

ONLINE APPLICATION FORM

Small Grants for Smaller Organisations through Space2Grow#33 - January 2024

PLEASE BE AWARE THAT THERE IS NOT A SAVE FUNCTION WITH THIS APPLICATION FORM ONCE YOU BEGIN.

You are encouraged to download the pdf document available on the Space2Grow#33 webpage to review questions and draft your answers.

Before starting the application form we need to make sure you are eligible to apply. **Please confirm you adhere to the following;**

- You are an active Young Barnet Foundation member.
- Your Income in the last financial year was under £175,000
- You are not currently in receipt of an an Open/Main grant from the John Lyon's Charity
- If you were a successful applicant in Space2Grow#29, you confirm that you are not applying for the same project
- If you are undertaking face-to-face delivery of services, you confirm that you will adhere to any COVID-19 Government guidelines in the delivery of your project, and will adhere to any National Youth Agency guidance, details of which may be found at <https://nya.org.uk/guidance/>
- The activity or service will be delivered in Barnet &/or for the beneficiary of Barnet residents aged 0-25 years old
- Funding must help meet the needs of children and young people in the local area.
- Young people should be involved in informing the development of the application (e.g. through consultation) to ensure the project is accessible, wanted and valued by young people
- Applicants must have a bank account in the name of the organisation or group, which requires at least two joint signatories, who are not related, for all transactions.
- You have the necessary systems, policies and procedures that fulfil legal requirements e.g. accounts, health and safety, equal opportunities, insurance, safeguarding etc (these requirements may be checked as part of any due diligence for successful applicants).
- All staff working to deliver the project must be DBS checked and organisations must follow strong safeguarding procedures as detailed in their safeguarding policy.
- You agree to deliver the project/service by 31st May 2025
- All funding will be spent by 31st May 2025
- You have read and understood the minimum eligibility criteria
- You understand the monitoring and evaluation requirements.

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My Organisation had a turnover of £175,000 or less in the last Financial Year

*

My Organisation is not currently in receipt of an Open/Main grant from the John Lyon's Charity

*

I agree to the above and wish to start my application

Section 1 : About You

Organisation Name *

Organisational Turnover (Last Financial Year) *

If you do not have the exact amount then please submit an approximate amount

Are any other organisations involved in this project?

Only list any partner organisations that are actively involved in the project. We may require further information.

Partner Organisations will be required to provide their details, and confirmation that they agree to be considered a partner of this project via the form at:

<https://form.jotform.com/240294319630353>

Partner Organisations need not be a formal partner (i.e no legal partnership needs to be in place), but where you are working with another organisation (a school, another community group etc.) we want to know that you have consulted with them, and they agree to be considered as part of this application. It is your responsibility to ensure that they have completed and returned this prior to the closing date for this round of funding.

Name of person completing application *

First Name

Last Name

Email *

example@example.com

Telephone Number *

Area Code

Phone Number

Name of person responsible for delivering the project (if different from above)

First Name

Last Name

Email

example@example.com

Phone Number

Area Code

Phone Number

The following information will not influence the panel decisions but will assist Young Barnet Foundation in analysing that we are an equitable funder.

Our CEO/Leader of the Organisation is from the Global Majority

Yes

No

Prefer not to say

"Global majority" is a collective term for ethnic groups which constitute approximately 85 percent of the global population. It has been used as an alternative to terms which are seen as racialized like "ethnic minority" and "person of color" (POC), or more regional terms like "visible minority" in Canada and "Black, Asian and Minority Ethnic" (BAME) in the United Kingdom.

Our CEO/Leader of the Organisation is;

Female

Male

Other

Prefer not to say

Section 2 : Project Overview

Project Name *

Amount being applied for (Between £2,500 & £4,000) *

Amount to nearest £1.

