

## Young Londoners Fund: Frequently Asked Questions

Updated 4 July 2018

### Organisations' Eligibility

#### **1. What type of organisation is eligible to apply for the Young Londoners Fund?**

All organisations are eligible to apply (including Local Authorities, other statutory organisations and for-profit companies) as long as they meet the aims of the Young Londoners Fund and are not excluded on the basis of the other criteria listed in the fund's prospectus. For example, organisations must be able to provide financial records for at least a year.

#### **2. Can Local Authorities apply for the Young Londoners Fund?**

Yes. Local Authorities can apply. If Local Authorities are applying as a Sole Lead Applicant or Consortium they must provide support to their partners or Consortium members – for example helping them with monitoring, assessing their impact, approaching multi-agencies and staff training. Local Authorities will be asked to show evidence of added-value through other income sources or in-kind support in your application form.

#### **3. My organisation has a significant annual turnover. Can I still apply for a small grant?**

Yes, large organisations with high annual turnovers are able to apply for any grant size.

#### **4. Is there a different minimum turnover amount for applicants to the different sized grants?**

No, there is not a different minimum turnover for the different sized grants.

#### **5. How does a new organisation like myself get through these loopholes and is there any support for small organisations for this fund?**

We require organisations who apply for the Young Londoners Fund to have a proven track record and audited /examined accounts for at least one year. There are alternative small grants from the Greater London Authority available for small organisations or

start-up organisations to apply to. There are organisations at a borough level that are well placed to support small voluntary organisations e.g. local authority voluntary sector or community engagement teams or your local voluntary action council/CVS. You can also consider partnering with another organisation who can be the lead delivery organisation.

**6. Is there a minimum number of partner organisations that need to be involved to be eligible to apply as a Sole Lead Applicant?**

You must have at least one organisation that you will need to have sub-granting or sub-contracting arrangements with.

**7. We are looking to apply for a project to be located in outer London but there will be a small number of people who live in Essex, Hertfordshire or other areas in attendance. Is this something that would be eligible under the Fund?**

We would not want to preclude you from applying altogether. However, it is explicit in the Prospectus that the Fund is for London residents. We do acknowledge that young people may not be residents in London but access school, college or youth provision in London. Therefore, we're happy for projects to be open to a small proportion of non-London residents, but these young people cannot be included in the funded project outputs.

## **Multiple Applications/Different Funding Streams**

**8. Can I submit multiple applications?**

Yes, but your organisation would need to be working with distinct groups of beneficiaries for more than one project to be eligible – this could be different a geographic area, demographic group or different age groups. Organisations applying within a Consortium are also able to apply for multiple grants as a Sole Deliverer or Sole Lead Applicant.

**9. Can I apply for the Young Londoners Fund AND the Sport Unites Fund?**

If you are applying for a small grant which focuses on sport, you need only submit one application which will be directed to the most appropriate fund before being considered at panel. Please refer to the Young Londoners Fund prospectus and application form guidance.

**10. There is £500k available for the Sport Unites Fund and £15million for the Young Londoner's fund. We are eligible for both, however, what are the chances of us getting either one? Would we have a higher chance if we go for Young Londoner's as there is more money available?**

Please see response to question 9.

**11. I am currently applying to the Government's Anti-Knife Crime Community Fund and the decision is unlikely to be made before the deadline. Am I eligible to apply for both funds?**

Yes, you are eligible to apply for both. However, if you are looking to apply for the same project you should inform us within your application and if you were successful for one of these funds your project would no longer be eligible for support from the other strand for which you applied.

**Lead Applicant/Consortium Questions**

**12. I am applying as a Sole Lead Applicant. Do my partners need to have an annual turnover of more than 50 percent of the grant that I will be providing them?**

No, as the Sole Lead Applicant you can decide what annual turnover you require your partners to have. You will need to show how you have mitigated risks associated. You, as the Sole Lead Applicant, must have an annual turnover of more than 50 per cent of the Young Londoners Fund grant that you are requesting.

