

# **Young Londoners Fund - Impact for Youth**

## **Young Londoners Fund Local Networks**

**Request for Proposals**

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## Young Londoners Fund (YLF) Local Networks

### Summary

The Greater London Authority (GLA) invites proposals to deliver Young Londoners Fund (YLF) Local Networks to provide a range of support to organisations which are:

- in receipt of Young Londoners Fund (YLF) grants; or
- planning to apply for round two YLF grants in spring 2019.

We want to build on existing local networks of voluntary and community sector or youth organisations to provide YLF fund-holders and organisations who are planning to apply to the YLF with access to a network that can provide advice, guidance and support on how to achieve their objectives and outcomes.

The YLF Local Networks are to be funded on the following basis:

- £28,000 per year, up to £84,000 in total, is available for each YLF Local Network covering two boroughs to provide support over three years from January 2019 to December 2021; and
- £38,000 per year, up to £114,000 in total, is available for the YLF Local Network covering four boroughs to provide support over three years from January 2019 to December 2021.

In order to ensure YLF Local Networks are locally run we are not envisaging an organisation will run more than two networks.

**Organisations will need to submit the following documentation to [educationprogramme@london.gov.uk](mailto:educationprogramme@london.gov.uk) by 12-noon on 5 November 2018:**

- Grant application form;
- Budget breakdown sheet; and
- Documentation required for financial due diligence checks

Any questions or queries should be submitted to [educationprogramme@london.gov.uk](mailto:educationprogramme@london.gov.uk) and responses will be published weekly on [www.london.gov.uk/apply-young-londoners-fund](http://www.london.gov.uk/apply-young-londoners-fund)

## Section 1 - Background

### 1. Young Londoners Fund (YLF)

The Mayor has created the Young Londoners Fund (YLF) to help London's children and young adults make the most of this amazing city. This is part of the Mayor's major package of work to help tackle causes of youth violence and knife crime.

The Mayor's new £45m Young Londoners Fund will help children and young people to fulfil their potential, particularly those at risk of getting caught up in crime. It will support a wide range of education, sport, cultural and other activities for children and young people.

£30m is available for projects in local communities (rounds 1 and 2 of the YLF). The remaining £15m will be invested to expand existing projects funded by City Hall that support young Londoners.

### 2. Young Londoners Fund – Aims

The Young Londoners Fund aims to:

- provide aspirational and positive activities to help support young people to make positive choices and reach their potential;
- give new options to children and young people most at risk of taking the wrong path and stop them getting involved in violence and criminal activity; and
- improve coordination and capacity of London's youth offer so more children and young people can access services.

Programme objective:

- The fund will support children and young people (aged 10 to 21) across London through a range of innovative and proven delivery models.

More details about the aims of the Fund and the GLA's requirements can be found in the Young Londoners Fund Prospectus that is available at: [www.london.gov.uk/apply-young-londoners-fund](http://www.london.gov.uk/apply-young-londoners-fund).

### 3. Young Londoners Fund – Grants

Applications for round 1 of the YLF (£15m of funding) closed on 9 July 2018. It is planned that YLF Round 2 applications (a further £15m of funding) will open in May 2019. Awards for three years of grant funding will be made to successful organisations as follows:

- Small grants – from £10,000 to £30,000 per year (maximum of £90,000 total);
- Medium Grants – from £30,000 to £50,000 per year (maximum of £150,000 total); and
- Large, consortia/partnerships grants – up to £500,000 per year (maximum of £1.5m total).

The exact numbers and distribution of the Round 1 grants will be announced on the GLA website ([www.london.gov.uk.young-londoners-fund](http://www.london.gov.uk.young-londoners-fund)) in autumn 2018:

- Round 1 small grant fund-holders will commence activity in October 2018 and deliver to September 2021; and

- Round 1 medium and large sized grant fund-holders will deliver from January 2019 to December 2021.

All Round 2 fund-holders will be expected to deliver from January 2020 to December 2022.

