responsibilities.]*

**4.7 Capability and capacity to deliver the programme:** *[In no more than 500 words, provide evidence to demonstrate that the applicant organisation has delivered projects or programmes of a similar scope and/or scale; and the applicant organisation’s specialist expertise in running and managing project activities. Please include the contact details of two referees from a minimum of two organisations that have previously funded you to deliver a project.]*

**5. Monitoring, evaluation and learning**

**5.1 Monitoring quality of the programme:** *[In no more than 400 words outline quality control measures that will be put in place to monitor the quality of outputs across the programme for FY 22/23-24/25, and inform the regular performance updates to be submitted to DCMS during the programme’s delivery.]*

**5.2 Evidencing outputs:** *[In no more than 400 words outline what data and information the applicant will collect in order to evidence project outputs for FY22/23-24/25.]*

**5.3 Measuring and demonstrating outcomes:** *[In no more than 400 words explain how outcomes and impact of the programme from FY22/23-24/25 will be measured and demonstrated. How will the applicant ensure these outcomes can be attributed to the CCP?]*

**5.4 Measuring and demonstrating longer-term outcomes and impact:** [*In no more than 400 words explain how the longer-term impact of the programme on young people’s career choices and intentions will be measured. How will the applicant ensure these outcomes can be attributed to the CCP?]*

**5.5 Lesson learning and sharing:** *[How will lessons learned e.g. coordination challenges, engagement with industry, be a) used to inform best practice within the lead organisation/consortium member’s institution/s and b) shared more widely?]*

**6. Resourcing and Sustainability**

**6.1 Industry support during the funding period:** *[In no more than 400 words, provide detailed plans for securing cash and in-kind support from industry during the funding period (FY22/23-24/25). Funding is conditional on proof of industry commitments to provide in-kind and cash support. Please attach written commitments from industry to your application.]*

**6.2 Long term sustainability:** *[In no more than 400 words, provide a proposed strategy for ensuring the sustainability of the programme beyond the funding period (after 31 March 2025), with timescales. Please ensure the strategy details how the programme will continue to be delivered and funded.]*

**7. Equal opportunities and diversity:** *[Please include details of how the programme’s delivery will be inclusive and operate within an equal opportunities and diversity framework. Please include a copy of your organisation’s equality and diversity statement.]*

**8. Safeguarding:** *[Please include details of arrangements for safeguarding children and vulnerable adults participating in this programme. All applicants must include a copy of their safeguarding policy, along with a statement detailing how they are assured that it has effective and appropriate safeguarding procedures that protect employees, beneficiaries or volunteers from harm, and that explains how any concerns and incidents are managed.]*

**9. Programme Finances**

**9.1 Total programme cost:** *[Please include the total cost of delivering CCP, including HMG funding and industry in-kind/cash support.]*

**9.2 Total amount of HMG funding requested:** *[Up to £947,000.]*

**9.3 Total amount of in-kind/cash support leveraged from industry:** *[Please outline all in-kind and cash support you will leverage from industry for the project. Please attach written commitments from industry to your application as requested under 6.1. The strategy for securing this funding should be detailed under 6.1.]*

**9.4 Programme budget breakdown:** *[Please attach a complete budget breakdown using the template provided, and confirm here that you have done so. Please use this space to provide any additional commentary.]*

**9.5 Maximising value for money:** *[In no more than 400 words, explain how you will achieve value for money, including through minimising costs and maximising efficiency.]*

**9.6 Proposed drawdown schedule:** *[Based on the programme budget, please indicate how much you intend to drawdown for each claim period. Please map this schedule on a quarterly basis for FY22/23-24/25.]*

**9.7 Payments at point of need:** *[Payments will be made in arrears and only made at point of need by exception. If an applicant requires payments at the point of need, please explain and justify the reasons. Please also provide evidence which meets one or more of the criteria below. Please also amend the above drawdown schedule to show when the applicant will need funding – the request will be considered as part of the assessment process]:*

*a. The applicant does not have enough working capital to start the project, such as costs for a recruitment process to staff the project;*

*b. Without advance of need payment the applicant would be forced to breach internal policies to cover the costs e.g. forced to use too much of their free reserves or they do not have any free reserves;*

*c. The project includes making onward grants. In this case we will need the applicant to demonstrate how they will ensure they pay onward grants in arrears and only pay onward grants in advance of need when the same above conditions apply to the onward grant recipient;*

*d. Where there are specific legal barriers to an organisation reclaiming costs in arrears.]*

**9.8 Financial management:** *[The delivery partner will be expected to detail and evidence expenditure on a quarterly basis when making drawdown requests and when providing DCMS with quarterly financial updates. Please describe the financial management systems and processes you will put in place to ensure you can account for grant expenditure accurately and transparently. This may include separate cost centres, separate bank accounts, clear roles and responsibilities within their finance team, etc.]*

**9.9 Risk management:** *[In no more than 400 words, explain how you will approach risk management in the handling of this grant, and please complete a risk assessment for delivering the CCP. Please also attach your organisation’s Risk Register, risk management plan.]*

