

# Young Londoners Fund:

Helping children and young people make  
positive choices

## Application Form Guidance May 2018

### *Version control*

Version	Date	Question	Update
2	15 June 18	20	Amendment to output table to change headings from financial years to delivery years

# MAYOR OF LONDON

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## 1. Introduction

The Greater London Authority (GLA) is pleased to invite you to apply to the Young Londoners Fund and the Sport Unites Small Grants Fund.

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

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

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

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

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

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

## 2. Applying for a Young Londoners Fund grant

For details of who can apply for the Young Londoners Fund please see paragraph 1.3 of the Prospectus.

**You should apply for the Young Londoners Fund and Sport Unites Small Grants Fund using our online application form. Please register on our grants portal <https://gla.flexigrant.com>**

**The deadline for applications is 12-noon, Monday 9 July**

### 2.1. Queries and Clarifications

We reserve the right to modify, amend or provide further clarification about the online tender 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 other funders of youth activities and a panel of young people.

If you have any questions around the application process please contact us by 12-noon, Wednesday 4 July 2018. 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 portal <https://gla.flexigrant.com>

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

Frequently Asked Questions we receive will be added to the Young Londoners Fund FAQs document and published with answers on the grants portal <https://gla.flexigrant.com> and on [www.london.gov.uk/apply-young-londoners-fund](http://www.london.gov.uk/apply-young-londoners-fund)

### 2.2. Due diligence

We will carry out financial due diligence checks before we offer funding. Please see Prospectus appendix 4 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.

### 2.3. Timetable

The grant funding application timetable is detailed below:

Grant funding application timetable	Small grants deadline (provisional)	Medium and large grants deadline (provisional)
Applications open	15 May 2018	15 May 2018
Applications close	12-noon, 9 July 2018	12-noon, 9 July 2018
Application assessment	9 July – 6 August	9 July – 3 September

Grant funding application timetable	Small grants deadline (provisional)	Medium and large grants deadline (provisional)
Applicant interviews	N/A (we will not be interviewing small grant applicants)	w/c 10 September and 17 September
Successful applicants notified <sup>1</sup>	w/c 13 August	w/c 8 October
Delivery to begin	October 2018	January 2019
Delivery to end by	September 2021	December 2021

### 3. Award criteria and evaluation process

The Young Londoners Fund will be allocated through an open and competitive application process. It is a single application form, with only those applications passing the gateway process moving to full assessment.

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. Applicants will be advised at the end of this section if they can continue with their application.

Part 2 comprises of scored questions which will be assessed using the scoring mechanism detailed below. We are not bound to accept any proposal and reserve the right to ask for clarification on bids through an interview process.

Assessment Area	Weighting	Section	Number of questions
Strength of rationale and evidence for proposal	25%	Section 1: Project Need	10 questions
Appropriateness and deliverability of activities	30%	Section 2: Project Activities	7 questions
Impact and value for money	20%	Section 3: Outputs and Outcomes Section 4: Finance	3 questions 4 questions
Capacity and Capability to deliver	25%	Section 5: Capacity and Capability	12 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

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.

<sup>1</sup> pending satisfactory due diligence checks

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

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

## 4. The Application Form

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

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

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

You must complete the following documents in full:

- Online Application Form
- Supporting Documents to attach
  - 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
  - Organisation Chart

The online application is divided into two parts which are made up of 8 sections on the online application form. The online application form Declaration is in section 9.

:

- Part 1: Gateway questions – **if you do not meet these gateway criteria then you do not need to continue with the application.**
  - Section 1: About your application – other funding available
  - Section 2: Gateway Questions – About Your Organisation
  - Section 3: Gateway Questions – About Your Project and Experience
- Part 2: Scored questions – assessed against the criteria set out above
  - Section 4: Project Need
  - Section 5: Project Activities
  - Section 6: Outputs and Outcomes
  - Section 7: Finance
  - Section 8: Capacity and Capability
- Section 9: Declaration

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

### Tips for completing an application

- Ensure statements are clear and answer the question fully
- Do not assume assessors will be familiar with your organisation/project
- Do not leave any sections blank
- Provide the information asked for in the correct place in the application form
- Give clear evidence when answering questions
- Supply only the information that is asked for on the application form - other material you submit will be disregarded when applications are scored

### Other funds

We have already allocated additional funding to scale-up City Hall projects to support young Londoners. Applications are now open for [Young London Inspired](#) and [Stepping Stones](#). Applications for [HeadStart Action](#) will open in June. When planning your project, please consider whether you should apply to these three funds first, rather than the Young Londoners Fund.

