

MAYOR OF LONDON

Team London and Thrive LDN Small Grants

These grants will focus on supporting young people to volunteer and improve their mental health and wellbeing.

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1. Introduction

The Mayor of London recognises that volunteering and social action have positive benefits on the mental health and wellbeing of young Londoners, as well as being powerful ways for young people to develop their skills. This is key to the future success of our city.

Team London is delighted to be working with Thrive LDN, and the #iWill Fund, supported by the Big Lottery Fund, to offer grants to London's small charities, community groups and voluntary sector organisations. These grants of between £5,000 - £10,000 are designed to support young people who are new to volunteering and social action, so they too can achieve the positive wellbeing outcomes.

The grants will be one-year projects which will be distributed in February 2019.

They will support projects that:

- Work with 10 – 20 year olds on volunteering and/or social action projects which promote wellbeing and emotional resilience.
- Demonstrate how volunteering and/or social action positively impacts on young people's wellbeing and emotional resilience.

Volunteering is an unpaid activity where someone gives their time to help a not-for-profit organisation or an individual who they are not related to. Social action includes activities such as campaigning, fundraising and volunteering.

Young people taking part in this project should be from one of the following groups:

- Looked after children (or at risk of being)
- Young carers
- Young people in the youth justice system (or at risk of being)
- Young homeless people (or at risk of being)
- Refugee and asylum seeking young people
- Young people with learning disabilities
- NEETs (not in employment, education or training)
- Vulnerable young people¹ (or at risk of being)

These grants will allow organisations to try new ways of working with the target groups. The grants will also provide a source of income for smaller organisations which may not meet the criteria for larger-scale funding.

During 2019, Team London will offer around twelve grants from £5,000 to £10,000 for projects that should be completed by the end of February 2020.

¹ Vulnerable young people are subject to a child protection plan or have been exploited in the past.

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2. Applying for a Team London and Thrive LDN Small Grant

You should apply for the Team London and Thrive LDN Small Grant using our online [application form](#). Your application should be submitted by 12-noon 12 November 2018.

Timetable

Guidance and application forms published	1 October 2018
Final date for submission of applications	12 November 2018 (by 12-noon)
Applicants notified of decisions	7 January 2019
Project delivery begins	From February 2019
Project completion	No later than February 2020

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3. The Application Form

The Team London and Thrive LDN Small Grants will be allocated through an open and competitive application process.

Save and continue later: When prompted (after page 1), please supply an email address to save your progress. A unique link will be emailed to you that will allow you to return where you left off.

A copy of your submission will be emailed to you for your reference once you have completed your application. The application form is divided into six sections:

- Section 1:** Gateway questions
- Section 2:** About your organisation
- Section 3:** About your project (45% of the assessment)
- Section 4:** About your capacity (30% of the assessment)
- Section 5:** Outputs and outcomes (20% of the assessment)
- Section 6:** Project budget & risk assessment (5% of the assessment)

Section 1: Gateway questions

Questions 1-5

If you do not meet these gateway criteria, then you should not continue with the application as you are not eligible to receive funding.

This excludes the criteria about advertising volunteering opportunities on our website. You do not have to currently be advertising your volunteering opportunities on the Team London website. If you receive a grant then you must advertise your roles on the Team London website.

If you are successful you should be able to submit the documents listed in question 4 to us as part of our due diligence process before payment is made. Grant awards will be on condition that project applicants successfully undergo these due diligence checks.

Section 2: About your organisation

Question 6

Information about your organisation and partners.

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Section 3: About your project (45%)

Question 7

Your project name. This is not marked but is required for assessment purposes.

Question 8

A brief outline of your proposed project. This is not marked but is required for assessment purposes.

Question 9

You should provide detailed information about how your project will help young people to take part in volunteering and/social action and how this will improve their wellbeing.

Questions to consider:

- What is your project?
- What groups of young people you will be working with?
- How will you be working with the young people?
- What activity will you deliver as part of your project?
- Where will it take place? And how often?
- How many young people you will be working with?
- How does your activity relate to mental health and emotional wellbeing? How will your activity improve the mental health and emotional wellbeing of the young people involved?
- How will your project be trying out new approaches or ways of working?
- How will you know that your project is making a difference to the beneficiaries as well as to the young people (if they are different)?
- How are you going to make sure that your project is deliverable in the time that you have available?

Please note that volunteering is an unpaid activity where someone gives their time to help a not-for-profit organisation or an individual who they are not related to. Social action includes activities such as campaigning, fundraising and volunteering.

