



In partnership with:



**JOHN LYON'S  
CHARITY**

**SPACE2GROW CHILDREN AND YOUNG PEOPLE'S FUND  
SMALL GRANTS FOR SMALLER MEMBERS VIA - SPACE2GROW #38  
MINIMUM ELIGIBILITY CRITERIA**

### Applicant Information Summary

**Background – why this funding is needed.**

As part of John Lyon’s Charity’s long-term response to the COVID-19 pandemic and as part of previous three-year strategy (2021-2024), they made available additional funding to the eight London based Young Peoples Foundations (YPFs), (including Young Barnet Foundation). This was to distribute as small grants to our membership, with the view that YPFs can reach elements of the Children & Young Peoples specific Voluntary, Community, Faith, and Social Enterprise (VCFSE) sector, which due to funding policies are often beyond John Lyon’s Charity and other larger funders reach. The ambition is for this funding was to help facilitate a vibrant and thriving grassroots VCFSE sector despite the impact of COVID-19, and that through this funding, and to assist some of these organisations become more viable and eligible to secure funds directly from larger funders.

Following a review of this initial 3 years of funding, John Lyon’s Charity has committed to a further three years of funding through their Home, School, Community Fund, to enable YPF’s to continue to allocate these Small Grants for Smaller Organisations, recognising that this funding, together with the tailored local capacity building support organisations such as Young Barnet Foundation are able to provide, enables these smaller organisations to begin to build a track record of prudent management of funding and demonstrate their local impact.

Barnet Council’s Children & Young People’s Plan 2023-2027 identifies the ways in which Barnet aims to deliver on its vision for putting Caring for the People, our Places, and the Planet at the centre of all that they do to make Barnet a safer, affordable, and family friendly place to live. They state that “We want to ensure all families benefit from services and have the support they need.”

Young People including members of the Youth Board and Barnet’s Child in Care Council were consulted throughout the creation of the plan, and their feedback was used to make changes to the document.

The Children and Young People’s Plan may be read in full [here](#)

The Barnet Joint Strategic Needs Assessment (JSNA) presents data to support the local authority, local NHS organisations, and other public and private organisations including the VCFSE sector, to assess the current and future health, care and wellbeing needs of the Borough and our community. You can access the JSNA [here](#)

In addition to the JSNA data, the Barnet Council website has a number of Data Dashboards, including one for Children and Young People, which may be accessed [here](#). This includes specific data for Mental Health.

If you feel you need further support with sourcing and using data for your application, the Barnet Together Partnership undertook a training workshop as part of funding workshop series in 2023, which was recorded called “**Barnet Insights: What is local; Why is local important; local insight; Data sources and tools; Key funders**”. You can request access to this video (and any of the others in the series) via this link: <https://form.jotform.com/231353410398049>

**Aim of the Fund**

Following feedback from the three previous rounds of this funding (Space2Grow#21, Space2Grow#29, and Space2Grow#33) and further input from the funder, the John Lyon’s Charity, the following criteria have been developed:

- **Applications should be for a minimum of £2,500 and a maximum of £6,000 (an increase from the maximum of £4,000 in previous rounds of this funding in recognition of continued Cost of Living pressures on Members).**
- **Applicants may only have a maximum turnover in the last financial year of £175,000.**
- **Organisations who are currently in receipt of an Open/Main grant from John Lyon’s Charity are excluded from application; it should, however, be noted that in the event of the sum of applications being greater than the total fund, priority may be given to those organisations who have not previously been in receipt of a grant from the John Lyon’s Charity.**

- Organisations who were successfully awarded funding in Space2Grow#33 are excluded from this round of funding for applying for the same project; they may however apply for a different project.
- All Applicants must have a minimum of three unrelated Trustees or Officers listed on either the Charity Commission register or Companies House listing for their organisation.
- This funding may be used in conjunction with funding from other grant giving organisations, except for the John Lyon's Charity.
- Organisations must be full Members of Young Barnet Foundation at the time of application.
- It should be noted that the following organisations are not eligible to apply to this fund:
  - Schools may not apply for this funding.
  - Supplementary Schools may only apply for this funding for activities outside of delivery of core subject and native language lessons.
- Where projects seek to work in partnership with Schools:
  - Projects which fund extra-curricular activities outside of the school day will be prioritised.
  - In particular, activities which are open access are especially welcomed.
  - Where projects are working with School children within the school day, please ensure that your application indicates clearly the need for taking the Children and Young People out of the school curriculum setting.