Please make sure you don't duplicate activity we're already funding. Please refer to the Prospectus appendix 1 for more information on what we are already supporting through the Young Londoners Fund.

## 4.1. Gateway Questions

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

The table below details the gateway questions, what type of entry is required and how they will be assessed. **Information required to pass each question is detailed in red text.**

No	Question	Response
<b>Section 1: About your application – other funding available</b>		
<b>Section 2: About your organisation</b>		
1	Name of your organisation	
	Contact Number	
	Email	
	Website	
	Address	

2	Contact name			
	Contact type			
	Contact number			
	Email			
	Address			
3	Position			
4	What type of organisation are you?			
	A registered Company		Company Number	
	A registered Charity		Charity Number	
	Voluntary or Community Sector Organisation		We use the Government definition of VCSO	
	Social Enterprise		We use the Government definition of Social Enterprise	
	Other (please specify			
5	VAT number (or N/A)			
6	When were you registered or incorporated?			

<b>Section 2 (continued): About your organisation</b>		<b>Yes / No</b>
7	I represent an organisation which is legally constituted and can evidence this upon request.	
8	My organisation has a bank account, with two separate signatories, (registered in the name of the applicant organisation) into which the grant can be paid.	
9	I am applying for this grant on the following basis:	<b>Please tick one</b>
	<b>Sole Deliverer</b> - as an individual organisation with no sub-granting or sub-contracting arrangements.	
	<b>Sole Lead Applicant</b> - as an individual organisation <b>solely</b> responsible for the achievement of the project which is delivered through a partnership legally bound by sub-granting or sub-contracting arrangements.	
	<b>Consortium</b> - as a group of organisations, legally constituted as a consortium, where all project partners are jointly accountable for the delivery of the project.	
10	Please list the other organisations in your partnership (if you are a Sole Lead Applicant) or Consortium (if you are applying as a Consortium)	
	<b>Organisation Name</b>	
11	What size of grant are you applying for?	<b>Please tick one</b>
	To be eligible for a large grant, you must be a Sole Lead Applicant or a Consortium.	

<b>Section 2 (continued): About your organisation</b>		<b>Yes / No</b>
	Small (between £10,000 and £30,000 over a three-year period to a maximum of £90,000)	
	Medium (£30,000 and £50,000 over a three-year period to a maximum of £150,000)	
	Large (between £50,000 and £500,000 over a three-year period to a maximum of £1,500,000)	
12	Please state your turnover for the most recent financial or academic year (as stated in your attached accounts)  You must complete a numerical value and attach evidence of this in your accounts	£
13	Please attach a copy of the most recent audited accounts or copy of the most recent accounts signed by an independent and qualified accountant  You must upload a valid attachment.	Attach
14	What is the total grant you are applying for?  The annual grant proposed must not constitute more than 50% of the annual turnover of the lead organisation. For example, organisations applying for a grant of £10k per annum must have a turnover of more than £20k per annum.	£

<b>Section 3: About your project and experience</b>		<b>Yes/No</b>
15	The activity will be delivered between October 2018 and December 2021.  Small grants should plan to start October 2018, Medium and Large grants by January 2019. All projects must be completed within 3 years of project start date.	
16	My project will support 10 to 21-year-old Londoners who are either at risk of exclusion or involvement in criminal activity, or who have been involved in criminal activity.  Projects should support children and young people in London who fit the groups outlined in the Young Londoners Fund prospectus.	
17	My project will have defined outputs and outcomes which measure the impact of my activities on the young people involved.  You should be able to clearly say what you will measure to demonstrate the impact of your project.	
18	The funding requested is <b>not</b> for activities that directly replace cuts by statutory bodies  You cannot apply for funding to directly replace statutory funds which have been cut - apart from where such funding was explicitly time-limited and for a discretionary purpose.	
19	My organisation / consortium has a demonstrable track record in working with the group of young people our project proposes to support.	

<b>Section 3: About your project and experience</b>		<b>Yes/No</b>
	You should be able to demonstrate your experience of working with the target group of young people and an understanding of their needs, issues and challenges.	
20	The project delivery team has expertise and / or experience in delivering the activities the project is proposing.  You should be able to demonstrate good project management experience in delivering the type of project proposed and that they have sufficient skills and expertise within their team to do so.	
21	My organisation has / is working towards the London <b>Youth Quality Mark</b> .  You should be committed to achieving the London Youth Quality Mark during the project delivery period.	

