

# **Young Londoners Fund:**

Helping children and young people make  
positive choices

**Round 2 Prospectus  
May 2019**

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## Mayor's foreword

Communities across our city are working hard to support young people in London, often in tough circumstances. Over the last year, I've seen first-hand the lasting difference so many organisations are making to the lives of so many young Londoners.

I launched the Young Londoners Fund to help young people in our city take part in meaningful activities and to make positive life choices. Diversion and prevention must go hand-in-hand with enforcement in our fight against violent crime in London. The Young Londoners Fund is part of my public health approach to reducing violence and works alongside our new Violence Reduction Unit.

Youth centres, after school groups, mentoring programmes, creative projects, sport clubs and mental health services are all vital for our young people. The programmes we fund give young people access to safe spaces, where they can share their experiences and realise their potential.

Our funded programmes have already helped thousands of young people across London enjoy positive activities and gain skills for the future. We're now providing record amounts of funding, which is much needed following years of government cuts to key local services. This year, we want to fund even more activities for young people all across our city and we're also keen to support projects that help the parents and carers of vulnerable young people.

Through these engaging programmes - with help from great organisations across London - I'm optimistic that we can divert more young people away from crime and towards positive activities.

Working together, I know we can continue to make a real difference.

A handwritten signature in blue ink, appearing to read 'Sadiq Khan', with a small '2' written below the name.

**Sadiq Khan**  
Mayor of London

## Summary

The Young Londoners Fund helps children and young people to make positive choices and fulfil their potential. We particularly want to help those at risk of getting caught up in crime. The fund supports a range of activities for young people aged 10 to 21, including education, sport and culture<sup>1</sup>.

We are investing £45m with:

- £30m for projects in local communities
- £15m to scale-up existing City Hall funded projects to support young Londoners

We awarded £15m for projects in local communities in round 1 of the Young Londoners Fund. These projects will support over 45,000 young people. We plan to award a further £15m of grants for projects in local communities in round 2 of the Young Londoners Fund.

We want to fund a broad and balanced programme that supports young Londoners who are most at risk of exclusion or involvement in criminal activity or are already involved in criminal activity. When planning your project please make sure you've reviewed the activity that the Young Londoners Fund is already supporting (see Appendix 1) and ensure that your proposal complements this. Applicants should also demonstrate that their proposal is:

- Informed by local knowledge, need and demand
- Based on evidence of what works, this evidence may have come from previous projects that you have run, or from elsewhere
- Informed by those closest to their communities. That is why applicants must prove how they will involve young people in their project's design and delivery
- Integrated with other services and community groups that support young people in their local area.

This prospectus has information for all applicants on how to apply for round 2 of the Young Londoners Fund. Please note that there are two different application forms depending on the size of grant you are applying for.

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](http://www.london.gov.uk/young-londoners-fund)

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

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<sup>1</sup> Children under 10 in year 5 will be eligible for Young Londoners Fund activity

## 1. Funding and who can apply

### 1.1. Funding available

£30m from the Young Londoners Fund is designated for projects in local communities, split into two funding rounds. Through round 1 we have allocated £15m. We expect to commit a further £15m in round 2:

- Round 1: Applications opened in May 2018 and closed in July 2018.
- **Round 2: Applications opened on 15 May 2019 and will close at 12-noon on 12 July 2019.**

There are three grant sizes you can apply for; small, medium or large. There is one application form for small and medium grants and one for large grants. Indicative round 2 allocations for each size of grant and target group are shown in the table below.

Type of organisation	Size of Grant	Funding per year	Max grant over 3 years	Round 2 fund allocation (2019)		At risk of exclusion or involvement in criminal activity	Have been involved in criminal activity
Sole Deliverers, Lead Applicants and Consortiums	Small	£10,000 - £30,000	£90,000	10%	£1,500,000	£1,000,000	£500,000
	Medium	£30,000 - £50,000	£150,000	60%	9,000,000	£6,000,000	£3,000,000
Lead Applicant or Consortium only	Large	£50,000 - £500,000	£1,500,000	30%	4,500,000	£3,000,000	£1,500,000
<b>Total Young Londoners Fund round 2</b>					<b>£15,000,000</b>	<b>£10,000,000</b>	<b>£5,000,000</b>

Sole Deliverers, Lead Applicants and Consortiums can apply for a small or medium grant. Please see section 1.2 for definitions of a Sole Deliverer, Lead Applicant and Consortium.

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 the [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 for a discretionary purpose)

- 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 appendix 1)

### **Project length**

Funding is available for up to three years. Small grant funded projects will start in October 2019. Other projects will be expected to begin working with young people by January 2020. All projects must be completed within three years of starting delivery and no later than December 2022.

### **Large grants**

Large grant funded projects must:

- Be delivered by a Lead Applicant or a Consortium
- Incorporate a multi-agency approach into their delivery
- Include at least four paid partners in their partnership or consortium (including themselves if they are a Lead Applicant)
- Not expect to allocate more than 60% of the total grant to any one partner or Consortium member
- Show evidence of added-value through other income sources or in-kind support (match funding).