We will invite applications that clearly demonstrate how young people will be supported over the coming 12 months following the ongoing effects on Children and Young People of the Covid-19 pandemic and continuing cost of living crisis; applications should demonstrate how the project is responding to identified local needs.

**Applicants may apply for support for new or existing projects. Applications may be to:**

- Pilot a new project with a view to gathering information and data with a view to applying for further funding later.
- Expand an existing project (for instance, in a new location or new age range)
- Continue an existing project for a longer period.
- Looking at diversifying or changing their delivery model and are seeking core cost funding.

Funding requests for projects which are exclusively Holiday Activities will not be accepted, as following the recent Department for Education announcement, there will be further rounds of Space2Grow funding exclusively for this.

**We are specifically seeking applications for projects/activities for children, young people, and/or families that:**

- Undertake Early Intervention and Prevention
- Promote Physical Activity
- Encourage Young People to enjoy Outdoor Space and Activities
- Addresses the Resilience of Children and Young People, Young Volunteers and Organisational Development
- Address Employability & Life Skills

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

- Meeting emerging need (including those which have emerged or escalated because of the pandemic)
- Piloting a new initiative (with aim of using data to seek further funding)
- Upscaling of an existing project with proven track record
- Develop the Charity and/or Trustees.

We are particularly keen to receive applications from member(s) who have not applied for or received any Space 2 Grow funding in earlier rounds. However, the fund is also open to those

	<p>who have either previously applied or been granted funding <b>except where they received funding for the same project in Space2Grow#33</b>, subject to the exclusions in the “What we won’t fund” section.</p> <p>Applications must demonstrate evidence of need and how the project/service is youth led - this is to ensure CYP co-design/buy in to make sure that projects are wanted by CYP and/or Families.</p> <p>Where possible applications should show where participants will come from. e.g. existing or signposted from statutory service/school or partner YBF organisation(s).</p> <p>We expect Space2Grow Grantees to be engaged with our Member Development team to identify potential areas of development for your organisation, which may include (but not be limited to) areas such as Bid Writing, Monitoring &amp; Evaluation, Organisational Governance etc.</p> <p>In recognition of the increased costs which our members are facing at the current time, you may allocate up to 12.5% of your total budget towards Venue Hire and Core Costs.</p> <p>Applications should be for projects commencing no earlier than the week commencing 1<sup>st</sup> July 2025.</p>
<b>What do we require from the applicant?</b>	<ul style="list-style-type: none"> <li>• We expect grantees to keep us informed of any changes to your proposed project at the earliest possibility.</li> <li>• Read and respond to any correspondence from Young Barnet Foundation in a timely manner.</li> <li>• Ensure that all staff and volunteers undertaking the project have the appropriate DBS Checks and are aware of your organisations Safeguarding policies and procedures.</li> <li>• Read and share with your team the requirements in the Terms and Conditions</li> <li>• Depending on your project’s duration, be prepared to provide an interim update report to enable us to keep our funder updated.</li> <li>• Commit to providing the Monitoring &amp; Evaluation within two weeks of the end of the project (see the Monitoring &amp; Evaluation section below)</li> <li>• Inform us of any substantive issues during the project and any substantive changes in your organisation.</li> </ul>
<b>Geographical Area of Benefit</b>	This fund is open to current full VCFSE members of Young Barnet Foundation who deliver activities and services for children and young people living or at school/college in the London Borough of Barnet. You must therefore have completed your membership renewal at the point of application.
<b>Total Funding Available</b>	£50,000 in total
<b>Contribution of Grant</b>	100% John Lyon’s Charity
<b>Size of Grants Available</b>	We are inviting applications for grants from a minimum of £2,500 up to a maximum of £6,000
<b>Support to prepare and submit your application.</b>	<p>If you require support in preparing and submitting your grant application, then please contact your Member Development Officer.</p> <p>If you have any technical questions regarding how to submit your application, then please contact our grants administration team at <a href="mailto:grants@youngbarnetfoundation.org.uk">grants@youngbarnetfoundation.org.uk</a></p>
<b>Deadlines</b>	<p><b>Open for Applications</b>                    <b>Monday 3rd March 2025</b></p> <p><b>Application Deadline</b>                <b>23:59, Sunday 30th March 2025</b></p> <p><b>Panel Meeting</b>                            <b>w/c 12<sup>th</sup> May 2025</b></p> <p><b>Applicants informed</b>                 <b>No later than w/c 19<sup>th</sup> May 2025</b></p> <p>Dates may be subject to change due to operational requirements</p>
<b>Completion</b>	<p>All grant funded projects must be completed within 12 months of grant award*.</p> <p><i>*Unless agreed otherwise</i></p>