<b>Can you supply the following documentation upon request?</b>		<b>Yes / No</b>
22	Public liability and employer's liability insurance policies  The GLA does not stipulate minimum insurance cover but you must have valid insurances in place.	
23	Please attach copies of your current public liability and employer's liability insurance policies <b>You must upload a valid attachment.</b>	Attach
24	Appropriate security clearance checks, or other clearance that may be required for all those working with children and young people  You should ensure that you understand which clearance checks are needed for your proposed activities and ensure these are in place. Further guidance can be found at: <a href="http://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance">www.gov.uk/government/publications/dbs-check-eligible-positions-guidance</a>	
25	Child safeguarding measures that are compliant with current legislation and statutory guidance  You should understand what safeguarding measures are required for your proposed activities and ensure these are in place. Further guidance can be found at: <a href="http://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children">www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children</a>	
26	Data protection policy and consent procedure for Children's data  You must be compliant with the existing Data Protection regulations and new General Data Protection Regulation which comes into force on 25 May 2018.	
27	Health and safety policy or equivalent  You must have a valid health & safety policy in place.	
28	Equality and diversity policy or equivalent  You must have an equality and diversity policy (or equivalent) in place.	

<b>Can you supply the following documentation upon request?</b>		<b>Yes / No</b>
29	Organisation's governing document (i.e. Articles of Association or your constitution)  You must be able to provide a valid governing document upon request.	

<b>Involvement with the GLA – for information only</b>		<b>Yes / No</b>
30	Are you already in receipt of funding from the GLA – either as the lead organisation, or as a partner in the delivery of a project or particular activity?	
31	Are you related to, or have you had any contact relating to this application with any GLA staff member(s)? Please give details. This does not stop you receiving a grant.	

If you have completed the gateway questions, please continue with your application. Details of support for organisations can be found in the Prospectus.

## 4.2. Scored Questions

Scored questions are in section 4 to 9 of the online application form. These questions ask for more detail on your proposed project. The following table details the requirements we expect you to meet, the format and the weighting given to each question. [Additional guidance on completing each question is highlighted in blue text.](#)

<b>Section 4: Project Need</b>		
<b>Assessment Criteria: Strength of rationale &amp; evidence for proposal</b>		<b>Section Weighting: 25%</b>

1	What is your proposed project title?	Max Words: 20	Information
Please enter your project title			

2	Project Summary	Max Words: 100	Information
You must provide a brief summary of your project. This may be used for publicity purposes.			

3	What is the start date of your project? What is the end date of your project?	Date	Information
Funding is available for up to three years. Small grant funded projects will start delivery in October 2018 with the other projects expected to be working with their first cohort of young people by January 2019.			

Please enter start and end dates of your project. All delivery must be finished within 3 years of start date and no later than December 2021.

Start Date:		End Date:	
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4	Why is your project needed? Please provide relevant evidence and research to support your case which is clear, quantifiable and from reputable sources.	Max Words: 500	10%
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Applicants should describe a clearly defined need, supported by evidence and research together with good knowledge of local issues relating to the young people they will be supporting. Details should be provided of the gap in support the project aims to meet.

You should tell us about the evidence of the need for your project. This can be from published data/research or from other locally available data/ research. You can find examples of data sources in Appendix 2 of the Prospectus to help you identify and evidence the need for your project.

5	How have you involved young people and your local community in your project planning so far? Can you evidence a clear demand for your project?	Max Words: 250	5%
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Applicants should show how young people and their local community have been involved in developing their project. They should provide evidence that there is demand for the project activities from young people and the local community.

Please tell us where you have collected evidence of demand from. For example is it from local schools or local youth organisations, or from your previous work with young people? Please also tell us how you collected that evidence. For example was it through surveys, conversations, or your previous work?

6	Who will benefit from the project? You should describe the specific groups of young people you will be supporting and the specific needs you are seeking to address.	Max Words: 500	10%
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Projects should support young people resident in any of London's 32 boroughs plus the City of London who meet either of the following criteria:

- Children and young people at risk of exclusion or involvement in criminal activity
- Children and young people who have been involved in criminal activity.

You should describe the specific characteristics and needs of the groups you aim to support through your project. You should tell us, for example, where they live, how they meet the Young Londoners Fund definitions (see Prospectus paragraph 2.2), and give information on any specific sub-groups you are planning to support.

