

# Hong Kong BN(O) Welcome Programme: Voluntary Community and Social Enterprise (VCSE) Grant Prospectus (England Only)

## Summary

In this prospectus, we will explain the purpose of the new VCSE Grant scheme to be delivered in the financial year 2024/25. The prospectus provides information to assist you as you complete your application, and is set out in the following parts:

Part 1: Grant summary

Part 2: VCSE grant opportunities

Part 3: Eligibility requirements

Part 4: How to apply

Part 5: Timelines and processes

Part 6: Scoring process

Part 7: Guidance for completing the application form

Part 8: Full list of questions in the application form

**If you have any questions, that are not answered in this prospectus, please contact the Department for Levelling Up, Housing and Communities (DLUHC).**

General enquiries: [HKVCSEgrant@levellingup.gov.uk](mailto:HKVCSEgrant@levellingup.gov.uk).

## Introduction

In January 2021, the Government launched a new visa route for Hong Kong British National (Overseas) [BN(O)] status holders and their families, giving them the opportunity to come to the UK to live, study and work on a pathway to citizenship. The visa was expanded in November 2022 to allow eligible adult children of BN(O) status holders who were born after 1 July 1997, to apply to the route independently of their parents. As of September 2023, 191,000 visa applications have been made, giving tens of thousands of BN(O)s the opportunity to make a new life for themselves in the UK.

To support BN(O)s as they integrate into their new communities, the Department for Levelling Up, Housing and Communities (DLUHC) developed a Welcome Programme, which launched in April 2021. Through this programme, BN(O)s have been able to

access advice, guidance and support on a range of issues including employment, education and housing, access to English language to help BN(O)s get jobs and socialise, as well as opportunities to learn about UK life.

As the Welcome Programme moves into 24/25, the Government is keen to ensure that BN(O)s continue to receive the support they need to thrive in their new lives in the UK, whilst moving the programme towards a more sustainable state. To do this, the VCSE Grant scheme will be focused on two priority areas to be delivered across England:

1. Employability.
2. Mental health and wellbeing.

These priority areas will complement support offered through other aspects of the Programme, via the Welcome Hub network and Local Authorities. This includes:

- A network of 12 Welcome Hubs across the UK (£3.6m across England, Scotland, Wales and Northern Ireland) helping BN(O)s understand and connect to services in their local area.
- English language classes, and destitution support if needed, provided through Local Authorities (England only).
- Maintained funding for the current Hate Crime Reporting Service for BN(O)s and East and Southeast Asian (ESEA) communities until 31 March 2024, and a further announcement on the future provider will be made in due course.
- Continued updates to our dedicated GOV.UK page, including our Welcome Pack, available in English and Cantonese.

More information about the Hong Kong BN(O) Welcome Programme can be found on [GOV.UK](https://www.gov.uk).

### **Part 1: Grant summary**

For 2024/25, we will fund c.£1m grant scheme to support BN(O)s and their families across England. In total, two grants will be awarded to support two projects. The Department expects to fund one organisation/consortium for each grant. The grants break down as follows:

**Grant 1: Employability - £650,000.**

**Grant 2: Mental health and wellbeing - £310,000.**

Additional funding may become available for these schemes but amounts are subject to confirmation.

Applicants should base their substantive proposals on a maximum grant budget of £650,000 for employability and £310,000 for mental health and wellbeing.

Applicants may also describe the additional activity that would be delivered should additional grant be made available. The maximum additional grant that might become available is £150,000 for employability and £90,000 for mental health and wellbeing.

Bids will be assessed to identify preferred grant recipients.

Bids will be assessed only against the substantive proposals for the maximum grant budget. Proposals to utilise potential additional grant will not be scored but will be used to inform subsequent discussions with preferred grant recipients.

A meeting to discuss use of any additional grant will take place with preferred bidders either at shortlisting stage or post award depending on when funding is confirmed. Additional activity would be subject to a further work plan being submitted and value for money assessment.

Recently funded research carried out in summer 2023 identified these themes as priorities for BN(O)s, and this is where Government feels it can add most value with the funding available. The grants will help BN(O)s to thrive in their new lives – helping them to get jobs that match their skills so that they can prosper and get help with mental health and wellbeing to give them the confidence to be part of their communities.

Projects are expected to begin delivery swiftly after successful applicants are notified, which we expect to be from June 2024. Projects will need to be completed by 31 March 2025.

The application form will give applicants the opportunity to provide costs for activities that will be undertaken to facilitate the delivery of objectives (below). DLUHC will seek to ensure that bids are cost effective and present best value for money, along with a strong focus on developing sustainable outcomes for BN(O)s.

## **Part 2: VCSE grant opportunities**

The VCSE Grant scheme is divided into 2 individually biddable grants:

<b>Grant number</b>	<b>Theme</b>	<b>Objective</b>
<b>Grant 1</b>	Employability	To reduce unemployment and under employment in the BN(O) cohort.
<b>Grant 2</b>	Mental health and wellbeing	To support BN(O)s and their families to have more confidence through delivery of trauma informed and mental health and wellbeing support

A total of c.£1m has been allocated to invest in projects which will deliver across England from June 2024 to 31 March 2025. Table 1 (below) illustrates the indicative budgets for each grant, the aim, and potential activities.