For more information on the principles of volunteering see Appendix A.

Question 10

You should tell us about the evidence of the need for your project. For example, if your project is going to recruit young people to train as sports leaders to deliver free community sessions for their peers in the local community to promote positive wellbeing then the type of information we would need would be;

- Number of young people within your community
- The need for free sport sessions for young people
- The difference that these sessions could make to young people in improving their mental health and promoting positive wellbeing and how you would measure this

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- How has the information been gathered that demonstrates the need – for example from local schools or local youth organisations, or from your existing work with young people. Was it through conversations, surveys, or existing work that you have already carried out?
- The way you will run your scheme and how you will measure success

We understand that there may be other projects within an area focussed on similar issues. We do not mind if you are delivering services similar to another local organisation. We need to understand how you will try to work in partnership with local organisations. This will show us that you are able to work in partnership and that the funding will not duplicate local activity. We also need to know how you will share your learning and progress with stakeholders.

Question 11

Young people should be involved in the development and delivery of projects. This will help to ensure the projects matter to them and support their needs. It should also be beneficial for you and your projects on-going delivery rather than being tokenistic. What ways will work with young people in development and delivery during the project? How will you ensure that their suggestions are implemented?

Question 12

We want to see that you have considered the appropriate safeguarding measures needed for running this project with your target group and how this fits with your current policies and procedures. Who leads on child safeguarding in your organisation? Do all staff and volunteers have appropriate training and levels of disclosure and barring checks? What opportunities are given for a young person to set out any complaints?

For helpful guidance on child safeguarding please see the links below:

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/writing-a-safeguarding-policy/>
<https://knowhownonprofit.org/organisation/operations/safeguarding>
<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

Question 13

We will fund activity that increases the number of young people volunteering and motivates them to continue taking action in the future. Please detail how you will explore ways to make the project financially sustainable in the long term. Outcomes are focused on wellbeing and we suggest you form relationships with clinical commissioning groups (CCGs) and explore how you can build your work into their Strategic Transformation Partnerships (STPs). This might help you to fund your project in the future.

Question 14

We want to see where you are currently operating and what difference this grant would make. There is no perfect answer – we wish to be able to look at the mix of boroughs where you are now or plan to be. Then we can consider elements such as existing provision or levels of deprivation.

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Section 4: About your capacity (30%)

Question 15

This section allows you to tell us why you exist and who you are already working with. It should also show us how your existing work relates to the funding that you are asking for and how this matches with the priorities for the grant programme.

Question 16

Please tell us about your team and whether this is paid staff or volunteers. We need to know about their skills and experience, and how you have worked with supporting young people and volunteering and social action previously, or in delivery of a project.

This is also your chance to show us that you have the expertise and the knowledge to deliver what you are applying for – you might have delivered something very similar before or learnt from previous experience. It also gives us an idea of the scale you are operating at. For example, if your team of five have previously supported 300 volunteers and done this very successfully but now are suggesting you will work with 3,000 – how will you manage the capacity increase?

Questions to consider:

- Do you have any team members with formal qualifications?
- How long have you been working together?
- How do you approach project delivery as a team?
- What examples of success have you achieved as a team?
- What lessons did you learn about working together?
- How do you identify issues and work to solve them?

Question 17

Please tell us about your experience of working with young people from one or more of the groups that you have chosen to be working with (please refer to the list on page 2 of this document). We know that working with hard to reach groups can be challenging so we are looking to fund projects who have a strong track record of engaging these groups of young people.

We are interested to hear about how you intend to address any challenges around recruitment, retention and sustainability for the young people. Please outline how you intend to recruit young people to your project. How will you ensure young people stay engaged throughout the duration of your project?

We know that peer-to-peer promotion is also important to young people. Please explain how you will build this into your volunteer recruitment strategy.

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Section 5: Outputs and Outcomes (20%)

Question 18

Please tell us how many young people you currently work with and how you work with them.

Question 19

Please tell us how many young people you are currently engaging in volunteering and/or social action and tell us about this work.

Question 20

Tell us how many additional young people you will be working with as part of this project. We appreciate that we are funding projects that will be working with specific target groups of young people and appreciate that these groups will require extra support to take part in activities. We want you to be realistic with the number of young people you feel you will be able to recruit and engage with the funding available.