7	How many young people will benefit from your project in total?	Number	Information
Please enter the total number of young people you will support over the lifetime of your project.			
Total number of children and young people supported by project:			

8	Which group of young people does your project primarily focus on?	Tick - single	Information
<p>Projects should support young people <i>at risk</i> of exclusion or involvement in criminal activity or young people who have been <i>involved</i> in criminal activity.</p> <p>Please tick ONE box which represents the primary focus of your project.</p> <p>This information will help us to administer the funding. We expect to allocate around two-thirds of funding to projects supporting those at risk of exclusion or involvement in criminal activity and one-third to projects supporting those who have been involved in criminal activity.</p>			
a) Children and young people at risk of exclusion or involvement in criminal activity			
b) Children and young people who have been involved in criminal activity			

9	What age range will your project support - please tick all that apply:	Tick - multiple	Information		
<p>Projects should support young people aged 10-21.</p> <p>Please tick all that apply. Please note children under 10 in year 5 are eligible for Young Londoners Fund activity.</p>					
10-11 years			16-18 years		
12-13 years			19-21 years		
14-15 years					

10	In which Greater London borough(s) will the young people you support live? Please tick all that apply.	Tick - multiple	Information		
Please tick all that apply.					
Borough	Tick	Borough	Tick	Borough	Tick
Barking		Hammersmith		Merton	
Barnet		Haringey		Newham	
Bexley		Harrow		Redbridge	
Brent		Havering		Richmond upon Thames	
Bromley		Hillingdon		Southwark	
Camden		Hounslow		Sutton	
Croydon		Islington		Tower Hamlets	
Ealing		Kensington & Chelsea		Waltham Forest	
Enfield		Kingston upon Thames		Wandsworth	

Greenwich		Lambeth		Westminster	
Hackney		Lewisham		City of London	

<b>Section 5: Project Activities</b>	
<b>Assessment Criteria: Appropriateness and deliverability of activities</b>	<b>Section Weighting: 30%</b>

11	Please tick which type(s) of activity your project will deliver.	Tick - multiple	Information		
<p>If your project covers other areas of activity not in the table below, please tick: 'Other activities which make a positive difference to young people' and describe these more fully in the next question.</p>					
Activity	Tick	Activity	Tick	Activity	Tick
Arts and culture		Experience of the world of work		Science and technology	
Citizenship, including civic participation		Mental Wellbeing		Sports and physical activity	
Digital		Healthy lifestyles		Support for families who have children with complex needs	
Education and skills development		Mentoring		Volunteering	
Environmental awareness and improvement		Positive engagement with police and emergency services			
Other activities which make a positive difference to young people					

12	What will your project do - please describe the activities you intend to deliver?	Max Words: 500	10%
<p>Projects should deliver activities that meet the Young Londoners Fund aims and objectives. Applicants should demonstrate a strong understanding of the activities involved and clear description of how they will be delivered across the project.</p> <p>You should describe the different activities that you are going to do, when they will happen, and who will take part in the activities. Please give us an overview of the average length of time you expect to be supporting a young person for and the intensity of the support that you are planning to provide.</p> <p>Please refer to paragraph 2.4 in the Prospectus for information on issue-based activities and broad-personal development activities.</p> <p>Describe how you will engage and recruit young people to the project and how you will ensure they complete your planned activities.</p>			

Tell us above any equipment, training materials, transport etc. that you need to deliver your project.

13	Why are these activities considered the best way to meet the needs you have outlined above?	Max Words: 250	3%
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Applicants should demonstrate that they have considered alternative ways of meeting their identified need and explain why they have chosen their proposed approach.

Tell us if you have considered or tried other ways to engage young people and deliver your project to your chosen target group. Why have you chosen these particular activities and approach?

14	How will your project build on evidence of good practice, and what works most effectively for your target group?	Max Words: 250	2%
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We want to see proposals that are based on evidence of what works. This evidence may have come from previous projects that you have run, or from elsewhere.

Please tell us if this proposal is based on work you have already successful done or if you have researched best practice from elsewhere.

15	How will you include young people's feedback and suggestions into the ongoing delivery of your project?	Max Words: 250	5%
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Young people should be involved in the development and delivery of projects. This will help to ensure the projects matter to them and support their needs.

Please describe the methods you will use to capture feedback from young people about your project and how you will use that to improve or change your delivery.

16	How will you engage with families and parents and other key individuals important to young people in your local community?	Max Words: 250	5%
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Applicants should demonstrate their approach to successfully engaging with families, parents/carers and other individuals key to the young person.

