**MAYOR OF LONDON**

# Young Londoners Fund:

## Helping children and young people make positive choices

## For applications of £150,000 and under

**Round 2 Application Form Guidance**
**Small and Medium Grants**
**May 2019**

# MAYOR OF LONDON

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# 1. Introduction

The Greater London Authority (GLA) is pleased to invite you to apply to the Young Londoners Fund.

The online application form gives us information about your organisation, the need for your project, what you plan to deliver, your budget, and the impact you aim to have on young people in London. Please ensure that you provide the supporting documentation required with your application. We may also ask you to send more information.

The requirements and criteria for this funding can be found in: *'Young Londoners Fund Round 2 Prospectus.'* This application form guidance should be read in conjunction with the Round 2 Prospectus, as well as our Round 2 Frequently Asked Questions (FAQ) document. Both are available from: www.london.gov.uk/apply-young-londoners-fund

The Principal Purposes of the GLA are the promotion of: economic development and wealth creation, social development, and the improvement of the environment, in Greater London.

**Please note that decisions to grant fund are subject to a formal decision-making process. You must not place any reliance whatsoever on the support of the GLA until formally notified in writing of the grant award and the authorised signatories in your organisation have executed and returned a GLA funding agreement.**

**Accordingly, any expenditure that you incur and/or to which you commit (including in relation to the preparation of your proposal for funding) prior to formal notification, execution and return of the funding agreement is incurred and/or committed entirely at your own risk.**

We will assess your application using the information in your application form and any other information we ask you to supply us with. We will also take account of the knowledge of our staff and any additional expert advice.

Information sessions for round 2 applicants are being held across London by the Young Londoners Fund (YLF) Local Networks. These are existing local network organisations who we have funded to support organisations that are applying for the fund and can provide local intelligence. You can find out details of your local YLF network, dates of information sessions and how to attend on our website www.london.gov.uk/young-londoners-fund

## 2. Applying for a Young Londoners Fund grant

For details of who can apply for the Young Londoners Fund please see section 1.2 of the Round 2 Prospectus.

**You should apply for the Young Londoners Fund using our online application form. Please register on our grants portal https://gla.flexigrant.com**

**The deadline for applications is 12-noon, Friday 12 July 2019.**

### Queries and clarifications

We reserve the right to modify, amend or provide further clarification about the online application documents at any time before the deadline for completion. Please note that as part of the assessment process we will be sharing your application with London Councils, Local Authorities, other funders of youth activities and a panel of young people.

If you have any questions around the application process, please contact us. We have set up a dedicated phone line and email address:

- Grants phone number – 020 3291 3026 (09:00 -17:00 Monday to Friday)
- Email: younglondonersfund@rocketsciencelab.co.uk
- Queries can also be sent via the online portal https://gla.flexigrant.com

Please quote your unique application reference in any correspondence relating to your application.

Frequently Asked Questions we receive will be added to the Young Londoners Fund FAQ document and published with answers on the grants portal https://gla.flexigrant.com and on www.london.gov.uk/apply-young-londoners-fund. We will not publish our response to any FAQs that have been submitted after Friday 5 July.

### Due diligence

We will carry out financial due diligence checks before we offer funding.  Please see appendix 2 of the Young Londoners Fund Round 2 Prospectus for full details.  Successful applicants must provide the required documentation on notification. Please note, local authorities and local authority maintained schools are exempt from this process.

### Timetable

The grant funding application timetable is detailed below:

| Grant funding application timetable | Small grants deadline | Medium grants deadline |
|---|---|---|
| Applications open | 15 May 2019 | 15 May 2019 |
| Applications close | 12-noon, 12 July 2019 | 12-noon, 12 July 2019 |
| Application assessment | 12 July – 30 August | 12 July – 13 September |

| Grant funding application timetable | Small grants deadline | Medium grants deadline |
|---|---|---|
| Applicant interviews | N/A (we will not be interviewing small grant applicants) | 16 – 27 September |
| Successful applicants notified[1] | w/c 9 September | w/c 14 October |
| Delivery to begin | October 2019 | January 2020 |
| Delivery to end by | September 2022 | December 2022 |

# 3. Award criteria and evaluation process

The Young Londoners Fund will be allocated through an open and competitive application process.  There are two application forms – one for applications for small and medium grants and one for large grant applications. This application guidance is for applicants for small and medium grants of £150,000 and under.

Only those applications passing the gateway criteria move to full assessment. We reserve the right to interview shortlisted medium grant applicants. We are not planning to interview organisations that apply for small grants.

Part 1 of the application form comprises of gateway questions which ask for organisational information and confirmation of essential requirements for the Young Londoners Fund. Questions will be marked pass / fail or used for information only. Applicants will be advised at the end of this section if they can continue with their application.

Part 2 of the application form comprises of questions which give some initial information about the nature of your project and who it will be supporting. This part of the application will not be scored.