Estimated Start Date *

Day Month Year

Estimated End Date *

Day Month Year

Total number of days of delivery *

Total no of sessions *

Our sessions are:

One-to-one

Group

Mixture of Both

Regularity of sessions (i.e. Monday, Wednesday, Friday for 2 weeks or daily etc) *

If applicable

Time/Length of session (i.e 2:30 – 5:30pm or 3 hours every morning) *

Estimated Number of participants per session *

How many people you expect to attend each session. Where you are doing both one-to-one and group activities - please put estimated numbers attending each group activity here

Estimated number of individuals you will work with *

i.e. the number of unique individual people who will attend your project

Estimated total number of attendees *

(For instance, if you have 5 individuals who all attend for 5 days, then this figure would be 25 or 5 x 5)

Length of Each Session

(E.G type 2 for 2 hours)

Age Range of Participants (Tick all that apply) *

- 0-4 (Pre School)
- 5-11 (Primary)
- 12-16 (Secondary)
- 17-18 (6th Form or College)
- 19+ (Post formal education)

Ethnic Groups that this fund will likely support (tick all that apply)

- English / Welsh / Scottish / Northern Irish / British
- Irish Gypsy or Irish Traveller
- Any other White Background
- Mixed - White and Black Caribbean
- Mixed - White and Black African
- Mixed - White and Asian
- Any other Mixed / Multiple Ethnic Background
- Asian - Indian

Asian - Pakistani
Asian - Bangladeshi
Asian - Chinese
Any other Asian Background
Black - African
Black - Caribbean
Any other Black / African / Caribbean background
Arab
Any other Ethnic Group

When will the project be delivered? (tick all that apply)

During School Hours in Term Time
After School Hours in Term Time
In School Holiday Periods
Weekends

The application seeks to address one or more of the following aims of the fund *

Undertakes Early Intervention and Prevention
Promotes Physical Activity
Encourages Children and Young People to enjoy Outdoor Space and Activities
Addresses Mental Health
Employability and Life Skills

Applications must also demonstrate at least one of the following elements :

Meeting emerging need (in particular those which have emerged or escalated as a result of the pandemic)
Pilots a new initiative (with the aim of using data to seek further funding)
Upscales an existing project with a proven track record
Develops the Charity and /or its Trustees

Section 3 - Your Project

Answers must be concise.

TIPS:

Let your passion for the project shine through in the application
Keep your answers relevant to this project. YBF know you, our members, we know the great work that you do.
Only use historic evidence to strengthen why you are best placed to deliver THIS project.
Keep responses as short as possible
Where possible use bullet points
The word limit is as a maximum guide, you do not need to use it all.

1. What is your project? - Brief description of your project (Max 200 words) *

2. How you will deliver your project (including any involvement of project partners and their roles) (Max 150 words)

ALL partners listed here must complete a partnership Working Details Form found on the website

3. The project should demonstrate how it is responding to a local need, especially needs which have emerged or escalated as a result of the pandemic. Using data to evidence this. (Max 150 words) *

Hint: How do you know this project is needed? Have you got numbers to back this up?

4. How is the project/service youth led/designed (Max 100 words) *

How do you know your young people want this project ?

5. Where will participants come from and how you feel you can guarantee you will get the attendees to this project (Max 100 words) *

6. What will this funding do for your organisation, that you couldn't do before? (max 100 words) *

For example, will it allow you to deliver a pilot project that you have wanted to do for a while, or in a new location?

7. Where will project be delivered? *

Section 4 Monitoring and Evaluation

The Monitoring and Evaluation (M&E) of your project is important for both you and us to assess that your project is achieving what it set out to do.

It also provides evidence of your success for you to use in your future funding applications.

Young Barnet Foundation uses your M&E reports in the following ways:

· To ensure that we're investing in organisations and projects that are making a clear and positive difference to young people in Barnet

· As evidence to help attract more funding into the Space 2 Grow fund.