#### **4. Overview of Impact for Youth: the Young Londoners Fund Support Programme**

Many of the organisations in receipt of small and medium sized grants may need help to gear up to deliver new or additional activity, or to meet the GLA's requirements (for instance, on project monitoring and reporting). In recognition of this, the 'Impact for Youth' programme is being developed to support organisations delivering activity funded through the Young Londoners Fund.

This suite of wrap-around support to organisations and their staff who are planning to deliver, or delivering the YLF is joint funded by the GLA and the City Bridge Trust.

Central to the range of support for activities is the **Young Londoners Fund (YLF) Local Networks – see Sections 2 and 3 below for full details** – alongside other areas set out in the [YLF prospectus](#).

##### Impact for Youth: Evaluation

Successful YLF applicants will be provided with a range of support on how to evaluate the impact of their activities by developing theories of change, evaluation frameworks and baseline assessments.

##### Impact for Youth: Organisational Mentor

Organisations in receipt of small and medium sized grants may be able to access organisational mentoring from an experienced youth provider. This might cover, for instance, an identified need such as development of capability in leadership, project management or monitoring and reporting.

##### Impact for Youth: Staff training

A range of training courses (including on safeguarding) will be made available to projects and staff. We would like the YLF Local Networks to undertake training needs analysis with their members to shape the ongoing training programme.

##### Impact for Youth: London Youth Quality Mark

There is a requirement on organisations bidding for the YLF grants to “have or commit to working towards the London Youth Quality Mark” (see: <http://londonyouth.org/what-we-do/quality-assurance/>).

##### Impact for Youth: Mental Health support for front-line workers

There is growing recognition of the need for front-line youth (and other) workers to have access to mental health support as and when it might be needed. Support will be freely available for all staff throughout the lifetime of their projects.

##### Impact for Youth: Youth Engagement Toolkit

The GLA will make available on its website a 'Youth Engagement Toolkit' that will provide:

- the rationale for youth engagement and the benefits of engagement;
- practical suggestions and solutions on how organisations can identify and recruit ‘at risk’ young people in planned activities;
- a step-by-step guide on how organisations get children and young people involved in the design, development, delivery and evaluation of activities;
- case studies of youth engagement and good practice that improved youth participation/engagement; and
- signpost to legal and other guidance (e.g. duty of care, health and safety etc.).

#### Impact for Youth: GLA Peer Outreach Team and Lynk-Up Crew

The GLA’s Peer Outreach Team (young people aged 15 to 24 years) and the Lynk up Crew (Mayoral young advisors aged 7-14 years) deliver a range of youth engagement, participation and citizenship related projects and activities in partnership with GLA policy teams and functional bodies

See: <https://www.london.gov.uk/what-we-do/education-and-youth/young-londoners>.

## Section 2 – GLA Requirements

### 1. Aim

We want to build on existing local networks of voluntary and community sector or youth organisations to provide YLF fund-holders and organisations who are planning to apply to the YLF with access to a network that can provide advice, guidance and support on how to achieve their objectives and outcomes.

### 2. Objectives

#### YLF Local Networks are to:

- help YLF fund-holders to co-ordinate and promote YLF activities to young people in their locality, facilitate multi-agency working and to ensure they link with existing local activity;
- share good practice between YLF fund-holders;
- undertake training needs analysis with their members to shape the wider training programme to be provided by the GLA's 'Impact for Youth' support (see page 6);
- help generate local community proposals and support potential bidders for the GLA's request for Round 2 YLF applications;
- be youth-led - ensuring that young people are effectively and appropriately engaged in the development and delivery of the networks; and
- support YLF fund-holders efforts to develop sustainable business models, including encouraging YLF holders to achieve Project Oracle standard 1 validation<sup>1</sup> and achieve the London Youth Quality Mark<sup>2</sup>.

The Mayor's Peer Outreach Workers will help to improve ongoing youth engagement in YLF projects and there will be opportunities to discuss what they can do to help YLF Local Networks. YLF Local Networks are encouraged to consider how the Peer Outreach Team can help achieve networks' objectives.

This list is not exhaustive and we will consider other activities that will help fund-holders and YLF applicants achieve their objectives.