Part 3 of the application form comprises of scored questions which will be assessed using the scoring mechanism detailed below.  We are not bound to accept any proposal and reserve the right to ask for clarification on bids through an interview process.

| Assessment Area | Weighting | Section | Number of questions |
|---|---|---|---|
| Strength of rationale and evidence for proposal | 25% | Section 5: Project Need | 2 questions |
| Appropriateness and deliverability of activities | 30% | Section 6: Project Activities | 4 questions |
| Impact and value for money | 20% | Section 7: Outputs and Outcomes Section 8: Finance | 2 question 2 questions (1 scored) |
| Capacity and Capability to deliver | 25% | Section 9: Capacity and Capability | 6 questions |

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[1] pending satisfactory due diligence checks

Each of the above areas will be assessed question by question in accordance with the following criteria:

| Score | Description |
|---|---|
| 0: No response | No response |
| 1: Unsatisfactory | No real evidence |
| 2: Poor | Requirement not met and unacceptable |
| 3: Satisfactory | Not met exactly but acceptable |
| 4: Good | Most aspects of requirement are met |
| 5: Excellent | Meets requirement exactly |

We are involving young people in our application scoring process.  Young people will read your project summary, your Initial Project Information response, and score the following questions:

- Question 15 - How will you include young people's feedback and suggestions into the ongoing delivery of your project?
- Question 22 - Please detail examples of projects where you have worked with young people from your chosen cohort(s) and you have engaged young people in the design and delivery of these projects.

**Please make sure that your answers to these questions can be understood on their own as young people will only see your project summary, your initial project information response, and your response to these two questions.**

After proposals have been assessed and scored against the assessment criteria, we will take into consideration the overall spread of proposals to be funded.  The factors listed below will also be considered when making final decisions about which suite of projects are awarded funding:

- specific target group demographics
- geographical spread of delivery
- scale and level of funding requested

# 4. The Application Form

**You will be required to register on the online portal https://gla.flexigrant.com before beginning your application form.**

After registering on the portal, you will be able to save your progress and return to your application at any time.

When you have completed your application, we will email you a copy of your submission for your reference.

You must complete the online application form including attaching the following supporting documents:

- A copy of your organisation's most recent audited accounts or accounts signed by an independent and qualified accountant
- Evidence of public and employer's liability insurance
- An organisation chart for your project

- Your safeguarding policy and data protection policy

The online application is divided into three parts which are made up of 9 sections on the online application form. The online application form Declaration is in section 10 and Applicant Monitoring Information is in section 11.

- **Part 1: Gateway questions** – **if you do not meet these gateway criteria then you do not need to continue with the application.**
    - Section 1: About Your Application
    - Section 2: Gateway Questions – About Your Organisation
    - Section 3: Gateway Questions – About Your Project and Experience

- **Part 2: Initial project information questions** – These questions are for information and will not be scored.
    - Section 4: Initial Project Information Questions

- **Part 3: Scored questions** – assessed against the criteria set out above
    - Section 5: Project Need
    - Section 6: Project Activities
    - Section 7: Outputs and Outcomes
    - Section 8: Finance
    - Section 9: Capacity and Capability

- **Section 10: Declaration**
- **Section 11: Applicant Monitoring Information**

Each question has a defined word limit which includes text within tables. You cannot include diagrams in the application form (except for the organisation chart which you need to attach to your application form).

**Tips for completing an application**

- Ensure statements are clear and answer the question fully
- 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
- Supply only the information that is asked for on the application form - other material you submit will be disregarded when applications are scored

## Application Form Part 1: Gateway Questions

Gateway questions check if you are eligible to apply. If you can complete these questions, then you should continue to complete the scored part of the application. If you are unable to complete the gateway questions we would encourage you to find out through your local Young Londoners Fund Network if there is an opportunity for you to join a local partnership or consortium who are making an application for the Young Londoners Fund.

Additional guidance on completing a question is highlighted in blue text.

| Question | Response |
|---|---|
| **Section 1: About your application** | |
| We have already allocated additional funding to scale-up City Hall projects to support young Londoners. Details of other open GLA and MOPAC funds which are supported by Young Londoners Funding are detailed in section 1.1 of the Young Londoners Fund prospectus. When planning your project, please consider whether you should apply to these funds, rather than round 2 of the Young Londoners Fund. | |
| Are you planning to deliver support to young victims of violence? | If so, please consider applying to MOPAC to deliver services to support young victims of violence in A&E |
| Will your project use sport to inspire young people, focus on increasing social integration and community cohesion and provide pathways to employment? | If so, please consider applying for Sport Unites Impact Partnership grants |
| Does your project target young people aged 14 to 16 who are at risk of becoming NEET? | If so, please consider applying for Headstart Action |
| Are you applying for a Young Londoners Fund Round 1 grant of £150,000 and under? | If so, please fill in this application form. For applications for more than £150,000 please complete the Young Londoners Fund Round 2 Large Grant Application Form |

| No | Question | Response |
|---|---|---|
| **Section 2: About your organisation** | | |
| 1 | Name of your organisation | |
| | Website | |
| | Address | |
| 2 | Contact name | |
| | Contact address | |
| | Telephone (work) | |
| | Email | |
| | Position | |
| 3 | What type of organisation are you? (Please tick one) | |