### **Grant 1 - Employability**

**Funding range:** Between £600,000 - 650,000

**Aim:** We are looking to fund one organisation/consortium to deliver a project to support BN(O)s on their journey to secure employment matching their skills and experience, to reduce unemployment and underemployment in the BN(O) cohort.

Recent funded research and ongoing delivery indicated that whilst BN(O)s have high level of skills and education, only half of adults are currently in some form of employment and just a fifth of the BN(O) working population feel their current role matches their skills and experience completely.

**Activities:** Whilst applicants can decide what activities they wish to deliver, project proposals must be underpinned by a programme of conversational English language activities to help BN(O)s through the recruitment process and to give them confidence to engage in a workplace environment. Confidence to speak English was identified as the leading barrier for BN(O)s when looking for a job, therefore we require any funded project to provide support in this area.

**Other activities could include:**

- General employability support in areas such as writing CVs and job applications, interview skills, access to volunteering opportunities to enhance confidence and build networks etc...
- Skills assessments,
- Confidence building,
- Conversation clubs,
- Specific sector advice / career opportunities guidance,
- Coaching / mentoring,
- Qualification conversion,
- Further training in relevant sectors,
- Job matching and support services,
- Employer education to promote benefits of hiring BN(O)s,
- Signposting to further support or services.

The above is not exhaustive; applicants can include support in other areas where they identify there is a need.

**What we are looking for:** Activities should be delivered through a mix of face to face and virtual support, with a focus on in person events in areas where there are higher numbers of BN(O)s (e.g. North West, London, Midlands and South East).

Activities should have a tailored local approach based on need in different areas, but with consideration given to regional employment markets. Applicants should be able to demonstrate links to local and regional stakeholders including Welcome Hubs to support this. Applicants will need to demonstrate reach at a local level as well as an ability to deliver across England to ensure support is provided effectively. This could be directly or via consortium members.

We welcome applications from organisations with knowledge of the employment market, as well as an understanding of BN(O) culture, and the challenges BN(O)s may face. This includes the ability to reach this cohort with their support and services (for example through providing bilingual access to support in Cantonese

and demonstrating how they can gain the trust of the BN(O) community). A lead organisation could use a consortium to support delivery in these areas.

**Outcomes and Impacts:** Project applicants will be expected to collect and provide details around the impact of activities. We will ask applicants to provide expected outcomes against the following:

Number of BN(O)s supported to:

- Produce a CV,
- Apply for a job,
- Get a job interview,
- Find a job,
- Achieve a promotion / higher paid role,
- Start or grow their own business,
- Start a volunteering role,
- Help transfer a qualification from abroad into the UK equivalent,
- English language confidence increased to find, retain, and progress in a job within their chosen career.

Applicants can also suggest other ways that they will capture outcomes and impacts appropriate to their projects.

**Table 1: Employability grant**

### **Grant 2 - Mental Health and Wellbeing**

**Funding range:** Between £275,000 - £310,000

**Aim:** We are looking to fund one organisation/consortium to support the mental health and wellbeing of BN(O)s and their families to give them the confidence to be part of their communities through delivery of trauma informed mental health and wellbeing support.

**Activities:** Applicants can decide on what activities to deliver, but some examples could include:

- Creation of BN(O) tailored resources and materials around mental health,
- Provision of support to recover from traumatic experiences, displacement and/or resettlement into a new country,
- One to one support tailored to individual needs,
- Creation of referral pathways for further support informed by local structures to support sustainability,
- Culturally sensitive mental health campaigns to raise awareness and build confidence within the BN(O) community to discuss issues, seek help and know where to go for support,
- Training and/or materials for healthcare professionals to inform them of the needs of the BN(O) cohort,

- Support for adults and the elderly to reduce isolation, and/or those with intersectional needs.

The above is not exhaustive; applicants can include support in other areas where there is a need.

**What we are looking for:** We would like activities to be delivered through a mix of face to face and virtual support, with a focus on in person events in areas where there are higher numbers on BN(O)s (e.g. North West, London, Midlands and South East).

Activities should have a tailored local approach based on need in different areas across England, but with consideration given to both local and regional mental health sectors and provision. Applicants should be able to demonstrate links to local and regional stakeholders including Welcome Hubs to support this. Applicants will need to demonstrate reach at a local level as well as an ability to deliver across England to ensure support is provided effectively. This could be directly or via consortium members.

We welcome applications from organisations with knowledge of the mental health sector, as well as an understanding of BN(O)s including their culture and the challenges they may face. This includes the ability to reach this cohort with their support and services (for example through providing bilingual access to support in Cantonese and demonstrating how the organisation can gain the trust of the BN(O) community). A lead organisation could use a consortium to support delivery in these areas.