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

17	How will you work with other services and community groups that support young people in your area? Larger grant funded projects should show how they would integrate a multi-agency approach into their delivery.	Max Words: 250	5%
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We want to see projects that work with other services and community groups that support young people. Larger grant funded projects should integrate a multi-agency approach in their delivery.

Tell us about who else is supporting the young people you will target and how you will work with them. For Sole Lead Applicants and Consortium, please describe how you will engage key local agencies into your delivery approach.

Please note we ask for details of your formal partners for this project in section 8 of this form.

<b>Section 6: Outputs and Outcomes</b>	
<b>Assessment Criteria: Impact and Value for money</b>	<b>Section Weighting: 12%</b>

18	Please describe what changes you want to happen for the young people you are working with as a result of your project (your planned outcomes)?	Max Words 250	4%
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Applicants should provide clear evidence of the outcomes they want to achieve from the activities proposed.

Please describe how your project will impact the young people you are supporting. Consider what will change for them over the duration of the project. Please note that question 20 asks you to list your outcomes and quantify what improvement you would like to see.

Please refer to paragraph 2.6 in the Prospectus for some suggested outcomes. The MOPAC Youth Outcomes framework includes information on the tools recommended to measure most of these outcomes.

19	Please detail the outputs your project will deliver. As a minimum, you must include: <ul style="list-style-type: none"> <li>• the number of young people who start activity</li> </ul>	Table	3%
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	<ul style="list-style-type: none"> <li>the number of young people you anticipate will complete activity</li> </ul> <p>Please include other outputs specific to your project, these could include:</p> <ul style="list-style-type: none"> <li>the types of young people supported</li> <li>how many hours of activity are offered and completed</li> <li>any qualifications, units or certifications achieved</li> <li>number of young people involved in project design and leadership</li> </ul>		
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Outputs must be clearly described which will demonstrate delivery success, quality, value for money and the overall reach of the fund.

Please complete the table with a) a description of the output you expect to measure and b) the number of outputs you expect in each year of your project.

You may choose outputs relevant to your project but please consider detailing:

- Specific groups of young people supported
- Specific types of activities & durations (e.g. number of young people supported in short engagement sessions 1-2 hours)
- Specific deliverables such as particular qualifications or certificates you plan to deliver.
- Activity outputs (e.g. number of events per year)
- Project management outputs (e.g. number of feedback questionnaires sent out per year)

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

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

Output Measure	Year 1	Year 2	Year 3
Number of young people who start activity			
Number of young people completing activity			

20	Please detail the expected outcomes for your project in the following table. How will you measure these outcomes? What is your project baseline? What will change by the end of your project?	Table	5%
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Applicants should provide clear descriptions of proposed outcomes with identified ways to monitor them.

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

Please fill in the table with a description of the outcomes you think you will deliver. Let us know how you plan to measure them. **You do not need to include a response under every outcome area.** The outcome descriptions you include should be tailored to your project.

Using the example as a guide, indicate what you think might be your baseline at the start of your project for each outcome. Then show how you expect this to change by the end of your project. We understand that this is difficult to forecast but we want to see how much of an impact you think your project will deliver over time.

Please also refer to paragraph 2.6 in the Prospectus for some suggested outcomes and the MOPAC Youth Outcomes framework includes information on the tools recommended to measure most of these outcomes.

Outcome Area	What is your anticipated outcome?	How will you measure this?	What is your baseline?	What will have changed by the end of your project?
Increased engagement	<i>e.g. More children and young people will be designing, leading and participating in local community activities in my area.</i>	<i>Project reporting, participant impact questionnaires</i>	<i>0% of project participants are involved in local community activities</i>	<i>10% of project participants will be involved in local community activities</i>
Improved mental health & well-being	<i>e.g. Improved mental health</i>	<i>Participant impact reporting - using Warwick-Edinburgh Mental Wellbeing Scale</i>	<i>5% of project participants will score 59-70 points on the WEMWBS Scale</i>	<i>40% of project participants will score 59-70 points on the WEMWBS Scale</i>
Improved relationships				
Improved behaviour				
Improved attainment				
Increased employment				
Reduced violence				

<b>Section 7: Finance</b>	
<b>Assessment Criteria: Impact and Value for money</b>	<b>Section Weighting: 8%</b>

21	How much funding are you applying for from the Young Londoners Fund?	Number	Information
Budget proposed is in line with proposed activities and resource requirements.			
<b>Amount of Grant Requested</b>			£

22	Can you provide any match funding?	Yes / No	3%
Match funding is not a requirement, but projects will be asked to demonstrate where they can evidence added value through other sources of income or in-kind support.			
<b>Can you provide match funding? Yes / No</b>			

23	Please provide details of any match funding and whether it is confirmed or unconfirmed	Table	Information
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For any match funding, please include:

- who it is from
- whether it is cash (direct budget) or in-kind
- if it is confirmed (you should be able to evidence this in writing) or unconfirmed at this stage.

