



Nottinghamshire
County Council



Youth Opportunity and Youth Capital Fund Guidance for Nottinghamshire 2008-2011

You should carefully read all this guidance before completing your application form – it might save you time in the long run!

Guidance for completing the application form.

This guidance covers the funding period April 1st 2008 to March 31st 2011.

What is the Youth Opportunity and Youth Capital Fund?

The Youth Opportunity Fund (YOF) and Youth Capital Fund (YCF) are specific financial resources for young people to control and to decide how they should be spent in their area. They are aimed at enabling local authorities to develop new approaches to investment in facilities for young people, focusing on deprived neighbourhoods and disadvantaged young people.

The money has come from the Government which has introduced the funds to provide young people with opportunities to influence activities for them. The involvement of young people, especially disadvantaged young people, is central to the initiative which aims to provide more *things to do*, *places to go*, and people *to talk to*, in line with what young people in Nottinghamshire want.

In Nottinghamshire, there will be a total of £853,800 for both these funds for the period from April 2008 to March 2011 per year for 3 years.

What are Youth Initiative Grants?

The Youth Initiative Grant scheme is the local distribution scheme for the YOF and YCF in Nottinghamshire, and is facilitated by the County Council's Youth Service.

The grants are given out through a competitive and criteria led application process, where applications are assessed by young people's grant making panels which are sub groups of the Nottinghamshire Young People's Board, Nottinghamshire Young Pioneers (Disabled Young People's Forum), and each of the seven District Youth Assemblies.

What are the priority areas for funding?

The local priorities for the funds have been established by the Nottinghamshire Young People's Board, and are set out below against the 5 Every Child Matters Outcomes. The priorities also fit with the latest Children and Young People's Plan for Nottinghamshire – this is the major local plan for young people's services.

Healthy Young People

- reducing teenage pregnancies
- reducing obesity
- improving emotional health

Young People enjoying and achieving

- work to help young people stay in school / education and achieve their potential

Young People Staying Safe

- reducing bullying and discrimination
- reducing crime and/or the fear of crime

Young People making a positive contribution

- reducing anti-social behaviour
- supporting vulnerable young people
- supporting the participation of young people

Young People achieving economic wellbeing

- reduce the number of young people who are not in education, employment or training

All grant applications must clearly identify how the funds will be used to meet one or more of these local priorities.

There are two types of Youth Initiative Grant – YOF grants and YCF grants.

YOF funding is for activities or projects (things to do) which young people have identified. The fund will support staffing, resources, equipment and expenses for activities and projects.

For example: Young people from your youth club wish to organise and run a music festival for young people in their area. You could apply for funding to help pay for the cost of hiring equipment, paying for the entertainment licence, and the cost of creating a DVD about the festival.

The funded activity or project must support the ECM outcomes and the local priorities shown on page 3, as well as being a clear benefit to the local community and offer good value for money.

Grants to individual young people, repeat grants, and grants to cover travel costs and overseas trips, will be carefully considered by the grant panels, and applications for grants to support such activities must demonstrate value for money, the benefit to young people involved, and benefit to their communities.

The aim of the YCF is to provide funding for new and/or improved facilities (places to go), and it can be used in tandem with YOF funding to develop projects which contain both capital and revenue elements. However, YOF funding can not be used to meet any ongoing costs associated with capital investment. The fund will support things like design and building costs.

For example: Young people from your sports club wish to renovate your changing facilities. You could apply for funding towards the cost of the renovation.
You could also apply for money from the YOF as well, for new equipment for your club – this would be a combined bid.

Important Information

Capital expenditure on items costing more than £2,500 will remain the property of the Local Authority, and itemised on an asset management inventory. Where projects cease to work with young people, the capital assets acquired through the YCF will be returned to the Local Authority. The Local Authority retains the right to inspect the items regularly.

A grant will have to be repaid to the Local Authority if it cannot be shown that the grant was used for the purpose as set out in the application, including the expressed use of equipment, for the benefit of young people.

For both funds, support will only be given to projects that directly benefit young people. The core costs of sponsoring organisations (such as admin' costs) will not be supported.

Who is it for?

The funds are for all young people aged 13-19 yrs and up to 25 yrs for disabled young people.

