

In partnership with a local trust and



Space 2 Grow Children and Young People’s Fund

ELEVENTH round of funding – AUGUST 2020 ACTIVITY FUND

PAPER COPY OF APPLICATION FORM

THIS IS FOR DRAFTING RESPONSES - TO SUBMIT A BIT YOU MUST TRANSFER THIS INFORMATION TO THE ONLINE APPLICATION

**Young Barnet Foundation Vision**

**Where Barnet as one community, invests in all our children and young people, ensuring that they have opportunities for fun, growth, connection, success and celebration - helping today’s children become tomorrow’s confident, successful adults.**

**INVEST - CONNECT - GROW**

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| |  | | --- | | **Section 1: Project Snapshot** |  |  |  | | --- | --- | | **Organisation name**  (if this application is on behalf of more than one organisation please put the name of the **lead organisation.** |  |  |  |  | | --- | --- | | **Project name** |  |  |  |  | | --- | --- | | **Amount being applied for (max £8,000)** | **£** |  |  |  | | --- | --- | | **Is the amount for full or part funding of the project?** | **Full / Part** |  |  |  | | --- | --- | | **Estimated start date of project (Earliest start date 01/08/20)** | **/ /** | | **Estimated end date of project (Must end by 31/08/20)** | **/ /** | | **Total no of days of delivery (minimum 5 days)** | **Days** | | **Total no of sessions** |  | | **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)** |  |  |  |  | | --- | --- | | **Estimated number of participants per session (Ave)** |  | | **Estimated no of unique participants** |  | | **Estimated total no of participants (No of Sessions x No of participants per 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) |  |  | |  |  |  |  |  | | --- | --- | --- | --- | | **The application seeks to address one or more of the following aims of the fund (Tick all that apply)** | | | | | Development emotional wellbeing and resilience |  | Enhance social inclusion (making all participants within a society valued and important) |  | | Can support young people at transitional periods. |  | Deliver therapeutic activity |  | | Can demonstrate social engagement (e.g. supporting individual participation in activities, building social relationships) |  | Can demonstrate social engagement |  |  |  | | --- | | **Section 2: About You** |  |  |  | | --- | --- | | **Contact name** |  |  |  |  | | --- | --- | | **Email** |  |  |  |  | | --- | --- | | **Telephone number** |  |   **Organisational Type**   |  |  |  |  | | --- | --- | --- | --- | | **Charity or CIO** |  | **Charity number** |  | | **Parish Council** |  |  | | | **Constituted Group** |  |  | | | **CIC** |  |  | | | **Company Ltd by Guarantee** |  | **Company number** |  | | **Other (provide information)** |  |  | |  |  |  | | --- | --- | | **Are additional organisations involved in this project?** | Yes / No (if Yes then please list below) | |  |  | |  | |  | |  | |  |  |  |  | | --- | --- | | **Organisational Turnover (Last Financial Year)** |  | |

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| **Section 3: Your Project**  **Proposal Details.**  **Please limit your answers to be within the maximum number of words requested** | | | |
|  | Tips: 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. | | |
|  |  | | **Internal Use Score** |
| **1** | **Describe your project - Project title and brief description**  (Max 100 words) |  |  |
| **2** | **In more detail explain How will you deliver your project?** *If applicable, Please explain involvement of any project partners and their roles*  (Max 200 words) |  |  |
| **3** | **Describe how your project will meet the aims as indicated in section 1**  (Max 200 words) |  |  |
| **4** | **How is your project:**  **Meeting emerging or urgent need for your participants.**  (Max 200 words) |  |  |
| **5** | **Demonstrate how the project/service is youth led/designed.**  (Max 200 words) |  |  |
| **6** | **Outline where your participants will come from and how you feel you can guarantee that you will get attendees to this project**  (Max 200 words) |  |  |
| **7** | **Geographical location** | **Ward(s) in which project will be delivered:**  **Ward(s) participants will be from:** |  |
| **Internal Use only:** *Any comments for notes.* | | | |
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| **Section 4: Monitoring & Evaluation** | | | |
| **The Monitoring and Evaluation (M&E) of your project are 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   * 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 * Age range of participants * Total cumulative number of contact hours (total no of attendees x session length) * Split of male and female participants (approx. %)   We will also ask the following:   * We will ask you to outline in less than 100 words the key achievement of the project * We will ask for a quote from one participant * We will also for a quote from one session leader * An 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)   You will asked to submit the information online no later than the 15th September 2020.  We may ask for details on the budget spend if vastly different to the application form | | |
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| **10** | **Confirmation to comply with the M&E requirements listed above** | Yes / No |  |

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| **Section 5:** **Funding Requirements and Sources (to the nearest £)** | | | | | |
| **11** | **Item or activity** | **Cost £** | |  | |
| **Staff costs** |  | |  | |
| **Activity costs** |  | |  | |
| **Volunteer expenses** |  | |  | |
| **Equipment costs** |  | |  | |
| **Any other costs** |  | |  | |
| **Total** |  | |  | |
| **Where not applicable – leave blank. A full breakdown can be attached to support this section.** | | | | |
| **12** | **Please describe any contribution you and/or your partners are making towards this project stating the following** | **Source of funding** |  | | |
| **Amount in £** |  | | |
| **Confirmed Y/N** |  | | |
| **If no, when will you hear?** |  | | |
| **13** | **Please describe how you have calculated your costs and provide any additional evidence (quotes etc.) where necessary** |  | | | |
| **14** | **Please confirm the total project cost (£)** |  | | | |
| **15** | **Please confirm the amount requested from the Space2Grow Children and Young People Fund (£)** |  | | | |
| **16** | **Do you pay London Living Wage? (£10.75ph)** | Yes/No | | | |
| **Internal Use only** | | | | | **Score** |

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| **Section 6: Declaration** |

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.

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.

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 understand that Young Barnet Foundation may share knowledge of the application and some details with John Lyon's Charity, who are offering the School Holiday Activity Fund, with the aim of supporting the application process, to reduce double funding and to aid the aim of funding being awarded to as many projects in LB of Barnet during this upcoming summer holiday period.

I confirm that if we are successful with our application that we will confirm prior to receiving the funding the list outlined below;

* Suitable Insurance
* New Risk Assessments designed to be Covid-19 compliant
* Equality and Diversity Policy
* Required permission to operate in public spaces
* Will produce for Young Barnet Foundation any of the above on request if required.

**You will be asked to attach your governing document or constitution**

**And**

**Safeguarding policy**

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.