**Outcomes and Impact:** Project applicants will be expected to collect and provide details around the impact of activities. We will ask applicants to provide expected outcomes and the impact that you think you will achieve from delivery, along with details of what measurement tools you would use to help understand what progress has been made. You will need to monitor and report on these activities throughout the delivery period.

**Table 2: Mental health and wellbeing grant**

### **Part 3: Eligibility requirements**

#### **List of eligible organisations**

To be an eligible organisation, applicants must be one or more of the following:

- A Charity (an organisation registered as a Charity with UK charity regulators),
- A Charitable Incorporated Organisation registered with the Charity Commission & Companies House (CIO) (SCIO),
- A Community Interest Company (CIC) registered with Companies House,
- A Cooperative or Community Benefit Society,
- A Company Limited by Guarantee registered with Companies House,
- An Unincorporated Community Group which must:

- Be established for charitable, benevolent, or philanthropic purposes,
- have a governing body (committee) with at least 3 members, have a governing document (constitution),
- be able to provide your organisations annual accounts for the last 2 financial years.

The following types of organisations are not eligible to apply:

- Companies limited by shares,
- Any other profit-distributing organisations,
- Individuals (but may work with eligible groups as set out above).

These lists are not exhaustive. Advice should be sought from DLUHC if an applicant believes that the status of their organisation is not listed.

### **Due diligence**

DLUHC will undertake full due diligence and fraud safeguarding checks on successful applicants which will be carried out before any funds are released. DLUHC will also undertake due diligence checks on all parties named as consortium members / delivery partners. We will request information on those organisations you intend to partner with in the application form.

### **Safeguarding**

Applicants wishing to apply must have relevant safeguarding policies in place. All applicants must also adhere to the [Government Code of Conduct](#). Please ensure that you have read the Code of Conduct in full, particularly the section on interaction with vulnerable groups.

### **Subsidy control**

Applicants selected to receive grant funding will ensure compliance with the Subsidy Control Act 2022 and be responsible for ensuring all elements of the scheme are provided in accordance with the UK's international obligations in respect of subsidies (as amended from time to time).

### **Consortium bids**

We welcome applicants to apply as part of a consortium to support delivery (please note that there must be a named lead delivery partner with all applications). All consortium members should be listed within the application. There is a section in the application form where you can demonstrate the value that consortium members will provide to the project. DLUHC will issue the grant funding agreement to the lead delivery partner.

**An organisation may only submit one bid.** An organisation may be part of a consortium involved in applying for both grants but should not be the lead organisation on both.

### **Grant payments**



Grant funding will be paid in the following instalments:

[50]% on signing of grant funding agreement,

[25]% following submission of first progress report (envisaged Sept/Oct),

[25]% following submission of second progress report (envisaged Jan).

#### **Part 4: How to apply**

Please apply for the VCSE Grant scheme through this [link](#).

The deadline for applications is 23.59 on Sunday 28 April 2024.

Applications received after this time will not be considered. Applications via e-mail will not be considered.

If you have any questions about the application process, please email: [HKVCSEgrant@levellingup.gov.uk](mailto:HKVCSEgrant@levellingup.gov.uk)

#### **Part 5: Timelines and processes**

Overview of timeline (subject to change)

- Applications open: 22 March 2024
- Webinar session: Wednesday 3 April and Wednesday 10 April 2024
- Deadline for applications: Sunday 28 April 2024 at 23.59
- Scoring bids: End April to May 2024
- Approval and confirmation of successful awards: June/July 2024
- Delivery commences: June/July 2024
- All funds committed and delivery ends: 31 March 2025

Successful organisations will be expected to commence and complete core delivery in line with the dates set out and to have committed all funds by 31 March 2025.

#### **Roles and responsibilities**

DLUHC is providing funding for the VCSE Grant scheme. DLUHC will assess VCSE bids and provide funding directly to the named lead successful VCSE organisation for each individual grant.

Role of DLUHC:

- Publish the VCSE prospectus.
- Assess bids against the assessment criteria and determine allocation of funding.
- Complete due diligence checks on organisations selected for funding.
- Notify applicants of funding decisions.
- Establish Grant Funding Agreements with successful organisations.



- Provide funding as agreed in the Grant Funding Agreement.
- Establish and undertake regular monitoring and evaluation. The Department will be in touch with the successful grant recipients about what this will involve.

Role of VCSE organisation:

- Ensure proposals submitted are on the correct application form and contain clear costings, outputs, and outcomes for activities.
- Cooperate fully with the assessment and due diligence process.
- If selected for funding, sign a grant funding agreement with DLUHC.
- Enter into suitable arrangements with delivery partners/consortium members to ensure that all delivery, reporting and assurance requirements are understood.
- If selected for funding, deliver proposals in line with agreed plans, within timescales and to budget.
- Participate in monitoring and evaluation, as required. The Department will be in touch with the successful grant recipients about what this will involve.

## Part 6: Scoring Process

### Summary of assessment process

DLUHC will assess the applications after the deadline for submissions.