Question 21

How many of your additional young people will you be aiming to keep involved with your organisation and how will you do this? We are keen for you to retain several young people involved in your project within your organisation and provide further opportunity for those young people. Again, we want you to be realistic with the number of young people you feel you will be able to continue working with past the project funding.

Question 22

Please tell us how you will promote the opportunities, communicate the opportunity and its success, and help and support the young people to spread the word through their peer and other networks?

Question 23

Please indicate which groups of young people you will be working with for this project. You may select more than one group.

Question 24

As well as reporting on the standardised outputs and outcomes that we are setting you will need to report on outputs and outcomes specific to your project.

Standardised outputs

Your project will see an overall increase in social action and volunteering amongst 10-20 year olds.

This will be measured by:

- No. of young people from each GLA-defined target groups that your project is

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working with

- 60% of participants are new to volunteering or social action
- No. of young people your project is working with
- No. of young people who will stay engaged with your project after completion
- No. of young people involved in project design and leadership

Standardised outcomes

Your project will have a positive impact on mental health and emotional wellbeing.

This will be measured by:

- [The Short Warwick Edinburgh Mental Wellbeing Scale](#)

Your project specific outputs and outcomes

In this section you will need to set out the outputs and outcomes for your project. You will also need to state how you will measure the success of your project.

Outputs are what activity you will deliver as part of your project. These deliverables should have numerical targets.

Outcomes of the project are the end result. E.g. as a result of your outputs, what you will achieve.

Outcomes should be SMART:

- **Specific:** tightly defined, relating directly to the issue or need that is being addressed
- **Measurable:** provide information that records the situation at the start of the grant-funding period (i.e. the baseline position) and at the end
- **Achievable:** can be delivered within the timescale of the project – i.e. between February 2019 and February 2020 – and have an appropriate allocation of resources for the activity envisaged
- **Realistic:** have a strong connection to the project's priorities and activities;
- **Time-bound:** are set within specified time periods

An example:

Thinking back to our young sports leaders example, you might set the following:

Outputs

- Recruit 20 young people to train as sports leaders (2 cohorts of 10 young people)
- 20 young people to complete training in level 1 sports coaching course of their choice
- Deliver 6 training workshops (3 per cohort) on youth work modules such as engaging young people in sports sessions, mental health training and safeguarding.
- Sports leaders to volunteer 10 hours each (total of 200 hours) at in house sports sessions.

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- Sports leaders to plan and deliver 4 in house sports days (2 per cohort)
- Plan and organise two incentive trips to sporting events (1 per cohort)

Outcomes

- 80% of sports leaders taking part in the project will demonstrate increased confidence.
- 80% of sports leaders taking part in the project will demonstrate increased skills in events management skill such as planning, budgeting and problem solving.
- 80% of young people will feel less isolated and more involved in their community.
- 80% of young volunteers taking part in the project will demonstrate increased knowledge in the benefits of volunteering and report more positive feelings towards the concept of volunteering.
- 100% of young volunteers taking part in the project will demonstrate an increase in wellbeing and emotional resilience.

In addition to reporting on project outputs and outcomes successful organisations will be required to supply two case studies and two high-resolution photographs at the end of each year.

Team London will visit each project at least once per year during the grant period

Question 25

We need to be able to track participation and impact in a standard way across multiple programme streams and projects. Therefore, we have specific data sets that we must collect from all funded projects. Please tick this box to confirm that you will follow the reporting requirements in Appendix B and you will ask all project participants the questions in Appendix C (appendices can be found at the end of this document).

Question 26

Measures

How will we measure the outcomes of your project (evaluate success)? You must have a tool for measuring each outcome that you have listed in question 25. We have provided some examples below. Please think about tools and measures you already use in your organisation or any new measuring tools that will need to be developed to measure success in this project.

- Carry out a baseline survey for sports leaders.
- Include questions in this about confidence, views on volunteering and what benefits it can bring, skills and involvement in the community etc.
- Repeat the questionnaire half way through the project and then again at the end.
- Select a sample of 5 sports leaders and carry out detailed case studies/interviews with them to highlight their learning journeys.
- Make phone calls home to parents of sports leaders for feedback on the impact the project has had on the young people.
- Evaluate the way that the project is delivered i.e. the content of the training delivered to the sports leaders and how they are supported, and the way that

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learning is embedded within our organisation for the future.

