

## Northern Ireland Partnership Fund - Application for Funding

This application form is also available from [www.delni.gov.uk/nipf](http://www.delni.gov.uk/nipf) as a downloadable version. This must then be printed out and posted to the address below. When completed, return your application form to:

**Northern Ireland Partnership Fund**  
**Employment Rights 1**  
**Room 203 Adelaide House**  
**39-49 Adelaide Street**  
**BELFAST**  
**BT2 8FD**  
**Tel: (028) 9025 7956**

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**Project Title** \_\_\_\_\_

### 1. Partner information

Contact name for project\* \_\_\_\_\_

Position \_\_\_\_\_

Organisation name \_\_\_\_\_

Address for correspondence

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail address \_\_\_\_\_

Project champion\*\* \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

\* This will be the contact name for all correspondence and general project issues.

\*\* The project champion will generally be more senior and give board level support to the project. The project champion's contact details may be published in any press releases issued by the DEL about the Fund in the event of the project being successful.

**2. Status of organisation**

(e.g. public sector, Trade Union, private company) and brief description of activities

**3. Number of employees or members**

(give full time equivalent)

**4. If you are a member of a group of companies please give name and registered address of ultimate holding company**

**5. Which business or industrial sector do you consider yourself a part of?**

**6. Specify relationship between each partner in relation to the application to the Fund.**

**Lead Partner.**

**Partner 2.**

### **Partner 3.**

All the above information must be provided on these sheets for the designated lead partner in the project and on a separate sheet for each additional partner. Photocopies of these pages can be used for this purpose.

### **Information about the project**

#### **7. Please summarise the main aim of the project**

(If your project is successful, this summary may be used in press releases)

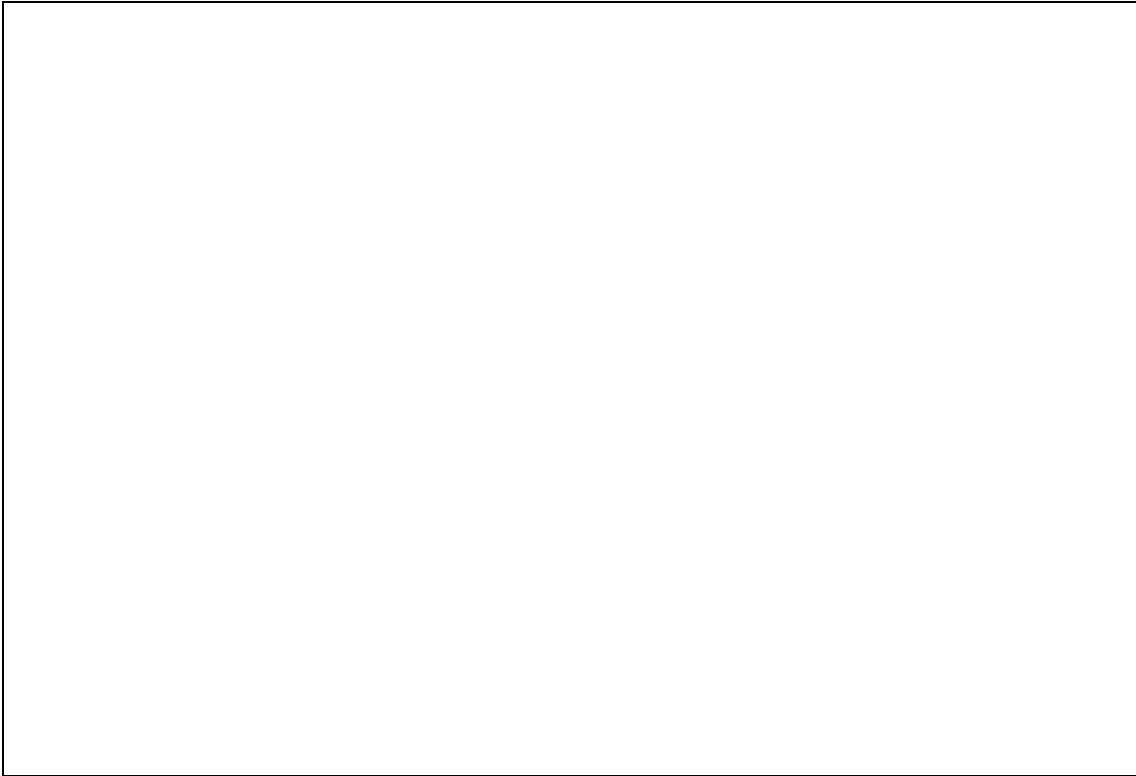
#### **8. Please state the project's objectives**

Applications may have few or many objectives (there is no set limit) but they must be clear about what they intend to do, how they will do it, how much benefit is expected and how success will be measured.