### **Other Young Londoners Fund opportunities:**

#### **Supporting Young Victims of Violence in A&E, Sport Unites, Headstart Action**

When planning your project, please consider whether you should apply to deliver these grants or services, rather than round 2 of the Young Londoners Fund.

The Invitation to Tender to deliver services to support young victims of Violence in A&E is due to open in mid-June 2019. The Mayor's Office for Policing And Crime (MOPAC) is commissioning an A&E based service, to work alongside Emergency department teams, to identify vulnerable young people (aged 12 to 25 years) and help them to access and engage the support they need. Find out more and read the Prior Information Notice here: [www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/about-mayors-office-policing-and-crime-mopac/current-mopac-bidding-opportunities](http://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/about-mayors-office-policing-and-crime-mopac/current-mopac-bidding-opportunities)

Applications for Sport Unites Impact Partnership grants of between £100k and £200k will be open from May to July 2019. Sport Unites Impact Partnerships use sport to inspire young Londoners. These two-year projects will focus on increasing social integration and community cohesion. They will also provide pathways to employment for the young people they are supporting. There is a requirement of 20% match funding. You can find out more at [www.london.gov.uk/what-we-do/sports/sport-unites](http://www.london.gov.uk/what-we-do/sports/sport-unites)

Applications for HeadStart Action grants of circa £25k will open in summer 2019. HeadStart Action provides bespoke support to young people aged 14 to 18 living in disadvantaged areas, helping them to gain employability skills, aid their personal development, and introduce them to social action. These 17-month development grants

will support organisations to build capacity and deliver HeadStart Action to young people aged between 14 and 18. You can find out more at [www.london.gov.uk/what-we-do/volunteering/team-london-projects/headstart-action](http://www.london.gov.uk/what-we-do/volunteering/team-london-projects/headstart-action)

## 1.2. Who can apply for the Young Londoners Fund

We are looking for organisations to run projects that support children and young people in London to make positive choices and who work with other services and community groups that support young people. Organisations can apply providing they meet the following criteria:

- **Your organisation must be legally constituted.** If not, you must be part of a Consortium who is a legally constituted organisation or be in a partnership with a Lead Applicant.
- Your organisation must have a bank account, with two separate signatories, (registered in the name of the applicant organisation) into which the grant can be paid.
- The annual grant proposed should not constitute more than 50 per cent of the annual turnover of a Sole Deliverer, Lead Applicant, or Consortium. In exceptional circumstances we will consider applications where this does not apply; you must provide details in your application form.
- Your lead applicant must be able to provide audited/examined accounts for at least one year which comply with the relevant regulatory body.
- You must have a proven track record in the work your organisation does.
- You must have expertise and / or experience in delivering the kind of work set out in your proposal.
- You must have all necessary insurances and safeguarding policies in place and be committed to carrying out DBS checks where required.
- You should have or commit to working towards the [London Youth Quality Mark](#), and your Theory of Change and project evaluation plan must be validated as [Project Oracle Standard 1](#) by the end of your second delivery quarter.

Applicants must apply as either a Sole Deliverer, a Lead Applicant, or a Consortium. Please note that you can apply as both a partner in a Lead applicant or Consortium as well as submitting a separate application as a Sole Deliverer.

Type	Definition
Sole Deliverers	Sole Deliverers are an individual organisation without sub-granting or sub-contracting arrangements. The GLA will issue a grant to the Sole Deliverer.
Lead Applicants	Lead Applicants are an individual organisation who is solely responsible for the achievement of the project which is delivered through a partnership which is legally bound by sub-granting or sub-contracting arrangements. The GLA will issue a grant to the Lead Applicant.
Consortiums	Consortiums are formed of a partnership of organisations who come together to deliver a common objective (the project) and are held

Type	Definition
	jointly accountable for the delivery of the project. Consortiums are a legally constituted organisation (in which case all members must participate in the project). The GLA will issue a grant to the Consortium, and all members must sign the agreement.

If you are applying as Lead Applicant or a Consortium for a large grant your partnership should include at least four paid partners (including yourself if you are a lead partner). No one partner is expected to receive more than 60% of the total grant.

Lead Applicants and Consortiums must provide support to their partners or members. This could, for example mean helping them with monitoring, assessing their impact, developing multi-agency relationships, and staff training.

We encourage small organisations who do not meet the criteria above to find out if there are opportunities to join a local partnership or Consortium who is making an application for the Young Londoners Fund. Please see section 5.7 for information on support for applicants.

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.

## 2. Aims and objectives

### 2.1. Programme aims and objectives

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
- 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.

## 2.2. Who the funding aims to support

Projects should support young people living in any London borough or the City of London who are either at risk of exclusion or involvement in criminal activity or have been involved in criminal activity.