|  | In compliance with the Local Government Transparency Code 2014, the Greater London Authority must publish details of all grants to voluntary, community and social enterprise organisations. | | | |
|---|---|---|---|---|
|  | Is your organisation a registered company? |  | Company Number |  |
|  | Is your organisation a registered charity? |  | Charity Number |  |
|  | Is your organisation a Social Enterprise? |  | We use the Government definition of Social Enterprise | |
|  | Is your organisation a Voluntary or Community Sector Organisation |  | We use the Government definition of VCSO | |
|  | Is your organisation a Local Authority? |  | | |
|  | Is your organisation a school or college? |  | | |
|  | Other (please specify) |  | | |
| 4 | When were you registered or incorporated? | | | |
| 5 | Does your organisation have a VAT number? | | | |

| Section 2: About your organisation | | Yes / No |
|---|---|---|
| 6 | I represent an organisation which is legally constituted and can evidence this upon request. |  |
| 7 | 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. |  |
| 8 | I am applying for this grant on the following basis: | **Please tick one** |
|  | **Sole Deliverer** - as an individual organisation with no sub-granting or sub-contracting arrangements. |  |
|  | **Lead Applicant** - as an individual organisation **solely** responsible for the achievement of the project which is delivered through a partnership legally bound by sub-granting or sub-contracting arrangements. |  |
|  | **Consortium** - as a group of organisations, legally constituted as a consortium, where all project partners are jointly accountable for the delivery of the project. |  |
| 9 | Please state your turnover for the most recent financial or academic year (as stated in your attached accounts).<br><br>You must complete a numerical value and attach evidence of this in your accounts. The annual grant proposed should not constitute more than 50 per cent of the annual turnover of your organisation if you are a Sole Deliverer or Lead Applicant, or of your Consortium. However, we will consider applications where this does not apply in exceptional circumstances, which should be detailed in question 9a. | £ |
| 9a | Please provide details of the exceptional circumstances that have led you to request a grant of over 50% of your annual turnover [50 words max] | |

| Section 2: About your organisation | Yes / No |
|---|---|
| 10 | Please attach a copy of your most recent audited accounts or copy of the most recent accounts signed by an independent and qualified accountant. You must upload a valid attachment. | |

| Section 3: About your project and experience | Yes/No |
|---|---|
| 11 | The activity will be delivered between October 2019 and September 2022 for small grants or January 2020 and December 2022 for medium grants. | |
| 12 | My project will support 10 to 21-year-old Londoners who are either at risk of exclusion or involvement in criminal activity, or who have been involved in criminal activity. | |
| 13 | The funding requested is **not** for activities that directly replace cuts by statutory bodies.<br>You cannot apply for funding to replace statutory funds which have been cut - apart from in cases where such funding was explicitly time-limited and for a discretionary purpose. | |
| 14 | My organisation / consortium has a demonstrable track record in working with the group of young people our project proposes to support. | |
| 15 | The project delivery team has expertise and / or experience in delivering the activities the project is proposing. | |
| 16a | My organisation is committed to achieving the London Youth Bronze Quality Mark.<br><br>You are committed to achieving the London Youth Bronze Quality Mark during the project delivery period. More information on the Quality Mark can be found at https://londonyouth.org/what-we-do/quality-assurance/ | |
| 16b | Please confirm if your organisation already has a London Youth Quality Mark (bronze, silver or gold). | |
| 16c | Please confirm what date your London Youth Quality Mark (bronze, silver or gold) expires? | |
| 17 | My organisation is committed to achieving Project Oracle validation Standard One for the proposed project.<br><br>You are committed to achieving Project Oracle validation Standard One during the first six months of project delivery. You will be eligible to receive support from the Centre for Youth Impact if your application is successful.<br><br>Standard One validation includes creating a theory of change and an evaluation plan, more information on the validation can be found at https://www.youthimpact.uk/standards-of-evidence.html | |

| Quality Assurance | Attach |
|---|---|
| 18 | Please attach copies of your current public liability and employer's liability insurance policies<br>The GLA does not stipulate minimum insurance cover but you must have valid insurances in place. | Attach |

| 19 | Please attach one copy of the organisation's Safeguarding Policy and one copy of the organisation's Data Protection Policy. You must have these policies in place which are compliant with current legislation and statutory guidance. | Attach |
|---|---|---|
| **Quality Assurance** **Can you supply the following documentation upon request?** | | **Yes/No** |
| 20 | Health and safety policy or equivalent You must have a valid health & safety policy in place. | Yes/No |
| 21 | Equality and diversity policy or equivalent You must have an equality and diversity policy (or equivalent) in place. | Yes/No |

If you have been able to answer all the gateway questions, please continue with your application. Details of support for organisations can be found in the Young Londoners Fund Round 2 Prospectus.

| **Involvement with the GLA – for information only** | | **Yes / No** | |
|---|---|---|---|
| 22 | Are you already in receipt of funding from the GLA or MOPAC – either as the lead organisation, or as a partner in the delivery of a project or particular activity? | | |
| 23 | Are you related to, or have you had any contact relating to this application with any GLA staff member(s)? Please give details. This does not stop you receiving a grant. | | |
| 24 | Did your organisation apply for a Young Londoners Fund grant in round one in 2018? This includes if your organisation was a lead applicant, partner or member of a consortium bid. | YLF reference number (if known) | |

