

Youth Service Grants

**Youth activities for young people
aged 13-19 years**

**SMALL GRANT FUNDING PROGRAMME FOR
VOLUNTARY YOUTH ORGANISATIONS**

GUIDANCE NOTES

- **Delivery must be between 10 February and 11 March 2012**
- **Application deadline: - 1pm Friday 27 January 2012**

Introduction

Please make sure that you read the following information carefully before making an application and complete all the questions.

Who can apply?

Applications will only be considered from voluntary organisations that meet the criteria.

Aims and Priorities of Small Grant Funding Programme

- The overall aim of the small grant programme is to provide funding to aide the social and personal development of young people in Southwark aged 13- 19.

Applications will be assessed by a panel of young people from across Southwark supported by a panel of managers from the Youth Service. The panel will consider the following as part of the assessment:

- 90% of participants should be Southwark residents
- The priority age range is 13-19yrs
- Cost effectiveness
- Number of young people who will benefit
- Clear outcomes and impact of the delivery on the young people
- Plans in place for monitoring and evaluating the quality of the programme
- Does the application address young people needs? Is there evidence for the need of the project/item?
- The level of support the Youth Service has already committed to the organisation recently and previous management of funding.
- The organisation has all the necessary policies and procedures in place.

How much can you apply for?

You can apply for up to £2000

Organisations can apply for only one grant priority area from activities listed on the application form.

Grants for equipment will only be awarded when applying for an activity; this must be on a separate application form.

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| What we will fund/Programme Areas |
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- Residential trips, offsite day trips, centre based or estate based youth work activities,
- Delivery must be between **10 February to 11 March 2012** including final evaluation

Please note that this funding is not for funding organisations general/existing running costs.

A project report will be required on the completion of delivery.

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| Exclusions/What we will not fund |
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- Items / activities which benefit an individual only
- Statutory organisations
- Funding for work which has already taken place
- Funding for goods/services purchased or ordered before the grant is awarded
- Replacing lost, damaged or stolen goods/items
- Fines and penalties
- Core charges and management costs exceeding 10 per cent

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| Payment/Release of Grant Awards |
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Please note that payment of the grant is conditional on receiving proof of payment for goods and services awarded within the original application. This means providing the following documents:

- Copies of all receipts/paid invoices relevant to the grant
- Project reports must be received prior to awards being released.

Please note items paid for before the grant was awarded cannot be claimed.

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| Monitoring Required |
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All successful applicants will be required to complete a project report form, which will include information about the delivery of the funded project and outcomes achieved

Your project may be visited during the delivery period stated in your application.

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| Health & Safety |
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You will be expected to provide the following information, prior to delivery of activities:

Health & Safety policy and procedures
 Enhanced Criminal Records Bureau (issued within 3 years)
 Risk assessment
 Employer/Public Liability indemnity cover

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| Making an Application / Guidance Notes |
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General Information

Organisations must complete a Small Grant Application form available from Southwark's official youth service website 'Whatever' www.whtvr.org

Completed application forms should be submitted before the deadline date (late applications will not be considered).

You may attach additional pages to support your application.

Please ensure you identify which Community Council area your application will serve.

Completing section 2 on the Application Form

- Please give a clear description of the activities and services you will provide.
- Contact details for the project leader
- State the dates of when you expect these activities to happen.

Completing section 3 on the Application Form

- Each claim to be made on a separate application form

• Completing section 5 on the application form

The following is an **example** of benefits and outcomes related to the specified outcomes and should be used as a guideline only. You will need to identify one or more outcome for your project.

| Outcomes and Achievements | |
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| Outline the expected outcomes (a) of the project and explain how it will be monitored and assessed (b). Please ensure you complete at least one or more of the outcomes and relate them to the activity below. | |
| Outcomes | Project/Activity (provide details how it meets selected outcome, how it will be assessed and monitored) |
| Be Healthy | Healthy eating workshop |
| Monitoring and Evaluation | Their cooking ability will be assessed before and after workshop Progress recorded on an evaluation and data entered on IYSS |
| Stay Safe | Anti-crime workshop |
| Monitoring and Evaluation | Discussions and contributions Evaluation/feedback and data entered on IYSS |
| Enjoy & Achieve | Planning or running an drama workshop |
| Monitoring and Evaluation | Evaluation/feedback and data entered on IYSS |
| Making a positive contribution | Organise a community event for anyone to attend and the audience will see young people involved in a positive activity with a positive message. |
| Monitoring and Evaluation | Assessing the number of people from the community who attend and getting feedback from the audience about the young peoples work. |
| Achieve economic wellbeing | Training, volunteering or taking part in a course of workshops |
| Monitoring and Evaluation | Young people will complete a report to show what they learnt Awarded certificates and data entered on IYSS |

Please note the above are only examples, the small grants programme is open to funding a range of activities and as long as they fit into the overall aims and priorities of the programme.

Completing section 6 on the Application Form

- Make sure that the project budget costs are realistic
- Management and Admin costs must not exceed 10% of award
- If possible show evidence of having researched the costs or supply copies of quotes as supporting information.

Return completed application forms and all supporting documents to:
Maxine Gordon, Grants Monitoring Officer

By hand: Southwark Children's Services
4th Floor (hub 2)
160 Tooley Street
London SE1 2QH

Email: maxine.gordon@southwark.gov.uk

Post: London Borough of Southwark
Youth, Commissioning & IAG
Children's Services
PO Box 64529
London SE1P 5LX