

Union Modernisation Fund  
2005 – 2006

Application Form



# Union Modernisation Fund (UMF) 2005 – 2006

## Application Form

Please refer to the Guidance Notes for advice on completing the form.

## Section A – Key Information Summary Sheet

**Project Title**

**Applicant union(s)\***

**Total funding requested**

Please indicate the total amount of funding requested from the DTI for your proposed project

**Project Manager\*\***

**Position**

**Address**  
including postcode

**Work telephone**

**Mobile**

**Email**

### Alternative contact:

**Position**

**Address**  
including postcode

**Telephone**

**Email**

\* If submitting a joint bid, please indicate clearly which union is acting as lead partner. See Note 1 for further details.

\*\* The Project Manager will be the primary day-to-day contact for the proposal and must be an officer of the lead partner where a joint bid is made.

## Section B –Project Overview

### B1. Project Aim:

Please briefly summarise the main aim of the proposed project.

### B2. Project Theme:

Please indicate which of the priority themes for this bid round your proposed project addresses. See Note 2 for further details.

Priority themes for 2005-2006 bid round	Tick all those which apply
Improving the understanding of modern business practices by full time officers and lay representatives, to better enable unions to work constructively with employers as partners to improve business performance. In particular, projects will be welcomed which equip full time officers and lay representatives for their roles in the implementation of the Information and Consultation of Employees Regulations	<input type="checkbox"/>
Improving two-way communication between unions and their members, leading to a potential for greater participation of members in the union	<input type="checkbox"/>
Improving the ability of unions to respond to the increasing diversity of the labour market, and to supply services geared to the needs of a diverse membership	<input type="checkbox"/>
Applying modern management methods to the running of unions as efficient, outward-looking and flexible organisations	<input type="checkbox"/>
Assessing the challenges and opportunities of union restructuring and union mergers	<input type="checkbox"/>
Developing the professional competence of union officers	<input type="checkbox"/>

**B3.** If your project **does not** address one or more of the above themes, please use this space to explain why you believe it would be especially transformational or of significant interest to the wider trade union movement. See Note 2 for further details.

**B4. Project Duration:**

The funded elements of projects supported by the Union Modernisation Fund are expected to be completed within two years. Please outline here the length of your project in months, providing proposed start and end date for UMF funding. If you are seeking special consideration for a longer project, please use this space to explain why.

**Project start date**

**Project end date**

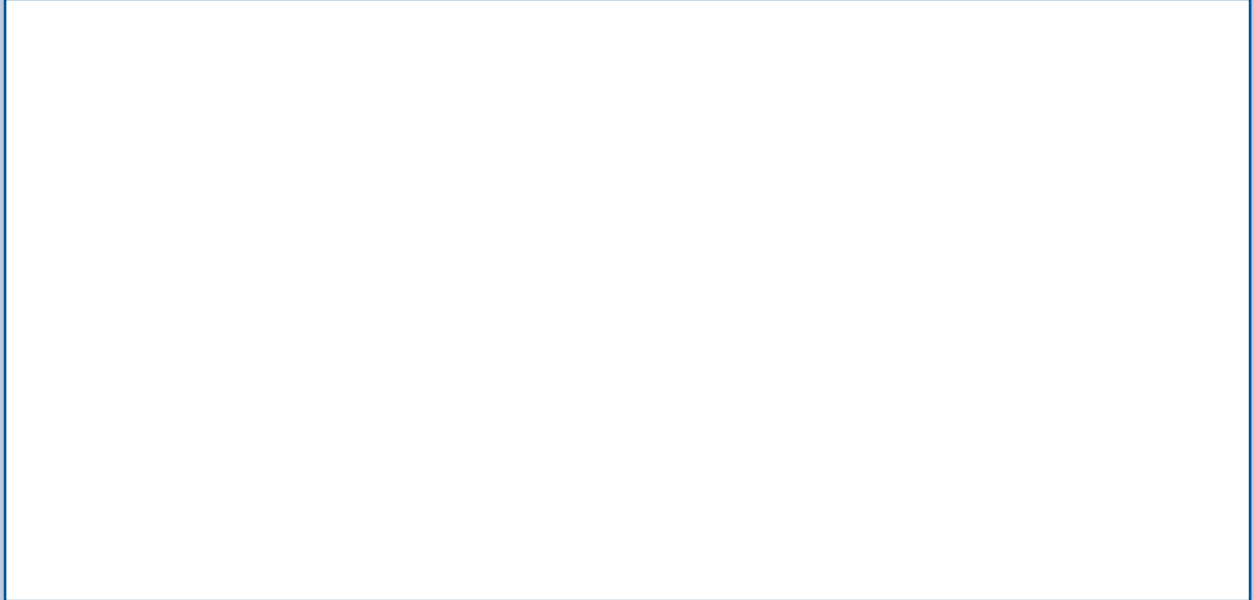
**Duration (months)**

Reason for project length (if more than 24 months):