Applications for grants must demonstrate how young people have been involved in the design and delivery of the project, from the initial idea to how they will be involved in the project, with a particular focus on how young people from traditionally hard to reach groups have been / will be involved.

Young people involved in the application process or benefiting from a grant should receive some form of recorded or accredited outcome as a result of their involvement.

Who can apply?

Any group of young people or individual young person living in the County area of Nottinghamshire can make an application. The idea for the activity or project must come from young people, and this must be clearly stated in the application. Young people must lead and complete the applications, but can be supported by an organisation that may assist in the project and accept the monies on behalf of the young people. An adult may also assist in completing the application form if appropriate.

The funds can not be used to support core school provision. However, bids from young people for activities and facilities to enhance extended school provision will be considered, providing that they demonstrate that they are for the benefit of the wider community of young people.

How much can you apply for?

For district based projects applying to the District Youth Assemblies or the Young Pioneers Disabled Young People's Forum you can apply for up to £20,000 YOF monies per year.

County wide projects can apply to the Young People's Board for up to £200,000 YOF monies.

All applications for capital projects will be assessed by the Young People's Board, and can be for amounts up to £395,000 per year.

There is no requirement for co-financing or matched funding. However, additional funding for your project from another source will be favourably considered by the grant panels, as this enables the available funding to be used more effectively.

How can you apply?

Fill in an application form and make sure it is sent in before one of the closing dates. The activity or project you are applying to fund cannot start before the application closing date – we will not back pay for activities or projects.

Applications must be completed by young people, unless you have specific needs in this case a helper may complete the form on behalf of young people.

Send the application form, along with any additional information to the address on the back of the application form.

Application forms can be found on the youthzone web site.
www.nottinghamshire.gov.uk/youthzone

When can you apply?

Applications for grants will be considered by the grant panels within funding rounds.

The funding rounds for 2008 – 2011 are:

Round	Round period	Closing Date for applications	Grants will be assessed by:	Notification of outcome by;
1	Oct 1st 08 to Dec 31st 08	31 th Oct 08	14 th Nov 08	21 st Nov 08
2	Jan 1 st 09 to Mar 31 st 09	30 th Nov 08	14 th Dec 08	21 st Dec 08
3	April 1 st 09 to June 30 th 09	28 th Feb 09	14 th Mar 09	21 st Mar 09
4	July 1 st 09 to Sept 30 th 09	31 st May 09	14 th June 09	21 st June 09
5	Oct 1st 09 to Dec 31st 09	31 st Aug 09	14 th Sep 09	21 st Sep 09
6	Jan 1 st 10 to Mar 31 st 10	30 th Nov 09	14 th Dec 09	21 st Dec 09
7	April 1 st 10 to June 30 th 10	28 th Feb 10	14 th Mar 10	21 st Mar 10
8	July 1 st 10 to Sept 30 th 10	31 st May 10	14 th June 10	21 st June 10
9	Oct 1st 10 to Dec 31st 10	31 st Aug 10	14 th Sep 10	21 st Sep 10
10	Jan 1 st 11 to Mar 31 st 11	30 th Nov 10	14 th Dec 10	21 st Dec 10

In most cases, funded projects will not have to take place during the funding round period. For example if you apply for a grant within the January to March period, the activity can take place between April and June.

The exception to this will be the period from January 1st 2011 to March 31st 2011, when all grants should be spent and services and/or equipment received. This is because all the money for these funds has to be spent before the end of March 2011.

Your funded project may run across the years 2008-'11, but must be completed, with all funding spent and services/equipment received, by March 31st 2011. If you are making an application for a project or activity which spans more than one year you must make this clear in your application.

How are decisions made?

Applications must be submitted before one of the closing dates.

All YOF applications for district based projects will go to the relevant District Youth Assembly or Young Pioneers (Disabled Young People's Forum) for applications targeting disabled young people.

Activities or projects which cover more than one district, or supported by a county wide organisation will be assessed by the Nottinghamshire Young People's Board. The Board will also consider all capital grant applications (YCF), and applications which have both a revenue and capital element.

The relevant grant panel will consider all applications and make a decision, which is recorded for each of the individual applications.

