

Team London and Thrive LDN Small Grants

Please see below for the full list of application questions for the Team London and Thrive LDN Small Grants. To apply to this fund, you will need to complete the [online application form](#). Please read the [guidance documentation](#) before applying to the fund.

Gateway Questions

1. Name of your organisation
2. Please consider the following statements and answer yes or no. (Projects must answer YES to all questions to be eligible):
 - I. I represent a charity or a community-based not-for-profit organisation which is formally constituted and can evidence this on request.
 - II. The activity is confined to the Greater London area and predominantly targets volunteers who are London residents.
 - III. My organisation has a turnover of less than £1,000,000 per annum.
 - IV. This application is seeking grant funding of between £5,000 and £10,000.
 - V. This activity will be delivered between February 2019 and February 2020.
 - VI. My organisation has a bank account, with two separate signatories, (registered in the name of the applicant organisation) into which the grant can be paid.
 - VII. My project works with 10-20 year olds in a social action and/or volunteering project. The young people involved are 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 difficulties, NEETS or vulnerable young people (or at risk of being).
 - VIII. At least 60% of participants will be new to volunteering (not taken part in the past 12 months).
 - IX. The project will use a variety of ways to engage young people including sports, arts, media, environment, inter-generational, music, etc. Outcomes will include the ability to track improvement in wellbeing measures.
 - X. My organisation is registered on the Team London website (this is so we can identify organisations who are already working with us – it is not a condition of applying).
 - XI. My organisation is posting opportunities on the Team London website or will advertise opportunities on the Team London website on receipt of a grant.
3. Which of these areas is your project focused on? Eligible projects should focus on at least one.
 - I. Cross generational

- II. Arts and culture
- III. Environmental
- IV. Education
- V. Employment skills
- VI. Mentoring and coaching
- VII. Health and wellbeing
- VIII. Housing and homelessness
- IX. Refugees and migrant communities
- X. Other

4. Can you supply the following documentation upon request? (Newly-formed organisations should have a statement of the current turnover, profit and loss and cash flow position if they are unable to provide other documentation).

- I. The most recent audited accounts or a statement of turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of operations where this information is not available in audited form.
- II. Public liability and employer's liability insurance policies.
- III. Appropriate security clearance checks, or other clearance that may be required by the volunteer to successfully participate in the published opportunity.
- IV. Child safeguarding measures that are compliant with current legislation and statutory guidance.
- V. Health and safety policy or equivalent.
- VI. Equality and diversity policy or equivalent.
- VII. Organisation's governing document (i.e. Articles of Association or your constitution)

5. Your involvement with Team London / the GLA.

- I. Are you already in receipt of funding from the GLA – either as the lead organisation, or as a partner in the delivery of a project or particular activity?
- II. Are you related to, or have you had any contact relating to this application with any GLA staff member(s)? This does not stop you receiving a grant.

About your Organisation

6. About you and your organisation

- I. What year was your organisation formed?
- II. Names of any other partner organisations in your project (please put N/A if not applicable)
- III. Address
- IV. Contact name
- V. Job title
- VI. Email address
- VII. Mobile number
- VIII. Registered charity number (or N/A)

- IX. VAT number (or N/A)
- X. How many paid staff (full-time equivalent) do you have in your organisation?

About your project (45% of assessment)

- 7. Proposed project title. (No weighting)
- 8. A brief summary of your project. 150 words max. (No weighting)
- 9. Please describe what your project will deliver and how this meets the Team London and Thrive LDN Small Grants specification:
 - Working with 10-20 year olds in a social action and/or volunteering project, who are new to volunteering.
 - Has wellbeing and emotional resilience outcomes.

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.

Please see the guidance notes for points to consider when completing this question. (20%) 1000 words max

- 10. Please tell us about the evidence of need for your project. How will your project address each of the needs? How does your project relate to other activity/provision in your area, and how you may be working in partnership to tackle these local issues? (10%) 750 words max
- 11. How will you involve young people in the development and delivery of your project? How will you ensure their involvement is beneficial both for the young people themselves and for the project? (5%) 500 words max
- 12. As you may be working with young people from vulnerable backgrounds and experiences, how will you ensure that child safeguarding is integral when implementing your proposed activity? How does this fit with your organisation's child protection policy and procedures? (5%) 500 words max
- 13. How will you look for ways to make the project financially sustainable in the long term? We are seeking to fund projects which form relationships with clinical commissioning groups (CCGs) and explore how to embed their work into Strategic Transformation Partnerships (STPs). (5%) 250 words max
- 14. In which borough(s) are you operating and/or will your project operate? (No weighting)

About your capacity (30%)

- 15. What are the principal purposes/objectives of your organisation and who are your main beneficiaries? How does this relate to your application and the priorities of the grant programme? (5%) 500 words max

16. Please tell us about your team's skills and experience, particularly relating to working with young people and volunteering and social action and whether they are paid staff or volunteers.