## Section C – Project Rationale and Description

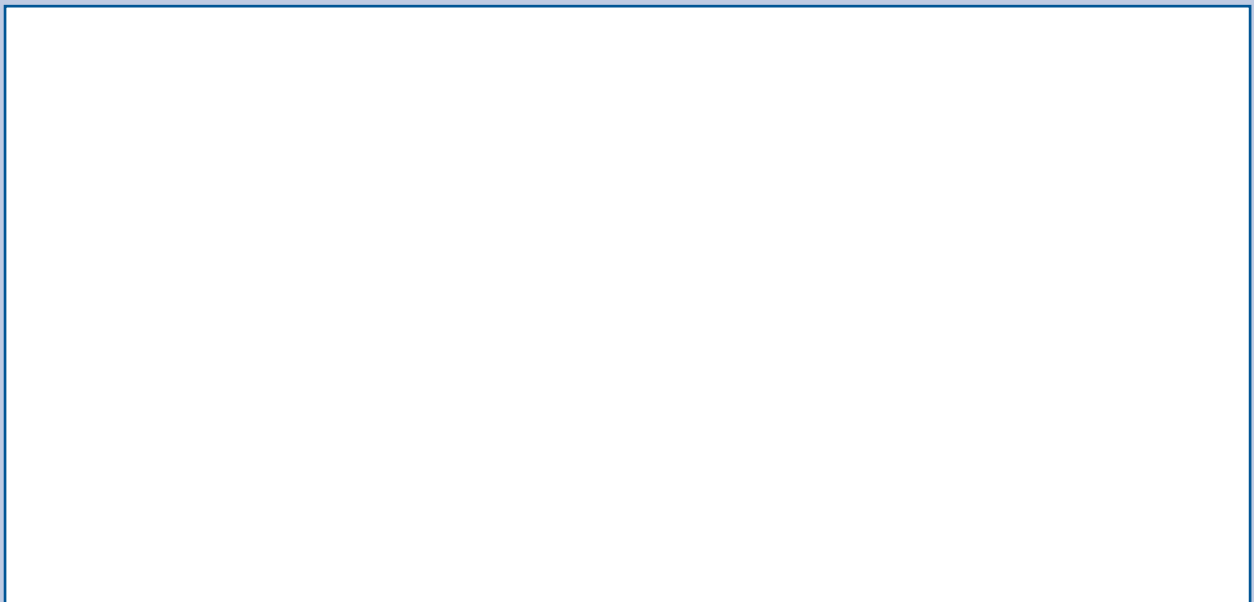
### **C1. Project Rationale:**

Please describe the specific need or opportunity that your project proposal seeks to address. You should do so with reference to your organisation(s)' modernisation strategy, a description of which should be appended to this application. Please see Note 3 for further details.



