SS&L Community Learning Partnership (CLP) Fund

CLP Pre-Application Check list

Please read the following statements BEFORE completing the application form. This information could save you time by checking if CLP funding is right for your organisation.

Your organisation needs to be either registered with Companies House, or a registered Charity. One exception might be if you are registered with Industrial Provident this might also be acceptable but check with us first. If none of these apply then unfortunately CLP funding isn't right for your organisation.

Funding is provided to support your project, not core costs. It can include costs such as those for tutor time, venue hire, & resources, equipment hire, project management time. Payment is made in three stages; at the beginning of the project, midterm and at the end. Full details of payments can be found in the Prospectus.

Your learners will need to be over 19 years old (at 31 August 2017) and need to have been resident in the EEC for 3 years and currently residing in England.

CLP funding has certain compulsory paperwork requirements. Please ensure you have allocated sufficient administration and management time to fulfil these requirements. Details of these can be found in the Prospectus.

It is important that if you aren't planning your project around an existing group that you are working with that you are able to demonstrate a comprehensive plan of how you intend to recruit learners onto your project.

Only one CLP application may be submitted during 2017-18

All project delivery needs to be delivered within the following time period: from 4 September 2017 until 30 June 2018.

Projects need to be delivered within Somerset borders, although learners can include those from wider districts.

Have you read the above statements and feel CLP is still right for you?	Yes	No
Do you have experience of managing learning programmes, or plans in place to build the skills required?	Yes	No
Do you have existing learners or confident you can recruit leaners onto your project?	Yes	No
Do you have access to qualified staff or a training plan in place for existing staff?	Yes	No
Have you spoken with your local Community Team Leader?	Yes	No

If you have ticked **Yes** to the above questions and feel you can comply with the statements on page one, then please continue onto the Prospectus & Application document.

I have read all of the check list and completed the questionnaire. ☐

I have contacted my local CTL to let them know I intend to submit a bid ☐

Signed……..dated……

Before completing your application you must read through the CLP prospectus.

Your local Community Team Leader is available to advise you throughout your application process and, *provided sufficient notice is given* will look at draft copies of your bid. **Any support/advice given to applicants is made in good faith but does not necessarily guarantee a successful application.**

Name of Community Team Leader	**Contact details**
Andy Norris: Mendip and Sedgemoor	anorris@sslcic.co.uk 07917 837507 01749 677786
Steph Steadman: Taunton Deane, Wellington and West Somerset	smsteadman@sslcic.co.uk 07980 739584 01823 663000
Denise Dyer: South Somerset	dcdyer@sslcic.co.uk 07748 760542 01935 420067