## Application Form Part 2: Initial Project Information Questions

These questions are for information only and will not be scored. Additional guidance on completing a question is highlighted in blue text.

| No | Question | Response |
|---|---|---|
| **Section 4: Initial project information questions** | | |
| 1 | What is the total grant amount you are applying to the Young Londoners Fund for? | Information |
| £ | | |

| 2 | If you are applying as a Lead Applicant or Consortium, please list the other organisations in your partnership and their expected grant allocation |
|---|---|

| Organisation Name | Grant allocation |
|---|---|
|  |  |
|  |  |
|  |  |
|  |  |

| 3 | What is your proposed project title? | Max Words: 20 | Information |
|---|---|---|---|
|  |  |  |  |

| 4 | Project summary | Max Words: 100 | Information |
|---|---|---|---|

You must provide a brief summary of your project. This may be used for publicity purposes.

|  |  |  |  |
|---|---|---|---|

| 5a | What is the start date of your project? | Date | Information |
|---|---|---|---|
| 5b | What is the end date of your project? |  |  |

Funding is available for up to three years. All projects are expected to be working with their first cohort of young people by October 2019 for small grants and January 2020 for medium grants.

Please enter start and end dates of your project. All delivery must be finished within 3 years of start date and no later than December 2022.

| Start Date: |  | End Date: |  |
|---|---|---|---|

| 6 | Which group of young people does your project focus on? | Information |
|---|---|---|

Projects should support young people *at risk* of exclusion or involvement in criminal activity or young people who have been *involved* in criminal activity.

Please give an expected percentage for both. This total should not exceed 100%.

Forecast the proportion of young people you will work with in each category. This information will help us to administer the funding. We expect to allocate around two-thirds of funding to projects supporting those at risk of exclusion or involvement in criminal activity and one-third to projects supporting those who have been involved in criminal activity.

| a) % of children and young people at risk of exclusion or involvement in criminal activity | % |
|---|---|
| b) % of children and young people who have been involved in criminal activity | % |

| 7 | Summarise in one sentence who you will be supporting. For example, "Young people aged 13 to 15 living in Northumberland Park who have experienced trauma." | Max Words: 50 | Information |
|---|---|---|---|

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| 8 | What age range will your project support. Please give an expected percentage for each age group | Information |
|---|---|---|

Projects should support young people aged 10-21.

Forecast the proportion of young people for each category that applies. Please note children under 10 in year 5 are eligible for Young Londoners Fund activity. The total must amount to 100%.

| 10-11 years | % | 16-18 years | % |
|---|---|---|---|
| 12-13 years | % | 19-21 years | % |
| 14-15 years | % | | |

| 9 | In which London borough(s) will the young people you support live? Please give a forecast percentage to all that apply. | Information |
|---|---|---|

Forecast the proportion of young people that you plan to support from each borough. The total must amount to 100%.

| Borough | % | Borough | % | Borough | % |
|---|---|---|---|---|---|
| Barking | | Hammersmith | | Merton | |
| Barnet | | Haringey | | Newham | |
| Bexley | | Harrow | | Redbridge | |
| Brent | | Havering | | Richmond upon Thames | |
| Bromley | | Hillingdon | | Southwark | |
| Camden | | Hounslow | | Sutton | |
| Croydon | | Islington | | Tower Hamlets | |
| Ealing | | Kensington & Chelsea | | Waltham Forest | |
| Enfield | | Kingston upon Thames | | Wandsworth | |
| Greenwich | | Lambeth | | Westminster | |
| Hackney | | Lewisham | | City of London | |

| 10 | Where will your project be delivering activity from? | Max Words: 50 | Information |
|---|---|---|---|

Please provide information about the locations/premises that you will deliver your activity from.

| 11 | Please tick which type(s) of activity your project will deliver. | Tick 3 maximum | Information |
|---|---|---|---|

If your project covers other areas of activity not in the table below, please tick: 'Other activities which make a positive difference to young people' and describe these more fully in question 12. Please tick up to three core activities.

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| Activity | Tick | Activity | Tick | Activity | Tick |
|---|---|---|---|---|---|
| Arts and culture | | Experience of the world of work | | Science and technology | |
| Citizenship, including civic participation | | Mental Wellbeing | | Sports and physical activity | |
| Digital | | Healthy lifestyles | | Support for families who have children that are at risk of exclusion or involvement in criminal activity or who are involved in criminal activity | |
| Education and skills development | | Mentoring | | Volunteering | |
| Environmental awareness and improvement | | Positive engagement with police and emergency services | | Other activities which make a positive difference to young people | |

## Application Form Part 3: Scored Questions

Scored questions are in sections 5 to 9 of the online application form. These questions ask for more detail on your proposed project. The following table details the requirements we expect you to meet, the format and the weighting given to each question. Additional guidance on completing each question is highlighted in blue text.