### **C2. Project Objectives:**

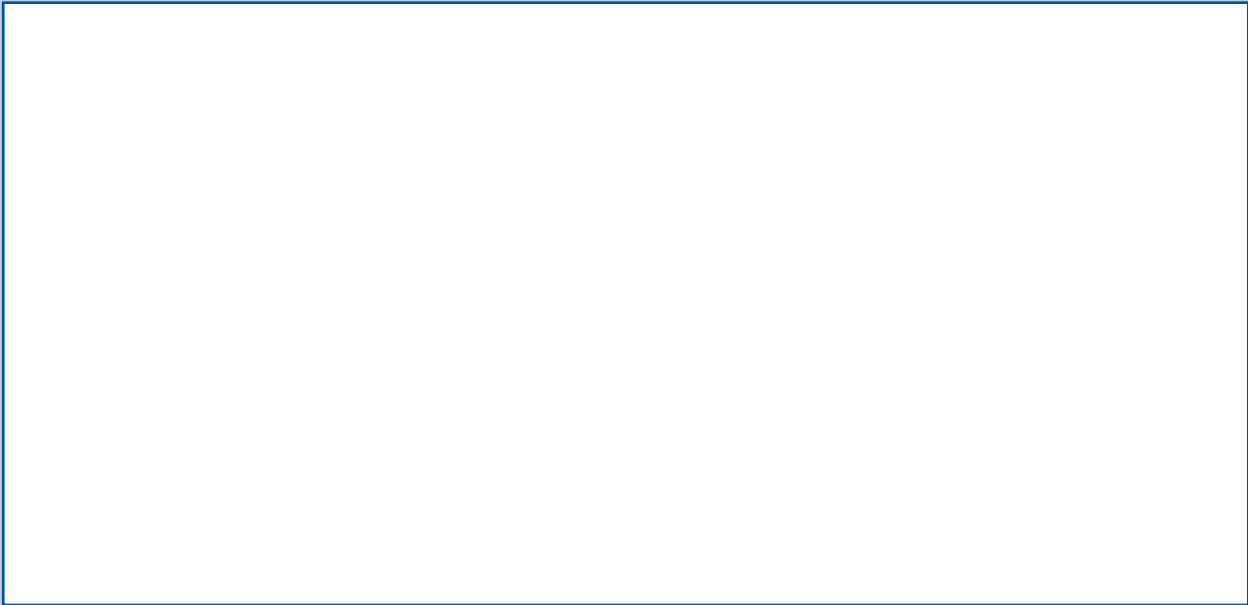
Please detail the specific objectives of your proposed project. Please see Note 4 for further details.



### **C3. Project Milestones and Outputs:**

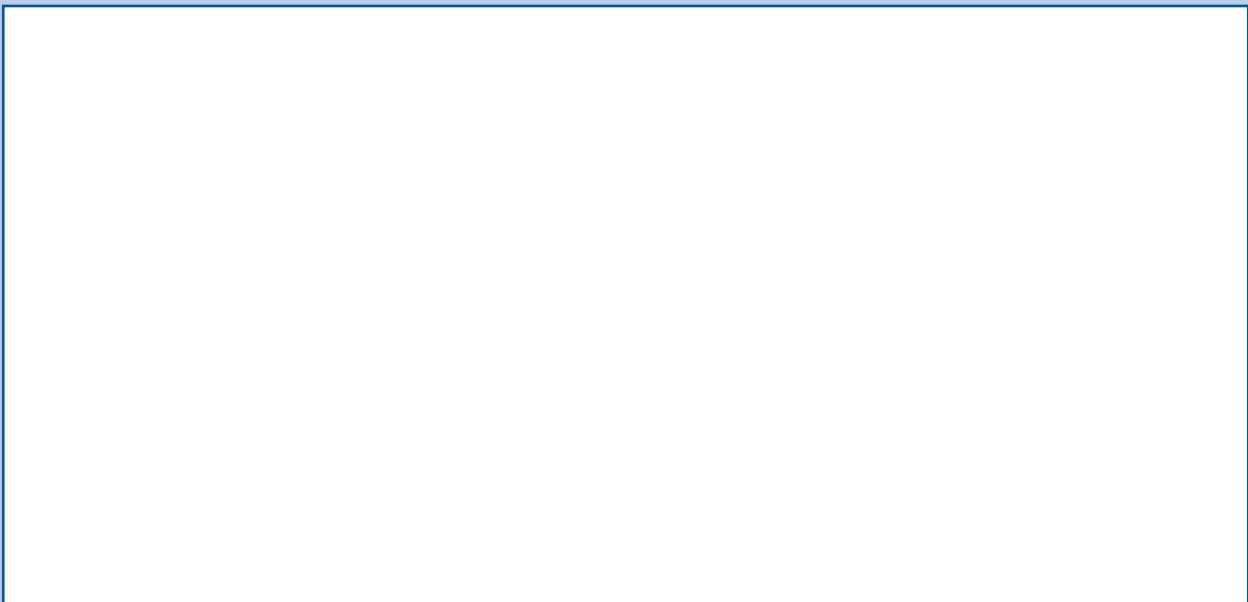
Please identify the key milestones, activity and outputs of your proposed project, and provide an outline of the timings for these. This should include sufficient information to help the lead partner, all other partners and the DTI to keep track of progress. Please also indicate briefly the main geographical areas where project impacts are likely to occur.

Applicants are welcome to append Gantt charts, tables, etc to their applications.