**13. As a Sole Lead applicant, can we work with a partner organisation who is in debt or does not have any reserve funding?**

Please see response to question 12.

**14. If we are to work with partners where they are involved on a sub-contractual basis what are the procurement requirements?**

You should follow the requirements of your grant agreement with the GLA. Section 7 of draft grant funding agreement gives our procurement requirements:  
[https://www.london.gov.uk/sites/default/files/draft\\_grant\\_funding\\_agreement\\_template.pdf](https://www.london.gov.uk/sites/default/files/draft_grant_funding_agreement_template.pdf)  
The GLA Group's Responsible Procurement Policy can be found here  
[https://www.london.gov.uk/sites/default/files/gla\\_group\\_rpp\\_v7.12\\_final\\_template\\_for\\_web.pdf](https://www.london.gov.uk/sites/default/files/gla_group_rpp_v7.12_final_template_for_web.pdf)

**15. Would the GLA's Peer Outreach team be eligible as a sub-partner?**

You can include the Peer Outreach Team as a partner in your bid. Young Londoners Fund grant should not be used to fund Peer Outreach Worker's time on the project.

**16. I am applying as a sole lead applicant and noted that my partnership should be legally bound by sub-granting or sub-contracting arrangements. Is an Memorandum of Understanding (MoU) sufficient?**

We would normally expect a sub-contract or sub-grant agreement to be made with each partnership member which makes clear that they will comply with the Grant Agreement in full (usually lead applicants annex the Grant Agreement to the sub-contract/sub grant to incorporate it). An MoU can still be legally binding if you include wording to make clear this is the intention, however our preference would be for a sub-grant or sub-contract agreement to be in place.

**Project Eligibility**

**17. If working with a niche group can you apply for a project with a pan-London focus?**

Yes, you will need to demonstrate that you are embedded in this community but as long as you justify the need for a wider geographic area, this community does not need to have a small geographic focus.

**18. Is it better for a project to have a wide geographic spread, or be more localised?**

There are no stipulations about the geographic remit of the projects, however the Young Londoners Fund is looking to fund projects embedded within their local communities. If your project has a wide geographic spread, it is important to show how it will be embedded in the communities it is looking to target.

**19. Is it better to have a project that targets a large number of young people, but not in greater depth, or to have project that provides deeper support to a smaller pool?**

Across the fund, we expect applicants to propose a wide range of activity. This will vary depending on who applicants are expecting to benefit from your project and their activity's focus. Projects may focus on a combination of *issue-based activities* and *broad-personal development activities*. It is important that applicants clearly show the anticipated impact of project activities on young people who are either at risk of exclusion or involvement in criminal activity or have been involved in criminal activity. Projects should give as much information as possible on their project's impact, and outputs and how they link to the Young Londoners Fund objectives and suggested outcome areas.

**20. The prospectus mentions the need to identify gaps in provision. Is there a definition of what is considered a 'gap'?**

As the applicant it will be up to you to map the need for your project, and how it addresses gaps in existing provision if relevant. The resources listed in Appendix 2 of the prospectus can help you with this.

**21. As there has been a withdrawal of funding for the provision for youth focused projects could this be considered as meeting a 'gap' in need?**

Applicants will need to consider the criteria of the Young Londoners Fund which states that activities previously funded from statutory sources are not eligible for funding (apart from where such funding was explicitly time-limited and for a discretionary purpose). You will need to demonstrate the need for your project in section 4 of your application.

**22. I am planning to sub-grant a number of microgrants from my Young Londoners Fund grant. Do I have to have all my partners confirmed when I make my application to the Young Londoners Fund?**

No, partners do not need to be confirmed when you make the application. You should give full details in your application form on what your planned activity is, paying particular attention to section 8 on your capacity and capability to deliver. The application form will ask you to detail your key partners and stakeholders.

**23. Would you consider funding to match fund our grants pot of £50k which we will then give out as grants to our members working within the target areas that you highlight?**

Such a project would be eligible. We would recommend however, paying particular consideration to how the impact of these micro-grants is to be captured.

