MAYOR OF LONDON

TEAM LONDON and Thrive LDN Grants (Medium Grants)

Supporting London charities and social enterprises to develop new and exciting ways to transform the face of volunteering and social action.

In 2018/2019 grants will focus on supporting young people to volunteer and to improve their mental health and wellbeing.

MAYOR OF LONDON

Contents

MAYOR OF LONDON

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 2018. 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 people[1] (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 2018, Team London will offer around seven grants from £5,000 to £10,000 for projects that should be completed by the end of February 2019.

---

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

MAYOR OF LONDON

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

You should apply for the Team London and Thrive LDN Medium Grant using our online [application](#) [form](#). Your application should be submitted by 23:59 on 5 January 2018.

Timetable

Guidance and application forms published	21 November 2017
Final date for submission of applications	5 January 2018 (by 23:59)
Applicants notified of decisions	26 January 2018
Project delivery begins	From February 2018
Project completion	No later than February 2019

MAYOR OF LONDON

3.   The Application Form

The Team London and Thrive LDN Medium 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.

The application form is divided into six sections:

Section 1:   Gateway questions
Section 2:   About your organisation
Section 3:   About your project (55% of the assessment)
Section 4:   About your capacity (20% 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 do not need to continue with the application. Also, 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 this 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

Factual information about your organisation and partners.

MAYOR OF LONDON

Section 3: About your project (55%)

Question 7

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

Question 8

A brief outline of your proposed project.

Question 9

You should provide more 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?
- How will you be working with the young people?
- Where will it take place?
- What will it focus on?
- How will your project be trying out new approaches or ways or working?
- How will you recruit the young people?
- 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?
- Are your plans achievable in the time you have available for delivery?

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 act as peer mentors to support other young people to be more open about their mental health then the type of information we would need would be;

- Number of young people within your community
- The need for mentoring
- The difference that mentoring could make to reduce the stigma and talking about mental health and how you would measure this
- 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
- Your recruitment strategy for the mentors
- How you will train and support the mentors
- Benefits that you would expect to see for the mentors

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. 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.

Question 12

What ways will work with young people during the project? Their experience of being so involved should be beneficial for them and their experience. Their input should also be beneficial for you and your project's on-going delivery. How will you ensure that their suggestions are implemented?

Question 13

As you would be working with young people from potentially 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?

Question 14

We understand that there may be many 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 15

We will fund activity that increases the number of young people volunteering and motivates them to continue taking action in the future. We also have an interest in projects which bring older and younger people together to share experiences. Please detail how you will explore ways to make the project financially sustainable in the long term- this is to see how you are thinking about this issue, not an expectation that you will have worked out a way to do this already.

Question 16

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. We are interested in organisations who are delivering across boroughs with the cohort(s) you have chosen but this is not essential.

Section 4: About your capacity (20%)

Question 17

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 18

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

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

Question 19

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 are interested to hear about how you intend to address any challenges around recruitment, retention and sustainability for the young people.

Question 20

This is 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?

Section 5: Outputs and Outcomes (20%)

Question 21-29

The outputs and outcomes that you will achieve with your project. For both outputs and outcomes we need to see the difference that will be made;

- Increasing social action and volunteering amongst 10-20 year olds, of which 60% must be new to social action or volunteering.
- An increase in wellbeing and emotional resilience (see notes in the monitoring and evaluation section later).

- Young people must be drawn from the target groups that we have specified, i.e.:
    - 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 people[3] (or at risk of being)

Outputs are the project's numerical targets:

- The number of young people you will be working with
- The number of young people you will keep involved with you
- The number of young people involved in project design and leadership
- Key numbers about the different characteristics the volunteers

Outcomes of the project are the end result.

An example:

Thinking back to our example of peer mentoring young people, you might set the following example outputs:

- Recruit 100 young people
- Recruit 100 young volunteer mentors
- Deliver 300 hours of mentoring support.

---

[2] Vulnerable young people are subject to a child protection plan or have been exploited in the past

The outcomes might be the young people's increase in confidence in resolving issues, an increase in confidence in mixing with their peers school attendance increases and an increase in happiness.

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 2018 and February 2019 – 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

How will we know when we have achieved each outcome?

If your baseline is 'young people have 10% of confidence in working with their peers', the end objective is that by the project end they 'have at least 75% confidence in working with their peers'. If you achieve this change, you have achieved one of your outcomes.

