

**WARWICKSHIRE COUNTY COUNCIL  
COMMUNITY PROVISION OF CONVERSATIONAL ENGLISH LANGUAGE  
GRANT FUND 2022/2023**

**GUIDANCE NOTES**

**Please read this information sheet carefully. It will help you to decide whether or not you can apply to the Community Provision of Conversational English Language Grant Fund.**

**Deadline for applications:  
5pm on Sunday 15<sup>th</sup> of January 2023**



The Warwickshire County Council's Community Provision of Conversational English Language Grant Fund is a grant aimed at community and voluntary organisations. The Fund pot of £10,000 is to support small-scale projects across Warwickshire that support the following outcome:

- Refugees find sanctuary in Warwickshire, become integrated members of society and participate in and contribute to all aspects of life in the county.

All applications should aim to increase and/or sustain the capacity of volunteer English language provision, across Warwickshire for any newly arrived communities, including refugees, asylum seekers and migrants.

- Improve English language skills
- Support VCS organisations to continue and/or expand their provision of conversational English classes for speakers of other languages
- Enable learners to access some language provision throughout academic year before they are able to enrol on the mainstream ESOL provision, which is usually in September or January
- Provide classes that can reach learners who have barriers to accessing mainstream classes such as transport/ childcare issues/ lack of former formal learning
- Improve access to mainstream ESOL provision by signposting
- Improve community cohesion in the newly arrived refugees, asylum seekers and migrants
- Promote equalities and inclusivity

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**1. Who can apply?**

- ✓ Constituted 'not-for-profit' community organisations in Warwickshire
- ✓ Non-constituted or new 'not-for-profit' groups working in Warwickshire that can be supported by a mainstream service or community group willing to administer the funds through an organisational bank account
- ✓ Warwickshire Town and Parish Councils
- ✓ Schools, if applying as a PTA or 'Friends of' group

**2. Who cannot apply?**

- ✗ Groups or organisations that have failed to meet the conditions of previous award agreements from Warwickshire County Council's Locality Working Service
- ✗ Party Political/lobby groups
- ✗ Individuals
- ✗ It is unlikely that applications from statutory organisations will be supported, with the exception of applications from town and parish councils.

**3. What will not be funded by the grant fund?**

- ✗ Projects that promote religious or party political beliefs
- ✗ Projects for personal profit or personal gain
- ✗ Costs relating to items purchased or work already carried out before the grant has been awarded
- ✗ Loans or debt repayments
- ✗ Activities that are part of statutory obligations
- ✗ Existing contractual arrangements with WCC

**All projects must follow national legislation, guidance and good practice in relation to: equality and diversity; health and safety; and safeguarding.**

**4. Application Process**

- a) Applications should be submitted using the online application form found on our webpage <https://www.warwickshire.gov.uk/englishlanguagegrant>
- b) Please fill in the application form carefully, bearing in mind the following:
  - Pay careful attention to the questions that are being asked, and to the scoring criteria. In order to score highly, your application will need to provide clear evidence that it meets the stated criteria.
  - Applicants should submit evidence of cost (eg. quotes) where appropriate.
  - Applicants are free to submit any additional information they wish in support of their application.
  - If requested, applicants may be required to submit their governing document as part of their application (electronically if possible, or as hard copy where this cannot be done).

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**GUIDANCE NOTES**

- c) Applicants are welcome to discuss their project idea with the local Migration and Resettlement Team (contact details in Section 7). For help with completing your application form, applicants are encouraged to speak to their local Warwickshire Community and Voluntary Action (WCAVA) Funding and Group Development Officers. Details can be found on their webpage [www.wcava.org.uk](http://www.wcava.org.uk)
- d) Applications must be submitted by **the deadline date as detailed above**. Application forms can be submitted at any time, but funding decisions will only be made following the deadline date. **This is your copy of the application form so please remember to save it.**
- e) You will receive an automatic on-screen acknowledgement of your application upon submission. Please note that you will not receive any email acknowledgement. If you do not receive an on-screen confirmation of your submission, please contact [migration@warwickshire.gov.uk](mailto:migration@warwickshire.gov.uk)
- f) All applications will be assessed against the scoring criteria as outlined in Section 6 and will be considered by the Grant Team before grant awards are made.
- g) We will endeavour to inform all applicants of the outcome of their application within approximately 6 weeks of the deadline date.
- h) Successful applicants will be duly notified of arrangements for receipt of funding.
- i) Within 6 months to 1 year of funding receipt, all successful applicants will be required to complete a simple monitoring report on the impact of their project.
- j) All applicants must tick to confirm that they have read the Subsidy Control Declaration and declare any subsidy/state aid (grant or financial assistance) that they, or their organisation, may or may NOT have received in the previous 3 fiscal years exceeding £345,000

**5. Help and Support**

WCAVA provide general advice and support to Third Sector organisations across Warwickshire including accessing volunteering opportunities, developing a community group, accessing funding or strengthening governance arrangements. Visit their website at [www.wcava.org.uk](http://www.wcava.org.uk) for more information.

**6. Scoring criteria**

All applications will be scored out of a total of 10 points against the following criteria, based on the information you provide in your application form. Projects will gain marks by clearly demonstrating they meet the criteria as detailed.

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<b>Criteria</b>	<b>Maximum Points</b>
<p>1. Project clearly demonstrates how it builds community capacity. Please consider the following:</p> <ul style="list-style-type: none"> <li>• Improve English language skills</li> <li>• Support VCS organisations to continue and/or expand their provision of conversational English classes for speakers of other languages</li> <li>• Enable learners to access some language provision throughout academic year before they are able to enrol on the mainstream ESOL provision, which is usually in September or January</li> <li>• Provide classes that can reach learners who have barriers to accessing mainstream classes such as transport/ childcare issues/ lack of former formal learning</li> <li>• Improve access to mainstream ESOL provision by signposting</li> <li>• Improve community cohesion in the newly arrived refugees, asylum seekers and migrants</li> <li>• Promote equalities and inclusivity</li> </ul>	2
2. Evidence of need for the project from within the local community and evidence that the community has been involved in shaping the project.	1
3. Evidence that the project will provide a direct and lasting benefit to the local community within the division in which the funding has been applied for and will continue after the Grant has been spent.	2
4. Evidence that volunteers will be directly involved in the delivery of the project and explanation of how volunteers will be recruited, managed and retained.	1

<b>Scoring range</b>	
<b>Criterion not met = 0 points</b>	<b>Criterion fully met = 1 point (2 points for criteria 1 &amp; 3 above)</b>

- a) The maximum score for applications is 6 points.  
b) The benchmark score is 4. Applications scoring 3 or less are unlikely to be awarded.

**7. Resettlement and Migration Team – Contact Details**

For support with your application or if you require this information in a different format, please contact us by email on [migration@warwickshire.gov.uk](mailto:migration@warwickshire.gov.uk)