

ONLINE APPLICATION FORM

Space2Grow#31 - Main Grant 2023

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#31 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 a Young Barnet Foundation member
- 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, outcomes, priorities and objectives for children and young people in the local area.
- You will allocate a minimum of £250 from your requested grant for the delivery of Continuing Professional Development of their staff or trustees
- Young people should be involved in informing the development of the application (e.g. through consultation) to ensure the project/activity/ service/programme is accessible, affordable, 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 will 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. This will need to be submitted with your application for funding.
- You agree to deliver the project/service by 31st March 2025 (unless previously agreed with us)
- All funding will be spent by 31st March 2025 (unless previously agreed with us)
- You have read and understood the minimum eligibility criteria
- You understand the monitoring and evaluation requirements.

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I agree to the above and wish to start my application

Section 1 : Project Overview

1. Organisation Name *

2. Project Name *

3a. Amount being applied for (Max £9,000) *

Amount to nearest £1.

3b. Is the amount for full or part funding of the project? *

Full

Part

4a. Estimated Start Date *

Day Month Year

4b. Estimated End Date *

Day Month Year

4c. Total number of days of delivery *

Minimum 5 days

4d. Total no of sessions *

4e. Our sessions are:

One-to-one

Group

4f. Regularity of sessions (i.e. Monday, Wednesday, Friday for 2 weeks or daily etc) *

If applicable

4g. Estimated Number of participants per session *

Where you are doing both one-to-one and group activities - please put estimated numbers attending each group activity here

5a. Estimated number of unique participants *

i.e. the number of unique individual people who you will work with during your project

5b. Estimated total number of participations *

(i.e Number of sessions x Number of participants per session)

5c. Length of Each Session

(E.G type 2 for 2 hours)

5d. 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)

5e. Ethnic Groups that this funding 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

5f. 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

6a. The application seeks to address one or more of the following aims of the fund (Tick all that apply) *

- Develops emotional wellbeing and resilience, assists in resolving problems without the need for escalation to statutory services and interventions.
- Enhances the ability of Children & Young People to partake in positive physical and creative activities in an environment in which they feel secure
- Addresses barriers to Children and Young People achieving positive health and educational outcomes (especially where this is being impacted by absence from school or issues with substance misuse)
- Helps Children & Young People develop enhanced Life Skills and Build Confidence.
- Promotes Community Cohesion and demonstrates social engagement
- Demonstrates social engagement and inclusion
- Provides Employability support and future Career Advice
- Raises awareness of youth voice and acts as their Champions

6b. Applications must also demonstrate at least one of the following elements (Tick all that apply):

- Meets emerging need
- Pilots a new initiative (with the aim of using data to seek further funding)
- Upscales an existing project with a proven track record
- Collaboration with YBF member organisation(s)
- Develops the Applicant Organisation, its staff and/or its Trustees

Section 2 : About You

7a. Name of person completing application *

Last Name

First Name

7b. Email *

example@example.com

7c. Telephone Number *

Area Code

Phone Number

7d. Name of person responsible for delivering the project (if different from above)

First Name

Last Name

7e. Email

example@example.com

7f. Phone Number

Area Code

Phone Number

8a. Organisational Type *

Charity

Parish Council

Constituted Group

CIC

Company Ltd by Guarantee

8b. Charity &/or Company Number (if applicable)

8c. Are any other organisations involved in this project?

**Partner Organisations will be required to provide their details, and confirmation that agree to be considered a formal partner of this project via the form at:
<https://form.jotform.com/232213407396352>
It is your responsibility to ensure that they have completed and returned this prior to the closing date for this round of funding.**

8d. Organisational Turnover (Last Financial Year) *

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

The following information will not influence the panel's 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

"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 identifies as:

Female

Male

Other

Prefers not to say

Section 3 - Your Project

Please ensure that 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 place 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.

9. Describe your project - Brief description of your project (Max 200 words) *

Hint: The who, what, when, how, to whom and why needed. Capture the funding panel member with the project.

10. Describe how you will deliver your project (including any involvement of project partners and their roles) (Max 200)

11. How does your project meet the aims of the fund as outlined in the Eligibility Criteria (max 250) *

12. Using data, how does your project meet the emerging or urgent need for your participants (Max 200 words) *

Hint: This should refer to the quantitative and qualitative data that provides the evidence for the need for your project

13. Demonstrate how the project/service is youth led/designed *

14. Outline where participants will come from and how you feel you can guarantee you will get the attendees to this project (Max 200 words) *

For instance, who will you be working with to ensure a pipeline of participants, how will people sign up to your project?

15a. In which postcode(s) will project be delivered? *

15b. From which postcode(s) will participants be? *

Section 4 Monitoring and Evaluation

The Monitoring and Evaluation (M&E) of your project is important for you 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 quantitative information:

- Numbers of children/young people engaged, statistics – age, gender, etc, outcomes achieved as well as feedback from service users. This may include recording the progress young people make in terms of recorded/accredited outcomes. This will include completing a Demographic Data sheet of attendees
- Total number of sessions held
- Total cumulative number of attendees at the project (attendees per session x number of sessions held)
- Total number of unique participants
- The age range of participants Total cumulative 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:

- An Outcomes and Experience Report for your completed project
- We will ask you to outline in less than 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.

We may ask for details on the budget spend if vastly different to the application form

16. We agree to the Monitoring and Evaluation requirements *

Yes

No

Section 5 : Funding Requirements and Budget

17a. Is the amount you are requesting the total cost of the project you intend to run? *

Yes

No

17b. [Only answer if answered 'No' to the above question] Is the rest of the project money secured?

Yes

No

18a. Please outline the budget for the project; both the amount you are requesting from the Space2Grow#31 fund,

Amount Requested within this grant to deliver the project

Staff Costs

Activity Costs

Volunteer Expenses

PPE and H&S Costs

Equipment Costs

Training & Development Costs

Core Costs

Other

Total

18c. Opportunity to outline any information regarding the costs listed above. *

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

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:

19a. 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.

19b. If your organisation has indicated that you do not wish to sign up to the Manifesto, please explain why below

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 I will adhere to any relevant guidance and legislation relating to provision during the COVID-19 pandemic or any other pandemic.

*

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.

*

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 the Covid-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), 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 or other panedemic event compliant
- Equality and Diversity Policy
- Safeguarding Policy
- Required permission to operate in public spaces
- Will produce for Young Barnet Foundation any of the above on request if required.

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.