



## ONLINE APPLICATION FORM

Space2Grow#21 - Home, School Community Grant 2022

**PLEASE BE AWARE THAT THERE IS NOT A SAVE FUNCTION WITH THIS APPLICATION FORM ONCE YOU BEGIN.**

You are encouraged to download the pdf document available on the Space2Grow#21 webpage to review questions and draft your answers.

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

- You were a Young Barnet Foundation member as of the 31st December 2021
- You have undertaken the Member Renewal Process for 2022 by the time you submit this application.
- Your Income in the last financial year was under £100,000
- 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 of children and young people in the local area.
- Young people should be involved in informing the development of the application (e.g. through consultation) to ensure the project is accessible, 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 may 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.
- You agree to deliver the project/service by 1st April 2023
- All funding will be spent by 1st April 2023
- You have read and understood the minimum eligibility criteria
- You understand the monitoring and evaluation requirements.

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My Organisation had a turnover of £100,000 or less in the last Financial Year

\*

My Organisation has never received any funding directly from the John Lyon's Charity

\*

I agree to the above and wish to start my application

## Section 1 : About You

**Organisation Name \***

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

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

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

Only list any partner organisations that are actively involved in the project. We may require further information.

**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**

Phone Number

Area Code

## Section 2 : Project Overview

**Project Name \***

**Amount being applied for (Between £2,500 & £3,000) \***

Amount to nearest £1. Remember - you may not use this funding as match funding

**Estimated Start Date \***



Day   Month   Year

**Estimated End Date \***



Day   Month   Year

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

**Total no of sessions \***

**Our sessions are:**

One-to-one

Group

Mixture of Both

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

**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 individuals you will work with \***

i.e. the number of unique individual people who will attend your project

**Estimated total number of attendees \***

(For instance, if you have 5 individuals who all attend for 5 days, then this figure would be 25 or 5 x 5)

**Length of Each Session**

(E.G type 2 for 2 hours)

**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) \***

Undertakes Early Intervention and Prevention  
Promotes Physical Activity  
Encourages Children and Young People to enjoy Outdoor Space and Activities  
Addresses Mental Health  
Employability and Life Skills

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

Pilots a new initiative (with the aim of using data to seek further funding)  
Upscales an existing project with a proven track record to delivery in a new area of Barnet  
Develops the Charity and /or its Trustees

## **Section 3 - Your Project**

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 placed 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.

**1. What is your project? - Brief description of your project (Max 200 words) \***

**2. How you will deliver your project (including any involvement of project partners and their roles) (Max 150 words)**

**3. The project should demonstrate how it is responding to a local need, especially needs which have emerged or escalated as a result of the pandemic. Using data to evidence this. (Max 150 words) \***

Hint: How do you know this project is needed? Have you got numbers to back this up?

**4. How is the project/service youth led/designed (Max 100 words) \***

How do you know your young people want this project ?

**5. Where will participants come from and how you feel you can guarantee you will get the attendees to this project (Max 100 words) \***

**6. What will this funding do for your organisation, that you couldn't do before? (max 100 words) \***

For example, will it allow you to deliver a pilot project that you have wanted to do for a while, or in a new location?

**7. Where will project be delivered? \***

## **Section 4 Monitoring and Evaluation**

The Monitoring and Evaluation (M&E) of your project is important for both you and us 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 information:

- Numbers of children/young people engaged, statistics – age, gender, etc,
- Total number of sessions held
- Total cumulative number of visits (attendees per session x number of sessions held)
- Total number of individuals you worked with (because a single individual might attend your project multiple times)
- The age range of participants
- Total 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:

- We will ask you to outline in about 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. This is because at the end of this round of funding we have to provide a report to the funder. It's really important that you set aside the time to do this at the end of the project. If you don't return your M&E in time, this might affect your organisations ability to bid for future rounds of Space2Grow funding.

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**

**Please outline the budget for the project.**

**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 more information regarding the costs listed above. \***

**Remember - this funding cannot be used as match funding with money from any other funds**

**Do you pay London Living Wage to all staff members over 18? \***

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 agree that I, or a representative of my organisation, will attend the 3 mandatory training sessions

\*

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.

\*

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

\*

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.

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

Yes

No

\*

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 (£1,000,000)), 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.

\*

I confirm that if we are successful with our application, we will provide prior to receiving the funding (if requested to do so or at any time during the funding period), 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 (if applicable)

## 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.**