**24. Can a young person who has started on the project at the age of 21 continue beyond their 22nd Birthday?**

Yes, as long as there is evidence to show that they started on the project before the age of 22.

**25. Can projects start running after January 2019?**

Small grant funded projects are expected to begin working with their first group of young people in October 2018. Medium and large grant funded projects are expected to begin working with their first group of young people by January 2019. Projects can be shorter than the maximum three years as long as they begin by October 2018 or January 2019.

**26. Does the project have to work with young people across the age-range (10-21) or can you target a specific age group?**

Projects can select specific age groups and age ranges based on need.

**27. Do you have to work with one of the target cohorts or can projects include those both at risk of exclusion and those involved in criminal activity?**

Projects can address both cohorts, but you need to be clear on which activities are for which groups of young people and how they meet their specific needs.

**28. Can all members of a consortium log into the flexi grant portal application?**

Yes, once an application has been set up you can add additional contacts to the account or alternatively, you can download copies of the application form as a PDF to share with members.

**29. Does the co-design of the project with young people need to be through the Peer Outreach Team or can it be with other local groups of young people?**

Co-design of the project can be with any relevant groups of young people.

**30. What does the term 'universal access' used in the application materials mean?**

Projects that offer services to a wider range of young people. E.g. not projects that only target young people that are within a small age bracket/ those that are from a particular area/ from a specific background or gender.

**31. Can project's work across boroughs to scale up existing projects?**

Yes, as long as there is evidence of need.

**32. Is there a defined measure the GLA has in mind for 'at risk of exclusion' such as having been suspended or warned by the police etc.**

'At risk of exclusion' can mean, for example, potentially being excluded from school or dropping out of college. It also includes being at risk of social exclusion or isolation due to mental ill health, learning difficulties, bullying, harassment, etc.

'At risk of involvement in criminal activity' can mean, for example, living in a disadvantaged neighbourhood, low socioeconomic status, having a disrupted family, having a convicted parent or sibling, low school attainment etc.

**33. We are planning to work with cohorts of young people, recruiting them to our project on an annual basis. Our intervention is over two years. In regards to Question 19, can you advise how we can include information on the young people who won't complete until 2022 so we can reflect the numbers who will benefit?**

If you take on 50 young people in year 1 and they continue into year 2, you do not include them in the year 2 figure.

**34. If I apply for funding to provide training, does it have to be accredited?**

No.

**35. We offer a wrap-around service to young people which is funded from other sources and won't be funded by the Young Londoners Fund. Do you need to know about this in the application?**

Yes, please outline in your application how existing services you offer complement the activity that funding is being applied for.

**36. Does Education & Skills development include life skills?**

Yes.

**London Youth Quality Mark**

**37. I do not have the London Youth Quality Mark and I have seen that I need to be a member of London Youth to receive support to achieve this. Can I use my Young Londoners Fund grant to pay the £125 London Youth annual membership and £40 London Youth Quality Mark administration fee?**

Yes, you can build these costs into your budget.

**38. Our London Youth Quality Mark has lapsed. Do I need to renew?**

We would expect you to be working towards renewing your quality mark by the start of your project delivery, however if there is a reason preventing you from doing this we will consider this on a case by case basis.

**39. Do all of the partners involved in my application need to have the London Youth Quality Mark?**

The lead applicant should hold or be working towards the London Youth Quality Mark if they are eligible (see response to previous question). We would encourage all partner organisations directly delivering activity to hold or be working towards the London Youth Quality Mark.

**40. Our organisation does not qualify for a London Quality Mark as we do not deliver directly to young people, we will be using another organisation for delivery. Do they need to have or be working towards the London Quality Mark?**

In this case the organisation(s) who will be delivering the activity will need to hold or be working towards the London Youth Quality Mark.

#### **41. Can schools achieve the London Youth Quality Mark?**

No, the London Youth Quality Mark is not targeted at schools. If you are a school applying for the Young Londoners Fund please say 'yes' to gateway question 21 so that you 'pass' this section. The grant administrator will manually update your application to reflect that you are a school and can't obtain the London Youth Quality Mark.