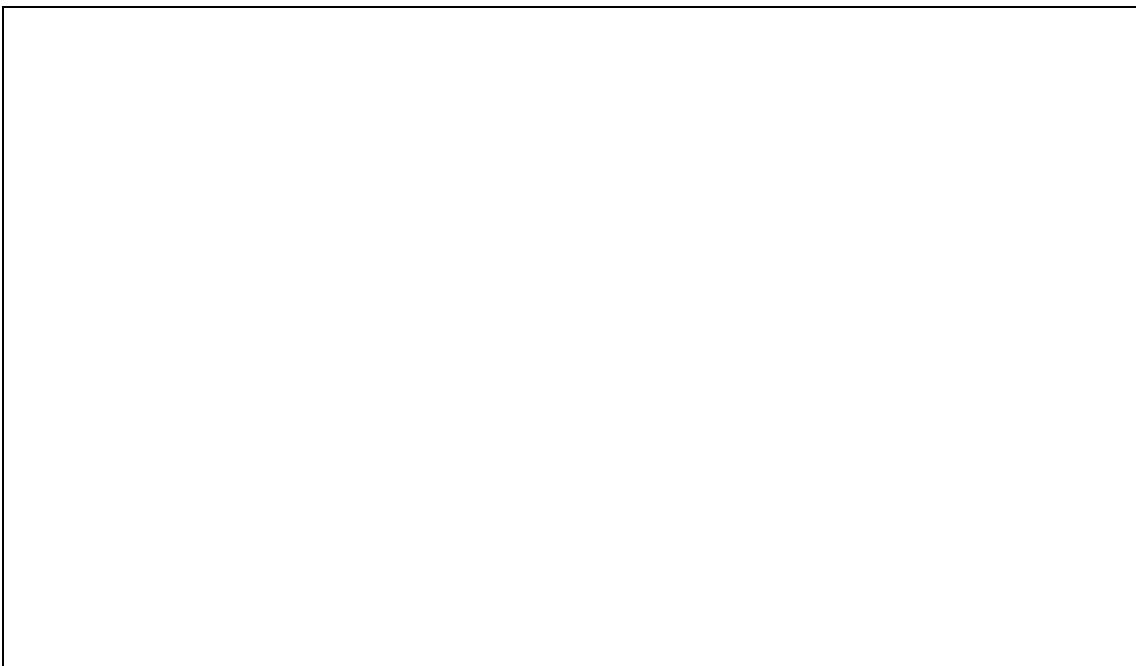
The objectives should capture:

- The overall project objective(s) to which these contribute (e.g.. to change the way in which management and union representatives work together).
- The intermediate outputs that will be generated by the project – such as staff surveys, new procedures, implementation of new approaches;
- The inputs required to keep the project on track – including milestones and activities required to reach these;

- The outcomes that you anticipate the project will deliver – including the business benefits that will result (e.g. a 2% reduction in staff turnover, a 5% improvement in productivity/customer satisfaction levels or a 10% increase in the level of staff satisfaction).



**9. Please detail why it should attract support.**



**10. What workplace issue does your project address?**

**11. Please state how the project will focus on a partnership approach**

Applications are required to demonstrate a distinctive focus on partnership at work and a clear awareness of the intended benefits for both employers and employees.

You should explain the process by which employers and employees will tackle the objectives of the project; what role each partner will undertake; and how the partners will work together to deliver the objectives of the project.

**12. Please state the business benefits that the project will bring**

Measurable business benefits should be identified and target outcomes should be quantified. You should state specific targets, examples of which might include: a percentage reduction in absenteeism/staff turnover/sick leave; reduction in disputes requiring resolution through formal procedures; an improvement in overall productivity or staff satisfaction; increased profits; quicker delivery times; or more repeat business.

<b>Intended business benefit</b>	<b>Measure</b>	<b>Baseline</b>	<b>Target for end of year 1</b>	<b>Total for end of year 2</b>

**13. Please state whether the project would go ahead if funding assistance is not given ( “Additionality”)**

You should state why and how Government funding will help the project to go ahead and why you would not otherwise be able to carry out the project without support from the Fund. If your organisation makes a substantial profit, you will need to explain why money would not be available to finance the project without Government support.

**14. Please state by what means the project will continue once Government funding stops**

Applications have to address the sustainability of the project, i.e. plans should be drawn up to show how the momentum of the work will continue once Department for Employment and Learning funding has stopped and how new practices are expected to become embedded in the culture of the organisation. You should explain how the lessons you hope to learn about working together on this particular project can be applied to other areas within the organisation.

**15. Project timetable**

This should indicate who does what and when they will do it. It should include sufficient information to help the lead partner, all other partners and DEL keep track of progress. Projects should commence by 1 April 2004, unless a case can be made for a later start. An example project timetable is at Annex A.

Activity	Duration											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

This timetable will assist you in setting target dates for completing tasks and breaking down the project into manageable and measurable components.

You should list specific objectives and the dates when you expect to complete them. You need only list the number of objectives that apply to your project. If you have more than three objectives or your project spans more than one year then continue on an additional sheet.

**16. Please describe the management arrangements for the project**

**17. Funding of the project**

Complete the table showing the total costs for the project. The costs should show each partner's total contribution over the lifetime of the project and should relate to the project timetable. Up to 50% of these may be reimbursed by the DEL grant up to a maximum of £50,000.