**10. Mandatory documentation checklist:**

| **Documentation** | **Check** |
| --- | --- |
| 1. Fully completed and signed Application Form *[this document]* |  |
| 2. Copies of all consortium/partnership agreements signed with each member of the consortium/project partner *[if applicable] [Point 2]* |  |
| 3. Evidence that the entity/entities bidding is/are a charity or institution (other than a charity) which is established for charitable, benevolent or philanthropic purposes. *[Point 2.6]* |  |
| 4. Contact details for two referees from a minimum of two organisations that have previously funded the applicant to deliver a project *[If possible please ensure one reference is from a government or local government organisation. Please indicate if the applicant is a new organisation without references] [Point 4.7]* |  |
| 5. Written commitments from industry of in-kind and cash support *[Point 6.1]* |  |
| 6. Equality and diversity statement *[Point 7]* |  |
| 7. Safeguarding policy statement *[Point 8]* |  |
| 8. A detailed programme budget breakdown *[Please use the Programme Budget Template provided] [Point 9.4]* |  |
| 9. Evidence in support of a request to be paid at point of need, rather than in arrears *[if applicable] [Point 9.7]* |  |
| 10. A risk assessment for the delivery of the CCP [*Point 9.9]* |  |
| 11. The applicant organisation’s Risk Register and risk management plan *[Point 9.9]* |  |
| 12. Copy of annual report and audited or certified accounts, covering the last two years *[Or similar published information about the applicant organisation (and consortia members, if applicable) if available. If the applicant is a new organisation, please provide a projection of your first year of activity. Please note: in the event the applicant’s last financial year end was more than 6 months ago we may request further accounting information at a later date as part of our due diligence process.]* |  |
| 13. Details of any grant funding the applicant has received from a government or local government organisation in the last 5 years *[Details should be laid out simply and include the value of the grant, start and end dates, and a 50 word max description of aims. If the applicant has received more than 5 grants in the last 5 years please include details of the most recent grant received and the four highest value grants in the period]* |  |

**11. Authorisation:**

***Privacy notice***

*All information will be processed in compliance with the Data Protection Act 2018, the General Data Protection Regulation and any other relevant data protection legislation.*

***Who controls the information you provide?***

*The Department for Digital, Culture, Media and Sport (DCMS) controls any personal data you provide in your answers.*

***Why are we collecting and processing your personal data?***

*Your personal data is being collected and processed by DCMS to perform fraud checks, assess your application and suitability for the Creative Careers Programme grant. Our legal basis for the processing is that it is necessary for performance of a task in the public interest.*

***Will we share your personal data?***

* *Your personal data may be shared with colleagues in DCMS as part of the grant management process.*
* *We may also share your personal data with third parties if we are required to do so by law — for example, by court order, or to prevent fraud or other crime.*
* *We will not transfer your personal data outside of the European Economic Area (EEA) or to international organisations.*
* *If we are required to share details of your application further or use your responses to illustrate findings, we will ensure that neither you nor the organisation you represent are identifiable.*
* *DCMS may share information (excluding personal data) relating to your application with third parties outside government where required to do so by law, for example in accordance with access to information regimes (these are primarily the Freedom of Information Act 2000, and the Environmental Information Regulations 2004).*

***How long will we keep your personal data for?***

*If your application is unsuccessful, it will be retained until March 2026, after which it will be destroyed. If your application is successful, it will be retained until March 2031, for analysis and reporting, after which it will be destroyed.*

***Your rights over your personal data***

*You have the right to see what personal data we have about you, to have it corrected, to request that we restrict what we do with your data in certain circumstances, and to ask us to stop using your data, but keep it on record.*

*Please refer to the* [*DCMS personal information charter*](https://www.gov.uk/government/organisations/department-for-digital-culture-media-sport/about/personal-information-charter#:~:text=When%20the%20Department%20for%20Digital,we%20will%20share%20it%20with) *for further information.*

***Your right to complain***

*You also have the right to lodge a complaint to the Information Commissioner's Office about our practices, to do so please visit the Information Commissioner’s Office website: https://ico.org.uk/concerns.*

*Please confirm below that you have read and understood this privacy notice and agree with its terms.*

*If you need any further information please contact: Data Protection Officer at* [*dcmsdataprotection@dcms.gov.uk*](mailto:dcmsdataprotection@dcms.gov.uk)*.*

*I declare that I have the authority to represent [insert name of organisation] in making this application.*

*I understand that acceptance of this application does not in any way signify that the project is eligible for Creative Careers Programme grant funding or that funding has been approved towards it.*

*I understand that we may be unsuccessful, or awarded less than requested in this application.*

*I understand that DCMS will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.*

*On behalf of [insert name of organisation], I confirm that:*

* *[insert name of organisation] has the legal authority to carry out the project;*
* *The information provided in this application is accurate.*

***Signature:***

***Name:***

***Role:***

***Date:***

***Completed applications should be returned to the Skills and Diversity team, Media and Creative Industries in DCMS at: ccp-competition@dcms.gov.uk.***

*Please note:*

* ***The deadline for applications is 5:00pm, Tuesday 5th July 2022****;*
* *All applications received by the closing date will be assessed following the closing date;*
* *Any applications received after the closing date will not be assessed;*
* *All information and guidance relating to this round of funding can be found on gov.uk;*
* *As the application process is competitive, the Skills and Diversity team, Media and Creative Industries in DCMS are not able to answer individual questions or respond to requests for support in completing the application;*
* *All shortlisted applicants will be subject to comprehensive due diligence reviews and other database searches, including fraud risk indicators.*