

Project Application 2020-2023

Name of Applicant Union

Project Title

Union summary

Please provide a brief description of your union/organisation, including the following;

- sectors in which it organises,
- whether it represents workers in private, public or both and
- Membership profile.

Employment Sectors

Please state which employment sector/s your project focuses on.

Location

What is the geographical focus of your project? Please state the region(s) e.g. By City(ies), Town(s), County(ies) or if it is province wide.

1. Project Summary

- A. Please provide a summary clearly explaining the **overall aim** of the project, including what learning and qualifications you intend to deliver

- B. How will the learning and qualifications be delivered, and by whom?

- C. What will the overall impact of the project be and how will this be measured? Focus on outcomes – how many people will be better off and how?

2. Evidence of Need/Research

Please describe the need for this project. You should explain how the project will add value to and not duplicate any existing provision.

Please reference the evidence that has been used as the basis for the project bid, for example:

- A profile of learning and skills needs of project target groups
- Surveys of employees and employers
- Learning Needs Analysis
- Other research undertaken by academics or government.

3. Linkages

Outline the ways in which your project contributes toward the aims of the ULF.

- How will your proposal increase the number of people with Essential Skills in the workplace?
- How will your proposal significantly improve priority occupational skills for your target group?
- How does your proposal target and positively impact on social inclusion?
- How does the project provide opportunities for employees to develop their skills in the workplace, and progress to further learning?

4. Widening Participation, Access and Equality of Opportunity

The Union Learning Fund gives priority to projects that widen access to lifelong learning for people in Northern Ireland, irrespective of their background or current personal circumstances. Please provide details of how your project will address equality of opportunity by widening access to learning.

5. Union Strategy

Describe how the project will complement existing education and skills programmes within your union. If your organisation has received ULF funding in the past, you must outline how this project builds on previous work.

6. Measurable Targets

Projects should focus on addressing Essential Skills, other accredited training and work-focussed learning that supports economic growth and improved activity.

Set realistic targets and clearly define who and how many people will benefit.

Please provide indicative figures for year 2 and 3. This will be subject to ongoing budget allocation for ULF and specific figures will be requested and confirmed before the issue of your 'Confirmation of Funding Letter' each year.

SMART TARGETS 2020/21

7. Project Management

Please state the name and contact details of the Project Manager.

The Project Manager will be the person responsible for the financial management of the project and providing quarterly progress reports.

Please outline the activity the Project Manager will undertake in order to meet the specified targets for the purposed project.

Name:	Job Title:
Tele No:	Email:
Contact Address:	
Project Manager Activity:	

8. Partnership Working

Please list below the names and contact details of project partners. This might include working with employers, other Trade Unions, learning providers or community-based organisations.

You **MUST** include a named individual for each partner who has agreed to take part in the project. Please summarise the role that partners will be playing in your project. How are they adding value (e.g. staff, resources)?

EMPLOYERS	
Name of partner	
Contact person	
Address	
Telephone No.	
E-mail address	
Role in project	

OTHER PROVIDERS	
Name of partner	
Contact person	
Address	
Telephone No.	
E-mail address	
Role in project	

9. Monitoring and Evaluation

What systems will you put in place to effectively manage and report on what the impact of the project has been?

How will your project monitor and track learner progression?

10. Project Finance

Please provide a breakdown of the costs associated with your project. Please refer to the prospectus for an approved list of budget headings.

Please provide a detailed breakdown of Union and/or Employer contribution towards any of the budget heading.

Please ensure a detailed breakdown is given for Salary costs e.g. hours FT or PT, pension and/or national insurance contributions, employer/union contribution.

If a learning budget is included in the bid, please include the targeted number of learners this will support in the breakdown.

BUDGET HEADING	BREAKDOWN	UNION/EMPLOYER CONTRIBUTIONS	TOTAL BUDGET REQUESTED
TOTALS			

What additional funding will be contributed by your union/employer towards project costs?

11. Sustainability

How will the project be managed beyond the funding lifetime?

You should indicate how Trade Union policies, systems, working practices and future resource planning (including staffing) will evolve to help sustain learning activities and services beyond the duration of ULF funding.

Project Validation

I declare that the information submitted on behalf of ----- is accurate and that the project has the endorsement of all the partners named in the application.

Name

Position

Signature

Date

THIS FORM MUST BE RETURNED BY HARD COPY TO JULIE GORMAN AT THE ADDRESS SHOWN BELOW, NO LATER THAN 12PM ON THURSDAY 30TH JANUARY 2020.

Irish Congress of Trade Unions
45-47 Donegall Street
Belfast
BT1 2FG

PLEASE ALSO E-MAIL AN ELECTRONIC COPY OF THE APPLICATION TO:
julie.gorman@ictuni.org