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**Inclusive Learning Project 2016 – 2017**

**Moving On Project application.**

UNISON has received support from the Union Learning Fund in England to recruit and train Union Learning Reps, to encourage learning activity in branches and to enable branches and employers to set up long term systems for supporting learning, including through signing learning agreements. The priorities for 2016 – 17 are;

1. **Recruiting ULRs**
2. **Apprenticeships - Traineeship, Young People and Progression**
3. **Promote ICT skills, maths and English workshops / courses**
4. **Developing skills for workers’ that have least access to training**
5. **Tackling equality & diversity**

**Successful applications will meet one or more of the above priorities.**

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| **The process and guidance: How much is available?** Funding will be considered on an individual basis to help branches / regions to meet the priorities above through learning to engage existing and potential members.  **Who can apply?** ULRs, Lifelong Learning Coordinators, Area Organisers, Regional Organisers and other education staff.  **How to apply?** Submit the completed form to [kickstart@unison.co.uk](mailto:kickstart@unison.co.uk)  **What criteria do we use to decide?** We will consider if you do meet the above ULF criteria, if you have had funding previously how well it was used, the number of ULRs you have and how well you completed paperwork in the past. If funding is granted it will be subject to a 6 month review against targets and ULF priorities  If you want to discuss how this money can be spent call Martin Russo or Jon Tennison on 0207 121 5116.  **Deadline –** by the end of each month this form can be submitted for approval. Allow a gap of six weeks if your planned event is subject to funding approval. | | | | |
| **Application for Moving On Projects 2016 - 2017 – funding over £250** | | |
| Name of branch / region | |  |
| Key contact person | |  |
| Contact details | | Email :  Phone :  Address:  Date of application: |
| Have you applied for funding before? If yes how many learners and ULRs did you recruit? | |  |
| What is your project title?  (maximum 6 words) | |  |
| Provide a short summary of what you are planning including the group(s) of workers involved. | |  |
| How do you know there is a need for the above activity? | |  |
| 1. How much money in total are you requesting?  2. Please provide a breakdown of the items it will be spent on e.g. refreshments; venue hire; purchase of equipment etc | |  |
| 1. What support / resources will the branch or employer be providing?  2. Please provide an approx. monetary value. | |  |
| **Your Project Plan - provide more details about how you will recruit ULRs and meet one or more of the other project priorities** | | |
| **Recruiting and training ULRs (essential criteria)**  How many ULRs do you have now and how many will you recruit?  What will you do to recruit ULRs?  What follow on training can you provide for ULRs?  What support do you provide for ULRs? |  | |
| **How will you engage learners – to promote ICT skills, maths and English workshops / courses**  e.g. Use learn my way, numeracy challenge; Reading Ahead,  Making the Most of the Internet workshop etc. |  | |
| **What skills will you deliver especially for those that have least access to training?**  e.g. ESOL; Maths,  OU workshops; Your Skills, Your Future; Digital skills, Staying Strong workshop etc. |  | |
| **What will you do to tackle equality & diversity?**  e.g. dyslexia awareness;  mid life career reviews;  cultural awareness  Facing Change workshop  Return to Learn; Women’s Lives etc. |  | |
| **How will you promote your activity / event?** E.g. social media, newsletters, posters, leaflets, information chats, briefings, branch meetings etc |  | |
| **Learning Agreement**  Is there an active one in place? If not how will you support negotiating / implementing an agreement? |  | |
| **Targets**  The ULF funding requires evidence of hard outcomes as well soft.  Depending on the focus of your project make a realistic estimate of numbers you can achieve. | Number of new ULRs?  Number of ULRs undergoing stage 2?  Number of learners?  Target include: English, Maths, digital/ICT skills (champions), workplace contacts | |
| Who will record the above key information and report back monthly on activities and numbers? |  | |
| When will activities take place? Note all funding must be used before 31st March 2017. |  | |
| What follow up will happen after this event/ activity and money is spent? We would like to see some form of  progression and planning |  | |
| **Support**  What help/ support would be useful to get your project started  Who have you discussed this with at the region? |  | |
| **Signed – both should sign**  Branch secretary  Lead regional officer | Name:  Signature:  Date:  Name:  Signature  Date | |
| **If you are granted funding you will be expected to do the following;**   * Complete and return learner equality forms * Complete the report forms * Complete the review form * Complete and return signed register of attendees as part of our learner’s tracking * Ensure invoices are in the correct format as outlined in the template on page 4 before submitting * Complete project induction * Reclaim money spent within 28 days * Ensure invoices are in the correct format before submitting | | |
| **Process for submitting financial claims**  UNISON only makes BACS payments for which the following details are required: Bank Name, Account Number and sort code.  There are 2 options for accessing funding where this has been approved by the Inclusive Learning project board.  1. Suppliers may invoice UNISON directly ensuring the invoice is addressed to UNISON. Martin Russo and Norma Clarke need to be notified in advance by email, with a short explanation of which element of the project funding the invoice relates to. NB: Personal credit cards should not be used to make payments.  2. Branches or regions must submit an invoice with copies of all relevant suppliers, already paid by the branch in order to claim back the costs from UNISON on a monthly basis. In this case, based on the format (see below) a summary of invoices with copies of all relevant original invoices, already paid by the branch or region, should be attached.  Date : Branch/region address  To UNISON in respect of ………(project name)  Time period: From ………………… To ………………………..   |  |  |  |  | | --- | --- | --- | --- | | **Invoice number/ date** | **Supplier** | **Amount** | **Event/branch based project** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
| **For official use only** | | |
| Has this application been agreed and for how much?  State if subject to any conditions. | |  |
| Does the application meet the ULF priorities? | |  |
| Did the allocated funding all get spent? | |  |
| Comments | |  |
| Were monthly reports provided? | |  |
| Were invoicing procedures followed? | |  |