

MAYOR OF LONDON

Young Londoners Fund Round 2: Frequently Asked Questions

1 July 2019

Partnerships

1. Is there a minimum number of partners required for a Lead Applicant proposal?

If you are applying for a large grant, there must be at least four paid partners (including the organisation that is applying as the lead applicant). For the small and medium grants, there is not a minimum number of partners.

2. Is there a minimum amount of the budget that needs to be allocated for each partner in a small or medium grant?

There is no minimum amount that must go to each partner for small and medium grants. Whilst we encourage partnership bids, we want these to be meaningful partnerships that are appropriate to the proposed project and will consider the amounts allocated to partners within this context.

3. If one partner is undertaking most of the delivery with young people, should we upload their liability, safeguarding and data protection policy instead of ours as the lead applicant?

As a lead applicant, you are the organisation solely responsible for the management and achievement of the project and therefore you must upload your policies. This management includes ensuring that all your partners have the required policies and processes in place and that these are addressed in any sub-contracting or sub-granting arrangements you create.

4. Will you pay partners in a joint proposal directly?

Grant payments will only be made to one organisation; either the sole deliverer, the lead applicant or the legally constituted consortium (which is its own legal entity and will have a separate bank account). Once a grant is awarded, these organisations must ensure they have sufficient arrangements in place to manage these payments to partners.

Round 2

5. How have you responded to feedback from applicants for round 1 of the Young Londoners Fund?

You can read about the changes that we have made to the application process [here](#)

6. What support is available to applicants for round 2 of the Young Londoners Fund?

We have funded Young Londoners Fund (YLF) Local Networks to support and provide local information to organisations that are applying for round 2 of the YLF. You can find out details of your local YLF network on our website www.london.gov.uk/yjf-networks. Please also look at our website for dates of Information Sessions delivered by the YLF local networks. We will also be running an information session at City Hall.

Resources, including exemplar answers from funded projects and worksheets to support planning your project are available online at www.london.gov.uk/yjf-resources

The Young Londoners Fund Round 2 Data Resource Pack supports you to evidence need for your project. The pack can be found [here](#). Please note that the 'Serious youth violence - location of offence' map in the Data Resource Pack was amended on 31 May 2019.

7. Which application form should I use?

If you are applying for a grant of £150,000 or less use the Small or Medium Grant Application Form. If you are applying for more than £150,000 and up to £1.5m use the Large Grant Application Form. We have made this change in response to feedback from round 1 applicants. The Small and Medium Grant Application Form has less questions and a lower word count than the Large Grant Application.

Finance

8. I am applying as a Lead Applicant. Do my partners need to have an annual turnover of more than 50% of the annual grant that I will be providing them?

No, as the Lead Applicant you can decide what annual turnover you require your partners to have. You will need to show how you have mitigated associated risks. Unless there are exceptional circumstances, the annual Young Londoners Fund grant you are requesting should not be more than 50% of your annual (lead applicant organisation) turnover.

9. What if our turnover dipped significantly last year on previous years – would it be that that is counted for the 50% annual turnover calculation?

Following feedback from round 1 of the Young Londoners Fund, there is now an additional text box that allows applicants to explain if your turnover in your latest published accounts is significantly lower than normal due to exceptional circumstances

and what those exceptional circumstances were. Please include previous years published turnover amounts in this explanation.

10. Are Young Londoners Fund grants subject to VAT?

No, Young Londoners Fund grants are not subject to VAT. The GLA will not add VAT to any grant payments that we make. Organisations cannot claim expenditure or use the GLA funding for recoverable VAT as the grant recipient would be able to reclaim these funds back from HMRC. In terms of irrecoverable VAT, organisations as part of their bid for funding can include such costs in their grant bid (as they wouldn't be able to claim the VAT back). However, this will have to be evidenced and included in the overall grant amount being requested.

11. Is 10% of budget for evaluation reasonable?

The Young Londoners Fund does not impose a minimum or maximum percentage to be spent on evaluation as part of the overall budget. This is because we expect to receive a wide range of different types of projects from an assortment of types and sizes of organisations. We recommend that you review the monitoring and evaluation requirements of your project, including those related to Project Oracle validation, and calculate your likely costs rather than a percentage amount.

12. Can YLF be used for capital costs?

Funding from the Young Londoners Fund cannot be used for capital costs although low value equipment costs (up to £1,000) for audio-visual, sports etc are eligible. A full list of eligible costs is included on page 6 of the Round 2 Young Londoners Fund Prospectus.

Organisations' Eligibility

13. What type of organisation is eligible to apply for the Young Londoners Fund?

All organisations are eligible to apply (including Local Authorities, other statutory organisations and for-profit companies) as long as they meet the aims of the Young Londoners Fund and are not excluded on the basis of the other criteria listed in the Round 2 Young Londoners Fund Prospectus. For example, organisations must be able to provide financial records for at least a year.

