

Space2Grow#16 - Easter Holiday Activity & Food Provision

Please Note, this application form should be read in conjunction with the Eligibility Criteria document

This should answer many questions regarding the application form, but if you have further questions regarding the application process, then please contact grants@youngbarnetfoundation.org.uk

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#16- Easter Holiday Activity & Food Provision webpage to review questions and draft your answers.

This form is for the delivery of Face-to-Face projects during Easter Holiday 2021 only

Before starting the application form, you need to have prepared and ready to attach the following documents:

- Space2Grow Application Spreadsheet (available on the website)
- Safeguarding Policy
- A recent bank statement or paying in slip

Before starting the application form we need to confirm that you have read and understood the Project Eligibility Criteria:

I have read and agree to deliver against the project criteria

Section 1 : Project Overview

Organisation Name *

Estimated total number of participants you will work with during the project? *

This should be the number of individual people you will work with (but who might attend multiple sessions)

Age Range of Participants (tick all that apply) *

5-8 (Primary)

9-12 (Bridging Primary & Secondary)

12-16 (Secondary)

Where will the project be delivered? (address/postcode) *

Where will the attendees come from? (Locally known cohort, referrals needed or a mixture of both)

Local cohort, known to us

Referrals only

Mixture of both, local and referrals

Section 2 : About You

Contact Name *

First Name

Last Name

Email *

example@example.com

Phone Number *

Area Code

Phone Number

Section 3 : Your Project

We are are proposing Face to Face delivery of our project to:

Group Single Sex

Group Mixed (Girls & Boys)

1. Give us a brief description of your project (Max 150 words) *

Hint: Who, what, how and to whom - Capture the funding panel with your project0/150

2. Explain how your project meets the priorities outlined the Eligibility document? (Max 150 words) *

Please refer to the Eligibility Document0/150

3a. Food Provision. In delivering our project we wiil:

Provide a Hot Meal each day prepared on site

Provide a Cold Meal each day prepared on site

Provide a Hot Meal each day prepared by a Partner organisation

Provide a Cold Meal each day prepared by a Partner organisation

We would need food to be provided each day by YBF/Barnet Council's chosen provider & I have spoken to Young Barnet Foundation before I started this application.

3b. [only respond if you have indicated that you will be preparing food on site] We confirm that

food prepared on site will meet the requirements as outlined in the Eligibility document

We confirm that food prepared on site meets the requirements

Inclusive Delivery

There are four types of Special Educational Needs and Disabilities (SEND), as defined by the Department for Education:

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health
- Sensory or physical

4. Are you able to support children with Special Educational Needs or Disabilities? *

Yes

No

Section 4 : Space2Grow Application Spreadsheet

You will be asked to confirm the actual numbers of attendees when you submit your Monitoring & Evaluation for the project.

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

Yes

No

Section 5 : Monitoring and Evaluation

Reporting is not designed to be onerous, however, we need to evidence the impact of funding so that we can grow local funding to support the sector further along with accounting for Public Money, more information in the accompanying programme documents.

All grant recipients will be required to monitor their projects against pre-determined criteria provided and submit monitoring reports. Reports will be required at the end of the project, as agreed with the Grants Committee.

The following information will be requested as a part of your Monitoring & Evaluation:

- Completed spreadsheet recording details of each attendee at the project (this will be provided to you if you are successful)
- A photograph of the activity; appropriate permission for this must be sought and recorded
- A quotation from a Child or Young Person who has attended the project
- A quotation from one of your staff or volunteers

Reporting should be in line with the criteria in the Eligibility document, and you should confirm below that you have read and agree to these. This includes acknowledgement that the data provided will be shared with London Borough of Barnet to satisfy the requirements of the funder.

ALL SUBMISSIONS must be through the online Monitoring & Evaluation form.

We agree to the Monitoring and Evaluation Requirements *

Yes

No

Section 6 : Declaration

Please confirm that you agree with the following statements: *

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

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

I confirm that I will adhere to the relevant guidance and legislation relating to the provision of services, including following the National Youth Agency's guidance during the COVID-19 pandemic

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

I confirm that the organisation has the following insurances; Employers 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 that such insurance covers and changes to delivery both in terms of activities and location as a result of adapting to the COVID-19 pandemic

I confirm that the organisation has relevant and appropriate policies and procedures in place relating to Safeguarding, Food Hygiene & Allergies, Health & Safety and Accessibility & Inclusivity (Equalities &

Diversity), and that all staff and volunteers associated with delivering the project have received appropriate training in these

If successful with this application, prior to receiving the funding you will provide to us copies of the following information:

- Insurance
- Risk Assessments designed to be COVID-19 compliant
- Equality & Diversity Policy
- Health & Safety
- Any Required permission to operate in public spaces
- Necessary Food Compliance (if delivering food element)

Please provide the bank details for your organisation below

Bank Account Name *

Sort Code *

Account Number *

Details submitted will be held in line with our Privacy Policy for the purposes of this Grant. It will also be shared with the London Borough of Barnet under data sharing agreement, who require this information for the funder.

Once You Press Submit, you should be directed to a new page confirming that 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 either sign below, or if you have an impairment that makes this difficult, type your name, to confirm

Name

First Name

Last Name

I confirm that I have the relevant authority within my organisation to submit this application, and that all internal Governance processes regarding submission of this application have taken place

Yes

No

Submission

Young Barnet Foundation would like to thank you for the time that you have taken to complete and submit this Grant Application.

Please refer to the round specific documentation for details of timescales etc

If you have any queries, or further information that you need to submit, then please contact our Grants Administration team at grants@youngbarnetfoundation.org.uk

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.