In-kind match or value in kind (VIK) is a way to show value that is being brought to your project through ways that are not cash funding. This means that you look at all the elements of your project and work out the equivalent in monetary value of:

- Volunteer time – calculated using an hourly rate using the ONS average hourly wage of £13.94 per hour. Using an average hourly wage rate means that there is no inflation for projects which might use professionals like lawyers or architects compared with other projects.
- Facilities and premises e.g. meeting room usage – calculated as using the hourly rate or equivalent for the room being used, e.g. is a charge is usually made for hire, but is being waived for the project).
- Materials, goods or equipment where this is provided free of charge or as a donation to the project, e.g. printing, or sports equipment etc, where the market value can be used.

Source of Match funding	Cash / In Kind	Confirmed / Unconfirmed	Total amount

24	Please complete the project budget table with the project costs that you will be using your grant for. Please explain any assumptions you have made in calculating your costs.	Table	5%
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Proposed costs are clearly described, are eligible for funding and assumptions are detailed.

We will fund:

- Operational delivery costs
- Core staff and volunteer costs
- Monitoring and evaluation costs
- Marketing and publicity costs
- Associated overhead costs (for example heating, lighting, stationery etc.)
- Low value equipment costs (up to £1,000) for audio-visual, sports etc.

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 (see paragraph 1.2 of the Prospectus and appendix 1)

Please add line items by overall cost category – these will be relevant to your organisation. We don't need every item listed. Detail the amount of funding requested per year, per line item. The total amount should equal the amount of grant you requested in question 21. Please note we are asking for costs for each year of your delivery – i.e. for small grants from October to September and for medium and large grants from January to December.

Please exclude any match funded items from your budget table.

Please add lines per cost category	Year 1	Year 2	Year 3	Total	Please detail any assumptions in calculating your project costs
<i>E.g. Staff costs</i>	<i>£70,000.00</i>	<i>£70,000.00</i>	<i>£70,000.00</i>	<i>£210,000.00</i>	<i>2 FTE project workers @ £35K total cost of employment per annum</i>
<b>Total</b>					This total should be the same as the amount you request from the Young Londoners Fund

<b>Section 8: Capacity &amp; Capability</b>	
<b>Assessment Criteria: Capacity &amp; Capability</b>	<b>Section Weighting: 25%</b>

25	Please detail examples of projects where you have worked with young people from your chosen cohort(s) and you have engaged young people in the design and delivery of these projects.	Max Words: 250	3%
<p>Applicants should have demonstrable experience of working with the target group of young people and should evidence a strong understanding of their needs, issues and challenges. This should include experience of successfully engaging with families and parents.</p> <p>Please tell us about your experience of working with young people from one or more of the groups that you have chosen to support through your project. We are interested to hear about how you have addressed challenges around recruiting young people on your project, how you have kept them engaged and how you have helped them move on to their next steps. We also want to hear how you have involved young people in designing and feeding into the delivery of your previous projects.</p>			

26	What other projects has your organisation successfully delivered in the past? Please detail those which are relevant to this application.	Table	3%	
<p>Good track record of project management, evidencing successful output, outcome and financial delivery.</p> <p>This is your chance to show us that you have the expertise and the knowledge to deliver what you are applying for – you might have delivered something very similar before or learnt from previous experience. It also gives us an idea of the scale you are operating at. Please list up to 5 relevant examples of projects that you have delivered. In the duration column please state the start date and end date of your previous project (or start date and ‘ongoing’ if it has not finished).</p>				
Project Name	Funding source	Duration	Main activities, key outputs and outcomes	Total Value

27	How will your project be managed? Please describe the governance arrangements in your organisation to ensure the project objectives and outcomes are delivered on time and to budget.	Max Words 250	2%
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Strong project management skills evidenced by clear governance structure, good project management methodology.

