

YORK YOUTH COMMUNITY ACTION PILOT

(formerly 'Community Service Pilot')



Supported by
department for
children, schools and families

GRANT FUNDING INFORMATION AND GUIDANCE - ORGANISATIONS. Updated at 01/03/10

This is the guidance for potential applicants to the City of York Council's Youth Community Action Grant Fund. Please read the information thoroughly before applying, to ensure that your scheme meets the eligibility and other assessment criteria.

Contact details for more information are provided on the last page

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550



1. BACKGROUND

Following a detailed application process, the City of York has been selected as 1 of 5 national pilots to develop 'Community Action' (volunteering) amongst 14-16 year olds, for a defined period up until March 2011. Please note: the name of the pilot has recently been changed from 'Community Service' to 'Community Action' but the principles underpinning the pilot remain the same.

This pilot, which is fully funded by the Department of Children, Schools and Families, aims to test methods of engagement and ways of delivering volunteering opportunities for 14-16 year olds throughout the city. York's Youth Community Action pilot is managed by the City of York Council in partnership with York Council for Voluntary Service and York Cares.

In this context, 'community action', means young people volunteering to get involved in activities that benefit their community, other individuals or the environment. For example, in school, young people could mentor younger pupils, participate in school councils or fundraise for local community projects. Outside school, young people could coach a sports team, visit elderly residents, help in a charity shop, run a campaign, develop an allotment or nature reserve.

We are looking to fund high quality community action opportunities where 14-16 year olds will:

- Define and engage in community actions which matter to them, with demonstrable impacts in their school/community.
- Apply their learning and develop skills in real-life contexts and
- Volunteer alongside other age groups, communities and sectors.

We have specific and ambitious targets to achieve. These are set out below. We hope that your applications will help us to achieve these and so there are specific questions on the application form that will help us to see how your project might help us with that. The relevant targets from our bid for this Pilot are:

1. We aim to engage with a minimum of 90% of the 4,774 14-16 year olds in York, which is 4,296. We are committed to engaging with and providing opportunities for young people who may miss out on opportunities, including those who are disabled or identified as in need of additional services.
2. We expect that each young person will undertake a minimum of 15 hours community service during the course of the pilot.
3. Looking across the range of opportunities available, we would expect that the average number of community service hours undertaken to be between 20-30 hours during the pilot.

It is recognised that if we are to achieve our ambitious targets, there needs to be a wide range of partners involved. Many organisations helped with our bid to become a pilot area and we are grateful to them for their support. This grant fund is designed to enable partners to get ready for, deliver and sustain an exciting and wide range of community action activity that will engage young people in volunteering in York.

In addition to helping organisations to deliver opportunities, we also want to invite 14-16 year olds to apply for grants for their own ideas/projects, to make a difference in their communities.

We are also working closely with local secondary schools, which have all indicated their commitment. Throughout the pilot, schools will be working to: increase awareness of volunteering amongst 14-16 year old pupils; highlight the benefits of volunteering; record activity; provide a range of opportunities for them to take part in and/or help them to plan and implement their own ideas. Schools will also run specific 'volunteering days', which, subject to further discussion, we hope will start to take place in schools in June and July 2010.

A total of approximately £695,000 funding will be available in grants for organisations and young people, spread over three funding rounds. (For information, 14-16 year olds are likely to be in Years 9, 10 or 11 at school.)

Note: for simplicity, from here onwards we have used 'volunteering' in place of 'community action.'

2. WHAT TYPES OF ACTIVITY CAN BE FUNDED

a) Organisations

Grants will be available to organisations for projects or activities that will deliver volunteering opportunities for 14-16 year olds. We are looking to fund high quality community action opportunities where 14-16 year olds will :

- Define and engage in community actions which matter to them, with demonstrable impacts in their school/ community,
- Apply their learning and develop skills in real-life contexts, and
- Volunteer alongside other age groups, communities and sectors.