- Monitor project by:
 - Recording the number of sports leaders recruited
 - Recording the attendance at training workshops
 - Recording the young people reached at the sports sessions
 - Tracking the number of volunteer hours recorded
 - Monitoring budget actual spend against budgeted spend

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Section 6: Project Budget / Risk Assessment (5%)

Questions 27

Please tell us the total cost of your project. Please then tell us the total amount you are requesting from the fund. These two figures can be the same as match funding is not a requirement.

Question 28

Please tell us how you will allocate the requested amount of funding. Funding from us can be used to cover project or revenue costs (i.e. staff salaries, office overheads, volunteer costs, etc.) or capital expenditure (i.e. equipment or materials) to enable your project to happen.

Your proposed budget is expected to reflect the project's primary goal of increasing participation in volunteering and/or social action by 10-20-year-olds from GLA target groups listed in the introduction to this document. The project budget questions will not be scored.

Question 29

This section allows you to show us that you have thought about these risks and how you would address them.

Using the sports leaders example, a risk is that the sports leaders do not feel confident / skilled enough to deliver the sports days. Actions are to ensure that sports leaders attend the full level 1 course so are properly trained, they are introduced to sports delivery by first volunteering alongside trained youth workers and are given developmental feedback after each session.

We are very aware of the fact that you will be working with young people and you will need to be completely comfortable with the safeguarding and child protection aspects of your project and its delivery. In addition, we would like you to think carefully about the challenges that this programme may have – and how you would address those or be able to flex your project if things are not going according to plan. We will be working with you closely so if things are not going to plan we will want to know sooner rather than later – and then we will work with you to support you.

Please use the table provided to list your risks, mitigating factors and actions, the probability of this happening (small, medium or large), the impact, and a RAG rating (R=red - high risk), A=amber - medium risk), G=green -low risk) for the project.

Question 30

The questions on equality and diversity monitoring are not scored.

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4. Support for Applicants

Tips for completing an application

- Ensure statements are clear and answer the question to the best of your ability.
- Ensure that you read the fully and address each part of the question.
- Do not assume assessors will be familiar with your organisation/project.
- Do not leave any sections blank.
- Provide the information asked for in the correct place in the application form.
- Give clear evidence when answering questions (e.g. social need, your baseline position, your track record or team experience, etc.).
- Supply only the information that is asked for on the application form - other material you submit will be disregarded when applications are scored.

If you need to contact us then please email chloe.holness@london.gov.uk

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5. The Assessment Process

We will assess all applications which meet the eligibility criteria. We will use a scoring system to assess the full applications as objectively and transparently as possible. The application form sets out the percentage score for each question.

The information required in the application form will also be used to form a contract/grant offer letter, thereby enabling an efficient transition to the contracting and delivery phase for successful applicants.

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6. Appendix A: Principles of Volunteering

In January 2009, the London Stakeholders Volunteering Forum came together with guest stakeholders to discuss the definition of volunteering. The Compact code on Volunteering currently defines volunteering as:

“any activity which involves spending time, unpaid, doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives, or to benefit the environment.”

In response to an increasing interest in volunteering as a means to support people (back) into employment, and some clarity required around the differences between volunteering and work experience, the Forum felt it necessary to establish the principles behind the term ‘volunteering’.

Volunteering:

- Is mutually beneficial (to individual and organisation)
- Is independently chosen and freely given
- Is enabling and flexible wherever possible
- Has a community or social benefit
- Offered to not-for-profit activities.

In addition, the Forum notes the following considerations when developing a volunteering opportunity:

- Any financial benefit from the involvement of volunteers is reinvested to the community or allows a not-for-profit to continue to exist
- Organisations need to be clear where paid roles should be protected or reinstated again when affordable
- Volunteering roles should be designed with a Mutuality of Expectations statement to clarify expectations of commitment without entering into a contract which changes the role into one with employment rights
- Any other form of unpaid work or experience should not be labelled volunteering.

For example, a large employer supplying employees to support the development of small businesses are part of a mentoring scheme. Employees should be referred to as ‘mentors’ and the programme as a ‘mentoring scheme’. Voluntary work as a term might be applied, but volunteering may not. Social action includes activities such as campaigning, fundraising and volunteering.

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7. Appendix B: Project Reports

Team London will require an end of year project report.

80% of the grant funding will be paid to your organisation at the start of the project, once the grant documentation has been issued and due diligence completed. The remaining 20% will be paid on completion of the end of year project report.

The end of year report should be approximately 4A4 pages. This is an indication for guidance purposes.

