

# Space2Grow#20 - Main Grant Autumn 2021

Before starting the application form we need to make sure you are eligible to apply. Please confirm you adhere to the following;

- You are a Young Barnet Foundation member
- If you are undertaking face-to-face delivery of services, you confirm that you will adhere to any COVID-19 Government guidelines in the delivery of your project, and will adhere to any National Youth Agency guidance, details of which may be found at <https://nya.org.uk/guidance/>
- The activity or service will be delivered in Barnet &/or for the beneficiary of Barnet residents aged 0-25 years old
- Funding must help meet the needs, outcomes, priorities and objectives for children and young people in the local area.
- You will allocate a minimum of £250 from your requested grant for the delivery of Continuing Professional Development of their staff or trustees
- Young people should be involved in informing the development of the application (e.g. through consultation) to ensure the project/activity/ service/programme is accessible, affordable, wanted and valued by young people
- Applicants must have a bank account in the name of the organisation or group, which requires at least two joint signatories, who are not related, for all transactions.
- You have the necessary systems, policies and procedures that fulfil legal requirements e.g. accounts, health and safety, equal opportunities, insurance, safeguarding etc (these requirements will be checked as part of any due diligence for successful applicants).
- All staff working to deliver the project must be DBS checked and organisations must follow strong safeguarding procedures as detailed in their safeguarding policy. This will need to be submitted with your application for funding.
- You agree to deliver the project/service by 31st January 2023
- All funding will be spent by 31st January 2023
- You have read and understood the minimum eligibility criteria
- You understand the monitoring and evaluation requirements.

PLEASE BE AWARE THAT THERE IS NOT A SAVE FUNCTION WITH THIS APPLICATION FORM ONCE YOU BEGIN. You are encouraged to download the document available on the Space2Grow#20 webpage to review questions and draft your answers.

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I agree to the above and wish to start my application

## Section 1 : Project Overview

**Organisation Name \***

**Project Name \***

**Amount being applied for (Max £8,000) \***

Amount to nearest £1.

**Is the amount for full or part funding of the project? \***

Full

Part

**Estimated Start Date \***



Day      Month      Year

**Estimated End Date \***



Day      Month      Year

**Total number of days of delivery \***

Minimum 5 days

**Total no of sessions \***

**Our sessions are:**

One-to-one

Group

Mixed

**Regularity of sessions (i.e. Monday, Wednesday, Friday for 2 weeks or daily etc) \***

If applicable

**Time/Length of session (i.e 2:30 – 5:30pm or 3 hours every morning) \***

If applicable

**Estimated Number of participants per session \***

Where you are doing both one-to-one and group activities - please put estimated numbers attending each group activity here

**Estimated number of unique participants \***

i.e. the number of unique individual people who you will work with during your project

**Estimated total number of participations \***

(i.e Number of sessions x Number of participants per session)

**Length of Each Session**

**Age Range of Participants (Tick all that apply) \***

- 0-4 (Pre School)
- 5-11 (Primary)
- 12-16 (Secondary)
- 17-18 (6th Form or College)
- 19+ (Post formal education)

**When will the project be delivered? (tick all that apply)**

- During School Hours in Term Time
- After School Hours in Term Time
- In School Holiday Periods
- Weekends

**The application seeks to address one or more of the following aims of the fund (Tick all that apply) \***

- Develops emotional wellbeing and resilience, assists in resolving problems without the need for escalation to statutory services and interventions.
- Enhances the ability of Children & Young People to partake in positive physical and creative activities in an environment in which they feel secure
- Helps Children & Young People develop enhanced Life Skills and Build Confidence.
- Promotes Community Cohesion and demonstrates social engagement
- Demonstrates social engagement (e.g. supporting individual participation in activities, building social relationships)
- Provides Employability support and future Career Advice

**Applications must also demonstrate at least one of the following elements (Tick all that apply):**

- Meets emerging need
- Pilots a new initiative (with the aim of using data to seek further funding)
- Upscales an existing project with a proven track record
- Collaboration with YBF member organisation(s)
- Supports the Charitable Purposes of the Organisation

## **Section 2 : About You**

**Name of person completing application \***

First Name

Last Name

**Email \***

example@example.com

**Telephone Number \***

Area Code

Phone Number

**Name of person responsible for delivering the project (if different from above)**

First Name

Last Name

**Email**

example@example.com

**Phone Number**

Area Code

Phone Number

**Organisational Type \***

Charity

Parish Council

Constituted Group

CIC

Company Ltd by Guarantee

**Charity &/or Company Number (if applicable)**

**Are any other organisations involved in this project?**

## **Organisational Turnover (Last Financial Year) \***

If you do not have the exact amount then please submit an approximate amount

## **Section 3 - Your Project**

Please ensure that answers must be concise.

TIPS:

- Let your passion for the project shine through in the application
- Keep your answers relevant to this project. YBF know you, our members, we know the great work that you do. Only use historic evidence to strengthen why you are best place to deliver THIS project.
- Keep responses as short as possible
- Where possible use bullet points
- The word limit is as a maximum guide, you do not need to use it all.