The grant panels will distribute the funds as fairly as possible. The decisions they make will be based upon how well applications:

- Describe what their project will offer;
- Show that there is a clear need for the project, and that local young people want it to happen;
- Show how the project meets the local priorities set out on page 3;
- Show how their project will benefit young people in the area, and meet their needs;
- Shows the project offers value for money;
- Meet the general guidelines for funding set out in this document; and
- Show how young people will be involved in the project.

Reasons why applications may be turned down.

These are some examples of why applications are turned down;

- The application is not led by young people.
- The activity or project does not appear to offer good value for money.
- There is insufficient information on the application form.
- The application form is incomplete (some sections not filled in).
- The activity or project does not meet the local priorities.
- The money is to be used to duplicate an existing project.
- All the grant money has been allocated.

We will inform you in writing explaining why your application has been unsuccessful.

You may be invited to resubmit your application after you have addressed the points raised by the grant panel.

We will not fund:

The ongoing costs associated with capital investment.

Management costs to supporting organisations.

Administrative costs to supportive organisations.

Training costs for staff.

Projects that promote a political view.

Projects which are viewed as core school provision.

How to Complete the Application Form.

The following is a guide to filling in your application form.

You must fill in every section or your application will be regarded as incomplete.

1. We need to know which area and fund you would like to apply to.

The information which you provide us with here determines which grant panel will look at you application, and which fund you are applying for.

If your project is specifically targeting activities for disabled young people you tick the Pioneers box, if the project or activity is for young people from across more than one district you should tick the Young People's Board box. All other applications should identify which district the group or individual comes from.

You also need to make it very clear which fund you are applying for. Make sure you have read the notes above in relation to the YOF and YCF, and bids which have elements of both.

2. We need to know a bit about who you are

This section on the application form provides the grant panel with information about you and your group. We need the name of your group as well as the name of the larger organisation which you belong to e.g. 1st Brampton Scouts, Nottinghamshire Scouting Association, or Tapton Youth Club, Nottinghamshire Youth Service.

If you are an individual making an application you should clearly write in the 'Name of Group' box – INDIVIDUAL APPLICATION.

The **Group Supporter** must be over 18 years of age, and will be responsible for ensuring that the conditions of the grant agreement are met, including the completion of the post activity/project reporting process.

The group supporter will also act as the main contact for the group, and also sign the application form as a legal representative.

The **Project Leader** is a young person from the group, or the individual making the application. The project leader should be involved in writing the application, and should sign the declaration at the end of the form.

Failure to complete the reporting process, including the timely completion of the final evaluation report, will result in the grant needing to be paid back to the local authority.

For successful applicants the grant will be made payable to the organisation, club or project named in this section. Grants will not be issued to named individuals. It is essential therefore that the group applying to the Youth Initiative Grant has a bank account in order to receive the cheque.

The payment may be made by sending you a cheque or through the Bank Automated Credit System (BACS) if this has been set up for your account. Please indicate on your application form if you want the payment to be made by BACS.

3. We need to know a little bit about the people that are currently involved in the planning of the project?

It is crucial that this project/activity is young people led. We expect that young people will have come-up with the idea, planned the activity, made the decisions about the activity and will lead in the organisation of its delivery. We need to know how, for example, young people came up with the suggestion, developed the idea, researched it, made phone calls to gather information, and what roles and responsibilities young people will have.

We need information about young people who are involved in the planning of the project or proposed activity. We may contact them to confirm that details given in the application are correct.

The Youth Service has to report back to the government about how the funds are being used, and who is benefiting from the money. The monitoring information in this section helps us provide the information about who is applying for grants.

In each box you must provide the numbers of young people in each section – *do not just tick boxes.*

‘Hard to reach young people’ are young people who have traditionally been disadvantaged or it has been difficult to engage in positive activities and projects e.g. homeless young people, young people in care, young asylum seekers.

4. We need to know what your project/activity is about.

What is the title of your project or activity – if it has not got one, give it one!

We then need as much information about your project or the activity you want funding for as you can give us. Make sure it is relevant information and not just the history of your group.

What is it you want to fund? Describe what you want the money for.

Do not include the projected costs of the project in this section; this information is required further on in the application form.