**Total project cost**

	<b>Lead Partner Name</b>	<b>Partner 2 Name</b>	<b>Partner 3 Name</b>	<b>Total</b>
Personnel Costs				
Overheads				
Consultancy				
Training				
Dissemination				
Promotion/Publicity				
Travel & Subsistence				
Other (please specify)				
<b>Total costs</b>				

**Government grant sought £**

**Length of project in years**

Continue on a separate sheet for additional partners if necessary.  
*Where the services of a consultant are used, you should provide information of daily rates to be charged and the specific activities being undertaken.*  
*Personnel costs should be broken down to show what activities are being paid for.*

**Lead partner: Personnel costs**

Please provide details of personnel costs for each partner below. This table is intended to give an indication of the amount of time spent on the project.

<b>Role in Project</b>	<b>Approximate days employed on Project</b>	<b>Approximate total cost £</b>
<b>A</b>		
<b>B</b>		
<b>C</b>		
<b>D</b>		
<b>Total</b>		

Note: Capital equipment is not an eligible cost nor is time spent by an employee attending training courses. Costs for employing temporary staff to replace absent employees involved in project activities, are not eligible. (See Guidance for Applicants: Frequently Asked Questions No. 8)

**Partner 2: Personnel costs**

This table is intended to give an indication of the amount of time spent on the project.

<b>Role in Project</b>	<b>Approximate days employed on Project</b>	<b>Approximate total cost £</b>
<b>A</b>		
<b>B</b>		
<b>C</b>		
<b>D</b>		
<b>Total</b>		

**Partner 3: Personnel costs**

This table is intended to give an indication of the amount of time spent on the project.

<b>Role in Project</b>	<b>Approximate days employed on Project</b>	<b>Approximate total cost £</b>
<b>A</b>		
<b>B</b>		
<b>C</b>		

<b>D</b>		
<b>Total</b>		

Continue on a separate sheet for additional partners if necessary.

**Project costs** – To be completed if the project is due to last longer than one year.

**Lead partner**

	<b>Year 1 (£000s)</b>	<b>Year 2 (£000s)</b>
Personnel costs		
Overheads		
Consultancy		
Training		
Dissemination		
Promotional/publicity activities		
Travel & Subsistence		
Other expenditure (please specify)		
<b>Total costs</b>		

**Partner 2**

	<b>Year 1 (£000s)</b>	<b>Year 2 (£000s)</b>
Personnel costs		
Overheads		
Consultancy		
Training		
Dissemination		
Promotional/publicity activities		
Travel & Subsistence		
Other expenditure (please specify)		
<b>Total costs</b>		

**Partner 3**

	<b>Year 1 (£000s)</b>	<b>Year 2 (£000s)</b>
Personnel costs		
Overheads		
Consultancy		
Training		
Dissemination		
Promotional/publicity activities		
Travel & subsistence		
Other expenditure (please specify)		
<b>Total costs</b>		

Continue on a separate sheet for additional partners if necessary.

**18. Are you or a member of your partnership already receiving financial support from public funds?**

If yes, please provide details including who from, the amount being provided and the purpose of the funding.

**19. Please outline any measure you have already taken to address partnership**

**20. Have you or any member of the partnership been awarded IIP status or is any partner currently working towards IIP accreditation?**



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## 21. Declaration by all partners

(see Guidance – How do I apply?)

*Remember, if you deliberately give false information you may be prosecuted.*

### Declaration by Lead Partner

I declare that the information given on this form is complete and correct to the best of my knowledge. I will undertake that my organisation will nominate a representative to act as the Project Manager.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in capitals \_\_\_\_\_ Position \_\_\_\_\_

### Declaration by Second Partner

I declare that the information given on this form is complete and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in CAPITALS \_\_\_\_\_ Position \_\_\_\_\_

### Declaration by Third Partner

I declare that the information given on this form is complete and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in CAPITALS \_\_\_\_\_ Position \_\_\_\_\_

Continue on a separate sheet for additional partners if necessary.

**Application Checklist:**

- This form (including timetable and project costs, with separate table for each partner)
- Evidence of financial viability, e.g.. annual accounts (under separate cover Commercial in Confidence if appropriate)
- Have all partners signed the application form or provided a letter or support?

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It is likely the Labour Relations Agency, LRA, will contact both successful and unsuccessful applicants to offer support to organisations wishing to develop partnership approaches. If you do not wish to be contacted by the LRA please tick the box.

## Annex A – Example project timetable

Example Objectives: Overall Objective: To change the way management and union representatives work together.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Objective A – Conduct staff surveys</b>												
1. Draft survey												
2. Issue to staff												
3. Collate and analyse results												
<b>Objective B – Develop Action Plan</b>												
1. Draft action plan												
2. Issue and circulate for comment												
3. Issue final version												
<b>Objective C – Develop Training Strategy</b>												
1. Draw up training plan												
2. Full implementation of training												
3. Review of training												

This form is intended as a guide to assist you in setting target dates for completing tasks and breaking down the project into manageable and measurable components. You should list specific objectives and the dates when you expect to complete them. You need only list the number of objectives that apply to your project. If you have more than three objectives or your project spans more than one year then continue on an additional sheet.