Each application will be assessed against a number of criteria. Applications will be ranked by score and a preferred grant recipient for each grant will be recommended to the Secretary of State for Levelling Up, Housing and Communities for final approval.

### Scoring criteria

Applications will be assessed against the following criteria:

1. **Ability to deliver the project:** Evidence of experience and capacity of delivering projects on a similar scale, including knowledge of England-wide and local/regional sectors (employment or mental health) and experience of working with the BN(O) community.
2. **Stakeholder engagement and sustainability:** Evidence of how the organisation will work with stakeholders across England, to deliver the project and build sustainable networks.
3. **Value for money:** Demonstration of strong value for money with costs that are proportionate to the number of expected BN(O)s reached and expected outcomes to be achieved.
4. **Risk and governance:** Evidence of a realistic understanding of potential financial and delivery risks, including counter fraud, and mitigations to address these risks. Plans should provide confidence that there is a clear and robust governance structures, particularly where there is a consortium in place.

5. **Working with the BN(O) community:** Evidence of how the organisation intend to engage with BN(O)s to gain their trust alongside demonstrating knowledge of the community including their culture and the challenges they may face.
6. **Providing support across England:** Project plan that demonstrates how support and services will be available across all regions, and proportionate to where BN(O)s are settling in England.
7. **Project summary, activities and deliverability:** Project plan outlining how it will achieve the objectives of the grant with clear activities, timescales, outcomes, and success measures that support positive outcomes for BN(O)s. Plans should reference knowledge of England-wide and local/regional sectors and what format they would be delivered.

## Criteria scores

The scores for each criterion are not equally weighted, and will work as follows:

Criteria	Maximum score	Score weighting
Ability to deliver the project	3 (minimum score of 1 is required to pass)	20%
Stakeholder engagement and sustainability	3 (minimum score of 1 is required to pass)	11%
Value for money	3 (minimum score of 1 is required to pass)	11%
Risk and governance	3 (minimum score of 1 is required to pass)	11%
Working with the BN(O) community	3 (minimum score of 1 is required to pass)	11%
Providing support across England	3 (minimum score of 1 is required to pass)	11%
Project summary, activities, and deliverability	3 (minimum score of 1 is required to pass) Score will be doubled to reflect weighting	25%

## Scoring guidelines

**Tell us about your ability to deliver the project (minimum score of 1 is required to pass)**

Criteria description	Score guide
Proposals should provide confidence that organisations have experience with delivering similar projects and have the capacity to deliver a project on this scale. Organisations should	0 – No confidence provided that the organisation has experience of delivering similar projects or has the capacity to deliver a project on this scale. No evidence provided that they

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demonstrate their understanding of the local and regional market (employment or mental health) and draw on their experience of working with the BN(O) community.	understand the local and regional market (respective to the scheme they have applied for) and have limited to no experience of working with the BN(O) community.
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1 – Proposal has provided some confidence that the organisation has experience of delivering similar projects or capacity to deliver a project on this scale. They have demonstrated some, but limited knowledge or understanding of the local and regional markets and has some experience of working with the BN(O) community.

2 – Proposal has provided a good level of confidence that the organisation has experience of working within the sector and demonstrated that they have the capacity to deliver a project of this scale, either themselves or through a consortium. They have drawn upon examples where they have successfully delivered a project to the same degree referencing their understanding of local and regional need. They have shown a good level of understanding of the BN(O) community previously and/or understand the need to build trust within the cohort.

3 – Proposal has provided a strong level of confidence that the organisation has experience of working within the sector and demonstrated that they have the capacity to deliver a project of this scale either themselves or through a consortium. They have drawn upon examples where they have successfully delivered a project to the same degree, referencing their understanding of local and regional need. They have worked with the BN(O) community previously and/or have demonstrated how they will build trust within the cohort. Their understanding provides DLUHC with a high degree of confidence in the ability of the applicant to deliver.

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**Stakeholder engagement and sustainability (minimum score of 1 is required to pass)**

<b>Criteria description</b>	<b>Score guide</b>
Proposals should provide evidence that the organisation will work with key stakeholders and partners England-wide and locally/regionally to deliver the project. Organisations should exemplify how they will contribute towards the development of sustainable networks for BN(O)s, e.g. establishing networks that could function without Government funding in the future, and could be run by BN(O)s or existing VCSE groups. Reference should be made to working with the Welcome Hubs across England, along with other civil society groups.	<p>0 – No evidence that the organisation will engage with stakeholders or partners, or consideration around future sustainability of BN(O) networks once delivery concludes.</p> <p>1 – There is limited reference to specific stakeholders and partners, but the organisation has intention to work with stakeholders. Limited reference to how they ensure future sustainability of BN(O) networks.</p> <p>2 – The organisation’s intention to work with partners and some detail is provided on plans to take this forward. This includes reference to how they will engage with Welcome Hubs and civil society groups, as well as other partners. There is reference as to how they will ensure future sustainability of BN(O) networks. The proposal provides DLUHC with a reasonable degree of confidence in the ability of the applicant to deliver and establish sustainable networks once delivery concludes.</p> <p>3 – The proposal outlines in detail how the organisation will engage with partners, including Welcome Hubs, and how this will help them to deliver the milestones and outcomes of their project. They have clearly explained how they intend to contribute to ensuring future sustainable networks. The proposal provides DLUHC with a high degree of confidence in the ability of the applicant to deliver and establish sustainable networks once delivery concludes.</p>