If you are applying for an YCF Youth Initiative Grant relating to a structure or new building we need to be assured that the project will have a sustainable future and it is therefore important for us to understand who owns the land on which the project is to be located. Please provide as much detail as possible in this section, and include any additional papers if you need to.

It is a requirement of the Disability and Discrimination Act that any new building works must provide access to disabled people. As disabled young people are currently under-represented in youth provision, we would expect applicants to demonstrate that they have taken all steps to ensure access and inclusion

The funded activity must support one or more of the 5 government outcomes for young people – Be Healthy, Stay safe, Enjoy and Achieve, Make a positive contribution, and Achieve economic wellbeing.

You must describe which one or more of the local priorities under the 5 outcomes your project will meet and how.

It will not be sufficient to say that your project is reducing obesity by providing 8 dance workshops, and therefore exercise for young people – how will you measure the impact of this?

We want to know where the idea for the activity or project came from, and how much progress you have made so far. Also tell us what has been achieved by your group so far (e.g. had meetings, opened a bank account, applied for other funding etc)

Detail why you think your project is important and what you think you will gain out of the project or activity. Will young people learn anything from their involvement and will the young people involved get any award or qualification as a result of the project. You should consider the planning group as well as other young people who may benefit from the funding in your group.

Who is the project or activity for?

If this is an open access event, activity or project you should only tick the first box. This means that anyone can get involved in the project if they choose to. E.g. a young people's music festival, where any young person can attend.

You should identify groups which you are specifically targeting for your project or activity by ticking the other relevant boxes. E.g. an arts event for young carers

A number of specific groups of young people have been identified in government guidance as having faced barriers to accessing youth provision. Projects that provide for these identified groups will be viewed favourably.

You should also ensure that in your description of what you want the money for you clearly identify **how** you will aim your project at, and engage the target group e.g. if you are targeting young refugees - how will you ensure that this group of young people are able to fully participate in your project.

We need to know **when** the project will take place, **how many** young people will benefit, **where** the project will take place, and **what** those young people who are participating will gain from the project.

When you tell us where the project is taking place, you should state the name of the town or village where the project or activity will be – not where your group is based e.g. a group from Whittington going on a residential taking place in Newbold – Newbold is where the project is taking place.

We want the funds to have the maximum impact on the maximum number of young people possible. If your project deals with small numbers of young people it will not be excluded from receiving funding but you must explain why your project will work with smaller numbers (relating to the particular needs of the young people).

If the project does not take place or develop according to the timescale you have suggested, we reserve the right to withdraw and re-allocate funding elsewhere in order to reduce the risk of under-spend. Your organisation must accept the risk of slippage in timescales and be prepared for this eventuality.

5. We need to know details about how the grant will be spent

This section gives you the opportunity to explain exactly how you intend using the grant – what is it going to pay for.

Firstly we are asking you to estimate the cost of your project. This might be an actual cost of the activity or project and might also be the full amount of the grant which you are requesting. Alternatively it might be an estimated cost of your project/activity, which might be different from the amount which you are asking for.

We then ask you to state how much your grant request is for and from which fund. Make sure you have read the previous information regarding YOF and YCF funding.

Under each of the funds, give us a breakdown of the grant you are requesting. Be very specific in this section as it helps the grant panel with their decision. For example don't just put "DJ equipment", but itemise it. Add separate sheets if you need to.

It is also useful to provide independent quotes, and you should provide at least three.

If you are applying for funding for staff costs you must show how these costs have been calculated e.g. (£6:50 per hour X 8 hrs) + 20% on costs = £62:40

If you are applying for funding for staffing it must be for additional work, and not to replace core funded staffing costs.

6. Funding

We need to know if you have applied anywhere else to fund the project or activity – let us know if you have and if you have been successful. Tell us where you got the money from and how much you were awarded. You don't need to match fund or co-finance projects or activities, but your application may be viewed more favourably if you can.

We would also like to know if you are getting any free support for the project or activity like volunteer support, the free use of premises etc.

7. Declaration

The declaration needs to be signed by the Project Leader (young person), and the Group or Individual Supporter (adult).

This section must be signed or the application will not be assessed.

You should have fully checked the application form and the information you have provided on it, and be clear about the terms and conditions of the funding should your application be successful.