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

28	Please describe the individual posts and/or team that will be delivering the project: <ul style="list-style-type: none"> <li>• What resources, expertise, skills, responsibilities and experience do they have?</li> <li>• Will existing staff be employed, or will new staff be openly recruited (if yes, how)?</li> </ul> Please attach a structure chart for project staff.	Max Words: 500	4%
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Proposed team has relevant skills and experience to deliver the activities proposed. Robust recruitment plans evident for new employees.

Please tell us about your team and whether this is paid staff or volunteers. We need to know about staff skills and experience, and how your team has previously been involved in projects that support young people.

Please describe who will do what on the project – their roles and responsibilities. For existing staff, give us a summary of their skills and experience. If you plan to recruit new staff, briefly describe how you will do this.

Please attach a simple organisation chart for the project, showing how many people will be involved in delivery and their roles in the team.

29	Who are the key partners and stakeholders you will need to establish working relationships with? Please detail their roles & responsibilities, and their contribution, whether cash or in-kind, where appropriate.	Table	3%
30	If you are applying as a Sole Lead Applicant or Consortium what support you will provide to your Consortium members or partners?	Max Words: 250	

Experience of partnership working with other local support services. Good evidence of planned approach to partnership working for this project.

For Sole Deliverers, please detail other organisations that you will be liaising with on the project and their role – e.g. strategic partner, referral partner.

For Sole Lead Applicants and Consortium, please describe the nature of your relationship with other partners – e.g. subcontracting, sub-grantee as well as strategic / referral partners.

Please also state if they are bringing match funding to the project (this should match question 23 above)

Partner / Stakeholder Name	Role in Project e.g. Consortium member, sub-grantee, sub-contractor, strategic partner, referral partner	Status of relationship - confirmed, unconfirmed	Any Contribution to project? Please specify amount if known (£ - cash or in kind) or N/A

If you are applying as Sole Lead Applicant or a Consortium you must provide support to your partners or members.

Please describe what kind of support you will give to your partners - this could, for example mean helping them with monitoring, assessing their impact, approaching multi-agencies, and staff training.

Questions 29 and 30 will be scored jointly. Sole Deliverers will not lose marks for not answering question 30. Sole Lead Applicants and Consortium will not be able to score maximum marks unless they answer question 30.

31	What are your safeguarding and child protection arrangements?	Max Words: 250	1%
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Robust safeguarding arrangements are in place.

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

Further guidance can be found at:

- [www.gov.uk/government/publications/dbs-check-eligible-positions-guidance](http://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance)
- [www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children](http://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children)
- <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

32	What are the key tasks you will need to do in your first 12 months to make sure you deliver your project's activity, outputs and outcomes?	Table	3%
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Applicants should provide a clear set of tasks for their first 12 months.

Small grant funded projects should start delivery in October 2018 with the other projects expected to be working with their first cohort of young people by January 2019. All project delivery must be completed within 3 years of project start date.

Applicants will be expected to produce a delivery plan with key milestones, provide the GLA with regular progress reports, linked to key milestones and submit quarterly claims to the GLA.

Successful applicants will be expected to make themselves available for an inception meeting in September or October 2018.

Please list the key tasks you need to do in your first 12 months. These should include, for example, what you need to do before you start delivering, how you will engage young people etc. We are not looking for a full project plan, but a list of important actions and tasks that show us you have thought through all that needs to be done.

Key Task	Start date	Completion date	Responsible Party

33	Please describe how you will evaluate the overall success and impact of your project. Who will be responsible for collecting evidence of your outputs and outcomes? Will your self-evaluation be conducted in-house or externally?	Max words: 250	2%
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All applicants will be expected to demonstrate how they will evaluate the impact of their project on the anticipated outcomes.

Successful applicants will be required to submit their Theory of Change and project evaluation plans for approval by Project Oracle <http://project-oracle.com/> by the end of their second delivery quarter.

The GLA will also commission an independent provider to conduct an evaluation of the Young Londoners Fund.

Please describe what you will do to make sure you know what your baseline is and how you will monitor whether this has improved over the lifetime of your project. This should link to the outcomes you described in question 20 but we would like to know more about how you will carry out evaluation – who will do it, when and how.

34	Provide a brief description of your ideas or plans to continue the project activities after the end of the funding period.	Max Words: 250	1%
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The GLA wants to fund projects that will have a lasting and sustainable impact. Applicants will be asked to outline how they are planning to continue activities beyond the funding period.

Please describe how you think you could make your activities self- sustaining or whether you will look to source other funding to continue after the Young Londoner Fund ceases.