We will ask you to collect the following information:

- Numbers of children/young people engaged, statistics – age, gender, etc,
- Total number of sessions held
- Total cumulative number of visits (attendees per session x number of sessions held)
- Total number of individuals you worked with (because a single individual might attend your project multiple times)
- The age range of participants
- Total number of contact hours (total no of attendees x session length)
- The split of male and female participants (approx. %)

We will also ask for the following:

- We will ask you to outline in about 100 words the key achievements of the project
- We will ask for a quote from one participant
- We will also for a quote from one session leader
- A short anonymous case study on one young person
- To submit at least one photo of your project (with relevant permission of any young people shown in shot or sufficiently anonymised)
- Details of any financial or numerical variation

You will be asked to submit the information online no later than the 15 days from the completion of the project. This is because at the end of this round of funding we have to provide a report to the funder. It's

really important that you set aside the time to do this at the end of the project. If you don't return your M&E in time, this might affect your organisations ability to bid for future rounds of Space2Grow funding. We may ask for details on the budget spend if vastly different to the application form

We agree to the Monitoring and Evaluation requirements *

- Yes
- No

Section 5 : Funding Requirements and Budget

Please outline the amount you are requesting from the Space2Grow#33 fund (The total should match that in Section 2)

Amount Requested within this grant to deliver the project

Staff Costs

Activity Costs

Volunteer Expenses

PPE and H&S Costs

Equipment Costs

Core Costs

Venue Hire

Other

Total

Is the amount you are requesting the total cost of the project you intend to run? *

- Yes
- No

[Only answer if you answered 'No' above] If not, is the rest of the project funding secured?

- Yes
- No

Opportunity to outline any more information regarding the costs listed above. *

Do you pay London Living Wage to all staff members over 18? *

Yes

No

Section 6 - Barnet Together Voluntary Sector Manifesto

Young Barnet Foundation is pleased to be a member of Barnet Together, a partnership working towards the vision of 'a better Barnet for all those who live and work in the borough, based on real partnership and active collaboration'. By becoming a member of YBF, you will automatically be part of Barnet Together, the data you submit in this joining form may be shared within the Barnet Together partnership.

Led by Barnet Together, the sector has created a manifesto to champion the sector and campaign for 'A better Barnet for all those who live and work in the Borough'.

Read the full manifesto here <https://volunteeringbarnet.org.uk/wp-content/uploads/2019/10/Volunteer-Manifesto.pdf>

We would encourage all of our members to show their commitment to the sector in Barnet and if you have not already done so, sign up to the Manifesto below:

My Organisation:

Has already signed up to the Manifesto

Wishes to sign up to the Manifesto

Does not wish to sign up to the Manifesto

If you have ticked above that you wish to sign up to the Manifesto, you agree that you have read and will uphold the values of the Voluntary Sector Barnet Manifesto and that you are duly authorised to sign up your organisation. By agreeing to sign up to the manifesto you agree that we may display your organisation's name and contact you via the email address that you have provided.

Section 7 - Declaration

*

I confirm, to the best of my knowledge and belief, all the information in this application is true and correct. I understand that you may ask for additional information at any stage of the application

process.

*
I confirm that I am responsible for my project and will comply with relevant legislation to ensure safe practices and policies are adhered to for both staff and participants of my project.

*
I confirm that if my application is to deliver face-to-face services to children and young people, I will follow the National Youth Agency's guidance.

I confirm that the organisation's bank account has at least two signatories attached for payments. *

Yes

No

*
I confirm that the organisation has the following insurance; Employer's Liability (if the applicant has any employees as defined under the Employers Liability(Compulsory Insurance)Act 1969), Public Liability(minimum limit of indemnity(£2,000,000), AND have ensured our insurance covers any changes to delivery both in terms of activities and location as a result of adapting to theCovid-19 Pandemic or other pandemic events. I will produce evidence of this if requested to do so.

*
I confirm that if we are successful with our application, we will provide prior to receiving the funding (if requested to do so or at any time during the funding period), any of the information below (or any other policies and procedures required);

- Suitable Insurance
- Health and Safety Policy
- Risk Assessments designed to be Covid-19 compliant
- Equality and Diversity Policy
- Safeguarding Policy
- Required permission to operate in public spaces (if applicable)

Submission

Details submitted will be held in line with our Privacy Policy for the purposes of this grant. Once you press Submit you should be directed to a new page confirming that the submission has been successful. Young Barnet Foundation will send you further confirmation and a copy of the application via email within 72 hours of submission. Please sign below to confirm.

Optional Feedback: We are always looking at improving the grant process for applicants; to balance the need for sufficient information but to not make the application process too onerous. Any comments or suggestions welcome.