### **C4. Risk Assessment:**

Please detail the risk factors affecting your proposed project. You should provide an explanation of the risk, its likelihood and probable impact, as well as detailing the proposed actions to mitigate the project risks. Please see Note 5 for further details.



**C5. Project Governance and Partner Organisations:**

Please describe proposed arrangements for the governance and management of your project. Where a joint bid is submitted, or where partner organisations or contractors will be involved in project delivery, please provide details of the role each partner will undertake and how the partners will work together to deliver the objectives of the project. See Note 6 for further details.

**C6. Transformational Potential:**

Please indicate how your project will contribute to, or explore the potential for, a transformation in the organisational effectiveness or efficiency of your union(s) with regard to its members or prospective members, staff, internal operations or its ability to work in partnership with employers. Please see Note 7 for further details.

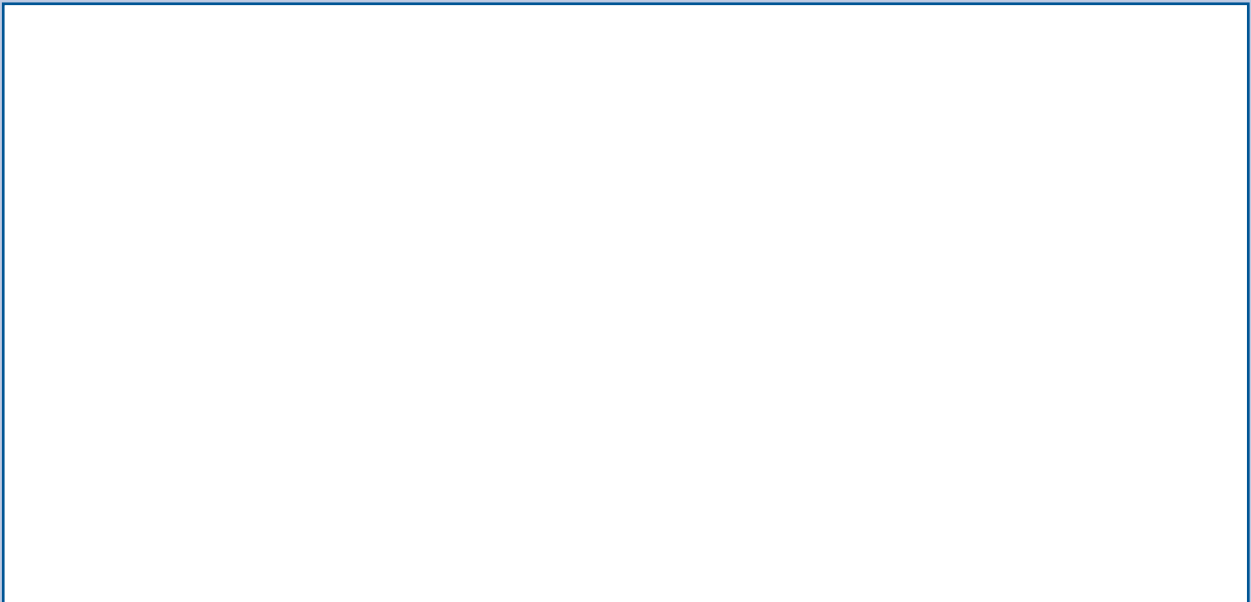
### **C7. Additionality:**

Please state why Government funding is required and why you would not otherwise be able to carry out the project as proposed without support from the UMF. See Note 8 for further details.



### **C8. Sustainability:**

Please describe how project benefits will be sustained once UMF funding has stopped and how project outcomes are expected to become embedded in the culture of the organisation. Please see Note 9 for further details.



**C9. Wider Benefits:**

Please explain how the benefits and methodology of your proposed project will be of value to others in the trade union movement. See Note 10 for further details.

**C10. Further Information:**

Please use this space to bring to assessors' attention any further information you wish to provide in support of your application.

## Section D – Financial Details

**Please note: in addition to the information requested below, this application should be accompanied by the last two years' accounts of each applicant union or federation. These can be provided in the form of your last two annual returns to the Certification Officer.**

### **D1. Finance Officer:**

There should be a designated person responsible for your project's finances, who will ensure that financial claims are submitted on time and that your Union Modernisation Fund Project Officer is consulted in writing about any possible changes to project timings, outcomes, activities or patterns of expenditure. The finance officer must be an employee of the lead applicant. If the project manager is not responsible for the financial arrangements of the project, please give details of the finance officer below.