14. Can families apply to the fund?

Applicants to the fund must meet the requirements set out in section 1.2 of the Young Londoners Fund Round 2 prospectus, this includes that the organisation applying for funding must be legally constituted.

15. Can local authorities be part of joint bids with community groups?

Yes. Local Authorities can apply as partners with other organisations. If Local Authorities are applying as a Lead Applicant or Consortium, they must provide support to their partners or Consortium members – for example helping them with monitoring, assessing their impact, approaching multi-agencies and staff training.

16. Do I need to be a local resident to apply?

You do not need to be a local resident based within the 32 London Boroughs or the City of London to apply on behalf of an organisation. Your proposal must be informed by local knowledge, need and demand and shaped by those closest to your communities who have experience of previous delivery in your proposed area.

17. Can someone apply who is affiliated to the Football Association (FA) running a local football team?

Individuals are not able to apply for funding but registered organisations such as a football club may be able to as long as they meet the aims of the Young Londoners Fund and are not excluded on the basis of the other criteria listed in the Round 2 Young Londoners Fund Prospectus. For example, organisations must be legally constituted and able to provide financial records for at least a year (see prospectus section 1.2)

18. I'm in the process of setting up a new community group, can I apply to the Young Londoners Fund?

We require organisations who apply for the Young Londoners Fund to have a proven track record and audited /examined accounts for at least one year. There are alternative small grants from the Greater London Authority and other funders available for small organisations or start-up organisations to apply to. You can also consider partnering with another organisation who can be the lead delivery organisation. Please contact your YLF Local Network for more information www.london.gov.uk/ylf-networks

19. Can we apply if we have had previous GLA funding?

You can apply for a Young Londoners Fund grant if you have previously received funding from the Greater London Authority. You can also apply for a grant if you currently hold other GLA funding as long as the intended beneficiaries are distinct from those currently being funded.

20. Can we apply if we have an existing YLF grant?

See section 1.2 of the Round 2 Young Londoners Fund prospectus. If your organisation has already received a Young Londoners Fund grant any proposal you make under round 2 must add value to your current funded project. You must make

clear in your application the difference from any other project that you deliver which is funded through the Young Londoners Fund. For example, your proposal could:

- Build on your current project to meet demand to support more children, young people or parents/carers
- Deliver in a different geographic area
- Support children and young people with different characteristics
- Deliver a different activity.

21. Can an organisation apply for a small grant and be a partner in a consortium or partnership bid?

Yes. Organisations can submit multiple applications or be named as partners in consortium or partnership bids as long as the beneficiaries for each application are distinct.

22. If we're delivering in multiple boroughs, can we submit an application for each borough?

It is not necessary to submit multiple applications if your project is working across a number of boroughs as one application can include multi-borough delivery sites. You will be asked in your application to provide the percentage of young people that will be accessing your project from each of the 32 boroughs and the City of London and which area(s) your project will be delivering from.

23. Does the consortium have to be formally constituted as opposed to partnership with a partnership agreement?

If you apply as a consortium, the consortium is the named applicant for the bid and does need to be formally constituted with its own bank account and set of accounts. Organisations can apply as a 'lead applicant' where they have formal or informal partnerships in place.

24. Are the Metropolitan Police Services eligible to apply for the Young Londoners Fund?

Yes, providing they are partnered with a community group. Applicants are also required to contact MOPAC, prior to applying, to identify their proposal. As formal approval will be required to accept any funding offered.

Participant Eligibility

25. Will young people with special educational needs and/or disabilities (SEND) aged 21 to 25 be supported by the Young Londoners Fund?

The Young Londoners Fund supports young people aged 10 to 21. Therefore, Young Londoners Funding cannot be used to support young people aged 22-25 on starting YLF activity. However, match funding can be used to support young people aged 22-25 whilst YLF funding supports 10 to 21-year olds.

26. Do participants have to be young people or can we focus on parents and families?

In round 2, we are particularly interested in projects that support families whose children are eligible for the fund. Parents and families must have children aged 10 to 21 years old that are at risk of exclusion or involvement in criminal activity or who are involved in criminal activity. You should make clear in your proposal what support you will be providing for parents and what support you will be providing for the young people. Please also make this clear in your project specific outputs and outcomes. Your project must support young people as well as their parents.

27. Can we propose an activity that supports children whose parents have poor mental health or are substance misusers?

Yes. We expect to receive a wide range of applications that are working across a number of issues that lead to children becoming at risk of exclusion or involvement in criminal activity. We would like to see more projects that support children and young people who have experienced trauma or adverse childhood experiences.

28. Can we apply for the fund if we work with children with Learning Disabilities who are at risk of being socially excluded but not likely to be involved in criminal activity?