**Value for money (minimum score of 1 is required to pass)**

<b>Criteria description</b>	<b>Score guide</b>
The proposal should demonstrate strong value for money. Costs should be proportionate to the number of expected BN(O) status holders that the project intends to reach/quality of service provided, and outcomes that it plans to achieve. There should be detail on how funding would be used to maximise delivery and achieve value for money. This could be demonstrated through the presentation of proportionate costs per participant, a clear breakdown of costs (covering areas such as IT, staffing, marketing and events), economies of scale that will be achieved, Proposed costs for each aspect of the project should be reasonable, proportionate and ensure that funding is maximised as much as possible.	<p>0 – No evidence provided that the proposal demonstrates value for money.</p> <p>1 – Proposal includes some detail on costs and the numbers of BN(O)s the project could support.</p> <p>2 – Proposal includes an overall breakdown of costs, which are linked to the project plan and numbers of BN(O)s that the project will reach. The proposal provides DLUHC with a reasonable degree of confidence in the ability of the applicant to deliver.</p> <p>3 – Proposal includes a detailed breakdown of costs, which is linked to timelines in the project plan and numbers of BN(O)s that the project will reach, costs for each aspect of the project are proportionate and reasonable. The proposal outlines ways to ensure that costs are kept to a minimum, while ensuring that funding is maximised. The proposal provides DLUHC with a high degree of confidence in the ability of the applicant to deliver.</p>

**Risk and governance (minimum score of 1 is required to pass)**

<b>Criteria description</b>	<b>Score guide</b>
Proposals should show evidence of a realistic understanding of potential financial and delivery risks, including counter fraud, UK GDPR, and mitigations to address them. It should provide confidence that there is a clear governance and risk management structure in place with	<p>0 – The proposal does not identify or address any risks or provide any detail around governance structures in place.</p> <p>1 – The proposal identifies potential risks with some mitigations outlined. Governance and risk management</p>

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oversight and accountability, including structure poorly defined, no details of how any consortium partnerships would oversight or accountability be managed.

2 – The proposal outlines financial and delivery risks and has planned mitigations listed. Governance and risk management structure defined, linked to oversight or accountability. The proposal provides DLUHC with a reasonable degree of confidence in the ability of the applicant to deliver.

3 – The proposal outlines delivery and financial risks and has planned mitigations listed. There is a method of monitoring and controlling risks listed, further risk policy documents are referenced (contingency plans, risk register, anti-fraud policy etc). Detailed governance and risk management structure provided, with a clear explanation of oversight and accountability linked to job roles, within the organisation and or across consortium members. The proposal provides DLUHC with a high degree of confidence in the ability of the applicant to deliver.

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### **Working with the BN(O) community (minimum score of 1 is required to pass)**

<b>Criteria description</b>	<b>Score guide</b>
Proposals should set out plans to show how they intend to engage with BN(O)s and gain their trust. They should demonstrate their knowledge of the community, their culture and the challenges they may face to ensure that the project activities are widely used.	0 – No evidence that engagement of BN(O)s has been considered and limited or no understanding of the BN(O) community and culture demonstrated.
	1 – Engagement of BN(O)s is referenced but no clear plan about how to do this and there is limited understanding of the BN(O) community, culture and challenges they may face.
	2 – Engagement of BN(O)s referenced in the project plan, and an indication of how they will do this to ensure the success of the project. Have

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	<p>demonstrated some understanding of the BN(O) community, culture, and challenges they may face. The proposal provides DLUHC with a reasonable degree of confidence in the ability of the applicant to deliver.</p> <p>3 – There is a well-presented plan for engagement with BN(O)s and building trust with the community supported by their understanding of the BN(O) community and culture. The proposal includes details of how engagement with BN(O)s will form a core part of the project, a clear understanding of the community, culture and challenges they will face and provides DLUHC with a high degree of confidence in the ability of the applicant to deliver.</p>
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### **Providing support across England(minimum score of 1 is required to pass)**

<b>Criteria description</b>	<b>Score guide</b>
Proposals should show how the support and services will be available to BN(O)s across all of the English regions, and reference stakeholders who have been identified to help support reach. Activity should be proportionate to the numbers settling in these locations.	<p>0 – No evidence that England-wide coverage has been considered in the proposal.</p> <p>1 – England-wide coverage is referenced but not addressed directly, and no clear plan is included about how to achieve this.</p> <p>2 – England-wide coverage is referenced, with some indication of how the proposal will achieve this and the activities are proportionate to the number of BN(O)s in those locations. There is some reference to local stakeholders who can support reach in the areas. The proposal provides DLUHC with a reasonable degree of confidence in the ability of the applicant to deliver.</p> <p>3 – There is clear evidence that the organisation will ensure support and</p>



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services are accessible to BN(O)s across all the regions in England, and have stakeholders in place, or have identified stakeholders who can support in reaching BN(O)s in these locations and activity is proportionate to the numbers settling in these areas.