| Section 5: Project Need | | |
|---|---|---|
| **Assessment Criteria: Strength of rationale & evidence for proposal** | **Section Weighting: 25%** | |
| 12 Why is your project needed? Please identify a clear demand for your project. <br> Provide details about the gap in support that the project aims to meet along with evidence that there is demand for the project activities from young people facing the biggest challenges, including, those from areas with high levels of deprivation and high incidents of serious youth violence. | Max Words: 500 | 15% |
| Applicants should describe a clearly defined need, supported by evidence and research together with good knowledge of local issues relating to the young people they will be supporting. <br><br> Proposals must be informed by local knowledge, need and demand, and shaped by those closest to your communities who have experience of previous delivery in their proposed area. We will pay particular attention to proposals that will deliver to young people facing the biggest challenges including, those from areas with high levels of deprivation and high incidents of serious youth violence. | | |

You can find examples of data sources in the Young Londoners Fund Round 2 Data Resource Pack to help you identify and evidence the need for your project www.london.gov.uk/apply-young-londoners-fund

| 13 | Who will benefit from the project and how will you address their needs? Describe the specific groups of people you will be supporting and the specific needs you are seeking to address. | Max Words: 300 | 10% |
|----|-----|-----|-----|

Projects can support young people resident in any of London's 32 boroughs plus the City of London who meet either of the following criteria:
- Children and young people at risk of exclusion or involvement in criminal activity
- Children and young people who have been involved in criminal activity.

You should describe the specific characteristics and needs of the groups you aim to support through your project, this could include groups other than young people, such as families and carers. Of those needs identified you should explain which you are seeking to address and how this project addresses those specific needs.

| Section 6: Project Activities | |
|-----|-----|
| **Assessment Criteria: Appropriateness and deliverability of activities** | **Section Weighting: 30%** |

| 14 | What will your project do? Please describe the activities you intend to deliver and how they will meet the needs of the young people you are working with.<br>If you are applying as a Lead Applicant or Consortium make clear which of your partners/ members are delivering which activity. | Max Words: 500 | 15% |
|----|-----|-----|-----|

Projects should deliver activities that meet the Young Londoners Fund aims and objectives. Applicants should demonstrate a strong understanding of the activities involved and clear description of how they will be delivered across the project.

You should describe the different activities that you are going to do, when they will happen, and who will take part in the activities. Please give us an overview of the average length of time you expect to be supporting a young person for and the intensity of the support that you are planning to provide.

Describe how you will engage and recruit young people to the project and how you will ensure they complete your planned activities.

Tell us about any equipment, training materials, transport etc. that you need to deliver your project. Tell us how these activities are appropriate to meet the specific needs of the young people you are working with.

| 15 | How will you include young people's feedback and suggestions into the ongoing design and delivery of your project?<br>This question will be scored by young people as well as officers. | Max Words: 250 | 5% |
|---|---|---|---|

Young people should be involved in the design and delivery of projects. This will help to ensure the projects matter to them and support their needs.

Please describe the methods you will use to capture feedback from young people about your project and how you will use that to improve or change your delivery. Please ensure this answer can be understood as a standalone response in conjunction with your project summary.

| | |
|---|---|

| 16 | How will you engage with families, parents and other key individuals important to young people? | Max Words: 250 | 5% |
|---|---|---|---|

Applicants should demonstrate their approach to successfully engaging with families, parents/carers and other individuals key to the young person.

Tell us how you will engage with those individuals that have the most influence on the young people you are supporting. This could for example, be parents/carers, other family members, teachers or local community leaders.

| | |
|---|---|

| 17 | How will your project add value to existing services and activities in your area? | Max Words: 250 | 5% |
|---|---|---|---|

We want to see projects that work with other services, especially statutory services where appropriate, and community groups that support young people.

Tell us about who else is supporting the young people you will target and how you will work with them, including how referrals will be made.

Tell us about other organisations you will be liaising with on this project and the nature of your relationship with them.

| | |
|---|---|

| Section 7: Outputs and Outcomes | |
|---|---|
| **Assessment Criteria: Impact and Value for money** | **Section Weighting: 12%** |

| 18 | Please detail the outputs your project will deliver. As a minimum, you must include: | Table | 6% |
|---|---|---|---|

|  |  |
|---|---|
| • the number of young people who start activity<br>• the number of young people you anticipate will complete activity<br><br>Please include other outputs specific to your project, these could include:<br>• the types of activity for different groups of young people<br>• how many hours of activity are offered and completed<br>• any qualifications, units or certifications achieved<br>• number of young people involved in project design and leadership<br>• number of parents/carers involved<br><br>Outputs which will demonstrate delivery success, quality, value for money and the overall reach of the fund must be clearly described. | |

Please add details and add additional lines for other outputs you plan to measure. The number of young people who start activity and the number of young people completing activity are mandatory outputs which all projects should measure.

