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**Inclusive Learning Project 2016 – 2017**

**Kickstart projects application**

UNISON has received support from the Union Learning Fund in England to embed learning in the workplace. Its targets are to recruit Union Learning Reps (ULRs), encourage learning activities 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 – Supporting apprenticeships, young people and their progression**
3. **Engaging learners – promoting ICT skills, maths and English workshops/ courses**
4. **Developing skills for the workplace especially for those that have least access to training**
5. **Tackling equality & diversity**

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

**Incomplete forms will be returned and delay decisions.**

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| **The process & guidance** **How much is available?** Up to £250 for funding to help kickstart learning activity in branches to engage existing and potential members. This can be used to support adult learners’ week, pay for venue and catering costs but **not tutor costs** or ULR training stage 1 & 2 training course.**Who can apply?** ULRs, Lifelong Learning Co-ordinators, Area Organisers, Regional Organisers and other education staff. ULRs must have discussed their application with their branch.**What criteria do we use to decide?** We will decide if you meet one or more of the above ULF priorities. If you were previously funded, how was it used, how many ULRs were recruited and how well did you complete paperwork in the past. Here are some examples:* To purchase Quick Reads Books as part of ‘Reading Ahead’ campaign.
* To hire resources such as a venue, IT equipment.
* To pay for catering at a learning event.
* Equipment for a learning centre such as a book case.
* Contribute towards developing a course

**How to apply?** Submit the completed form to kickstart@unison.co.uk  If you are applying for the first time and want to discuss how to spend the money please call Jon Tennison or Martin Russo on 0207 121 5116. **DEADLINES: no deadline – applications can be submitted at any time but are subject to available funds. Allow at least 14 days for a reply.**Please noteit would be helpful if you could submit this form electronically in Word **not** PDF format.Need more than £250 of funding? Please request a Moving On application form.  |

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| **Application for Kickstart under £250 funding 2016 - 2017** |
| Basic details  | Name of branch: Name of region :Name of activity:Date of application: |
| Contact details  | Key contact person:Role:Email:Phone number:Address: |
| What is your project title? |  |
| Have you applied for Kickstart funding before? If yes how many learners and ULRs did you recruit? |  |
| 1. How will the funding be used? Summarise your idea including which Inclusive Learning priorities this meets.
2. When will the money be spent by?
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| 1. How much money in total are you requesting? 2. Please provide a breakdown of how it will be spent. |  |
| What support/resources will the branch or employer be providing? Please provide an approx. monetary value. |  |
| 1. How many learners are you expecting to involve? 2. How many ULRs are you seeking to recruit?  |  |
| What follow up activity will happen after this money is spent? There needs to be a clear link between this activity and what next. The moving on application could support more development of resources, activities such as a forum, IT equipment.  |  |
| **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 tracking of learners
* Reclaim money spent within 28 days
* Ensure invoices are in the correct format as outlined in the template on page 4 before submitting
 |
| **Name of person completing the form:** **Signature:** **Date:** |
| **Name of Branch Secretary / Chair:****Signature:****Date:**If you hold this position please get a counter signatory. Also it is important that you make your Regional Organiser aware of what you are doing.  |
| **For official use only** |
| How much money has been agreed?State if subject to any conditions. |  |
| Does the application meet the ULF priorities? |  |
| Did the allocated funding all get spent? |  |
| Comments |  |

**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. To reclaim branches or regions must submit an invoice with copies of all relevant supplier invoices originally 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.

**Sample template:**

**Summary of invoices submitted from branch / region**

Date : Branch/region address

To UNISON in respect of ………(project name)

Time period: From ………………… To ………………………..

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| --- | --- | --- | --- |
| **Invoice number/ date** | **Supplier** | **Amount** | **Event/branch based project** |
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