

**Know Your Neighbourhood (KYN) Fund:** Intermediary Grant Maker Competition Application Form

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| **This document should be read in conjunction with the** [**Guidance**](https://gov.uk/government/admin/editions/1357342/attachments/know-your-neighbourhood-kyn-fund-intermediary-grant-maker-competition-application-guidance) **and** [**Advert.**](https://gov.uk/government/publications/know-your-neighbourhood-fund-invitation-for-intermediary-grant-makers)  **Please complete this form with close reference to the detailed guidance provided in the** [**Guidance**](https://docs.google.com/document/d/17wMpnxyJsOQ0olw2Ec6t5pWZaplMp5dlW8uMYmq9lNI/edit) **document.** |

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| **1. Applicant details**  *This section asks for basic details regarding your organisation and the main contact filling out the form on behalf of the organisation.* | |
| **1.1 Organisation name** |  |
| **1.2 Organisation website(s)** | *See guidance* |
| **1.3 Organisation address** | *See guidance* |
| **1.4 Organisation postcode** |  |
| **1.5 Organisation legal status** | *See guidance* |
| **1.6 Organisation Charity Commission and/or Companies House number** |  |
| **1.7 VAT registration number** |  |
| **1.8 Main contact name** |  |
| **1.9 Main contact job title** |  |
| **1.10 Main contact email** |  |
| **1.11 Main contact phone number(s)** |  |
| **1.12 Number of full time equivalent (FTE) staff employed by the Lead Partner organisation** |  |
| **1.13 Consortium applications**  **Are you making this application on behalf of a consortium or partnership arrangement with other organisation(s)?** | *See guidance*  [Yes/No]  ***If yes complete questions 1.14 and 1.15 below*** |
| **1.14 Nature of consortium or partnership (if applicable, i.e. only specify if you are submitting a joint application)** | *See guidance* |
| **1.15 Joint application members - details of all organisations which are members of your joint application**  **(if applicable, i.e. only list your partners in this section if you are submitting a joint application)** | *See guidance* |
| **1.16 Delivery partners - details of organisations you intend to work with to deliver the project (if applicable i.e. if you are applying as a single organisation but intend to deliver the project in partnership with others).** | *See guidance* |
| **1.17 Please list the 6 to 9 target areas (from the 27 in Annex A to the Application Guidance) you are planning to work in.** |  |
| **1.18 Please provide a copy of annual reports and audited or certified accounts covering the last two years for your organisation and any organisations you are applying as a consortium with as attachments to your application. Please confirm that you have done this.** | *See guidance.*  *[Yes/No]* |
| **1.19 Please detail any exceptional circumstances relevant to the organisations applying that may impact the delivery of this grant. Please also detail measures and checks that you take to mitigate these risks.** | *See guidance.* |
| **1.20 Amount/ nature of match funding your organisation will bring (if applicable)**  ***What cash match funding is your proposal bringing?***  ***What in kind contributions is your proposal bringing?*** | *See guidance*  *[Max 250 words]* |
| **1.21 Provenance of match funds (if applicable)**  ***At this stage, please indicate the processes you follow to check the source of any donations for their lawful and ethical legitimacy.*** | *See guidance*  *[Max 250 words]* |

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| **2. Eligibility check-list**  *This section is to clarify the eligibility of the application. Bidders are invited to confirm they can comply with the* ***essential criteria*** *for this grant.* | |
| **2.1 Grant-making body**  ***Please confirm you are a not-for-profit grant-making body and you will be distributing onward grants.*** | *See guidance*  [Yes/No] |
| **2.2 Organisation status**  ***Please confirm that your organisation is a UK entity and has been trading in the UK for more than 12 months.*** | *See guidance*  [Yes/No] |
| **2.3 Annual income**  ***Are you applying to deliver the maximum £14m in grants over 3 years?***  ***What is your annual income and what percentage would the grant represent of your annual income?*** | *See guidance*  [Yes/No]  *See guidance* |
| **2.4 Funded activities in the target areas**  ***Are you applying to deliver up to £14m in grants exclusively in the target areas?*** | *See guidance*  [Yes/No] |
| **2.5 Evaluation compliance**  ***Please read the evaluation requirements in the guidance and state yes/no to whether you are willing to do this.*** | *See guidance*  [Yes/No] |
| **2.6 Participation in wider Know Your Neighbourhood Fund governance**  ***Please read the governance requirements in the guidance and state yes/no to whether you are willing to do this.*** | *See guidance*  [Yes/No] |
| **2.7 Grant monitoring and reporting**  ***Please read the Post Event Assurance, monitoring and reporting requirements in the guidance and state yes/no as to whether you are willing to do this.*** | *See guidance*  [Yes/No] |
| **2.8 Compliance with DCMS grant terms and conditions**  ***Please read the DCMS draft terms and conditions available as an attachment on the advert page and confirm that if successful you should be in a position to agree to these.*** | *See guidance*  [Yes/No] |
| **2.9 Number of applications**  ***I can confirm that my organisation is included in no more than two applications including this one.*** | *See guidance*  [Yes/No] |

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| **3. Value for Money (15%)**  *This section is to provide evidence for us to assess the value for money of the application.* | |
| **3.1 Proposed administration fee to deliver the KYN Fund**  ***What is the admin fee that your organisation will charge for the delivery of the KYN Fund? Please give as a figure and as a percentage of £14m.*** | *See guidance* |
| **3.2 Detailed budget**  ***Confirm that you have completed and attached a project budget, and use this space to provide any additional commentary.*** | *See guidance*  *[Max 250 words]* |