	Definition:
Young people at risk of exclusion or involvement in criminal activity	This can mean, for example, potentially being excluded from school, dropping out of college or not in employment. It also includes being 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.
Young people who've been involved in criminal activity	This can mean, for example, having a criminal conviction (i.e. custodial, community sentence or fine); or any other sanction (i.e. Fixed Penalty Notice or Cannabis/Khat Warning) where there is credible information held by police to suggest they are actively engaged in or at risk of unlawful activity; in contact with a Youth Offending Team/service, in prison or recently released from prison.

Applicants may identify a specific sub-group of young people who meet the definitions above, depending on the focus of your project. For example, a project may focus on young people who are at risk of experiencing mental ill health or have had adverse childhood experiences, or on young victims of criminality.

Projects which support a universal, mixed, group of young people would still be eligible for funding. However, applicants must clearly show the anticipated impact of project activities on young people who are either at risk of exclusion or involvement in criminal activity or have been involved in criminal activity.

### Where is the need?

We want to fund a broad and balanced programme that supports young Londoners who are most at risk of exclusion or involvement in criminal activity or are already involved in criminal activity. When planning your project please make sure you've reviewed the activity the Young Londoners Fund is already supporting (see Appendix 1) and ensure that your proposal complements this.

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.

We have produced a [Data Resource Pack](#) which brings together publicly available data, indicators and maps to highlight potential areas of need, including:

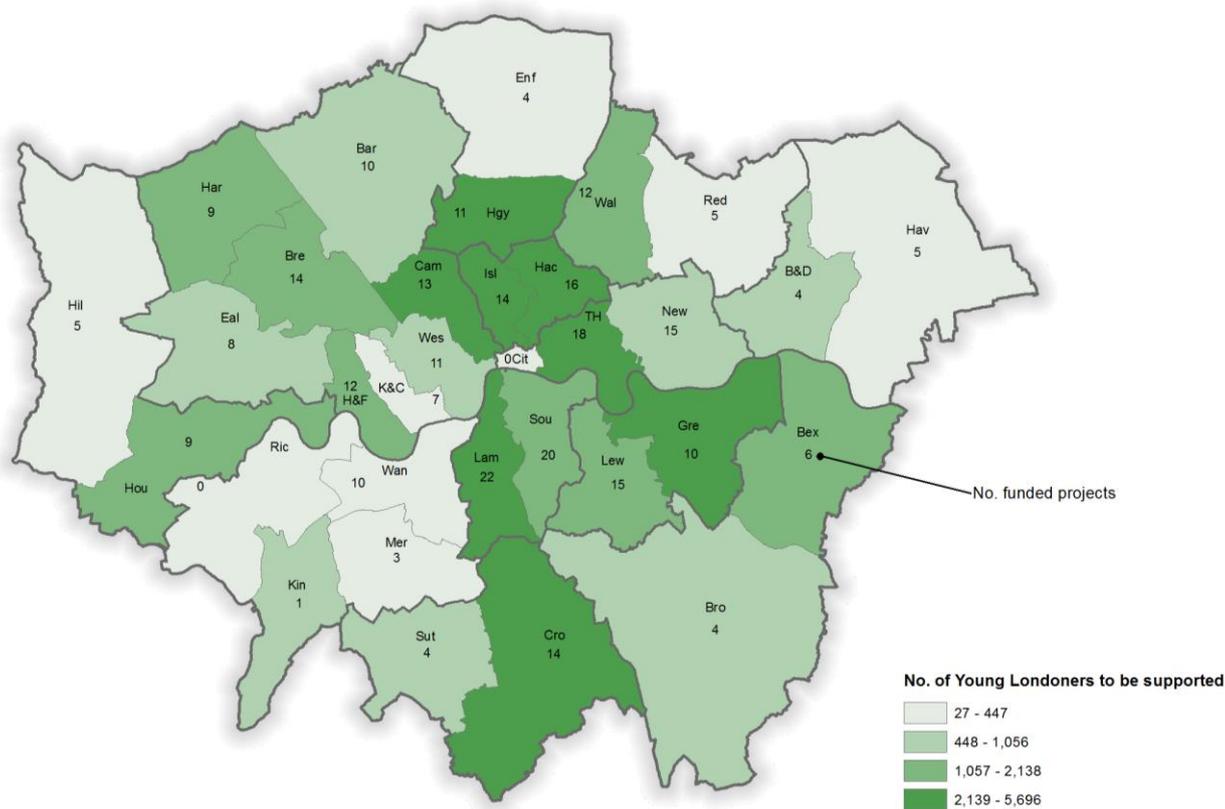
- Youth population by borough

- Serious youth violence – by location of offence (at ward level) and home address of victims (by borough)
- Young people aged 16-17 years old that are not in education, employment or training (by borough)
- Income Deprivation Affecting Children Index, IDACI (by Lower Super Output Area)
- Rates and number of pupils with one or more fixed term exclusion (by borough)
- Vulnerable locality profile by ward: this identifies residential neighbourhoods that require prioritised attention for community safety.