Please note we are asking for the number of outputs for each year of your delivery – i.e. from October to September for small grants or January to December for medium grants.

| Output Measure | Year 1 | Year 2 | Year 3 | Total |
|---|---|---|---|---|
| Number of young people who start activity | | | | |
| Number of young people completing activity | | | | |
| Other project specific outputs (write in) | | | | |
| | | | | |

| 19 | Please detail the expected outcomes for your project in the following table. How will you measure these outcomes?<br>Please fill in the table with at least 3 descriptions of the outcomes you intend to deliver. Let us know how you plan to measure them. **You do not need to include a response under every outcome area** and we would recommend for there to be no more than 10 outcomes at this stage. The outcome descriptions you include should be tailored to your project.<br><br>Please also refer to paragraph 3.2 in the Prospectus for some suggested outcomes. The MOPAC Youth Outcomes framework includes information on the tools recommended to measure most of these outcomes. More information on the framework and tools can be found at - https://project-oracle.com/uploads/files/MOPAC_Outcomes_Framework.pdf | Table | 6% |
|---|---|---|---|

Applicants should provide clear descriptions of proposed outcomes with identified ways to measure them.

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By project outcomes, we mean the result, or to what extent the project has led to the desired change. In broad terms, we expect projects to contribute to the overall aims of the Young Londoners Fund as stated in the paragraph 2.1 of the Round 2 Prospectus.

| Outcome Area | What is your anticipated outcome? | How will you measure this? |
|---|---|---|
| Increased engagement | *e.g. More children and young people will be designing, leading and participating in local community activities in our area.* | *Project reporting through our existing participant impact questionnaires which will conduct at the start and end of the project.* |
| | | |
| | | |
| Improved mental health & well-being | *e.g. Improved wellbeing* | *Participant impact reporting using the ONS personal well-being questions, we plan to measure this annually and at the start of the project.* |
| | | |
| | | |
| Reduced violence | *e.g. Reduced levels of participant aggression* | *Young person's self-reporting using Buss & Perry's Aggression Questionnaire. We conduct these across all projects every six months.* |
| | | |
| | | |
| Improved behaviour | | |
| | | |
| | | |
| Improved attainment | | |
| | | |
| | | |
| Increased employment | | |
| | | |
| | | |
| Improved relationships | | |
| | | |
| | | |

| Section 8: Finance | |
|---|---|
| **Assessment Criteria: Impact and Value for money** | **Section Weighting: 8%** |

| 20 | Please complete the project budget table with the project costs that you will be using your grant for.  Please explain any assumptions you have made in calculating your costs. **The total will autofill and should equal the total grant amount you are requesting from the Young Londoners Fund.** | Table | 8% |
|---|---|---|---|

Please add line items by overall cost category – these will be relevant to your organisation. We don't need every item listed. Detail the amount of funding requested per year, per line item. We are asking for costs for each year of your delivery – i.e. from October to September for small grants or January to December for medium grants. **If you are a Lead Applicant or a Consortium**, please include the name of your partners or members in each cost category name e.g. Charity Partner A Staff Costs, Company B Travel Costs. Please ensure your totals for each partner/member equal your expected grant allocation in question 2 of the Initial Project Information part.

Please **exclude** any match funded items from your budget table.

Proposed costs are clearly described, are eligible for funding and assumptions are detailed.

We will fund:
- Operational delivery costs
- Core staff and volunteer costs
- Monitoring and evaluation costs
- Marketing and publicity costs
- Associated overhead costs (for example heating, lighting, stationery etc.)
- Low value equipment costs (up to £1,000) for audio-visual, sports etc.
- Your time and other costs associated with attaining London Youth Quality Mark and Project Oracle Standard 1 validation

We will not fund:
- Activities that directly replace cuts by statutory bodies (apart from where such funding was explicitly time-limited and purely discretionary)
- Capital items
- Statutory Physical Education provision (i.e. sport in school time)
- Activity which is duplicating existing Young Londoners Fund activity in the same geographical area (see section 2.2 and appendix 1 of the Prospectus)

| Please add lines per cost category | Year 1 | Year 2 | Year 3 | Total | Please detail any assumptions in calculating your project costs |
|---|---|---|---|---|---|
| *E.g. Staff costs* | *£70,000.00* | *£70,000.00* | *£70,000.00* | *£210,000.00* | *2 FTE project workers @ £35K total cost of employment per annum* |
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| **Total** | | | | | This total should be the amount of funding you are |

| Please add lines per cost category | Year 1 | Year 2 | Year 3 | Total | Please detail any assumptions in calculating your project costs |
|---|---|---|---|---|---|
| | | | | | requesting from the Young Londoners Fund. |

| 21 | Please provide details of any match funding and whether it is confirmed or unconfirmed | Table | For information |
|---|---|---|---|

For any match funding, please include:

- source i.e. who it is from
- whether it is cash (monetary support) or in-kind
- if it is confirmed (you should be able to evidence this in writing) or unconfirmed at this stage.