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| **4. Strategic alignment and approach to target areas (25%)** | |
| **4.1 Outline how you will meet the KYN Fund objectives, including your approach to targeting funding to the most deprived neighbourhoods and your approach to partnership working** | *See guidance*  *[Max 1000 words]* |

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| **5. Experience and capability to deliver (20%)** | |
| **5.1 Please demonstrate that your organisation has experience in grant management and the assessment and monitoring of onward grants** | *See guidance*  *[Max 500 words]* |
| **5.2 Please demonstrate that your organisation has sufficient capacity to deliver the projects within each financial year** | *See guidance*  *[Max 500 words]* |

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| **Project oversight and delivery approach (20%)** | |
| **6.1 Please outline your proposed project management approach** | *See guidance*  *[Max 500 words]* |
| **6.2 Please outline how your organisation will undertake due diligence and post event assurance approach** | *See guidance*  *[Max 500 words]* |

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| **7. Evaluation approach (20%)**  *This section summarises monitoring, reporting and evaluation expectations* | |
| **7.1 Please outline your approach to building the evidence base on the kinds of place-based interventions that could work in increasing regular volunteering and reducing chronic loneliness. We are interested in learning how these could be scalable and sustainable.** | *See guidance [Max 1000 words]* |
| **7.2 Approach to working with the independent evaluator** | *See guidance [Max 750 words ]* |

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| **8. Privacy Notice** |
| The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018 and the General Data Protection Regulation (“the Data Protection Legislation”). This notice only refers to your personal data (e.g. your name, email address, and anything that could be used to identify you personally) not the content of your response to the survey.  1. The identity of the data controller and contact details of our Data Protection Officer  The Department for Digital, Culture, Media and Sport (“DCMS”) is the data controller. The Data Protection Officer can be contacted at [dcmsdataprotection@dcms.gov.uk](mailto:dcmsdataprotection@culture.gov.uk). You can find out more [here](https://www.gov.uk/government/organisations/department-for-digital-culture-media-sport/about/personal-information-charter).  2. Why we are collecting your personal data  Your personal data is being collected as an essential part of the competition process, so that we can contact you regarding your response and for statistical purposes such as to ensure individuals cannot complete more than one application  3. Our legal basis for processing your personal data  The Data Protection Legislation states that, as a government department, the department may process personal data as necessary for the effective performance of a task carried out in the public interest.  4. With whom we will be sharing 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). * We will seek to publish and disseminate an evaluation (not including personal data)   5. For how long we will keep your personal data, or criteria used to determine the retention period  If your application is unsuccessful, it will be retained until March 2023, after which it will be destroyed. If your application is successful, it will be retained until March 2028, for analysis and reporting after which it will be destroyed.  6. Your rights, e.g. access, rectification, erasure  The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:   * to see what data we have about you * to ask us to stop using your data, but keep it on record * to have all or some of your data deleted or corrected * to lodge a complaint with the independent Information Commissioner (ICO) if you think we are * not handling your data fairly or in accordance with the law.   You can contact the ICO at https://ico.org.uk/, or telephone 0303 123 1113. ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.  7. Your personal data will not be sent overseas.  8. Your personal data will not be used for any automated decision making.  9. Your personal data will be stored in a secure government IT system.  Please confirm below that you have read and understood this statement and agree with its terms.  If you need any further information please contact: Data Protection Officer at dcmsdataprotection@dcms.gov.uk. |

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| **9. Declaration** |
| 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 the Know Your Neighbourhood (KYN) Fund or that funding has been approved towards it. I understand that we may be 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; * The organisation has appropriate safeguarding procedures that protect employees, beneficiaries and volunteers from harm; * The organisation has appropriate GDPR procedures in place; * This application is submitted with the annual report, accounts, project budget and project plan requested; and * By submitting this application I am agreeing to the terms above.   Signature: ………………………………………… Date: ……………………………..  Name: …………………………………………  Role: …………………………………………  **Completed applications should be submitted by email to** [**KYN-Fund@dcms.gov.uk**](mailto:KYN-Fund@dcms.gov.uk)  Please note:   * **The deadline for applications is 10am on Thursday 29th September 2022.** Please print, sign and scan your application form and submit it as a PDF document. * Applications received after this date and time will not be considered. You will receive a confirmation email to acknowledge receipt of your application. Please get in touch if you have not received this to ensure that your application has successfully been submitted before the deadline. * Applications should be submitted by email to [KYN-Fund@dcms.gov.uk](mailto:KYN-Fund@dcms.gov.uk). Enquiries about KYN Fund should also be directed to this address by **5pm on Friday 2nd September.** We will respond individually to clarification questions up until this date and will update the gov.uk page with anonymised clarifications which have been shared shortly after this. * DCMS will hold a virtual engagement session for clarification questions from **10:30am - 11:30am on Wednesday 31st August 2022.** Please contact the Volunteering and Tackling Loneliness team at [KYN-Fund@dcms.gov.uk](mailto:KYN-Fund@dcms.gov.uk) to request further information or to sign up for this event. * Shortly after the engagement session we will update the gov.uk page with information shared at the engagement session, anonymised clarifications to questions asked at the session and to questions received by email before 2nd September . Please check the gov.uk page for the clarifications before submitting your application. * Please note, as the application process is competitive, the DCMS team is not able to respond to requests for support in completing the application. * We may invite the leading organisation from up to 3-5 of the highest scoring bids for **clarification interviews in mid October 2022.** * Please be aware that there will be a pause between the interview stage and informing applicants of the outcome of up to two months. We expect to inform the successful applicant by late November/ early December. * Any changes to this timeline will be communicated on the gov.uk page. |