This resource pack should be used in addition to applicants’ local knowledge and experience to evidence project need. The pack can be found [www.london.gov.uk/apply-young-londoners-fund](http://www.london.gov.uk/apply-young-londoners-fund)

Figure 1 shows the number of young people who are being supported through funding from round 1 of the Young Londoners Fund and Sport Unites Small Grants and the number of projects funded in each borough.

**Figure 1: Number of young people to be supported through round 1 and Sport Unites small grants**



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NOTE: There are 5 pan-London projects

### What kind of activity will the Young Londoners Fund support?

We welcome creative proposals providing activities that can make a real difference to young people. The activities should aim to help young people feel positive about their prospects.

Projects should also open-up opportunities for young people and improve the resilience of their families and communities. Activities could include one or more of the following:

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

We want to see proposals that are informed by evidence of what works, this evidence may have come from previous projects that you have run, or from elsewhere.

Applicants must prove how they will involve young people in their design and delivery of their project

We want to see projects that work with other services and community groups that support young people. Larger grant funded projects must incorporate a multi-agency approach into their delivery.

Projects may focus on a combination of *issue-based* and *broad-personal development activities*. Issue-based activities are those that aim to achieve a specific measurable change, for example learning a skill, getting a job. Broad-personal development activities aim to improve social and emotional behaviour and are normally measured through distance travelled, for example boosting self-esteem, resilience and aspirations.

**In round 2 of the fund**, we are particularly interested in projects that support families whose children are eligible for the fund. We would also like to see more projects that support children and young people who have experienced trauma or adverse childhood experiences<sup>2</sup>.

Very few of the round 1 projects include science and technology activities but young people have fed back to us that they really value this type of activity. We are interested in receiving more applications that include science and technology in round 2.

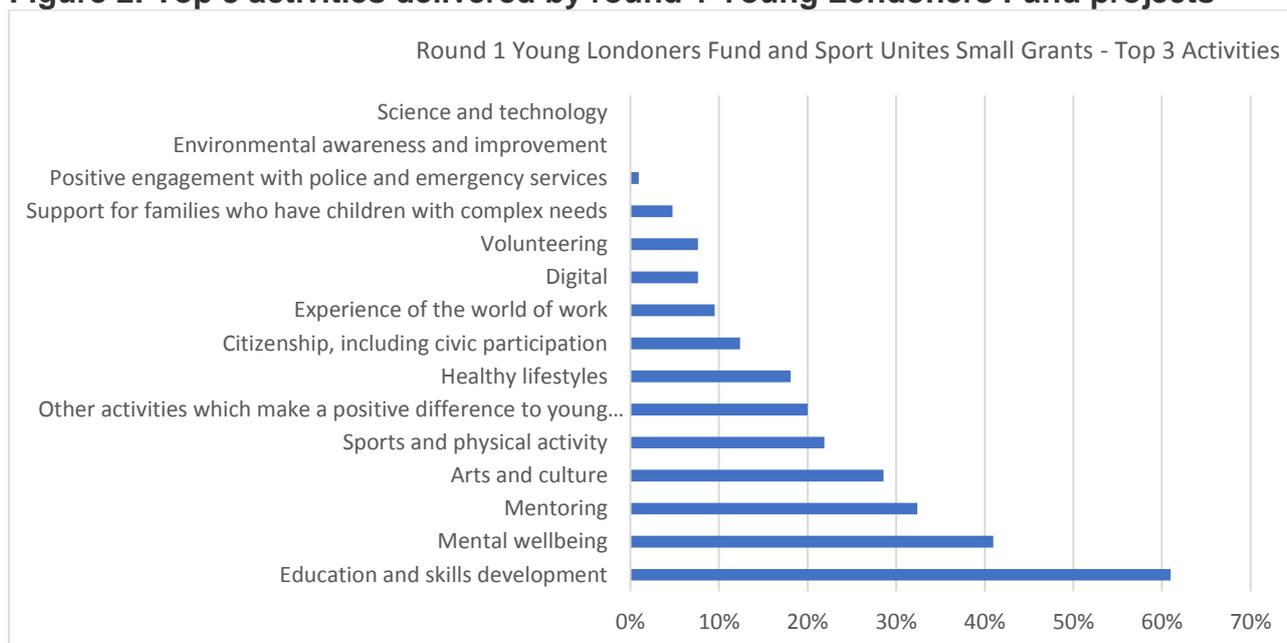
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<sup>2</sup> The term Adverse Childhood Experiences (ACEs) is generally used to refer to acute traumatic events or chronic stressors, experienced in childhood, which the child is unable to control. Experiencing traumatic events in childhood has been shown to increase the risk of having poorer mental or physical health later on in life.

We want to create a varied choice of activities for young people across round 1 and 2. Please ensure you complement activities that are already occurring in your proposed delivery borough/s. You can find full details of the projects we are funding in appendix 1 and on our website [www.london.gov.uk/young-londoners-fund](http://www.london.gov.uk/young-londoners-fund)

We asked Young Londoners Fund round 1 grant holders and Sport Unites small grant holders to name their top three activities. Figure 2 shows what they are delivering.