### 3. Summary of requirements

#### Grants

The YLF Local Networks are to be funded on the following basis:

- £28,000 per year, up to £84,000 in total, is available for each YLF Local Network covering two boroughs to provide support over three years from January 2019 to December 2021; and

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<sup>1</sup> <https://project-oracle.com/about-us/validation/>

<sup>2</sup> <http://londonyouth.org/what-we-do/quality-assurance/>

- £38,000 per year, up to £114,000 in total, is available for the YLF Local Network covering four boroughs to provide support over three years from January 2019 to December 2021.

In order to ensure YLF Local Networks are locally run we are not envisaging that any single organisation will run more than two networks.

#### **4. Eligibility**

The GLA invites proposals from existing organisations that have a network in place who will take end-to-end responsibility for the design, development and delivery of a 'YLF Local Network'.

Interested organisations should apply if they can demonstrate:

- a proven track record in supporting small and medium-sized voluntary and community sector or youth organisations;
- strong local community links in at least one of the boroughs in the lot you are applying for;
- evidence of an existing, working network in place, that may be in one of the boroughs, and that can be developed, scaled up or aligned with arrangements in the other borough(s);
- knowledge and application of how to support children and young people to make positive choices, be supported with a range of positive opportunities and be diverted from involvement in violence and criminal activity; and
- safeguarding policies in place and are committed to carrying out DBS checks for those who will be working directly with young people.

#### **5. Geographical Reach**

Each London borough will be supported by YLF Local Network provision.

We are looking for grant applications to run YLF Local Networks based on the following coverage across London:

- Lot 1 - Enfield and Haringey
- Lot 2 – Redbridge and Waltham Forest
- Lot 3 – Barking and Dagenham and Havering
- Lot 4 – Hackney and Islington
- Lot 5 – Newham, Tower Hamlets (and to link with City of London)
- Lot 6 – Bexley and Bromley
- Lot 7 – Croydon and Sutton
- Lot 8 – Greenwich and Lewisham
- Lot 9 – Lambeth and Southwark

- Lot 10 – Merton, Wandsworth, Kingston upon Thames and Richmond upon Thames
- Lot 11 – Hillingdon and Hounslow.

If the applications received do not meet our full requirements, we may seek to negotiate with applicants a suitable alternative geographic coverage.

Please note that the GLA is providing funding to the John Lyons Charity to support delivery of YLF Local Network activity through Young People’s Foundations in the following boroughs: Barnet, Brent, Camden, Ealing, Hammersmith & Fulham, Harrow, Kensington and Chelsea, and Westminster.

## 6. Target audience and projection of numbers

All lead YLF fund-holders need to be members of the YLF Local Network in their area, and their sub-delivery partners should be able to benefit from network activity.

The main target audience are organisations in receipt of a YLF small or medium sized grant. Details of the YLF round 1 small grant fund-holders were published in September 2018, see [www.london.gov.uk/young-londoners-fund](http://www.london.gov.uk/young-londoners-fund)

Round 1 YLF medium and large grant holders will be announced in November 2018. It is envisaged that small and medium sized grant holders will receive the most intensive support from the network. Large YLF grant fund-holders (and their delivery partners) should also be members of the Network.

*Table 1: Forecast number of YLF/Sport Unites grant holders*

	Round 1: Oct 2018 – Sep 2021	Round 1: Jan 2019 – Dec 2021	Round 2: Jan 2020 – Dec 2022	Total
Small fund-holders <sup>3</sup>	33	0	35	68
Medium fund-holders	0	70	70	140
Large grant fund-holders	0	4	5	9
Total	33	74	110	217

In addition, YLF Local Networks should be accessible to local organisations leading on the delivery of scaled up City Hall projects as part of the overall YLF. These include:

- 6 Young London Inspired projects that are working across 11 boroughs<sup>4</sup>

<sup>3</sup> The small grant fund-holders include Sport Unites Small Grant fund-holders, the Mayor’s community sports programme (see: <https://www.london.gov.uk/what-we-do/sports/sport-unites>). These projects will also benefit from other support networks such as London Sport.

<sup>4</sup> <https://www.london.gov.uk/what-we-do/volunteering/reducing-barriers-social-mobility/young-london-inspired-multi-year-grants>.