Yes. The definition in section 2.2 of the prospectus includes young people who are at risk of social exclusion or isolation due to mental ill health, learning difficulties, bullying, harassment, etc., or living in a disadvantaged neighbourhood, having a low socioeconomic status, having a disrupted family, having a convicted parent or sibling, having low educational attainment etc. Whatever cohort of young people you decide to work with, you must provide evidence of why they are at risk of exclusion, which needs to be informed by local and national knowledge, need and demand.

29. Can we use the Young Londoners Fund to work with young victims of crime?

Yes. Victims of crime are likely to be socially excluded and there is evidence to show that victims may also be involved in criminal activities themselves. Whatever cohort of young people you decide to work with, you must provide evidence of why they are at risk of exclusion, which needs to be informed by local and national knowledge, need and demand.

Project Eligibility

30. Will applications for local projects at ward and estate level be considered?

Yes. We expect to receive a wide range of applications from projects that may have a geographic focus on a single estate or number of streets to those that will work pan-London. The Young Londoners Fund is looking to fund projects embedded within their local communities. If your project has a small geographic spread, it is important to show how embedded in the community the project will be and why this area has been specifically chosen.

Application Process

31. Can you upload attachments to answers?

There are several questions in the application form that require you to upload a specific document such as your annual accounts or your child protection policy. Outside of these clearly identifiable questions, you are unable to upload additional supplementary documents to your answers.

32. The application form word count is longer than I need, will I be penalised for not reaching it?

No. The word count may be longer than you need for some questions, particularly if you don't have partners. You will not be penalised for shorter answers as long as you have provided all the information required.

33. How are you expecting evidence to be referenced in proposals?

We expect that any evidence noted in your application, whether it is a report, quotes or statistics, are referenced but full citations are not required due to word counts.

Project Oracle and the London Youth Quality Mark

34. Can all organisations achieve the London Youth Quality Mark?

No, the London Youth Quality Mark is not suitable for schools, libraries or Local Authorities. If you are a school, library or Local Authority applying for the Young Londoners Fund, please say 'yes' to gateway question 17 in the Small and Medium Grant Application Form or gateway question 20 in the Large Grant Application Form so that you 'pass' this section. The grant administrator will manually update your application to reflect that you can't obtain the London Youth Quality Mark.

35. How does the London Youth Quality Mark work – will someone contact us and help us through it?

You will be required to complete the Bronze London Youth Quality Mark within 18 months of the start of delivery of your project. London Youth will provide support during this process and more information on this process will be provided should you receive funding. More information on the London Youth Quality Mark can be found at <https://londonyouth.org/whatwe-do/quality-assurance/>

36. Do all organisations in a partnership need to achieve the London Youth Quality Mark and Project Oracle Standard, or just the lead organisation?

Only organisations in a partnership that are applying as the Lead Applicant are required to achieve the London Youth Quality Mark and Project Oracle Standard. However, we would encourage, where possible, all partner organisations directly delivering activity to hold or be working towards the London Youth Quality Mark as a means of quality assurance

37. What are the requirements for Project Oracle Standard 1 validation?

All applicants must confirm that they are committed to working towards having their Theory of Change and Project Evaluation Plan validated as Project Oracle Standard 1 by the end of your second delivery quarter, should you receive funding from the Young Londoners Fund. The amount of time and associated costs with achieving this will vary depending on the type of organisation and your work and if you already have some or all of these elements in place. You are able to include reasonable staff costs towards achieving this validation into your budget. We have commissioned the Centre for Youth Impact to support successful applicants to develop their theory of change and evaluation plan to meet the standard. You can find out more at <https://project-oracle.com/about-us/validation/standard-1/>

38. How long do we have to achieve the Bronze level London Youth Quality mark and what happens if we don't achieve it in this timeframe?

Organisations granted round 2 Young Londoners Funding have up to 18 months from the start of their grant-funded project to achieve the Bronze level London Youth Quality Mark. By accepting a Young Londoners Fund grant you are accepting that you are willing and able to work towards the Quality Mark and will devote sufficient time and resources to achieve it within this timeframe. We will take into consideration exceptional circumstances if organisations do not fully meet the requirement by the required date. Organisations will be required to show progression and work undertaken in their monitoring reports.

Young Londoners Fund Project Management

39. What are the Young Londoners Fund grant monitoring requirements?

Grantees are required to submit quarterly monitoring reports and an annual monitoring form. The first section of the quarterly report focuses on the project activities; providing an update of how the project is proceeding, information on who you are supporting, and how you are progressing with attainment of your Project Oracle validation standard and London Youth Bronze Quality Mark. The second section of the quarterly report focuses on the financial element of your grant and your spend against your budget. The annual monitoring form asks for a wider range of information on your project progress, such as advancement towards your stated outcomes and any changes to your Project Delivery Plan.