

## BACKGROUND INFORMATION

1. All requests must fall within **one of the IW Foundation's key funding areas** specified as:

- Providing people with better chances to access training and development to improve their life skills and opportunity for employment:
  - ✓ *Projects which support those currently excluded from the job market to adapt to the working world, while also receiving the training and support they need (**Integration through work**)*
  - ✓ *Projects that offer basic training and guidance to enable individuals with no qualifications to enter the working world (**Training and qualification**)*
  - ✓ *Initiatives that help people to reduce the factors restricting their mobility, and improve the mobility of people deprived of means of transportation, thereby allowing them easier access to employment (**Road back to Employment**)*
  
- Building stronger communities with more active citizens working together to minimise social exclusion.
  - ✓ *Initiatives aimed at promoting citizenship and responsibility among young people (**Youth and citizenship**).*
  - ✓ *Projects to support people who are excluded to regain self-confidence, recover a decent standard of living, accomplish day-to-day activities, and by so doing integrate with society (**Social integration**).*
  - ✓ *Projects that facilitate access to housing for the most underprivileged individuals to provide them with more stability (**Access to housing**).*

*Priority will be given to projects that address issues in an innovative way.*

### 2. **Eligibility:**

The Isle of Wight Foundation will consider applications from any community interest or not-for-profit organisations working on the Isle of Wight (for example, charities, community groups and voluntary organisations) that can meet the funding aims and criteria specified.

It will not consider applications from individuals, private sector (profit based) organisations, statutory bodies, federations, public organisation's, institutions and political or religious organisation's/groups.

Only one application per group will be considered.

### 3. **Sustainability of projects:**

The Isle of Wight Foundation will support initiatives that aim to be sustainable and ensure permanent employment or activities. It does not finance temporary projects (e.g. exhibitions, one-off events).

The Isle of Wight Foundation values projects or initiatives which seek innovative solutions to tackle social exclusion.

### 4. **Financial support:**

The financial support provided will be a grant of between £3,000 and £16,000.

This financial support will be given as a lump sum and must be used within 12 months of signing the funding agreement.

The support is reserved for investment expenditure that is material (equipment, vehicles, ICT, furniture, furnishings etc) or non-material (e.g. a website, training directly related to the project).

5. **Involvement of Island Roads' employees:**

The IW Foundation puts all project proposers in touch with Island Roads employees with a view to providing voluntary support and contributing more than financing alone. As a result, the IW Foundation only supports projects that will benefit from Island Roads' employees' support

6. **Advice for preparing and submitting your application:**

Your request will be accepted or rejected based on the information contained in the application you submit.

- **All sections** of the application must be completed; no handwritten forms will be considered.
- The application must not consist of more than 12 pages
- Applications must be received by the deadline of 12 noon on 5<sup>th</sup> May 2017.
- The amount requested must be accompanied with quotations to evidence the costs. Without this the application will not be considered. Provide an accurate breakdown in costs; this is to include the total amount for the project (monies sought from the Foundation and how any remaining funds will be met, if applicable).
- Please provide a mobile number if possible
- Avoid using acronyms and abbreviations
- Provide an accurate breakdown in costs; this is to include the total amount for the project (monies sought from the Foundation and how any remaining funds will be met, if applicable).

Please refer to the full information contained within the grant call document before completing your application. Thank you.



# APPLICATION FORM

(to be completed by the IW Foundation)  
Application received:  
Application number:

## 1. Description of your organisation

Name of organisation: .....

Head office address:.....

Tel: ..... Fax: ..... Mobile: .....

E-mail: ..... Website: .....

Name, title and contact details (tel. + e-mail) of official representative: .....

.....

Name, title and contact details (tel. + e-mail) of project manager: .....

.....

Legal status of the entity:

Charity: Number.....  Community Interest Company: Number .....

Other not-for-profit organisation (please describe).....