**Figure 2: Top 3 activities delivered by round 1 Young Londoners Fund projects**



### Feedback from round 1

This has been a hugely popular fund which has generated a considerable number of applications. As a result, there was strong competition for a limited budget.

We received over 450 applications for funding from the first round of the Young Londoners Fund (this includes applications for the small Sport Unites grants). Feedback to round 1 applicants can be found [here](#).

### Round 1 Young Londoners Fund and Sport Unites Small Grant applications

Grant type	Grant requested	No. of applications	No. of successful applications	Grant awarded	% of applications funded
Round 1 small grants (including Sport Unites small grants)	£7.4m	132	33	£2.4m	25%
Round 1 medium grants	£28m	212	68	£9.4m	32%
Round 1 large grants	£85m	109	4	£3.8m	4%
<b>Total</b>	<b>£122m</b>	<b>453</b>	<b>105</b>	<b>£15.6m</b>	<b>23%</b>

### 3. Outputs and outcomes

We want to understand the impact of your project on the fund’s aims and objectives. You must show how your project activities will have a positive impact on the young people this fund aims to support.

Applicants will be asked to identify:

- Who are the young people you intend to support?
- What are the needs or issues of the young people you are aiming to support?
- What activities will you deliver to meet those needs?

#### 3.1. Outputs

By project outputs we mean the number of young people reached or what has been produced through your project activities. Outputs must be recorded to prove delivery success, quality, value for money and the overall reach of the fund. As a minimum, we expect to ask all projects to report on the following outputs:

- The number of young people who start and complete activity

Applicants are also required to detail outputs specific to their project, these should include:

- Details of the young people supported by the project
- How many hours of activity are offered and completed
- Any qualifications, units or certifications achieved
- Number of young people involved in project design and leadership

#### 3.2. Outcomes

By project outcomes, we mean the result, or to what extent the project has led to the desired change. We expect projects to meet the overall aims of the Young Londoners Fund as stated in section 2.1 above.

Applicants will be asked to identify:

- What will change for the young people you are supporting?
- How will you measure that change?

Applicants should give as much information as possible on their project’s outputs and outcomes. The table below suggests a range of outcomes which Young Londoners Fund projects may deliver. Applicants should consider what will change due to their activity and how it can be evidenced in their project’s lifetime. The [MOPAC Youth Outcomes framework](#) includes information on the tools recommended to measure most of these outcomes.

	Outcomes
Increased engagement	<ul style="list-style-type: none"> <li>• More young people designing, leading and participating in volunteering</li> <li>• More young people designing, leading and participating in social action</li> <li>• More young people co-producing programmes</li> <li>• More young people participating in local decision-making</li> </ul>

	Outcomes
Improved mental health & well-being	<ul style="list-style-type: none"> <li>• Improved mental health</li> <li>• Improved well-being</li> <li>• Improved self-esteem</li> <li>• Improved resilience</li> </ul>
Reduced violence	<ul style="list-style-type: none"> <li>• Reduced offending of identified individuals</li> <li>• Reduced violence committed by and against the identified individuals</li> <li>• Reduced risk of harm to self and others</li> <li>• Reduced seriousness of offending</li> <li>• Less frequent reoffending</li> <li>• Reduced involvement in gangs</li> </ul>
Improved relationships	<ul style="list-style-type: none"> <li>• Improved positive peer relationships</li> <li>• Improved family relationships</li> <li>• Improved relationships with trusted adults</li> </ul>
Improved behaviour	<ul style="list-style-type: none"> <li>• Improved engagement with support services</li> <li>• Reduced drug and alcohol misuse</li> </ul>
Improved attainment	<ul style="list-style-type: none"> <li>• Improved school/college attendance</li> <li>• Improved attitude to school/college</li> <li>• Better transitions between schools/college</li> <li>• Fewer exclusions from school</li> <li>• Improved attainment</li> </ul>
Increased employment	<ul style="list-style-type: none"> <li>• Increased job readiness</li> <li>• Increased probability of employment</li> <li>• Increased employment</li> <li>• Increased sustained employment</li> </ul>

## 4. Instructions for applicants

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

### 4.1. Application process

The Young Londoners Fund will be allocated via an open and competitive application process. There are two application forms – one for applications for small and medium grants and one for large grants. Only those applications passing the gateway criteria move to full assessment. All shortlisted large grant applicants will be interviewed, and we reserve the right to interview shortlisted medium grant applicants. We are not planning to interview organisations that apply for small grants.

### 4.2. Submission requirements

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

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 ends with Declaration in Section 10 and Applicant Monitoring Information in section 11.

**Part 1** 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. **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** 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.

- Section 4: Initial Project Information questions

**Part 3** comprises of scored questions which will be assessed using the scoring mechanism detailed in section 4.3. We are not bound to accept any proposal and reserve the right to ask for clarification on applications through an interview process.

- 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).