In-kind match or value in kind (VIK) is a way to show value that is being brought to your project through ways that are not cash funding. Consider all the elements of your project and work out the equivalent in monetary value of:
- Volunteer time – calculated using an hourly rate using the ONS average hourly wage of £13.94 per hour.  Using an average hourly wage rate means that there is no inflation for projects which might use professionals like lawyers or architects compared with other projects.
- Facilities and premises e.g. meeting room usage – calculated as using the hourly rate or equivalent for the room being used, i.e. is a charge is usually made for hire, but is being waived for the project.
- Materials, goods or equipment where this is provided free of charge or as a donation to the project, e.g. printing, or sports equipment etc, where the market value can be used.

This question will not be scored.

| Source of Match funding | Cash / In Kind | Confirmed / Unconfirmed | Total amount |
|---|---|---|---|
| | | | |
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| | | | |
| TOTAL | | | This total should be the sum total of your match funding |

| Section 9: Capacity & Capability | |
|---|---|
| Assessment Criteria:  Capacity & Capability | Section Weighting: 25% |

| 22 | Please detail examples of where you have worked with young people from your chosen cohort(s) including how you have | Max Words: 250 | 5% |
|---|---|---|---|

| | | |
|---|---|---|
| engaged young people in the design and delivery of these projects.<br>This question will be scored by young people as well as officers. If you are applying as a Lead Applicant or Consortium please also include their experience. | | |

Applicants should have demonstrable experience of working with the target group of young people or their families and should evidence a strong understanding of their needs, issues and challenges.

Please tell us about your experience of working with the young people that you have chosen to support through your project. We are interested to hear about how you have addressed challenges around recruiting young people, how you have kept them engaged and how you have helped them move on to their next steps. We also want to hear how you have involved young people in designing and feeding into the delivery of your previous projects. Please ensure this answer can be understood as a standalone response in conjunction with your project summary and key project information as this question will be scored by young people.

| | | |
|---|---|---|
| 23 | What projects has your organisation successfully delivered in the past? Please detail those which are relevant to this application.<br>Please list up to 5 relevant examples of projects that you have delivered. In the duration column please state the start date and end date of your previous project (or start date and 'ongoing' if it has not finished). If you are applying as a Lead Applicant or Consortium please also give details of project's your partners have delivered. | Table | 4% |

Good track record of project management, evidencing successful output, outcome and financial delivery. Proposals must be informed by local knowledge, need and demand, and shaped by those closest to your communities who have experience of previous delivery in their proposed area.

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.

| Project Name | Funder/Funding source and value | Duration and delivery location | Main activities, key outputs and outcomes |
|---|---|---|---|
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| 24 | How will your project be managed? Please describe the governance arrangements in your organisation to ensure the project objectives and outcomes are delivered on time and to budget.<br>If you are applying as a lead applicant or consortium we need to understand how you will manage your paid partners. | Max Words 250 | 4% |
|---|---|---|---|

Strong project management skills evidenced by clear governance structure, good project management methodology.

Please tell us about how your project will be governed – who will provide scrutiny to the project team to ensure delivery? For example, this may be a Board of Trustees or Directors or you may be planning to set up a formal project steering group (particularly for larger projects).

|  |
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| 25 | Please describe the individual posts and/or team that will be delivering the project:<br>• What resources, expertise, skills, responsibilities and experience do they have?<br>• Will existing staff be employed, or will new staff be openly recruited (if yes, how)?<br><br>Please attach a project staff structure chart and highlight which members of staff will be paid by the grant.<br><br>If you are applying as a Lead applicant or Consortium we need to understand the role and experience of staff from your paid partners.<br><br>Please describe who will do what on the project – their roles and responsibilities. For existing staff, give us a summary of their skills and experience. If you plan to recruit new staff, briefly describe how you will do this. | Max Words 250 | 4% |
|---|---|---|---|

Proposed team has relevant skills and experience to deliver the activities proposed. Robust recruitment plans evident for new employees.

Please tell us about your team and whether this is paid staff or volunteers. We need to know about staff skills and experience, and how your team has previously been involved in projects that support young people. Please attach a simple organisation chart for the project, showing how many people will be involved in delivery and their roles in the team.

|  |
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| 26 | What are your safeguarding and child protection arrangements? | Max Words: 250 | 4% |
|---|---|---|---|

Robust safeguarding arrangements are in place.

Applicants should outline the relevant safeguarding, data protection measures and clearance checks needed for their proposed activities.

Further guidance can be found at:

- https://learning.nspcc.org.uk/safeguarding-child-protection/for-voluntary-and-community-groups/
- www.gov.uk/government/publications/dbs-check-eligible-positions-guidance
- www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children

| 27 | What are the delivery risks to your project? List your top 5 risks and any mitigating actions you will take to address them. | Table | 4% |
|---|---|---|---|

Awareness of risks and issues associated with the programme and how to mitigate these.

Please detail your top 5 risks to successful project delivery. How will you either reduce the probability of them happening or reduce their impact? Who will be responsible for managing the risk?

| Description of risk | Probability (Low/ Medium/ High) | Impact (Low / Medium / High) | Actions to reduce or mitigate risk | Responsible Party |
|---|---|---|---|---|
| | | | | |
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## Section 10: Application Declaration

Applicants are asked to complete the following declaration when they have completed the online Application Form. Please note this is section 10 of the online application form.