**What we won't fund:**

**Young Barnet Foundation's mission is to support the local CYP VCFSE; therefore, the Grants Panel cannot consider applications for/from the following: -**

- Organisations who are currently in receipt of an Open/Main grant from John Lyon's Charity
- Sole benefit of individuals.
- Non-Young Barnet Foundation Members
- Those in receipt of grants via Space2Grow#33 for the same project
- Bursaries for higher education (including postgraduate)
- Statutory bodies to fund their normal services or activities (including Schools etc).
- Salaries of post employed by local authorities, including staff salaries in schools.
- School journeys or trips abroad
- Supplementary Schools provision including providing learning in the core subjects of English, Maths and Science and Mother Tongue teaching.
- Therapeutic gardens or school vegetable gardens
- Conservation and environmental projects where the project is primarily conservation focused and not Children and Young People
- Other grant-giving organisations
- Core costs for umbrella bodies or second tier organisations.
- Events/activity whose principal aim is to raise funds for other organisations.
- General charitable appeals
- Housing Associations
- Hospitals, Hospices or Clinical Commissioning Groups
- Political or religious activities (although secular projects by faith groups are welcomed where there is a wider community benefit).
- National organisations with no track record of delivery in the Charity's beneficial area
- Retrospective funding.
- Projects that solely aim to teach healthy eating and reduce obesity.
- Hardship appeals.
- Lobbying and campaigning
- Medical care (including rehab) and resources.
- Endowment funds
- Feasibility studies
- Research
- Funding to meet an overspend on a project funded elsewhere.
- Telephone helplines

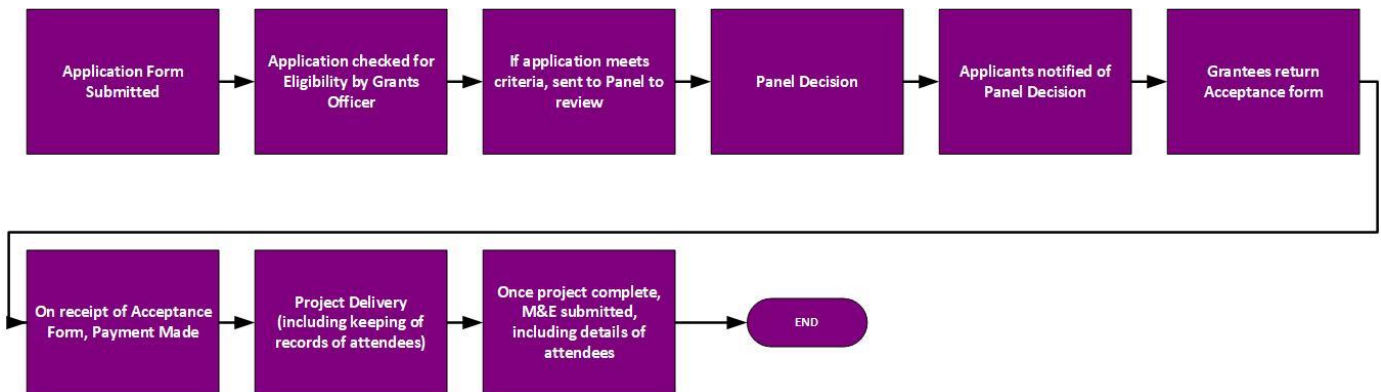
This is not an exhaustive list, and applicants should contact us if they are unsure whether they qualify to apply.

**Other criteria:**

- Your organisation must either be based or deliver services for children and young people in Barnet.
- Applicants must be a full member of the Young Barnet Foundation at the time of application.
- Your income in last Financial Year must be less than £175,000.
- Funding requests for projects which are exclusively Holiday Activities will not be accepted, as there will be further rounds of Space2Grow funding exclusively for this.
- Applicants must be a Voluntary, Community, Faith and Social Enterprise (VCFSE) sector organization as for example defined by the National Council for Voluntary Organisations: [Definition](#)
- All face-to-face activity should take place in Barnet for Children and Young People.
- All the proposed activity must be delivered during within 12 months of grant award, unless otherwise agreed.
- Your organisation must have a bank account registered in the name of the organisation, with a minimum of two signatories.
- Your organisation must 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 the application process).