35	Describe the financial management and control procedures for the project, including the process for compiling and authorising claims for payment.	Max Words: 250	1%
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Robust financial management procedures including separation of duties for key staff and effective record keeping. Demonstration of achieving value for money in procuring goods and services for project delivery.

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.

Please tell us about how you manage your finances in your organisation. We want to know that your claims will be accurate, timely and that you ensure good value for money in procuring goods and services.

36	What are the delivery risks for your project? List any risks and any mitigating actions you will take to address them.	Table	2%
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Awareness of risks and issues associated with the programme and how to mitigate these.

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

Description of risk	Probability (Low/	Impact	Actions to reduce or mitigate risk	Responsible Party
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	Medium/ High)	(Low / Medium / High)		

## 5. Declaration

Applicants will be asked to complete the following declaration when they have completed the online Application Form. Please note this is section 9 of the online application form.

### Data protection and freedom of information

We must follow the General Data Protection Regulation (GDPR), any other any other legislation in force in the United Kingdom relating to privacy and/or the Processing of Personal Data, and, as a public organisation, the Freedom of Information Act 2000 and Local Government Transparency Code.

We have a data protection policy, which is available from our website at [www.london.gov.uk](http://www.london.gov.uk). We also have a transparency commitment, also available from our website.

### By submitting this application form, you agree to the following:

That we can use this application form and the other information you give us for the following purposes.

- To decide whether to give you a grant.
- To provide copies to other individuals or organisations who are helping us assess and monitor grants, including local authorities, lottery distributors and other organisations that award grants. This may include any contact details you provide; however, such information will not be used by these third parties to contact you or be shared by them with any other party. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you a grant.
- To hold in our database and use for statistical purposes.

If we offer you a grant, we will publish information about your organisation relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications and in the publications or websites of any partner organisations who have funded the activity with us

That you have read the GLA data protection policy and accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000.

**Information exempt from publication under the Freedom of Information Act and/or which is personal data**

Tick this box if you consider your application includes information that would be exempt under the Freedom of Information Act (for example, financial information the release of which, you consider, would prejudice your commercial interests) or that is personal data as defined under the GDPR (other than your contact details). You must tell us what that information is and why you consider it exempt and/or personal data below or in a separate letter. If you are sending us a separate letter, please write 'Letter included' below.

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Tick this box if you consider that this information will remain exempt under the Freedom of Information Act after your activity ends. You must tell us what that information is and give us your reasons below or in a separate letter. If you are sending us a separate letter, please write 'Letter included' below.

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If you would like us to keep you informed of our work, please tick the below box.

Please keep me informed of the GLA's work.

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

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

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

Name  
(Use capital letters)

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	<b>Day</b>	<b>/</b>	<b>Month</b>	<b>/</b>	<b>Year</b>
Date		/		/	

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## 6. Support for applicants and fund-holders

### **6.1. Workshops**

We will be running workshops for organisations who are planning to apply to the Young Londoners Fund. Details will be posted on [www.london.gov.uk/apply-young-londoners-fund](http://www.london.gov.uk/apply-young-londoners-fund)

### **6.2. Development Grants**

We have allocated budget for a small number of development grants of up to £5,000 for organisations who need further help to develop their project proposal and get their application ready to re-apply to the fund in 2019.

Applicants who score highly on the project need and project activity sections but who are not selected to deliver a round 1 Young Londoners Fund project will be considered for a development grant, subject to funding being available.

We plan to inform organisations eligible for a development grant at the same time as the application decision.

### **6.3. Impact for Youth**

This programme is being developed to support organisations delivering activity funded through the Young Londoners Fund. The GLA plans to provide a range of support for applicants and fund-holders. These could include:

- support on how to evaluate impact by developing theories of change, evaluation frameworks and baseline assessments
- an offer of an organisational mentor from an experienced youth provider
- staff training for frontline workers and leaders of youth settings, and support to develop sustainable business models
- a toolkit on how to best engage young people in project design and delivery
- small grants to new or existing local networks of organisations, including those running Young Londoners Fund activities to:
  - help generate proposals for round two of the fund and support potential bidders
  - ensure that young people are effectively and appropriately engaged in developing proposals and delivering activities
  - promote Young Londoners Fund activities to young people in their locality
  - share best practice between Young Londoners Fund-holders
  - help develop sustainability.

We will have more information on the 'Impact for Youth' programme later this summer.

## **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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The Queen's Walk  
More London  
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**[www.london.gov.uk](http://www.london.gov.uk)**

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

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