**COVID-19 Inequality Grant Application Concept Note**

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| **Project details** |  | |
| Project title |  | |
| Location of the community that will benefit from the project/s |  | |
| Population of target group (estimate) |  | |
|  |  | |
| **Applicant details** |  | |
| Name of organisation (applicant) |  | |
| Contact person – name/email / telephone |  | |
| Address |  | |
| Type of organisation |  | |
| Organisation registration number |  | |
| VAT registration number |  | |
| Webpage, social media, platforms (Facebook, Twitter, YouTube etc) |  | |
|  |  | |
| **Project period** |  | |
| Month and year | Start date | End date |
|  |  | |
| **Budget** | Cost | |
| Budget item description | Cost | |
| Any budget contributions (if yes, how much) |  | |
| **Total estimated cost (including all contributions** | £xxx | |
| Please confirm that you'd be able to spend this grant by 31 October 2022 | Yes/No | |
|  |  | |
| **Policies**  Please confirm you have the following in place. Copies may be requested. | Safeguarding policy  | |
| Equity, diversity and inclusion policy  | |
| Public Liability  | |
|  |  | |
| **Appropriate governing documents** |  | |
| Please confirm your organisation has   * At least two independent trustees/directors/management committee members * A bank account in the name of your organisation | Yes/No | |

**PROJECT IDEA (1 and a half page max)**

This funding is available **only** to projects that address COVID-19 vaccine inequalities, encourage, and increase further uptake across all age and ethnic groups, geographical areas and vulnerable groups.

|  |  |
| --- | --- |
| **Overall goal of your project** | A statement of what a project should achieve |
| **Rationale for the project** | * Please include why your community needs support to increase vaccination uptake or why you want to do the project/response * Please add information on any previous work your organisation had done in the past with your community and how this better equips you to support your community |
| **Overall aim**   * Please include a description of your objectives, activities, and the approach you will take to address the need of your target group/ community * An objective can be focused on a particular part of the community e.g. pregnant woman | Please include the number of people you are looking to reach with each outcome |
| Objective & project activity 1 | Output and indicators 1 |
| Objective & project activity 2 | Output and indicators 2 |
| Objective & project activity 3 | Output and indicators 3 |
| Objective & project activity 4 | Output and indicators 4 |
| **Evaluation** | Please provide some details on how you will evaluate your project e.g.  Survey  Qualitative feedback |
| Potential barriers to completing the project and mitigations | Please provide some details on potential barriers to completing your project |

**Key**

**Goal** - A project goal is a tangible statement of what a project should achieve.

**Objectives**- Objectives are the tangible outcomes or effects of the project on the target or the stakeholders.

**Outputs** -The changes you will have caused due to the project. They will be written as if the project has been completed and include words such as more, greater etc.

**Example project goal:** Describe the impact you are trying to achieve

* To provide young people with some knowledge and skill of how to make contemporary quilts.

**Project Objectives**: How you are going to do make the impact?

* Recruit 30 participants from Runnymead Street for 16-20 year olds
* Run 3 sessions over 3 weeks for those participants
* Teach traditional quilting techniques and history
* Introduce contemporary context and ideas

**Output and indicators**

* 70% (2000) of participants have a greater knowledge of traditional quilting techniques
* 80% (2500) of participants are more confident in using traditional techniques to produce contemporary artworks

Complete and return this form to [Victoria.BolaOkerinde@bedford.gov.uk](mailto:Victoria.BolaOkerinde@bedford.gov.uk)