General description of the organisation's main activity(ies):

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Category and age group(s) of beneficiaries:

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Number of permanent employees this year:..... / FTE (\* full-time equivalent)

Number of employees under who have been employed as part of a back-to-work employment scheme (only if applicable): ..... / FTE\*

Number of part time employees this year: .....

Number of active volunteers: .....

Are you part of a larger organisation or network (national or local)?    yes                     no

If so, please identify: .....

## **2. Your organisation's budget**

Budget last year: .....

Budget forecast for this year: .....

Main financial partners (public and private): .....

.....  
.....

## **3. Project for which a VINCI Foundation grant is being requested**

Name of your project: .....

Category of project (put ✓ in one box only):

*1) Access to employment*

Integration through work                     Training and qualification                     Road back to employment

*2) Community life*

Youth and citizenship                     Social integration                     Access to housing

Community area(s) in which the project will be carried out (or please state if project is delivered Island-wide):

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Context in which the project will be carried out (i.e. what issues will it address?):

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Objective of the project:

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Brief description of the project (10 lines maximum):

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Beneficiaries of the project (please state number and type e.g. 1000 people, men and women, aged over 60 etc):

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In what way is the project an innovative response to the issue addressed?

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Project schedule (duration, current status, schedule for completion):

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Project assessment criteria (i.e. how will you know your project is achieving its objectives? What forms of measurement will you use?):

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Key factors for success / opportunities that could help to achieve the objective:

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Threats that could prevent the objective from being achieved:

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.....

#### 4. Budget specific to this project

- Operating Needs – (revenue)

Total Value (in £):.....

Total Self-financed portion (in £):.....

The Operating Costs (reason)	Total Amount (£)	Self-Financed Amount (£)	Isle of Wight Foundation Amount (£)

- Equipment and other fixed assets – (Capital)

Total value (in £):.....

Total Self-financed portion (in £):.....

The Equipment and other Fixed Assets	Total Amount (£)	Self-Financed Amount (£)	Isle of Wight Foundation Amount (£)

#### Summary - Total amount of financial aid requested from the IW Foundation:

Nature (Operations / Assets / Equipment)	Amount (in £)
Revenue	
Capital	
<b>Total</b>	<b>£</b>

- Please ensure estimates are attached, on submission of this application, for all elements of the above.

- Other External partners / Charities approached for aid:

Partners / Charity Name	Amount (in £)	Current state of negotiations

### **5. Project ‘sponsorship’ (volunteering in-kind support)**

*Each project must have an Island Roads sponsor supporting the project. Each Sponsor can allocate 2 working days per year per project, however; the sponsor can call upon other Island Roads employees to provide, a maximum of 2 days, assistance should it be required.*

*The sponsorship/volunteering support from our employees that we set in place for each of the projects we support depends on your organisation’s needs and the Island Roads’ employee’s skills and availability. The sponsorship/volunteering support may take the form of technical advice (works, accident prevention, accounting, law, communications, etc.), entrepreneurial coaching, introductions, and commercial outlets and so on.*

**What type of support do you think your project will benefit from?**

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**How much time do you think you will need from the employee?** (Please estimate the number of hours required for the life of the project)

.....

**What difference will this make to the project’s success?**

.....

.....

Documents that must be submitted with your application	Yes / No
Activity report for last year	
Balance Sheet for two previous years	
Operating Budget forecast for this year	
Signed copy of your organisations corporate statuses	
Proof of charitable / non-profit status	
Full details of Board Members	
Bank Account Details	
Quotations / estimate evidence to support this application	

**Note: If submitting electronically please also supply hard copies of these documents by post.**

**This application form must be forwarded to the IW Foundation by 12 noon on 5<sup>th</sup> May 2017. This can be done by email to [IWFoundation@IslandRoads.com](mailto:IWFoundation@IslandRoads.com) , by post, or by hand to the following address:**

**Island Roads, St Christopher House, 42 Daish Way, Newport, Isle of Wight.**

**PO30 5XJ**