- All staff working to deliver the project must be DBS checked, and organisations must follow strong safeguarding procedures as detailed in their safeguarding policy. This will need to be submitted with your application for funding.
- Your organisation must have a Risk Assessment in place for all activities.
- Grants must be for universal services, i.e. cannot be for religious or political activity which is not for wider public benefit.
- Applications will only be considered if received by the deadline.

### Application Process:



Applications must be submitted online using the form available on the Young Barnet Foundation website, <https://www.youngbarnetfoundation.org.uk/space2grow38>

### Delivery, Partnerships & Networks:

When scoping your project, we would ask you to consider which partners you can work with, both from the VCFSE and Statutory Services (children's Centres, Schools, 0-19 Hubs).

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

<https://form.jotform.com/250492369644364>

**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.**

### Geographic Location:

This fund is open to VCFSE members who deliver activities and services for children and young people living or at school/college in the London Borough of Barnet, subject to the exclusions above.

While no specific geographic locations within the Borough are given greater consideration than others, your application should show the need which you are meeting, if possible, using data.

### Decision Making Process:

**Applications will be assessed against the following criteria:**

- Does the proposal meet the criteria of the fund?
- Is the project feasible / deliverable?
- Are the outcomes considered to be realistic?
- Does the application meet the need of the Cohort?

**Assessment:** The YBF Grants Officer (and other staff if required) will undertake assessment on applications on receipt to ensure that the application:

- Is complete.
- Meets the published Eligibility Criteria (as outlined in this document)

Any applications which do not meet these assessments will be rejected as not meeting the Eligibility Criteria (as outlined in this document) and will not be taken forward for consideration by the panel, and applicants will be informed of this.

Eligible applicants will have their application acknowledged. Applicants will be requested to undertake self – certificated due diligence as part of the application process, and we will take this information to be correct at the time of assessing eligibility. If an organisation is awarded funding, we will then verify the self- certification, and if this is found to be incorrect, the funding offer will be withdrawn.

**Funding Panel:** Eligible applications will then be reviewed by an independent Funding Panel composed of a mix of stakeholders. These may include (but are not limited to):

- Representative(s) from the Young Barnet Foundation board of Trustees
- A representative from John Lyon's Charity
- A representative from the Local Authority
- Young Barnet Foundation Funder Representative
- Young person(s)
- A representative/s from other appropriate funding agencies may also be invited to attend.
- Local based representatives

The funding panel's decision is final. There is no appeal process in place. Due to the expected volume of applicants, it will not be possible to give feedback at this time.

**Panel Outcome:** Applicants will be notified of the outcome of their application no later than the w/c 19<sup>th</sup> May 2025 however, if applications are assessed on a continuous basis, we will aim to inform applicants as soon as a decision has been made.

### **Barnet Voluntary Sector Manifesto:**

Young Barnet Foundation is a proud partner of Barnet Together, and we stand together to encourage members (as part of the Voluntary, Community, Faith, and Social Enterprise (VCFSE) sector in Barnet) to sign up to the Barnet Voluntary Sector Manifesto.

Developed over several months and with the involvement of seventeen community organisations from across Barnet including Barnet Carers and Barnet Multi Faith Forum, the Barnet Voluntary Sector Manifesto is a declaration of beliefs, commitments and ambitions for organisations that serve the borough of Barnet.

We would encourage all of our members to show their commitment to the sector in Barnet and read/sign up to the manifesto here: [https://www.inclusionbarnet.org.uk/barnet-together/#tab\\_voluntary-sector-manifesto](https://www.inclusionbarnet.org.uk/barnet-together/#tab_voluntary-sector-manifesto)

As a part of the application form, we will be asking members to confirm if they have already signed up to the Manifesto, or if they have not done so, whether they wish to do so.

We know that many of you have already done this, so thank you (if you can't remember, you can also view a list of organisations that have signed up on the same website)

### **Grant Monitoring Process:**

Successful applicants will be provided with full details of the Monitoring & Evaluation Process. This is not designed to be difficult but is needed to demonstrate the difference your project has made.

The Monitoring & Evaluation form will therefore ask you to provide:

- Details of the numbers of Children and Young People who attended your project.
- Demographic Data relating to attendees to your project.
- An outline of the achievements of the project
- An anonymised quote from a participant
- A quote from one of your staff or volunteers



- Photos of your activity, and confirmation that the appropriate permission has been sought.
- Any issues encountered.
- Whether you met your proposed numbers of attendees, and if not any reasons for this.
- What difference undertaking the project, and the support from Young Barnet Foundation has made to your growth and sustainability as an organisation.
- How the Charity's grant was used including relevant documentation, receipts, photographs of the project etc.
- Your Grants Manager or nominated person from Young Barnet Foundation, may also undertake a Monitoring Visit to see how your project is progressing. If your grant is related to a specific activity, please advise your Grants Manager of the session dates over the project year so that they can attend at an appropriate time.