How will we measure the outcomes (evaluate success)

- Carry out a baseline survey for both mentors and mentees.
- Include questions in this about confidence in general, about engaging with people from different backgrounds, feelings about school etc.
- Repeat the questionnaire half way through the mentoring relationship and then again at the end.
- Select a sample of 12 mentor/mentee pairs and carry out detailed case studies/interviews with them to highlight their learning journeys.
- Evaluate the way that the project is delivered i.e. the content of the training delivered to mentors and how they are supported, and the way that learning is embedded within our organisation for the future.
- Monitor project by:
  - Recording the number of mentors recruited
  - Recording the number of mentors trained
  - Recording the number of mentees recruited
  - Tracking the number of mentoring hours recorded
  - Monitoring budget actual spend against budgeted spend

A template for project progress reports can be found in Appendix B.

In addition to reporting on Project Outcomes/Outputs successful organisations will be required to supply one case study and one high-resolution photo by the end of the

project. Team London and Thrive LDN will visit each project at least once during the grant period.

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:

What is your gender?
- Male
- Female
- Prefer not to say
- Other

What is your postcode?

Is your gender identity the same as the gender you were assigned at birth?
- Yes
- No
- Prefer not to say

Choose one option that best describes your ethnic group or background:
- White
- White - English/Welsh/Scottish/Northern Irish/British
- White - Irish
- White - Gypsy or Irish Traveller
- Mixed/Multiple - White and Black Caribbean
- Mixed/Multiple - White and Black African
- Mixed/Multiple - White and Asian
- Asian/Asian British - Indian
- Asian/Asian British - Pakistani
- Asian/Asian British – Bangladeshi
- Asian/Asian British - Chinese
- Black/ African/Caribbean/Black British
- AfricanBlack/ African/Caribbean/Black British - Caribbean
- Arab
- Any other ethnic group, please describe
- Prefer not to say

Which of the following options best describes how you think of yourself?
- Hetrosexual or straight
- Gay or lesbian
- Bisexual
- Other
- Prefer not to say

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

Wellbeing:

- 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

You should use the Warwick-Edinburgh Mental Wellbeing Scale (as above) 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. You should register your project online.

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

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

Please indicate which of the following statements relate to you prior and post engaging in the project:

- 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
- 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

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

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

Questions 30-31

These questions will ask how much funding you require, how you will spend it and how you will profile the spend over the financial year. The project budget questions will not be scored.

There is no requirement for match funding. However, your application may be looked on more favourably if it is able to demonstrate that it can use the grant to access additional resources (either cash or 'in-kind') to supplement the project's activity, or already has some additional funding in place. If the additional resources are 'in-kind' we expect you to be able to give an approximate monetary value to these and ensure they are included in your budget.

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.

Question 32

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

Using the peer mentoring example, a risk is that mentors do not feel able to support their peers. Actions are to ensure that mentors are properly trained, they are able to

give feedback on support that they need, and the training and support is amended to take account of mentor and mentee feedback.

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.

Please focus on year one for your risk assessment. We expect you to review these as the project progresses, and provide an updated risk profile each year.

The questions on equality and diversity monitoring are not scored.

MAYOR OF LONDON

4.   Support for Applicants

Tips for completing an application

- Ensure statements are clear and answer the question to the best of your ability.
- 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.

The website will be updated regularly with frequently asked questions.

If you need to contact us then please email amanda.lamb@london.gov.uk

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.

MAYOR OF LONDON

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.

Further information can be obtained from:
http://greaterlondonvolunteering.org.uk/activities/principles-of-volunteering/

MAYOR OF LONDON

7.   Appendix B: Project Progress Report

Team London will require a mid-project report and an end of 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 final monitoring report at the end of the project.

Name of organisation: XXX

Project Name: XXX

Programme Period: February 2018 – February 2019

Outputs: (These will be the principle outputs from your application form)

Description	Target Mid-project point	Achieved Mid-project point	Total Target End of project	Total Achieved End of project
Examples. additional Number of volunteers engaged				

Comments:

Please use this section to give an overview progress. Please include highlights and any challenges.

MAYOR OF LONDON

Outcomes (These will be the principle outcomes from your application form)

Description	Outcome indicator (baseline)	Outcome (target)	Achieved Mid-point project review	Achieved End of project
Example; Increase in confidence of young people acting as peer mentors				

Comments:

Please use this section to give an overview progress. Please include highlights and any challenges.