- 5 HeadStart Action projects<sup>5</sup>
- 43 projects that are delivering Knife Crime Community Seed projects until March 2019<sup>6</sup>.

More information on City Hall scale up projects can be found at [www.london.gov.uk/young-londoners-fund](http://www.london.gov.uk/young-londoners-fund).

The YLF Local Networks should also be accessible to organisations that were not successful in Round 1 of the Young Londoners Fund, including those awarded development grants (see next paragraph) and planning to apply for funding in Round 2 of the Young Londoners Fund and to other sources of funding.

The GLA has allocated budget for a small number of development grants of up to £5,000 for organisations which are not successful in Round 1 and need further help to develop their project proposal and get their application ready to re-apply to the fund in 2019. These organisations will be encouraged to join their local YLF networks.

## 7. Timing and Duration

Grants for the YLF Local Networks will align with the commencement of work by the first round of successful medium and large sized fund-holders in January 2019, and will continue until the end of December 2021.

There is the possibility of an extension of the YLF Local Networks to December 2022, subject to available funding.

## 8. Approach

In their approach to delivering this work, we are looking to YLF Local Networks to:

- supply the time and expertise of dedicated leadership and experienced practitioners;
- work collaboratively with YLF fund-holders and develop strong relationships of trust;
- form new relationships among education, youth and community sectors, and between statutory and non-statutory services;
- learn from and share good practice with other YLF and wider networks – such as the Young Londoners Participation Network (see section 3) and London Organisations in Uniform (YOU London<sup>7</sup>); and
- secure good value for money.

## 9. Outputs

We want to understand the impact of your YLF Local Network on the fund-holders and applicants aims, outputs and outcomes. You must show how your activities will have a positive impact on the fund-holders and YLF applicants we aim to support. Applicants will be asked to identify in the grant form:

- what are the needs or issues of the organisations you are aiming to support?

<sup>5</sup> HeadStart Action local projects will be based in around 11 boroughs supporting young people aged 14 to 16 who are at risk of becoming NEET. Delivery will be through employability workshops, social action and work experience. <https://www.london.gov.uk/what-we-do/volunteering/reducing-barriers-social-mobility/headstart-action>.

<sup>66</sup> <https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/my-area-0/community-seed-funding>.

<sup>7</sup> <http://www.youlondon.org.uk/>.

- what activities you will deliver to meet those needs?
- how you will measure the success of your delivery (what are your outputs)?

Applications should show the differing levels of support with which you propose to provide support to your Network members, ranging from lighter touch communications to more in-depth support.

Outputs must be recorded to prove delivery success, quality, value for money and the overall reach of the grant. Successful applicants will be required to detail outputs specific to their networks, these should include:

- the number of fund-holders being supported and for what period of time;
- approaches for the different types of organisations to be supported by the project (as per section 6); and
- indicative details of activity offered and completed (number, type and duration).

## **10. Outcomes**

By project outcomes, we mean the result, or to what extent the YLF Local Network has led to the desired change. You will be asked to identify how well you have met the objectives for the YLF Local Network:

- what will change for the organisations you are supporting?
- how will you measure that change?

Applicants should give as much information as possible in the grant form on their YLF Local Network's projected outputs and outcomes.

You should indicate how your YLF Local Network would look to align your support and programme level evaluation with the GLA's appointed contractor to support YLF fund-holders on evaluation.

## **11. Reporting and Management**

The grantee will appoint a named lead officer/manager who will be responsible for dealing with enquiries, reporting on progress against the objectives, outputs and outcomes to the GLA on a quarterly basis and who will manage risks and issues.

## **12. Due Diligence**

The GLA will carry out financial due diligence checks prior to the offer of funding – please see Appendix A for full details.

To facilitate the due diligence process, applicants should provide the required documentation at the point of application. Further information may be required at a later stage.

## **13. Payments**

Payments will be made by the GLA to the grantee in equal annual instalments for the duration of the grant.

An initial payment will be made on signing of the grant agreement and milestones agreed at the inception meeting and subsequent payments will be based on achievement of key milestones and outputs, as set out in the applicant's delivery plan and agreed by the GLA.