**Data Protection and Freedom of Information**

The Greater London Authority (GLA) and its representatives are subject to the EU General Data Protection Regulation (GDPR), and UK Data Protection Act 2018 regarding the handling and processing of personal data.

Furthermore, our commitment to openness and transparency reflects our obligations under the Freedom of Information Act 2000 and Local Government Transparency Code, the GLA has committed to being opens and transparency.

**This explains how we will handle any information you share with the GLA as part of your application, and how we will process your personal data.**

**Information subject to the Freedom of Information Act**

The Freedom of Information Act (FoIA) gives the public the right to request information held by the GLA. The information you provide as part of your application will be held by the GLA and could be considered for release if we receive a request for its disclosure. If your information is subject to a request, we will contact you to let you know and ask for your views. No information is automatically exempt or excluded from being requested, but there are limited exemptions that allow us to withhold information on a case-by-case basis.

☐   Please tick this box if you consider your application includes information that might be exempt under the Freedom of Information Act (for example, financial information which might prejudice your commercial interests). The final decision on whether the information should be withheld rests with the GLA, but we will take into account your views.

More information about the FoIA exemption provision can be found on the website of the Information Commissioner https://ico.org.uk/

If you consider your application includes information that might be exempt under the Freedom of Information Act please tell us what information that is and why you consider it exempt below. Only to be completed if you have ticked the above.

**How your application and personal data will be handled**

Under data protection legislation, the GLA is only allowed to use personal information if we have a proper reason to do so. The GLA and its partners will process your application and personal data in the following ways for the purposes of the delivery of this grant programme:

**1. During assessment of your application**

- Your contact information will be processed for the purpose of assessing your application and notifying you whether or not it was successful
- Your application and contact information will be shared with Rocket Science (UK) Ltd an organisation we have contracted to support scoring and grant management), a pool of external assessors employed by Rocket Science (UK) Ltd, a group of approximately 200 young people who are assessing applications, local authorities, and other London funders who are helping us to assess applications.

## 2. If your application is successful

- Information from your application will be used to publicise the grants awarded through this programme. Information about your organisation will be published relating to the project funded including the amount of the grant, the activity it was for and who will be supported. This information may appear in GLA press releases, in its print and online publications and in the publications or websites of any partner organisations who have match funded the activity.
- Information from your application and your contact details will be shared with the following bodies/organisations who are providing support as part of the Young Londoners Fund programme, providing strategic guidance, or evaluating the Young Londoners Fund.
  - Young Londoners Fund Local Networks
  - London Youth
  - The Centre for Youth Impact
  - Partnership for Young London
  - City Bridge Trust
  - Young Londoners Fund project evaluator
  - Local authorities in London

This is so that they can contact you about the grant programme, programme wide developments and associated opportunities.

## 3. If your application is unsuccessful
- If your application is unsuccessful, the GLA will not process your personal data or application form for any other purpose unless you provide your consent for us to do so by ticking one of the boxes below.

   ☐   The GLA might be aware of other funders who could be interested in funding your project.  Please tick this box if you would like us to share your application, the outcome of your application, and your contact details with other potential funders, including local authorities.

   ☐   Please tick if you would like the GLA to contact you about other programme-wide developments that could support your future applications or for the development of your organisation.

## 4. Other opportunities
   ☐   Please tick this box if you would like us to contact you about other relevant funding and organisational development opportunities that the GLA can offer

More information about how the GLA handles personal data can be found on our website https://www.london.gov.uk/about-us/governance-and-spending/privacy-policies/gla-privacy-policy

I confirm that the organisation named on this application has given me the authority to submit this application on their behalf.

I confirm that the activity in the application falls within the powers of the organisation's constitution or memorandum and articles of association (the legal document setting out the rules governing the organisation).

I confirm that, as far as I know, the information in this application is true and correct.

Name
(Use capital letters)

|  | Day | / | Month | / | Year |
|------|-----|---|-------|---|------|
| Date | | / | | / | |

## Section 11: Applicant Monitoring Information

We may use this below information to monitor the different backgrounds of those leading the applicant organisations to the GLA/Young Londoners Fund. We will not use this information to assess your application.

| | *Applicant Monitoring Information – for information only* | Yes / No |
|---|---|---|
| 1 | Is your organisation BAME led? | Yes/No |
| 2 | Is your organisation disabled led? | Yes/No |
| 3 | Is your organisation lesbian, gay, bisexual and/or transgender led? | Yes/No |
| 4 | What percentage of your organisation's senior staff/board/trustees is female? | % |
| 5 | Do young people have a formal role in the decision making within your organisation? e.g. a youth advisory board | Yes/No |

## Other formats and languages

For a large print, Braille, disc, sign language video or audio-tape version of this document, please contact us at the address below:

**Public Liaison Unit**
Greater London Authority
City Hall
The Queen's Walk
More London
London SE1 2AA

Telephone **020 7983 4000**
**www.london.gov.uk**

You will need to supply your name, your postal address and state the format and title of the publication you require.

If you would like a summary of this document in your language, please phone the number or contact us at the address above