Projects can include such things as:

- Running new, or extending existing volunteering activities
- Improving take-up of existing opportunities
- Increasing capacity to deliver more opportunities
- Facilitating increased volunteering e.g. through mentoring
- Building longer-term sustainability e.g. training; setting up appropriate procedures and safeguarding arrangements
- Increasing engagement with 14-16 year olds i.e. reaching more young people

Volunteering opportunities can be delivered in any of the following ways (or in any combination):

- Community activities – on evenings, weekends and school holidays
- In schools, in curriculum time
- In schools, outside curriculum time (extra-curricular activity)
- Outside schools, in curriculum time

NOTE:

If you are proposing new activities that will involve schools, we ask you not to initiate new contact with the school/s, before your application is considered – we are seeking to avoid schools being inundated with requests for support and involvement. If your application is successful, and you plan to work with schools, we will then work with you to coordinate contact.

b) Grants for young people

Grants will be available to 14-16 year olds to support them in initiating, planning and delivering new or improved community service projects. Applications can come from individuals or groups of young people.

For those that want it, there will be mentors and support available to assist and encourage young people in the development of their ideas.

Further detailed information regarding the grants for young people will be released in a separate document in March 2010.

3. ELIGIBILITY CRITERIA

To be eligible for funding, all 'organisation' projects must meet all four statements below. They must:

1. Improve, increase or help deliver volunteering opportunities for 14-16 year olds who live or go to school in the City of York
2. Be completed by the end of March 2011
3. Support York's pilot by providing feedback, participating in evaluations and attending up to 3 pilot review sessions and/ or a conference
4. Commit to work in line with the pilot's safeguarding, quality and diversity standards.

A wide range of types of organisation can apply, including:

- Voluntary organisations and community groups
- Registered charities
- Social enterprises including Community interest companies (CIC's)
- Statutory (Excluding schools -each school has already been allocated funding to support this community service pilot)

Organisations must:

- Have or be working towards an equality and diversity policy or have a clause committing to equal opportunities in their constitution
- Safeguard young people – through, for example, having or being prepared to implement Child protection policies; health and safety policies and risk assessments
- Show robust methods of self-evaluation
- Have or be prepared to obtain adequate public liability insurance covering project activities
- Demonstrate financial need – organisations with a high level of reserves (more than 6 months operating costs) will be asked to explain why they are not using these funds for their project
- Have a bank account requiring 2 signatories who are not related (not applicable to statutory organisations) or be prepared to establish an auditable accounting process.
- confirm that this activity is not currently funded by the organisation or clearly demonstrate that it is an addition/ enhancement (or that the funding has been time limited and is no longer available).

In the case of statutory organisations, the application must:

- Be signed by an Assistant Director (or similar)
- Confirm that it is not a replacement for existing funding (unless a time limited grant project)

Partnerships/ Consortia

If organisations are applying in partnership, the organisation making the application must be the 'lead' organisation (or accountable body) in the partnership i.e. the organisation responsible for the finance and administration of the project. It will be necessary for all partners, and any recipients of grant, to provide details similar to those that are required of the lead applicant.

4. AMOUNT AND NATURE OF GRANT. ELIGIBLE EXPENDITURE

There is no specified minimum or maximum grant but as a guide, we expect most grants to be in the region of £5,000 to £50,000.

We welcome applications for large programmes of volunteering or programmes of intensive work with a specific group of young people, and accept that these may exceed £50,000 but please note that bids over this level will require a slightly longer approval process.

Grants can be for up to 100% of your costs.

Grants offered are predominantly for revenue expenditure.

You can include some capital costs, such as equipment, that are directly relevant/ vital to the running of your activity. However, we do not generally expect capital items to exceed a total of £7,500.

Organisations can include 'indirect costs' (management and overhead costs for the project) in their grant request. This is also known as 'Full cost recovery' and is explained in more detail in the FAQs. If you are including Full Cost Recovery please enter this under 'Indirect Costs' in your answer to question 16.

We will be assessing projects on financial need. If your organisation, (except statutory organisations), has substantially more than 6-12 months running costs in reserves, we will expect you to indicate if there is a specific purpose for reserves of this level. Statutory organisations will need to confirm that their grant requests do not simply replace existing funding.