Please note: reporting is not designed to be onerous, however, we need to evidence the impact of funding so that we can grow local funding to support the sector further along with accounting for Public Money. Further details of the Monitoring & Evaluation required will be provided to successful applicants.

**Failure to provide the Monitoring & Evaluation in a timely manner will result in funds being withheld, and in extreme cases, to further applications from Space2Grow funding being withheld for consideration until this is rectified.**

The data provided will be shared of the funders.

Monitoring & Evaluation must be submitted within **2 weeks** of the completion of the project, via the online form at <https://form.jotform.com/250492527196362>

One way which will help your organisation to effectively gather the data required to complete the required Monitoring & Evaluation for this programme (or any other grant funding in which you are in receipt) is the use of a Monitoring , Evaluation and Learning tool – such as that provided by Upshot Systems.

Upshot Systems is a cutting-edge tool designed to elevate your projects and evidence your impact in the community. With seamless ongoing data collection, efficient project management, and compelling evidence of success, you can showcase your achievements to secure more funding.

We are thrilled to announce an exciting opportunity exclusively available to our eligible members through the Young Barnet Foundation (YBF). Thanks to funding from Barnet Council, we are delighted to offer you the chance to use the Upshot platform for FREE for one year. In addition, you can continue to benefit from Upshot in the second year at a reduced cost of £200 + VAT. After that, you will receive another one-year membership at a discounted rate before transitioning to a full-price Upshot membership in year four.

If you are not happy with the system in the first year and want to stop using it, that is fine, all we ask is that you give it a go.

Upshot Systems undertake regular online demonstrations to YBF members, but prior to this, you can find out more about the system [here](#) or by watching this short demonstration video [Demonstration Video](#). Upshot Systems is already being used by many of our members to assist them to demonstrate the amazing work that they do, and to help them not only provide data as required for Monitoring & Evaluation processes, but to build compelling cases for funding.

If you want more information or wish to register your interest, please contact Zoeb at [zoeb.hasan@upshot.org.uk](mailto:zoeb.hasan@upshot.org.uk). Zoeb is our Barnet Upshot Consultant and will be able to provide you with all the details you need to take advantage of this offer.

Please note that eligibility for the free license is based on an annual turnover of less than £500,000. The free license covers projects conducted within Barnet. Additional costs may apply if you wish to utilise Upshot for projects outside of Barnet.



### Informing us of significant events.

It is necessary for you to keep Young Barnet Foundation informed of any significant events that will have an impact on the work that we are funding, or on your organisation. Please do not wait until the end of your grant to advise us of these changes.

You should inform Young Barnet Foundation immediately if any of the following changes occur:

- A major organisational change or new policy direction
- A change to your organisation's name or constitution
- Significant and unexpected changes to your Trustee board
- A severe funding crisis or other threat to the viability of the organisation including insolvency.
- A potential merger
- Winding up of the organisation
- Any other significant change to your organisation or project.

### Terms and definition

#### VCFSE (Voluntary, Community, Faith, and Social Enterprise)

**VCFSE** (Voluntary, Community, Faith, and Social Enterprise), sometimes referred to as the Third Sector, is the term used to describe the range of organisations which are neither state nor the private sector. It includes organisations such as associations, self-help and community groups, voluntary organisations, social enterprises, housing associations, mutuals and co-operatives. Such organisations are sometimes, but not always, charitable (as defined in law) but may be registered charities. VCFSE Organisations are independent of government; 'value-driven' – that is, they pursue social, environmental, or cultural objectives rather than primarily aiming to make profit; they reinvest any surpluses, or in the case of Social Enterprises all surpluses, in the pursuit of their objectives.

A **constituted group** is a **group** of people who come together to further any objective; in this case, to support children and young people. The **group** is run on a voluntary basis and is set up as a small organisation in its own right, with a management committee, constitution, and its own bank account.

**This document is expected to be read in conjunction with the Space 2 Grow Children and Young People's Fund (no.38) Terms and Conditions.**

#### Further information

For further information on any aspect of the Space 2 Grow – Children and Young People's Fund please visit [www.youngbarnetfoundation.org.uk](http://www.youngbarnetfoundation.org.uk) or email [grants@youngbarnetfoundation.org.uk](mailto:grants@youngbarnetfoundation.org.uk)

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