Final Report Template

Name of organisation: XXX Project Name: XXX

Programme Period: E.g February 2019 – February 2020

You will need to report on:

The standardised outputs

This will be measured by:

60% of participants are new to volunteering or social action

No. of young people your project is working with

No. of young people who will stay engaged with your project after completion

No. of young people involved in project design and leadership

No. of young people from each GLA-defined target groups that your project is working with

Outputs specific to your project

Standardised outcomes

This will be measured by:

Results of the Short Warwick-Edinburgh Mental Wellbeing Scale

Outcomes specific to your project

Project Activity

What activity did you deliver this year? Did this delivery differ from your project plan?

Challenges you experienced during the project and how you overcame them

Highlights of the project

Key learnings from the project

How you may approach the project differently / any changes that you would make if you were to run the project again.

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8. Appendix C: Monitoring and Evaluation

Monitoring and evaluation

We require you to collect standard data on the young people taking part. This data we require is in addition to any measures your individual project will have to monitor and record progress. This is because there is lots of different activity around young people and social action taking place due to this funding. We therefore need to be able to track participation and impact in a standard way across multiple programme streams and projects. You should agree to ask the questions below to the young people before and after their participation on your programme.

You must agree to ask the questions below to the young people twice (once before and once after their participation) and record the information gathered each time:

About You

1. What is your gender?
 - Male
 - Female
 - Prefer not to say
 - Other
2. What is your postcode?
3. Is your gender identity the same as the gender you were assigned at birth?
 - Yes
 - No
 - Prefer not to say
4. Choose one option that best describes your ethnic group or background:

White

English/Welsh/Scottish/Northern
Irish/British
Irish
Gypsy or Irish Traveller
Any other White background, please
describe

Mixed/Multiple ethnic groups

White and Black Caribbean

White and Black African

Asian/Asian British

Indian

Pakistani
Bangladeshi
Chinese

Any other Asian background, please
describe

**Black/ African/Caribbean/Black
British**
African

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White and Asian
Any other Mixed/Multiple ethnic
background, please describe

Caribbean
Any other Black/African/Caribbean
background, please describe

Other ethnic group

Prefer not to say

5. Which of the following options best describes how you think of yourself?

- Heterosexual or straight
- Gay or lesbian
- Bisexual
- Other
- Prefer not to say

6. Do you consider yourself to be disabled? (Disability is a long-term physical or mental impairment that has a substantial and long term negative impact on your ability to carry out day to day activities)

- I have a disability
- I do not have a disability
- I don't know
- Prefer not to say

Previous volunteering experience:

The following list contains some examples of volunteering activities:

- Give unpaid help at a local club, group, organisation or place of worship
- Raise money for charity
- Organise a petition or event to support a local or national issue
- An activity to help other people or improve the local community

7. Over the last six months, how regularly have you participated in a volunteering opportunity, like those listed above, outside of school hours?

- At least once a week
- At least once a month
- Less often
- Never

Thought and Feelings

8. Please indicate which of the following statements relate to you

- I feel more confident to talk about how I feel inside
- I feel bad when somebody gets their feelings hurt
- I can do most things if I try
- I enjoy working together with other people

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- I am confident about explaining my ideas clearly
- I often figure out different ways of doing things
- I carry on trying even if I find something difficult
- I feel responsible for my actions
- I feel comfortable being a group leader
- Studying to gain qualifications is important to me
- I like being the way I am

9. Generally speaking, which of the following options do you agree with the most?

- Many people can be trusted
- Some people can be trusted
- A few people can be trusted
- No one can be trusted

Short Warwick-Edinburgh Mental Wellbeing Scale

We require you to survey the young people using the Short Warwick-Edinburgh Mental Wellbeing Scale (SWEMWS) which has been validated for use with children and young people. It includes seven statements and asks participants how well they describe their thoughts and feelings. These questions should be asked using the exact wording and scale for responses and will need to be surveyed at the start and end of the project.

The (SWEMWS) consists of the following statements and asks participants to rate themselves on a 5-point scale (none of the time, rarely, some of the time, often, all of the time).

- I've been feeling optimistic about the future
- I've been feeling useful
- I've been feeling relaxed
- I've been dealing with problems well
- I've been thinking clearly
- I've been feeling close to other people
- I've been able to make up my own mind about things

Before using the SWEMWS you will need to register your project online. You can download the survey by clicking the link below.

[Register online](#)

[Download the Short Warwick-Edinburgh Mental Wellbeing Scale](#)