You might be asked to come along to the grant panel meeting which is assessing your application to make a presentation about your activity or project, so that the panel can make a more informed decision.

You might also be asked to attend a meeting after your project has taken place to talk about your project or funded activity. Grant panel members may also request that they are allowed to visit projects or activities being funded where appropriate. You must allow them to visit if they ask to, and by accepting the grant you give your permission for them to visit.

The grant panel need to be sure that appropriate arrangements are in place for covering health & safety, child protection, confidentiality and equal opportunities.

By signing the declaration the adult supporter is confirming that these arrangements are in place for the supporting organisation.

Your responsibility on receiving a grant.

When your application has been assessed by one of the grant panels, you will receive a letter from us informing you of the panel's decision. This letter may also identify additional conditions of the grant being allocated. You will also receive a grant agreement which sets out the full conditions of the grant and the additional conditions. This agreement should be signed by both the Project Leader (young person) and the Group/Individual Supporter (adult)

The grant payment will not be made until the signed agreement has been returned.

By signing the agreement you are also agreeing to the conditions set out, and failure to comply with these conditions will result in the grants being reclaimed by the authority.

The conditions will always include the timely completion of the Monitoring Form YIG7, the final report pro-forma, and an identified number of case study pro-forma.

These reports, which are completed at the end of the project/activity, provide the grant panels, the authority and the government with important information on how the grants are being spent. They also help the Nottinghamshire Young People's Board identify future priorities for targeting funding.

It is the responsibility of the adult Group/Individual Supporter to ensure that these pro-forma are completed and returned within the designated timescale.

Failure to provide the necessary information will result in the grant being reclaimed by the authority.

Good Luck with your application!

If you require any additional support or advice in completing the form please contact YIG Office on 01623 867075 email: lyndsy.woolmore@nottsc.gov.uk

FOR OFFICE USE ONLY
Date Received:
YIG Ref No:
Round no:

Nottinghamshire Youth Initiative Grant 2008 – 11

APPLICATION FORM

1. We need to know which area and fund you would like to apply to?

Please tick which area your group is seeking funding from:

Ashfield	<input type="checkbox"/>	Bassetlaw	<input type="checkbox"/>	Broxtowe	<input type="checkbox"/>
Gedling	<input type="checkbox"/>	Mansfield	<input type="checkbox"/>	Newark & Sherwood	<input type="checkbox"/>
Rushcliffe	<input type="checkbox"/>	Project for disabled young people	<input type="checkbox"/>	Countywide project	<input type="checkbox"/>

Please tick which fund your project is seeking funding from:

Youth Opportunity Fund (YOF)	<input type="checkbox"/>
Youth Capital Fund (YCF)	<input type="checkbox"/>
Youth Opportunity Fund & Youth Capital Fund	<input type="checkbox"/>

2. We need to know a bit about who you are?

Group Details;

Name of Group _____

Are you linked to a larger group/organisation?

If so what is the name of the organisation? _____

Group / Supporter (Adult);

Name _____

Please circle your role within the group

Youth Worker Teacher Parent Other (Please Specify) _____

Address of Group _____

Contact No _____ Email _____

Project Leader (Young Person);

Name _____ Age _____

Address _____

Contact No _____ Email _____

Bank Details

Name of Account to be paid to _____

Account Number _____

Sort Code _____

3. We need to know a little bit about the young people currently involved in the planning of the project

Planning Group;

Name	Contact No	E-mail	Date of Birth
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Monitoring Information (planning group & project leader)

Age & Gender	11 – 12	13 – 16	17 – 19	20 - 25
Male				
Female				

Ethnicity	Number
White	
Black Afro Caribbean	
Black African	
Mixed Heritage	
Pakistani	
Indian	
Other	

Disabilities	Male	Female
Learning Difficulties		
Physical Impairment		
Hearing Impairment		
Sight Impairment		
Other Hidden Impairment		
Total		

Hard to Reach Groups	Male	Female
Disabled young people		
Young care leavers		
Looked after young people		
Young offenders		
Young carers		
Young refugees		
Black and ethnic young people		
Young travellers		
Young people in rural areas		
Young parents		
Young lesbian, gay or bi-sexual people		
Unemployed young people		
Other young people (specify)		
Total		

4. We need to know a little bit about the young people currently involved in the planning of the project

Project Title _____

Describe the project/activity that you would like the money for.