Final payment cannot exceed the expenditure incurred.

#### 14. Grant application criteria

All applications received will be assessed using the scoring mechanism below.

The GLA is not bound to accept any proposal and may request presentations or further information from bidders.

The GLA reserves the right to ask for clarification on applications through an interview process. Qualifying applications will then progress to the next stage of the process and be assessed using the scoring mechanism below.

<p>Strength of rationale and evidence for proposal</p> <p>35%</p>	<ul style="list-style-type: none"> <li>• A proposal for taking end-to-end responsibility for the design, development and delivery of YLF Local Networks to support the organisations planning to deliver and delivering the YLF projects</li> <li>• A clear outline of how the programme of activity through this grant is additional to / will complement your existing local network activity</li> <li>• Your approach to aligning your network support activities with the GLA's appointed contractor to support YLF fund-holders on evaluation</li> <li>• How young people will be involved in of the development and delivery of your network design and delivery.</li> </ul>
<p>Ability to deliver products and services required</p> <p>30%</p>	<ul style="list-style-type: none"> <li>• Commitment to meet the project aim of providing YLF fund-holders and applicants with access to a network that can provide advice, guidance and support on how to achieve their objectives and outcomes</li> <li>• A clear and logical delivery plan outlining how you would meet the objectives, approach, outputs and outcomes in the requirements</li> <li>• Demonstrable ability to begin delivery by January 2019 based on you having a network in place</li> <li>• Evidence of effective reporting and monitoring systems in place</li> <li>• Awareness of risks and issues associated with your proposed programme of support, and how to mitigate these.</li> </ul>
<p>Previous experience and expertise</p> <p>25%</p>	<ul style="list-style-type: none"> <li>• Have a proven track record in the work your organisation does, particularly covering local network support in education, youth and community sectors</li> <li>• Knowledge and application of how to support children and young people to make positive choices, be supported with a range of positive opportunities and be diverted from involvement in violence and criminal activity</li> <li>• Good project management skills</li> <li>• Have all necessary insurances and safeguarding policies in place, and be committed to carrying out DBS checks for those who may work directly with young people</li> </ul>

Value for money 10%	<ul style="list-style-type: none"> <li>• Ambitious scope and scale of plans</li> <li>• Reasonable and rational allocating of funding across different programme elements</li> <li>• Evidence of match funding</li> <li>• Evidence of sustainability plans and consideration of how the programme might be embedded beyond the funding period.</li> </ul>
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Each of the above areas will be assessed in accordance with the following criteria:

0: No response	No response
1: Unsatisfactory	No real evidence
2: Poor	Criteria not met and unacceptable
3: Satisfactory	Not met exactly but acceptably
4: Good	Most aspects of criteria are met
5: Excellent	Meets criteria exactly

Documentary evidence will be required before grant notification that you:

- are legally constituted; if not, you must be part of a Consortium which is a legally constituted organisation or be in a partnership with a Sole Lead Applicant;
- have appropriate governance arrangements (including consortia agreements/sub-contracts where applicable);
- have a bank account, with two separate signatories, (registered in the name of the applicant organisation) into which the grant can be paid; and
- can provide audited/examined accounts for at least one year which comply with the relevant regulatory body.

## Section 3 - GLA Support for YLF Local Networks

### Website/Communications

We will be further developing our interactive map of youth activities<sup>8</sup>. Young Londoners Fund-holders will add details of their events and activities on the map so that young people can see what's happening in their area and how to get involved.

[www.london.gov.uk](http://www.london.gov.uk) will provide a map of YLF Local networks, links and contact details.

YLF Local Network leads and members are invited to join the Mayor's Peer Outreach Team-led Young Londoner's Participation Network<sup>9</sup>. This has a very diverse membership of several hundred providers from the voluntary, statutory and business sector who work with children and young people in any capacity. Meetings are held quarterly at City Hall where people share experiences, provide information and problem solve.

<sup>8</sup> [www.london.gov.uk/our-london](http://www.london.gov.uk/our-london).

<sup>9</sup> <https://www.london.gov.uk/what-we-do/education-and-youth/young-londoners/young-londoners-participation-network>.