If you are an established organisation: What other projects has your organisation delivered successfully in the past? Please identify the outcomes that resulted from this work which are relevant to this application.

If you are a new organisation: What other relevant projects has your team delivered successfully in the past? Please describe the outcomes and how these are relevant to this application. (10%) 1000 words max

17. Tell us about your experience of working with young people from your chosen cohort(s). How will you recruit young people to your project? How will you approach the challenges of engagement and continued participation in your project? (15%) 750 words max

Outputs and Outcomes (20%)

We have a standard set of outcomes we will be measuring across all projects. These include the outcomes around wellbeing and emotional resilience. These are detailed in the guidance notes. The outcomes below are the ones that are specific to your project and you should collect data on all young people taking part in the project. (5% for questions 18-23).

18. How many young people are you currently supporting within your organisation and how are you doing this? 100 words max
19. How many young people are you currently supporting in volunteering and/social action work and how are you doing this? 100 words max
20. How many additional young people will you be working with for this project?
21. How many of your additional young people will you be aiming to keep involved with your organisation and how will you do this? 250 words max
22. How will you 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? 250 words max
23. At least 60% of participants should be new to volunteering. Which groups of young people you will be working with?
- I. Looked after children (or at risk of being)
 - II. Young carers
 - III. Young people in the youth justice system (or at risk of being)
 - IV. Young homeless people (or at risk of being)
 - V. Refugee and asylum seeking young people
 - VI. Young people with learning disabilities
 - VII. NEETs: not in employment, education or training (or at risk of being)

VIII. Vulnerable young people (subject to a child protection plan or exploited young people)

24. Please detail your project outputs and wellbeing and other outcomes. (See guidance notes for an explanation of outcomes and outputs). What will you deliver as a result of your project? What are the wellbeing and other outcomes your project will achieve as a result of the young people's participation in the social action and/or volunteering.

Please see the appendix in the guidance notes for the details of the standard outcomes we want measured as part of our programme. (10%) 500 words max

25. We need to be able to track participation and impact in a standard way across multiple programme streams and projects. The questions and data requirements found in the monitoring and evaluation section of the guidance notes must be answered by all funded projects for all project participants.

26. In addition to our standard monitoring, we will also need you to develop your own appropriate measures to monitor and record progress. What measures will you use to track your projects' impact? How you will work with us to keep us updated of progress and/or challenges and ensure that we work in partnership to react to lessons learnt and reshape project delivery accordingly. (5%) 500 words max

Project Budget and Risk Assessment (5%)

27. How much will your project cost?

- I. What is the total cost of the project?
- II. How much are you requesting? This must be between £5,000 and £10,000.

28. Please provide enough detail to show how you would spend the grant and to ensure that an assessor can see how the budget will be used primarily to support volunteers or volunteer recruitment and management.

- I. Staff costs (i.e. salaries plus on costs, travel expenses to grant network meetings and/or events at City Hall)
- II. Overheads (rent, utilities, marketing materials, venue & equipment hire)
- III. Volunteer expenses (recruitment, training, travel expenses)
- IV. Equipment purchased
- V. Other

29. What are the delivery risks for your project? List all risks and action you will take to address them. (5%)

Equalities Profiling

We may use this information to monitor the different backgrounds of people who apply for and receive grants from the GLA/Team London. We will not use this information to assess your application.

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- I. BAME led
- II. Disabled led
- III. Do young people have a formal role in the decision making within your organisation? Eg a youth advisory board.
- IV. Lesbian, gay, bisexual and/or transgender-led
- V. What percentage of your organisation's senior staff/ board/ trustees is male?
- VI. What percentage of your organisation's senior staff/ board/ trustees is female?