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](mailto:younglondonersfund@rocketsciencelab.co.uk)
- Queries can also be sent via the online grant 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 Round 2 Young Londoners Fund FAQ document and published with answers on the online grant portal

<https://gla.flexigrant.com>

and on [www.london.gov.uk/apply-young-londoners-fund](http://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.

### 4.3. Award criteria and evaluation process

The weighting applied to each assessment area is detailed below:

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

Each of the above areas will be assessed 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

Detailed guidance on individual question requirements, response format and assessment weightings can be found in the Application Guidance available on [www.london.gov.uk/apply-young-londoners-fund](http://www.london.gov.uk/apply-young-londoners-fund) and the grant portal <https://gla.flexigrant.com>

**We are involving young people in our application scoring process.** Young people will read your project summary and score the following questions:

- Questions 15 and 22 in the small and medium grant application form
- Questions 16 and 23 in the large grant application form.

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

#### 4.4. Due diligence

We will carry out financial due diligence checks before we offer funding – please see appendix 2 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.

#### 4.5. Timetable

The grant funding application timetable is detailed below:

Grant funding application timetable	Small grants deadline	Medium and large 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 2019	12 July – 13 September
Applicant interviews	N/A (we will not be interviewing small grant applicants)	16 - 27 September
Successful applicants notified <sup>3</sup>	w/c 9 September	w/c 14 October
Delivery to begin	October 2019	January 2020
Delivery to end by	September 2022	December 2022

## 5. General requirements

### 5.1. Project management

Successful applicants must produce an annual delivery plan with key milestones. You must keep City Hall updated with regular progress reports, linked to key milestones and submit quarterly claims to us. You will be required to complete the Bronze London Youth Quality Mark. More information about this can be found at <https://londonyouth.org/what-we-do/quality-assurance/>

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<sup>3</sup> pending satisfactory due diligence checks

You will also be expected to be available for an inception meeting. You may be asked to contribute to City Hall's future good practice activity, by speaking at events, providing case studies of what has worked well etc.

## 5.2. Monitoring and reporting

Delivery organisations must collect standard data on the young people taking part (including starts, completions and demographic data) and report this on a quarterly basis. This data is in addition to any measures your individual project will have to monitor. This is because we are funding lots of different activities for young people. That means we need to track participation and impact in a standard way across multiple programme streams and projects.

## 5.3. Safeguarding

Child protection and safeguarding is of paramount importance. You must send your safeguarding policy and data protection policy with your application. Your safeguarding policy should include how you:

- Respond to concerns about a child's wellbeing (including disclosures)
- Respond to allegations of abuse made against a child
- Recruit the right people to work and volunteer with children
- Prevent and responding to bullying
- Respond to concerns about online abuse
- Ensure data, photographs and images of children are taken, stored and shared appropriately; and it should include
- Named Safeguarding officer/s

This guidance has been drawn from the NSPCC and is in line with the requirements of the GLA's Child Policy and Protection Procedures. Once awarded a grant, delivery organisations will be required to report to the GLA if there have been any child safeguarding incidents. If you are a lead partner or consortium we will ask you to provide information on delivery partner safeguarding arrangements, and on how your partnership is supporting and monitoring each other's child protection policies/process.

## 5.4. Evaluation

We are committed to promoting the highest standards of evidence and evaluation. All applicants will be expected to demonstrate how they will evaluate the impact of their project on the anticipated outcomes. Your Theory of Change and project evaluation plan must be validated as Project Oracle Standard 1 by the end of your second delivery quarter. 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/>

We will also commission an independent provider to evaluate the Young Londoners Fund. Successful applicants may be asked to participate in the overall evaluation.

## 5.5. Sustainability

We want to fund projects that will have a long-term and sustainable impact. Applicants for large grants will be asked to outline how they are planning to continue activities beyond the funding period.

## **5.6. Payment**

Payment will be based on achievement of key milestones and outputs as set out in the applicant's grant funding agreement.

## **5.7. Support for applicants**

### **Information sessions**

Organisations who are planning to apply to the Young Londoners Fund can attend an information session run by one of the Young Londoners Fund (YLF) Local Networks. These are existing local network organisations for those working with children and young people in London. They have a remit to support organisations that are applying for the fund and can provide local intelligence. We will also be running an information session at City Hall.

You can find out who is running your local YLF network, the dates of information sessions and details of how to attend on our website [www.london.gov.uk/young-londoners-fund](http://www.london.gov.uk/young-londoners-fund)

### **Resources**

Resources, including exemplar answers from funded projects and worksheets to support planning your project are available online at [www.london.gov.uk/ylf-resources](http://www.london.gov.uk/ylf-resources)

Remember to review the Data Resource Pack which will support you to evidence need for your project. The pack can be found at [www.london.gov.uk/apply-young-londoners-fund](http://www.london.gov.uk/apply-young-londoners-fund)

## **5.8. What other City Hall funds could I apply for?**

As well as the other City Hall Young Londoners Fund opportunities detailed in section 1.1 the following grants are open or will soon open for applications. For information on more City Hall grants see [www.london.gov.uk/what-we-do/funding](http://www.london.gov.uk/what-we-do/funding)