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**Project summary, activities, and deliverability (minimum score of 1 is required to pass)**

<b>Criteria description</b>	<b>Score guide</b>
Proposals should be specific about the activities they will deliver and the timescales they will adhere to. They should detail the number of BN(O)s they expect to reach, how their project will support positive outcomes for BN(O) status holders and what format activities would be delivered in (in person, virtual etc). They should evidence how they will measure the success of their project and how they will use knowledge of local sectors to provide tailored support. Confirmation should be provided that activities do not duplicate existing provision.	<p>0 – No detail on activities, timescales, outcomes, or success measures outlined in proposal or consideration to local sectors or need. No confidence as to whether there is any duplication of activities. No inclusion of English language activities (employability applications only).</p> <p>1 – Limited or weak evidence provided on delivery activities, outcomes, timescales and how the organisation intends to monitor and evaluate activities, or consideration to local sectors or need. Limited confidence as to whether there is any duplication of activities. Limited inclusion of English language activities (employability applications only).</p> <p>2 – Proposal includes a plan covering key activity, delivery timescales, intended outcomes and the number of BN(O)s they intend to reach along with English language activities (employability applications only). Some detail is provided on indicators that will be used to measure progress and success and that they have considered local sectors and need. The proposal provides DLUHC with a reasonable degree of confidence in the ability of the applicant to deliver</p>

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and that the provision is not duplicating existing activities.

3 – Proposal includes a detailed plan, linking activity, delivery timescales, intended outcomes and the number of BN(O)s they intend to reach and good level of English language activities (employability applications only). Clear indicators of how progress and success will be measured have been provided, with a detailed description of methods that will be used to monitor these (e.g., surveys). Proposed activities reflect consideration to local sectors and need and that there is no duplication of services. The proposal provides DLUHC with a high degree of confidence in the ability of the applicant to deliver.

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## **Part 7: Guidance for completing the application form**

### **Completing the form**

Please read these instructions carefully before submitting your application form:

- The link for the application form can be found [here](#).
- We will only accept applications from lead organisations that meet the eligibility criteria as detailed in part 3 of this guidance.
- Please complete all the questions on the application form. Incomplete application forms will not be considered.
- You will be able to save your application and come back to it later – you will be e-mailed with log in details for an ongoing application.
- All applications must be completed and submitted by the deadline. Applications received after the deadline will not be considered.
- Please note that applications should not exceed the maximum wordcount. Information that exceeds the maximum wordcount will not be used as part of the assessment of the application.
- We will not accept applications or supporting documents via email.

### **Deadline for applications**

Applications for the VCSE Grant scheme must be completed and received in full by 23.59 on Sunday 28 April 2024.

This guidance explains how to complete the online application form.

We will be running a webinar on Wednesday 3 April and Wednesday 10 April 2024 to demonstrate how to complete the online form. If you cannot access the form, or have any issues with submission, please contact: [HKVCSEgrant@levellingup.gov.uk](mailto:HKVCSEgrant@levellingup.gov.uk).

Section	Description
Section 1: Lead organisational contact information and consortium membership contact information	<p>You will be asked to provide information regarding the lead applicant organisation and information on consortium members (if applicable). This will include:</p> <ul style="list-style-type: none"> <li>• personal details (organisation name, address, lead contact, email addresses, telephone number and social media).</li> <li>• your charity commission and/or company number.</li> <li>• whether you will be operating as part of a consortium and their organisational and contact details.</li> </ul>
Section 2: Which VCSE grant are you applying for?	<p>You will need to select which grant you are applying for. The grants available are:</p> <ul style="list-style-type: none"> <li>• Employability.</li> <li>• Mental health and wellbeing.</li> </ul>
Section 3: Tell us about your ability to deliver the project	<p>You will be asked to draw upon your experience of delivering projects of a similar scale and scope. This includes your knowledge of the sector (employability market or mental health and wellbeing sector), and engagement with BN(O) groups.</p>
Section 4: Stakeholder engagement and sustainability	<p>You will be asked to provide detail on how you will work with key stakeholders England-wide and locally/regionally to deliver your project. Proposals should also show how you will contribute towards the development of sustainable networks for BN(O)s.</p>
Section 5: Finance	<p>You will be asked to provide the total amount of funding you are applying for. This includes:</p> <ul style="list-style-type: none"> <li>• A breakdown of costs for your project.</li> </ul>