Grants will not be available for the existing costs of projects that have already started or that are already committed to by way of contract. Grants will be available for new schemes, significant enhancement or extension of existing schemes or for projects where funding was, from the outset, time limited and where during the life of the pilot that funding will end.

We do not expect any grant to be distributed as profit or dividends to shareholders.

Eligible expenditure

Revenue costs for volunteering projects for 14-16 year olds that, within the life of the pilot, will:

- Create new volunteering opportunities
- Develop, improve or extend the time/impact of existing volunteer programmes
- Improve the take-up of existing opportunities
- Improve/ increase engagement with 14-16 years olds e.g. promotion
- Build or increase capacity to deliver more opportunities e.g. training, creating appropriate policies/ procedures
- Facilitate increased volunteering e.g. mentoring
- Help organisations to build longer term sustainability for their work with 14-16 year old volunteers

Also eligible are:

- Capital costs up to a total of £7,500 for items of equipment essential to the project
- Indirect costs (e.g. management & overheads); Full Cost Recovery

Specific examples of eligible costs are detailed in the FAQ's.

Ineligible expenditure

- Major capital items (above a total of £7,500) or building works
- Trips overseas
- Projects which include only young people from outside the City of York local authority boundaries
- Volunteering activities which take place after March 2011
- 'Replacement' funding
- Funding existing elements of schemes that have already started or that are already committed to by way of contract
- Applications from organisation who want to distribute grants to others

5. TIMESCALE

Funding is only available up to the end of March 2011 - all activity must be complete by that date. Applications that include requests for funding activity beyond that date will be returned for amendment.

Three funding rounds will be spread throughout the year as follows:

	Who can apply	Closing date:
Round 1	Organisations	12 noon, Friday 19 th March 2010
Round 2	Organisations and Individuals (or groups of young people) aged 14-16	12 noon, Friday 16 th April 2010
Round 3	Organisations and Individuals (or groups of young people) aged 14-16	12 noon, Friday 27 th August 2010

Please note:

- Funding will be available for all three rounds
- Due to the short timescale for the development and receipt of applications in Round 1, any applications that miss the Round 1 deadline will be held for assessment in Round 2 (they will not be rejected simply for missing the first deadline).
- If the funds are not all spent after round 3, we will consider implementing a 4th round.

6. ASSESSMENT CRITERIA

If your application is eligible, it will then be assessed on the following 'priority' assessment criteria:

- The nature of volunteering opportunities offered, including:
 - Number of opportunities offered
 - Number of hours of volunteering activity, per young person. Note: we are expecting a range of different length of activities
 - Type of opportunities offered. Note: we are looking for a range of different types e.g. environmental; sport; citizenship/democracy; arts.
- How you have demonstrated that there is 'need' and 'demand' for your project. Does it, for example, address issues that the community or young people themselves are concerned about? 'Need' can be demonstrated in things such as policies and strategies for example, the Local Strategic Partnership priorities. 'Demand' can be illustrated through things like surveys, consultations or feedback. (Please also see section 7. Benefits, Outcomes, Strategies section).
- How you propose to engage with young people – how you will tell them about your project? How will you encourage them to get involved?
- The benefits for young people who volunteer as part of your project. Benefits might include skills or knowledge that young people will gain. You could make reference to various documents such as Every Child Matters Outcomes. (Please also see section 7. Benefits, Outcomes, Strategies section).
- The benefits that your project will bring for the wider community, for example, the local environment or other members of the community.
- Your explanation of how your project/activities will help deliver these benefits.
- How the volunteering opportunities could be linked to the school curriculum.
- Value for money. We will assess the cost per volunteering opportunity, taking account of:
 - Nature of the activity
 - Length of the activity
 - Nature of the young people you intend to work with e.g. hard to reach or disadvantaged.
- Involvement of partners or any support you have gained for your project from partners, including young people. Note: if you want to involve schools please do not contact them yet.
- The sustainability of the project i.e. how you will use the project to inform your organisation's future activity.
- Any track record your organisation has of working with young people or of facilitating volunteering projects. This is helpful but not essential.
- Appropriate measures you have in place to address any health and safety issues e.g. health and safety policies, written risk assessments, relevant training for staff.
- Robustness of costings of your project.
- Financial need.