The GLA also anticipates supporting the YLF Local Networks to come together, either through existing networks and meetings or a new forum.

A regular Young Londoners Fund newsletter coordinated at City Hall will provide stakeholders with coverage of activities, news, events and so on, and can promote the role and support offers of YLF Local Networks.

### **City Hall**

The GLA is willing to host some YLF Local Network events at City Hall, subject to availability of appropriate meeting rooms that generally requires good notice. Details will be made available to successful applicants.

The GLA will also hold themed networking events (e.g. for all culture-based activities, or those aimed at young people involved in criminal activity) for Young Londoners Fund grant holders which the YLF network leads will be able to attend.

## Section 4 - Applications

### Contact & Questions

If you have any questions, these should be emailed to [Educationprogramme@london.gov.uk](mailto:Educationprogramme@london.gov.uk) responses to these questions will be published weekly on the [Young Londoners Fund website](#).

### Timelines

The anticipated timetable for the grant application and decision process, and initial delivery milestones required, are outlined in the table below:

Date	Milestone
25/09/2018	Request for Applications published
05/11/2018	12-noon deadline for Application responses
Week commencing 12/11/2018	Potential clarification meetings – Please ensure lead project staff will be able to attend City Hall on these days
Week commencing 19/11/2018	Notification of awarded grants
By 10 December 2018	Provide an outline project plan to the GLA for your YLF Local Network
January 2019 (tbc)	Launch of YLF Local Networks – work to commence in scaling up activity to support YLF fund-holders
On-going	Regular updates to GLA: schedule to be agreed based on key milestones.

## **Appendix A:**

### **Financial due diligence of applicant organisations**

#### **Context**

- The GLA will carry out financial due diligence checks prior to the offer of funding to ensure that any risk to either the success of the programme and project objectives, or to the funding itself, has been considered and any risk is deemed acceptable. The outcome of the due diligence checks will be provided to the project board to take into consideration alongside the technical aspects of the funding application, when determining the award of funding.
- The due diligence will comprise of the following checks: liquidity, profitability, return on capital employed, debtors & creditors cycle, the review of Credit Safe reports, Charity Commission checks (where applicable), and the review of insurance documents, finance & procurement regulations to ensure that robust governance arrangements are in place to account for and manage the GLA funding.
- Due diligence checks will only be carried out on those organisations who are shortlisted and their project proposal deemed to meet the GLA's criteria for funding.

#### **Financial Due Diligence Documentation**

- To facilitate the due diligence process, applicants must provide as much of the following documentation with their application as possible:
  - Copy of the most recent audited accounts or copy of the most recent accounts signed by an independent and qualified accountant
  - Copy of the organisation's Financial Regulations
  - Statement of the organisation's cash flow forecast for the current year
  - The organisation's budget for the current year
  - Evidence of Public and Employer's Liability Insurance
  - Name and contact details of bank

#### **And if relevant:**

- Written Parent Company Guarantee (to be submitted by Parent Companies only)
- Consolidated Financial Accounts for the consortium (to be submitted by the Lead Partner from Consortiums only)
- Details of previous GLA contracts/grants and values over the last 12 months
- Where applicable, details of your organisation and / or any of your directors / partners / proprietors' bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings
- Where applicable, details of any pending or actual investigation by a consultative committee of accounting bodies in relation to accountancy standards or professional conduct for which your organisation and / or any of its director(s) / partners/proprietor(s) is/has been subject to, including actions taken to put things right.

**The GLA also reserves the right to require further information upon request.**

### **Other Key Information**

- For applicants with a charitable status, the applicant's details will be checked against those held on the Charity Commission's website. Checks are undertaken to ensure that the applicant does hold charity status, that all documents requested by the Charity Commission have been submitted on time and that the Charity Commission has not raised any concerns about their status.

### **Exemptions**

- Local Authorities, Local Authority controlled schools, Government bodies and departments are exempt from the financial due diligence process and therefore their status must be clearly highlighted within the application form.

## **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**

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London SE1 2AA

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**[www.london.gov.uk](http://www.london.gov.uk)**

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