**Name**

**Address**  
including postcode

**Work telephone**

**Mobile**

**Email**

### **D2. Project Cost:**

Please state below the cost of the project:

**Total cost of project**

**Total UMF funding sought**

**Total Matched Funding contribution**

**D3.** Where total UMF funding sought exceeds £200,000, please explain why a higher amount is required. Applicants should note that sums exceeding £200,000 will only be granted in exceptional circumstances. Please see Note 11 for further details.

#### D4. Costs Breakdown:

Please profile the expected expenditure (including matched funding) by budget heading and financial year below. See Note 12 for further details.

Budget heading	Total	Spend in 2005-06 financial year	Spend in 2006-07 financial year	Spend in 2007-08 financial year
<b>Personnel costs</b> (Please give totals here and a breakdown in box D5)				
<b>Overheads*</b> (Please attach a summary showing your calculations for the overhead rate)				
<b>Materials to be consumed</b> during the project				
<b>Capital equipment</b> a) Specifically bought or to be consumed solely for the purpose of the project b) Depreciation of existing items expended in support of this project				
<b>Sub-contract charges or consultancy fees</b>				
<b>Training costs</b>				
<b>Monitoring and evaluation</b>				
<b>Project management costs</b>				
<b>Travel and subsistence</b>				
<b>Other</b> (please specify)				
<b>TOTAL</b>				

\*Applicants should take care to avoid "double counting" of project costs. For example, if items such as National Insurance contributions are included in overheads, they should not be included in personnel costs. Likewise, if a project manager's salary is included in personnel costs it should not be included in project management costs.



**D7. Explanation of Costs:**

Please use this space for any explanatory remarks you may wish to make regarding your proposed costs.

**D8. Matched Funding Contribution:**

Applicants are expected to provide at least 50% of total costs as matched funding. Exceptionally, this may be lowered where strong reasons exist. Please give brief details of your matched funding contribution (broadly which costs will be met through matched funding and whether this will be provided by the union or a third party). Where funds are levered-in from a third party please identify them and give an indication of that party's commitment to the bid. Please use this space to bring to bid assessors' attention any other information relating to your matched funding contribution which you wish them to take into account. Please see Note 15 for further details.

## Section E – Monitoring and Evaluation

Please append to your application the proposed Monitoring and Evaluation Strategy for your project. Guidance on the content of this strategy can be found in Note 16.

## Section F – Declaration

**Applications to the Fund must be signed off at the level of General Secretary or equivalent. Bids from individual branches or regions of a union which do not have the approval of their union leadership will not be accepted.**

**Where a joint bid by two or more unions is made, signed declarations from all partners must be provided.**

*I declare that the information contained in this form is correct to the best of my knowledge. I also declare that all the expenditure claimed is in respect of costs which are properly attributable to the project. I confirm that this organisation has not applied for or been offered any other financial assistance from another central government or EU grant scheme for this project or any part of it.*

**Name of designated officer**

**Role**

**Signed**

**Date**

# Application Checklist

**Please ensure your application is accompanied by the following items:**

- A description of each applicant union's modernisation strategy
- The last two years' accounts for each applicant (this may be in the form of your last two annual returns to the Certification Officer)
- Your proposed monitoring and evaluation strategy
- Signed declarations from all union partners in joint bids (see Section F)
- Statement(s) of commitment to support the project by partner organisation(s). (If appropriate).
- Any other supporting documents you wish to provide

**Please return your application to the address below by Monday 3rd October 2005**

**By Mail:**

Union Modernisation Fund Team  
Department of Trade and Industry  
Bay 3124  
1 Victoria Street  
London SW1H 0ET

**By Email:**

[umf.application@dti.gsi.gov.uk](mailto:umf.application@dti.gsi.gov.uk)

**Applicants are encouraged to submit electronic applications, followed up by signed hard copies. However, applications in hard copy alone will be accepted. All applications must be received in full with accompanying appendices by 5pm Monday 3 October. Incomplete or late applications will not be considered. The DTI will confirm receipt of all applications.**

All personal data contained in this application will be treated in accordance with the requirements of the Data Protection Act 1998. Data supplied may be disclosed to the members of the Supervisory Board of the Union Modernisation Fund and to independent researchers for the purpose of evaluating the Union Modernisation Fund and disseminating its results. Project managers will be informed in writing of the appointment of the independent evaluator. Personal data will not be disclosed to any other party without the express consent of the individual concerned.