## YOUNG LONDONERS FUND: ROUND 2 PROSPECTUS

Fund/opportunity	Summary	Value of grants available	How to apply	Key dates	Further information
Culture Seeds	The grants are for funding arts, culture and heritage projects and activities led by communities across London. Not-for-profit, small or informal organisations and groups as well as individuals can apply.	£1-5k	Apply online  <a href="https://glagrants.org.uk/home/culture-seeds-grants/">https://glagrants.org.uk/home/culture-seeds-grants/</a>	Rolling programme until Spring 2020	<a href="https://www.london.gov.uk/what-we-do/arts-and-culture/current-culture-projects/culture-seeds">https://www.london.gov.uk/what-we-do/arts-and-culture/current-culture-projects/culture-seeds</a>
Summer Sports Activity Fund	Funding for 4-6 week projects that use sport and other interventions to divert young people from crime. The projects will take place between Mid-July 2019 and September 2019 (school summer holidays).	£5-10k	Apply online  <a href="http://www.london.gov.uk/what-we-do/sports/sport-unites/summer-sports-activity-fund">www.london.gov.uk/what-we-do/sports/sport-unites/summer-sports-activity-fund</a>	Application deadline is 20 May 2019	<a href="http://www.london.gov.uk/what-we-do/sports/sport-unites/summer-sports-activity-fund">www.london.gov.uk/what-we-do/sports/sport-unites/summer-sports-activity-fund</a>
Team London and Thrive LDN Grants	Funds organisations with a turnover of under £1 million to deliver projects that encourage vulnerable young Londoners from specific target groups to take part in volunteering / social action.  The projects can focus on any area of volunteering or social action such as sports, arts, media, environment, inter-generational, but should also encourage good mental health and wellbeing.	£5k-10K	Application not yet live	Application window opens Sep 2019 and closes mid-Oct 2019	<a href="http://www.london.gov.uk/what-we-do/volunteering/support-third-sector-organisations/team-london-and-thrive-ldn-small-grants">www.london.gov.uk/what-we-do/volunteering/support-third-sector-organisations/team-london-and-thrive-ldn-small-grants</a>
Sport for Social Integration Micro Grants	Small grants for projects that use sport for social integration. Individuals can be funded.	Up to £5k	Apply online when live	Rolling programme opening in summer 2019	<a href="https://www.london.gov.uk/what-we-do/sports/funding-opportunities">https://www.london.gov.uk/what-we-do/sports/funding-opportunities</a>
Greener City Fund: Community Green Space Grants	To improve and create green spaces and improve all Londoners' access to nature.  Any constituted organisation can apply. Applicants must own or manage the space.	£5k - £50k	Application form will be at:  <a href="https://www.london.gov.uk/what-we-do/environment/parks-green-spaces-and-biodiversity/greener-city-fund">https://www.london.gov.uk/what-we-do/environment/parks-green-spaces-and-biodiversity/greener-city-fund</a>	Planned to open in July 2019 with deadline September 2019	Contact:  <a href="mailto:greencity@london.gov.uk">greencity@london.gov.uk</a>

## Appendices

### Appendix 1: What does the Young Londoners Fund already support

Further information on all projects that are supported by the Young Londoners Fund can be found at [www.london.gov.uk/young-londoners-fund](http://www.london.gov.uk/young-londoners-fund)

Name	Summary	Value of grants awarded	No. of young people to be supported	Further information
Round 1 Young Londoners Fund	Grants of between £10k and £500k over 3-years for projects in local communities to support a range of activities for young people aged 10 to 21	£15m	46,732	Small grants are due to complete delivery in Oct 21 and medium and large grants in Dec 21.
Young London Inspired	Small grants of £10k-£30k per year available over 3-years to deliver social action and volunteering projects that build emotional resilience and wellbeing. For young people aged 10 to 20	£499k	1,311	<a href="https://www.london.gov.uk/what-we-do/volunteering/support-third-sector-organisations/young-london-inspired-multi-year-grants">https://www.london.gov.uk/what-we-do/volunteering/support-third-sector-organisations/young-london-inspired-multi-year-grants</a>  Activity is planned to complete September 21.
HeadStart Action	Grants of £40k for five local projects based in MOPAC priority boroughs for young people aged 14 to 16 who are at risk of becoming NEET. Delivery will be through employability workshops, social action and work experience	£200k	425	<a href="https://www.london.gov.uk/what-we-do/volunteering/team-london-projects/headstart-action">https://www.london.gov.uk/what-we-do/volunteering/team-london-projects/headstart-action</a>  Activity is planned to complete November 2019. Please note applications are due to open for a new round of Headstart Action projects which will deliver activity from October 19 to March 21
Stepping Stones	Supporting vulnerable students move from primary to secondary school	£744k	2989	<a href="https://www.london.gov.uk/what-we-do/education-and-youth/school-schemes/stepping-stones-2018/programme-growth">https://www.london.gov.uk/what-we-do/education-and-youth/school-schemes/stepping-stones-2018/programme-growth</a>  Delivery is over two academic years to July 2020.
Sport Unites Summer Sports Activity Fund 2019	Funding for projects that use sport over the school summer holidays to engage young people who are at risk of getting involved in crime.  Grants of £5,000 to £10,000 with delivery of projects to be completed within six weeks (minimum four weeks) and	£230k	TBC	<a href="https://www.london.gov.uk/what-we-do/sports/sport-unites/summer-sports-activity-fund-ylf">https://www.london.gov.uk/what-we-do/sports/sport-unites/summer-sports-activity-fund-ylf</a>  Deadline for applications is 20 May 2019.