Please note: if your organisation requires support (e.g. on safeguarding or writing a volunteering policy), please provide details on your application form. We are intending to provide support for organisations who need it. Your application will not be penalised for this.

7. BENEFITS, OUTCOMES, STRATEGIES

As we develop volunteering and community action opportunities for 14-16 year olds in York, there is a range of national guidance as well as other local plans and strategies that we would like to encourage everybody to be aware of and to deliver activities that will contribute towards their aims. There are three strategies, in particular, to be aware of:

The national 'Every Child Matters : Change for Children' 2004

This sets out the national framework for local programmes to build services around the needs of children and young people so that we maximise opportunity and minimise risk. The Government's aim is for every child and young person (0-19), whatever their background or their circumstances, to have the support they need to:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing

The Children and Young People's Plan for the City of York, 2009 – 2012

At a local level our vision for children and young people is this:

'York is a city making history and its children are our future. Every child and young person in York deserves the chance to reach their full potential and live their dreams. we will stretch the most able, support those who start at a disadvantage, and protect and nurture the most vulnerable.'

Local programmes and services aim to contribute towards this vision within the context of the 5 outcomes of 'Every Child Matters'.

The national DCSF 14-19 Education Reforms, 2009 - Personal, Learning & Thinking Skills

The personal, learning and thinking skills (PLTS) provide a framework for describing the qualities and skills needed for success in learning and life. The PLTS framework has been developed and refined over a number of years in consultation with employers, parents, schools, students and the wider public. Integrating these skills into the curriculum and qualifications will support young people (14-19) to become successful learners, confident individuals and responsible citizens, providing them with a platform for employability and further learning. PLTS help young people to become:

- independent enquirers
- team workers
- effective participants
- self managers
- reflective learners
- creative thinkers

At a local level the York 14-19 Plan aims to embed these skills into the curriculum and activities delivered within schools.

8. COMPLETING YOUR APPLICATION

The following documents must be included with your completed application form:

- A copy of your governing document/ constitution/ terms of reference (not applicable to statutory organisations)
- A copy of last year's accounts, or an estimate of first year's income and expenditure. (not applicable to statutory organisations)
- Equality and diversity policy (or reference to the relevant statement in your constitution)

You should also include a copy of your Child Protection Policy and Volunteer Policy if you have them.

If you are applying on behalf of a partnership you should also include a copy of your partnership agreement and copies of your partners' equality and diversity policies.

You can submit your application electronically (via e-mail) but we will still need a hard copy of the declaration (signature) section appropriately completed by hand and delivered by the relevant closing date.

We are not expecting you to provide any additional information, in view of the short timescales. If you want to check if you should include anything else please contact us by phone or e-mail, as below.

Please ensure that you have completed all questions in the application, it is signed and dated appropriately and is returned to:

Grants and Partnerships Team
City Finance Centre
PO BOX 31
Library Square
York, YO1 7DU

Or by e-mail to: grants.service@york.gov.uk

If e-mailing your application form, you must complete a hard copy declaration sheet (with 'original' signatures) and submit this before the deadline to the address above.

9. FURTHER INFORMATION

If you would like any more information about the Youth Community Action grants, please contact the Grants and Partnerships Team on:

Telephone: 01904 551748

E-mail: grants.service@york.gov.uk

Workshops

We are running workshops for applicants during each round. Please contact us as above to book a place. We are limiting places to 2 per organisation (in each round).

Helpful documents

In relation to this grant programme there are 3 written sources of information that you can use:

1. This document
2. The application form
3. The FAQ's sheet – this will be updated from time to time on our web site.:

<http://www.york.gov.uk/advice/Grants/communityservice/>

We may add other documents to our web site from time to time.