	<ul style="list-style-type: none"> <li>An explanation of how your project demonstrates value for money (VfM). Costs provided should be proportionate to the number of expected BN(O) status holders that the project intends to reach and outcomes that it plans to achieve.</li> </ul>
Section 6: Risk and governance	You will be asked to provide the potential risks to the project and plans to mitigate against them. You will also be required to outline your governance structure, including arrangements with consortium members.
Section 7: Working with the BN(O) community	You will be asked to present your plans on how you intend to engage with BN(O)s and build trust, alongside demonstrating knowledge of the community to ensure your project is widely used.
Section 8: Providing support across England	You will be asked to provide a clear plan on how support and services to BN(O)s will be available across all the regions in England.
Section 9: Project summary, activities, and deliverability	<p>You will be asked to provide a clear summary of your project, detailing how it will achieve the objectives of the grant. Your summary should be aligned to the criteria outlined in the prospectus (see Part 2) for either employability or mental health and wellbeing.</p> <p>You should include information on:</p> <ul style="list-style-type: none"> <li>The summary of the project, what it aims to achieve, how it will do this, and the total numbers of BN(O)s who will be supported.</li> <li>What activities will be delivered.</li> <li>Plans for engaging BN(O)s and detail on the stakeholders you will work with to support your project to help deliver tailored support based on local need and systems. This</li> </ul>

	<p>can include existing stakeholders /networks, as well as new ones you plan to work with. Plans should draw on how projects will support positive outcomes for BN(O) status holders and what format they will be delivered in (i.e. in person or virtual).</p>
Section 10: Declaration	<p>You will be asked if you agree to the following statements. All boxes need to be ticked for the application to be progressed.</p> <ul style="list-style-type: none"> <li>• Give your permission for DLUHC to share your data with a third party working on their behalf.</li> <li>• Confirmation that you have the relevant safeguarding policies in place.</li> <li>• DLUHC or a third party working on their behalf contacting you to discuss your application further.</li> <li>• Evaluate and monitor activities specified within your bid as agreed with DLUHC or a third party working on their behalf.</li> <li>• Cooperate with reasonable requests for publicity (including social media promotion).</li> <li>• Return a final evaluation report at the end of the project.</li> <li>• Produce a statement of grant usage in the year following the grant award.</li> </ul>

**Table 3: Application form description**

## **Part 8: Full list of questions in the application form**

## **Section 1: Lead organisational contact information and consortium membership contact information**

- Organisation name (legal and trading name)
- Is your organisation based in the UK?
- Please state which of the following categories your organisation falls under. If your organisation falls outside of these, please detail how your organisation meets the eligibility criteria:
  - A Charity (an organisation registered as a Charity with UK charity regulators).
  - A Charitable Incorporated Organisation registered with the Charity Commission & Companies House (CIO) (SCIO).
  - A Community Interest Company (CIC) registered with Companies House.
  - A Cooperative or Community Benefit Society.
  - A Company Limited by Guarantee registered with Companies House.
  - An Unincorporated Community Group.
  - N/A
- If your organisation falls outside these, please detail how your organisation meets the eligibility criteria.
- If applicable, please provide your Registered Charity Number and/or Companies House Registered Company Number.
- Does your organisation meet all the eligibility criteria listed in the associated prospectus?
- Are you able to commence and deliver the project within the timescales set out in the prospectus?
  - Yes
  - No
- Please provide the following information:
  - Lead contact name
  - Your role
  - Registered address in the UK (including a valid postcode)
  - Contact telephone number
  - Contact email address

- Website
- Social media pages (please provide links)
- Consortium membership contact information
- Are you applying as part of a consortium?
  - Yes
  - No

Please detail the consortium members for your project where applicable. You will be able to add additional consortium members at the end of the page, please add details of one consortium member at a time.

- Organisation name (legal and trading name)
- Organisation type
- Registered address in the UK (including valid postcode)
- Lead contact
- Charity and/or company number
- Website
- Social media pages (please provide links)

## **Section 2: Which VCSE grant are you applying for?**

- Employability
- Mental health and wellbeing

## **Section 3: Tell us about your ability to deliver the project**

In this section you may want to cover:

- Whether you and/or consortium members have delivered projects like this before?
- How you have the ability and capacity to deliver a project of this scale.
- Knowledge of employment markets / mental health systems (dependent upon application).
- Experience of engagement with BN(O) groups.

**(1000 word limit)**

## **Section 4: Stakeholder engagement and building a sustainable network**



We expect that successful applicants will work with a range of stakeholders to deliver the project. This should include Welcome Hubs across all the English regions , along with civil society groups. Applicants should describe what measures they would put in place to ensure the legacy of the project following completion.