## YOUNG LONDONERS FUND: ROUND 2 PROSPECTUS

Name	Summary	Value of grants awarded	No. of young people to be supported	Further information
	must be completed within the school summer holidays.			
Sports Unites Summer 2018	Funding for projects that use sport over the school summer holidays to engage young people who are at risk of getting involved in crime.	£90k	1,692	These grants have completed delivery.
Sport Unites Small Grants	Small Grants of £10k-£30k for grassroots community organisations to increase social integration and community cohesion focusing on the needs and circumstances of young Londoners through sport. For young people aged 10 to 20	£677k	2871	Projects are due to complete delivery in Oct 21.
Sport Unites Impact Partnerships	Large impact partnership grants to expand the reach and impact of well established, larger-scale, longer-term initiatives that operate across multiple boroughs	£410k	1,232	These projects are due to complete delivery in September 2019. Please note applications are open for more Impact Partnerships which are due to complete in January 2022.
Mental Health First Aid (MHFA)	MHFA training for teachers and other professionals working with young people	£300k	100 teachers	<a href="https://www.london.gov.uk/what-we-do/health/investing-mental-health/mental-health-support-schools#acc-i-55423">https://www.london.gov.uk/what-we-do/health/investing-mental-health/mental-health-support-schools#acc-i-55423</a>
A&E Youth Work	Extension of specialist youth services for victims of crime, serious violence and sexual exploitation to further key A&E departments	£490k	TBC	<a href="https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/services-we-fund/supporting-young-victims-violence">https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/services-we-fund/supporting-young-victims-violence</a> Current activity is due to complete autumn 2020. Please note applications are due to open to deliver services to support victims of violence in A&E. This plans to deliver to the end of 2021.
London Gang Exit	Expansion of support to help young Londoners to leave gangs	£1m	110	<a href="https://saferlondon.org.uk/services/london-gang-exit/">https://saferlondon.org.uk/services/london-gang-exit/</a> Young Londoners Funding is to March 2020.
Knife Crime Community Seeds	Small voluntary and community projects to tackle knife crime in communities most affected by knife crime	£1.2m	4952	<a href="https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/my-area-0/community-seed-funding">https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/my-area-0/community-seed-funding</a>

## Appendix 2: Due diligence requirements

- We ('the GLA') will carry out financial due diligence checks prior to the offer of funding. This will ensure that any risks to either the programme's success and project objectives, or the funding itself, has been considered and deemed acceptable. The outcome of the due diligence checks will be given to the project board. They will consider this alongside the technical aspects of the funding application, when deciding which projects to fund.
- The due diligence will comprise of the following checks: liquidity, profitability, return on capital employed, debtors and creditors cycle, the review of Credit Safe reports, Charity Commission checks (where applicable), and the review of insurance documents, finance and procurement regulations to ensure that robust governance arrangements are in place to account for and manage our funding.
- We will only carry out due diligence checks on shortlisted organisations with project proposals that meet our funding criteria.
- Applicants applying for funding as either a (i) Lead Applicant or (ii) a Sole Deliverer should supply Financial Due Diligence Documentation for the Sole Deliverer or Lead Applicant only, and
- Applicants applying for funding as part of a Consortium should supply Financial Due Diligence Documentation for all members. The information will be collated in order to establish the strength of the consortium as a whole.

### Financial due diligence documentation

- To support the due diligence process, applicants must provide the following documentation with their application:
  - Copy of the most recent audited accounts or copy of the most recent accounts signed by an independent and qualified accountant
  - Evidence of public and employer's liability insurance
- Applicants must provide the following documentation when they are notified that they are successful pending due diligence checks
  - 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
  - Name and contact details of bank

### And if relevant:

- 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.

We reserve the right to require further information upon request.

### **Other important Information**

- For applicants with a charitable status, we will check your details against those held on the Charity Commission's website. We do this to ensure that you have charity status, that all documents requested by the Charity Commission have been submitted on time and they have no concerns about your status.
- For small organisations or newly incorporated companies without full financial statements a guarantor will be required who will provide a full performance guarantee under-which the guarantor undertakes to fulfil the terms of the grant in the event that the applicant is unable to deliver.

### **Exemptions**

- Local authorities, local authority-controlled schools, government bodies and departments are exempt from the financial due diligence process. This status should be clearly highlighted in 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:

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