### **Information Workshops**

#### **42. I have tried to register for a workshop but they are all sold out. Am I still able to attend?**

Unfortunately, the workshops are fully booked to capacity and we will only be able to accommodate those with a ticket to attend. However, the slides are available: [https://www.london.gov.uk/sites/default/files/yjf\\_core\\_slides\\_v9\\_may2018\\_002.pdf](https://www.london.gov.uk/sites/default/files/yjf_core_slides_v9_may2018_002.pdf) This Frequently Asked Questions document also contains the questions asked at the workshops held to date and will be updated regularly with the questions we receive at future workshops.

The session held on 18 June 2018 was recorded and will be available until December 2018 on the following link: <https://www.london.gov.uk/media-centre/mayoral>.

#### **43. Can you share contact details of the people who attended the workshop?**

The GLA is unable to share the details of people in attendance with other attendees due to GDPR. The networking session following the presentation should be used to exchange contact details.

### **Assessment and Decision Process**

#### **44. Who makes the decisions for who is successful in getting the funding?**

Each application will be assessed by a minimum of two people and scored in line with the scoring mechanism outlined in the prospectus. This will include staff from across the GLA, our Managing Agent Rocket Science, young people, and external experts. Some large and medium grant applicants will be shortlisted to attend an interview. Recommendations to award funding will be made to a GLA panel including the relevant Deputy Mayors.

#### **45. Are young people involved in the assessment process and decision making?**

Yes. They will be assessing some of the application questions.

#### **46. Are references required for this application?**

References are not required at application stage, however if the GLA has any concerns it may seek a reference for your application during the assessment process.

### **Evaluation/Monitoring**

#### **47. Can you explain how projects will be evaluated?**

All project's will be required to demonstrate how they will evaluate the impact of their project on the anticipated outcomes. We are planning that projects will complete a self-evaluation based upon their Project Oracle validated theory of change and evaluation plan. We will also commission an independent provider to evaluate the overall Young Londoners Fund. Successful applicants may be asked to participate in this overall evaluation.

#### **48. Why aren't Theories of Change requested as part of the application process?**

The Young Londoners Fund application form has been designed in a way that captures much of a standard theory of change – for example section 5 asks you to describe your activities, and section 6 your outputs and outcomes. Question 20 in the application form gives us the foundations of evaluation plan. Successful bidders are required to submit a Project Oracle validated Theory of Change by the end of their second delivery quarter.

#### **49. Is it a requirement to have the Theory of Change plan already fully developed at application?**

No, applicants will be expected to have this developed by the end of their first 6 months. Please also see question 47.

#### **50. How do we get young people who have been involved in crime to provide background data, as they are likely to be reluctant to do so?**

There is a difference between evaluation and monitoring data capture. Evaluation can be anonymous. Applicants will work with young people over a period of time, it is hoped that by the end of the project sufficient trust will have been established to ensure that participants are willing to provide details.

#### **51. What level of detail needs to be included in the application with regards to evaluation methods?**

Question 20 in the application form asks you to state the outcomes for the project, how you anticipate to measure this and what the anticipated change will be. Question 33 in the application form asks you how you plan to evaluate the impact of your project.

Successful applicants will be required to submit a Project Oracle validated theory of change and evaluation plan by the end of their second delivery quarter.

**52. As GDPR is quite new and some of the organisations who are applying are quite small will there be any support that can be given in this area? How will this impact on data collection for evaluation purposes?**

We will not be asking you to send us young people's names or personal details in your monitoring returns. However, your organisation will need to keep this information and you will need more information with respect to your outcomes and baseline information. Once grants have been allocated we'll see what the training needs are and look to provide support on GDPR if that is required.