(Please give as much details as possible and if relevant include additional information such as quotes, itineraries)

Which of the 5 criteria themes would you say your project falls into and how?

Please tell us where the idea for your project/activity came from and what you have achieved so far.

Why is the project important to you or your group and what do you think you will get out of it?

- What learning will you gain from taking part?
- Will the young people involved in this project/activity gain any sort of qualification or accreditation?

How will you know if the project has been a success?

Is your project aimed at a target group or is it an open access project?

Is your project aimed at any of the following groups?

- | | | | |
|--|--------------------------|-------------------------|--------------------------|
| Disabled Young People | <input type="checkbox"/> | Young Carers | <input type="checkbox"/> |
| Young People from minority ethnic groups | <input type="checkbox"/> | Young Refugees | <input type="checkbox"/> |
| Lesbian, gay or bi-sexual Young People | <input type="checkbox"/> | Young Parents | <input type="checkbox"/> |
| Looked After Young People | <input type="checkbox"/> | Young Travellers | <input type="checkbox"/> |
| Young People in rural areas | <input type="checkbox"/> | Unemployed Young People | <input type="checkbox"/> |

Other Young People (Please Specify)

How many Young People will benefit from this project? _____

Please give the age range of the Young People who will benefit? _____

What will other Young People gain from participating in your project? (Additional knowledge, new skills, certificates etc)

When will your project take place? Start _____ Finish _____

Where will the Project take place? (Youth Centre, Hostel, Residential, Area, City & Town)

5. We need to know details about how the grant will be spent

What is the estimated cost of your project?

How much are you requesting from:

Youth Opportunity Fund

Youth Capital Fund

In the boxes below, please list the costs of your project, giving as much detail as possible. Using additional sheets if necessary and attaching any quotes etc

Youth Opportunity Fund Only	
What's it for?	Cost £
Staffing	
Volunteer Expenses	
Use of buildings cost	
Travel Expenditure	
Equipment for Project: <ul style="list-style-type: none"> • • • • 	
Activities Costs: <ul style="list-style-type: none"> • • • • 	
Other <ul style="list-style-type: none"> • • • • 	
TOTAL	

Youth Capital Fund Only	
Building Costs	Cost£
Fees <ul style="list-style-type: none"> • • 	
ICT	
Furniture <ul style="list-style-type: none"> • • 	
Fixtures & Fittings <ul style="list-style-type: none"> • • • • 	
Equipment <ul style="list-style-type: none"> • • • • 	
Other <ul style="list-style-type: none"> • • • • 	
TOTAL	

6. Funding

Has your group successfully applied for any other funding for this project? YES / NO

If yes, please give details of how much and the source.

Will anyone provide free support for this project? (eg. Volunteers, use building, loan of equipment)

Someone from the Grant Panel may want to visit, would this be ok? YES / NO

How did you hear about the YOF/YCF grant?

7. Declaration

This needs to be signed by the project leader (young person) and the named adult contact from the supporting organisation.

Please make sure you have read the guidelines fully and that you both have checked the application form and that you are clear about the terms and conditions of the funding should your application be successful.

To the best of my knowledge the information in this application form is correct. This must be signed by the project leader (young person).

Signature of project leader _____

Name of project leader _____

Date _____

To the best of my knowledge the information in this application form is correct and I confirm that as the named adult contact, I will be able to fulfil all requirements listed in the criteria document.

I also confirm that the appropriate arrangements are in place for covering health & safety, child protection, confidentiality and equal opportunities within the supporting organisation and that all adult workers/volunteers who will have direct contact with young people involved in the project have enhanced Criminal Record Bureau (CRB) clearance.

Signature of named adult _____

Name of adult _____

Designation _____

Date _____

Completed applications should be sent to:

Youth Initiative Grant Coordinator
Dukeries Training Centre
Dukeries Complex
Whinney Lane
New Ollerton
Newark
Nottinghamshire
NG22 9TD

Telephone: 01623 867075
Email: lyndsey.woolmore@nottsc.gov.uk