- Please set out how you intend to work with your stakeholders and others to deliver the objectives of your proposals and this scheme? Please provide reference to specific stakeholders. **(300 word limit)**
- How will your project contribute to the development of sustainable networks or systems for the BN(O) community to ensure the legacy of the project following completion? **(300 word limit)**

### **Section 5: Finance**

- Please specify the total amount you are bidding for. Please use full numbers with no spaces and commas in this section (e.g., 3000 and not 3,000).
- Is this the complete cost of your project?
  - Yes
  - No
- If no, have you secured required additional funding?
  - Yes
  - No
- If you have confirmed additional funding, please detail the source of these funds. **(300 word limit)**
- Please provide a breakdown of the costs for your project. You do not need to complete all boxes, add '0' if not applicable. Please ensure that all costs total the amount you are bidding for and provide an explanation in following question.
  - a) Staff costs
  - b) IT costs
  - c) Marketing costs
  - d) Event costs
  - e) Venue costs
  - f) Administration costs

- g) Travel Costs
- h) Material / equipment costs
- i) Rent
- j) Other (if other, please explain)

- Please provide additional information about your costs that demonstrate how the project will achieve value for money. **(300 word limit)**
- Are you applying as part of a consortium?
  - Yes
  - No
- Finance associated with consortium members

Please provide a general breakdown of anticipated costs expected to be allocated to each consortium member as well as a description of the knowledge/benefit they will bring to the project.

This should be completed for each consortium member, even if they are not receiving any of the funding.

- Organisation name
- How much funding will they receive (if applicable)
- What knowledge/benefit will they bring to the project
- Would you like to add another consortium member?
  - Yes
  - No
- **Potential additional funding**

Additional funding may become available for these schemes but amounts are subject to confirmation.

Applicants should base their substantive proposals on a maximum grant budget of £650,000 for employability and £310,000 for mental health and wellbeing.

Applicants may also describe the additional activity that would be delivered should additional grant be made available. The maximum additional grant that might become available is £150,000 for employability and £90,000 for mental health and wellbeing.

Bids will be assessed to identify preferred grant recipients.

Bids will be assessed only against the substantive proposals for the maximum grant budget. Proposals to utilise potential additional grant will not be scored but will be used to inform subsequent discussions with preferred grant recipients.

A meeting to discuss use of any additional grant will take place with preferred bidders either at shortlisting stage or post award depending on when funding is confirmed. Additional activity would be subject to a further work plan being submitted and value for money assessment.

- Please provide a summary of additional activities you would deliver, the number of BN(O)s you would expect to support and what areas this would be delivered in (England-wide or specific regions). **(500 word limit)**

## **Section 6: Risk and Governance**

- Who owns the overall risk register? Enter a full name and their position in the organisation.
- Risks to the project (you can add multiple risks to the project).

Tell us about:

- any risks to the project,
  - the likelihood of them happening (high/medium/low),
  - the impact they'll have on the project (high/medium/low),
  - how you plan to mitigate them.
- Tell us about your organisation's governance structure.

Include members of your board, their roles, and main responsibilities. Where there are delivery partners or consortium members, provide details around governance and delivery arrangements that will be put in place e.g. memorandums of understanding etc... **(500 word limit)**

## **Section 7: Working with the BN(O) community**

- How you will use your knowledge of BN(O) communities and culture to reach and gain the trust of BN(O)s to ensure that your services are widely used. **(500 word limit)**

## **Section 8: Providing support across the England**

- Tell us more about how your support and services will be available to BN(O)s across all the English regions and about what stakeholders you will work with in these areas, including the Welcome Hubs. **(500 word limit)**

## **Section 9: Project summary, activities, and deliverability**

- Please provide a summary of your project, including how you will use knowledge of local need and sectors to deliver tailored support in different geographical areas. **(1000 word limit)**
- How will you avoid duplicating existing work or projects in this area? **(200 word limit)**
- Are you currently funded by the Department for Levelling up, Housing and Communities (DLUHC)? Please provide details. **(300 word limit)**
- Have you previously been funded by the Department for Levelling Up, Housing and Communities (DLUHC)? Please provide details, including funding amount.

### Project activities

Please provide details of each activity your project will deliver (e.g., conversation clubs, 1:1 therapy sessions etc...). You can add as many activities as you would like.

If you are applying for the employment project, there will be a requirement for English language to be an element within the project to support BN(O)s in engaging in the workplace.

### **Activity 1**

- Activity name
- Description **(150 word limit)**
- Timescale of delivery and number/frequency of activity.
- How many individual BN(O)s do you intend to reach?
- What age groups will this work strand support?
  - Under 5 years
  - Children & Teenagers 5 -18yrs
  - Young Adults 18 -24yrs
  - Adults 25+
  - Adults 65+

- All age groups
- Where will this be delivered? Please specify locations.
- What impact/s do you expect this activity to have on BN(O)s
- How will you measure the impact and success of the activity?
- Will this be delivered in person, virtual or both?
- Project milestones
- Would you like to add another activity?
  - Yes
  - No

## **Section 10: Declaration**

By completing this form, you agree to the following statements. All boxes need to be ticked for the application to be progressed.

- Give your permission for DLUHC to share your data with a third party working on their behalf.
- DLUHC or a third party working on their behalf contacting you to discuss your application further.
- Evaluate and monitor activities specified within your bid as agreed with DLUHC or a third party working on their behalf.
- Cooperate with reasonable requests for publicity (including social media promotion).
- Confirmation that you have the relevant safeguarding policies in place.
- Return a final evaluation report at the end of the project.
- Produce a statement of grant usage in the year following the grant award.