## **Section 3 - Your Project**

### **1. Describe your project - Brief description of your project (Max 200 words) \***

Hint: The who, what, when, how, to whom and why needed. Capture the funding panel member with the project.

### **2. Describe how your project will directly deliver against the Young Barnet Foundation vision and aims (Max 200) \***

**3. Describe how you will deliver your project (including any involvement of project partners and their roles) (Max 200)**

**4. How does your project meet the aims of the fund as outlined in the Eligibility Criteria (max 250) \***

**5. Using data, how does your project meet the emerging or urgent need for your participants (Max 200 words) \***

Hint: This should refer to the quantitative and qualitative data that provides the evidence for the need for your project

## **6. Demonstrate how the project/service is youth led/designed \***

How do you know your young people want this project ?

## **7. Outline where participants will come from and how you feel you can guarantee you will get the attendees to this project (Max 200 words) \***

For instance, who will you be working with to ensure a pipeline of participants, how will people sign up to your project?

### **7a. In which ward(s) will project be delivered? \***

### **7b. From which ward(s) will participants be? \***

## **Section 4 Monitoring and Evaluation**

The Monitoring and Evaluation (M&E) of your project is important for you to assess that your project is achieving what it set out to do.

It also provides evidence of your success for you to use in your future funding applications. Young Barnet Foundation uses your M&E reports in the following ways:

- To ensure that we're investing in organisations and projects that are making a clear and positive difference to young people in Barnet
- As evidence to help attract more funding into the Space 2 Grow fund.

We will ask you to collect the following quantitative information:



- Numbers of children/young people engaged, statistics – age, gender, etc, outcomes achieved as well as feedback from service users. This may include recording the progress young people make in terms of recorded/accredited outcomes. This will include completing a Demographic Data sheet of attendees
- Total number of sessions held
- Total cumulative number of attendees at the project (attendees per session x number of sessions held)
- Total number of unique participants
- The age range of participants Total cumulative number of contact hours (total no of attendees x session length)
- The split of male and female participants (approx. %)

We will also ask for the following:

- An Outcomes and Experience Report for your completed project
- We will ask you to outline in less than 100 words the key achievements of the project
- We will ask for a quote from one participant
- We will also for a quote from one session leader
- A short anonymous case study on one young person
- To submit at least one photo of your project (with relevant permission of any young people shown in shot or sufficiently anonymised)
- Details of any financial or numerical variation

You will be asked to submit the information online no later than the 15 days from the completion of the project.

We may ask for details on the budget spend if vastly different to the application form

### **We agree to the Monitoring and Evaluation requirements \***

Yes

No

## **Section 5 : Funding Requirements and Budget**

### **Is the amount you are requesting the total cost of the project you intend to run? \***

Yes

No

### **[Only answer if answered 'No' to the above question] Is the rest of the project money secured?**

Yes

**Please outline the budget for the project; both the amount you are requesting from the Space2Grow#20 fund,**

**Amount Requested within this grant to deliver the project**

**Staff Costs**

**Activity Costs**

**Volunteer Expenses**

**PPE and H&S Costs**

**Equipment Costs**

**Core Costs**

**Other**

**Total**

**Opportunity to outline any information regarding the costs listed above. \***

**Do you pay London Living Wage to all staff members? \***

Yes

No

## **Section 6 - Declaration**

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I confirm, to the best of my knowledge and belief, all the information in this application is true and correct. I understand that you may ask for additional information at any stage of the application process.

\*

I confirm that I am responsible for my project and will comply with relevant legislation to ensure safe practices and policies are adhered to for both staff and participants of my project.

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I confirm that I will adhere to the relevant guidance and legislation relating to provision during the COVID-19 pandemic.

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I confirm that if my application is to deliver face-to-face services to children and young people, I will follow the National Youth Agency's guidance.

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I confirm that the organisation's bank account has at least two signatories attached for payments.

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I confirm that the organisation has the following insurance; Employer's Liability (if the applicant has any employees as defined under the Employers Liability (Compulsory Insurance) Act 1969), Public Liability (minimum limit of indemnity (£2,000,000), AND will have ensured your insurance covers any changes to delivery both in terms of activities and location as a result of adapting to Covid-19 Pandemic. I will produce evidence of this if requested to do so.

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I confirm that if we are successful with our application, we will provide prior to receiving the funding (if requested to do so), any of the information below (or any other policies and procedures required);

- Suitable Insurance
- Health and Safety Policy
- Risk Assessments designed to be Covid-19 compliant
- Equality and Diversity Policy
- Safeguarding Policy
- Required permission to operate in public spaces

- Will produce for Young Barnet Foundation any of the above on request if required.

## Submission

Details submitted will be held in line with our Privacy Policy for the purposes of this grant.

Once you press Submit you should be directed to a new page confirming that the submission has been successful.

Young Barnet Foundation will send you further confirmation and a copy of the application via email within 72 hours of submission.

Please sign below to confirm.

**Optional Feedback: We are always looking at improving the grant process for applicants; to balance the need for sufficient information but to not make the application process too onerous. Any comments or suggestions welcome.**