### **Expectations of Successful Projects**

**53. Does the LGA have a set of terms and conditions that will form part of the funding agreement for this and can they share them before the bid deadline date so that organisations are aware of what they are contractually signing up to?**

We are not able to share the bespoke grant contract for the fund at this time. However, a draft GLA grant funding agreement is available here: [https://www.london.gov.uk/sites/default/files/draft\\_grant\\_funding\\_agreement\\_template.pdf](https://www.london.gov.uk/sites/default/files/draft_grant_funding_agreement_template.pdf). Pages 1–22 are standard GLA clauses that will be part of the funding agreement for this fund.

**54. What element and how much of the contract will be payment by results? It briefly mentioned payment on outcomes in the application guidance and we just wanted to clarify exactly what that means from a delivery context.**

Payments will involve an initial payment at project commencement and further payment(s) tied to key milestones of delivery. It is worth noting these are milestones rather than outcomes i.e. payments will not be outcome related in the same way as ESF grants are. For example, we will not be paying a set fee for each starter you will support.

### **Round 2**

**55. Will there be another funding round?**

Yes, there will be another funding round in May 2019.

**56. Guidelines in the prospectus state: 'we may amend the Young Londoners Fund eligibility and target groups in the second-round dependent on the applications and the learning of the first round'. Would we be advised to apply for a grant during the first round as opposed to waiting until round two?**

Round two is planned as another open application process. We do not anticipate any restriction on new bids. The amendments referred to in the prospectus, if sought, would be to encourage more applications from underrepresented areas/target beneficiaries etc. from the first round of funding to support programme wide aims.

**57. As part of the Young Londoners Fund, would you be able to confirm whether, if we were successful this year in our bid, we would be able to make an additional bid in the next round?**

Yes, but your organisation would need to be working with distinct groups of beneficiaries in your round 1 and round 2 projects - this could be different a geographic area, demographic group or different age group.

## **Finance**

**58. Are Young Londoners Fund grants subject to VAT?**

No, Young Londoners Fund grants are not subject to VAT. The GLA will not add VAT to any grant payments that we make. Organisations cannot claim expenditure or use the GLA funding for recoverable VAT as the grant recipient would be able to reclaim these funds back from HMRC.

In terms of irrecoverable VAT, organisations as part of their bid for funding can include such costs in their grant bid (as they wouldn't be able to claim the VAT back). However, this will have to be evidenced and included in the overall grant amount being requested.

**59. I would like to apply for £300k over 3 years but as my organisation's annual turnover is £500k the online form won't allow me to fill this section in as it says the amount I am applying for is more than 50% of our annual turnover.**

In the online application form there is an auto-calculation that should calculate the annual grant request as a percentage of organisation turnover. Unfortunately, the calculation has been using the total grant figure rather than the annual grant figure.

To correct this, on 28 June we added a sub-question under question 14 for applicants to state the grant value they are requesting for Year 1. This should match the Year 1 budget you have submitted in Question 24 of the application form. All those who have started an application were emailed notification of this change. The grants administrators will ensure this is inputted correctly for the handful of applications submitted before this date. We apologise for any inconvenience caused by this error.

**60. Are organisation overheads eligible for inclusion in the budget submitted?**

Yes, you can apply for funding to cover associated overheads, for example, heating, lighting and stationery. You can also apply for marketing and publicity costs.

**61. In some applications we have applied a flat rate percentage for overhead costs – would this be acceptable?**

Yes, you can use a percentage apportionment for overheads so long as you have a clear methodology and can justify it. You will need to be able to provide evidence on your apportionment at project monitoring meetings.

**62. Do I need to include details of all match funded elements to the project?**

Yes. Match funding is not a requirement, but projects are asked to demonstrate where they can evidence added value through other sources of income or in-kind support. Applicants should detail this in questions 22 and 23 of the application form. Please note that budget table in question 24 should not include match funding.

**63. I am applying for a medium sized grant and am looking to begin delivery before January 2019. When is the earliest date I can expect the initial grant payment if successful?**

We are not anticipating making any grant payments to medium or large grants before January 2019. We are planning to notify successful medium and large grant applicants in mid-October, pending due diligence checks. Due diligence checks may take up to three weeks after which grant funding agreements will be issued.