

ONLINE APPLICATION FORM

Space2Grow#35 - Main Grant 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#35 webpage to review questions and draft your answers.

Following feedback from both Applicants and Panel members in previous grant rounds, we have been asked to produce some further guidance and clarification regarding the questions in the application form. This is available in Appendix B of the Eligibility Criteria document, and applicants should refer to this.

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, and were so as of 1st August 2024
- 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.
- Your project will not commence prior to 1st March 2025
- You agree to deliver the project/service by 31st March 2026 (unless previously agreed with us)
- All funding will be spent by 31st March 2026 (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 *

4d. Total no of sessions *

4e. Our sessions are:

One-to-one

Group

Mixed

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

If applicable

4g. Length of Each Session

(E.G type 2 for 2 hours)

5a. 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

5b. Estimated number of unique participants *

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

5c. Estimated total number of participations *

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

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)

If, within these Age ranges indicated above, you are proposing to focus on a specific age group, please indicate this in the box below.

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
Arab
Any other Ethnic Group

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. Our application aligns its provision though at least one of the needs based groupings below:

Getting Advice: Those who need advice & signposting
Getting Help: Those who need focused goals-based input
Getting More Help: Those who need more extensive & specialised goals-based help
Getting Risk Support: Those who have not benefitted from or are unable to use help, but are of such a risk that they are still in contact with services

6b. Our application seeks to address one or more of the following themes of the fund (tick all that apply) *

Early Intervention & Prevention
Suicidal Ideation
Supporting Children & Young People from Ethnic Minorities
Supporting Young Carers

Section 2 : About You

7a. Name of person completing application *

First Name Last 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
- Other

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:
[link to be provided]
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

If you have indicated above that you your organisation is a Charity, a CIC or Company Ltd by Guarantee, please complete the following Due Diligence questions:

8e. Are Your Accounts & Financial Records up to date on either the Charity Commission register or on Companies House?

- Yes
- No

8f. Please indicate the number of Trustees or Directors currently listed for your organisation.

8g. Does your organisation attend YBF Member Network Meetings?

- Yes
- No

If your organisation is successful in its application, this information will be reviewed and verified by YBF staff.

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. Please provide a brief description of your project (Max 200 words) *

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

11. Explain how your project will meet the need principles (from the THRIVE framework) as outlined in the Eligibility Criteria (max 250) *

12. Explain how your project will address the Themes outlined in the Eligibility Criteria (max 250) *

0/250

13. Use data (and where appropriate previous feedback), to demonstrate how your project will provide support where it is most needed (Max 200 words) *

14. How will you know your project is successful? Please tell us at least 3 Outcomes which you want your project to achieve. *

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

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

17a. In which postcode(s) will project be delivered? *

17b. From which postcode(s) will participants be? *

Section 4 Monitoring and Evaluation

Monitoring & Evaluation is a key part of your project. It helps us to:

- Ensure that your project met the outcomes you indicated in your application.
- Enables us to feed back to the funder the outcomes from your project so that they are able to understand the impact their funding has had.
- Enables us, through producing End of Project reports, to transparently share the positive work and outcomes which have been delivered.
- Through all the above, enables us to demonstrate to potential future funders the impact that providing funding to the Space2Grow fund can make.

Grant recipients are required to monitor their projects against criteria provided and to submit monitoring reports. Reports will be required at the end of the project, and in some circumstances, at mid-point &/or a 3 monthly report may be required – this would be stipulated as part of the award of grant.

We will ask you to provide the following information:

- Information regarding the number of days of delivery, total number of sessions delivered, regularity and timing of sessions.
- Outlining the key achievements of projects, quotations from participants and your organisation.
- Explanations as to how you delivered against the identified needs within the Thrive framework and Themes.
- Indicating any pathways or continuation for project, Financial or Project variation and Learning from the opportunity.
- Provide a case study based on the project and explain how Young People have been involved in shaping the project.
- You will be asked to complete a Demographic Data sheet of attendees.
- You will be requested to complete an Outcomes and Experience Report for your completed project.
- Evidence of how the Charity's grant was used including any 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.

You will be asked to submit the information online no later than the 15 days from the completion of the project.

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.

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.

18. We agree to the Monitoring and Evaluation requirements *

- Yes
- No

Section 5 : Funding Requirements and Budget

19a. Is the amount you are requesting the total cost of the project you intend to run? *

- Yes
- No

19b. If the answer to the above is 'No', how much is the total cost of the project?

19c. [Only answer if answered 'No' to the above question] Is the rest of the project money secured?

- Yes
- No

20a. In respect of the amount of funding you are requesting from the Space2Grow fund, please outline the budget for the project?

Amount Requested within this Space2Grow grant to deliver the project

Staff Costs

Activity Costs

Volunteer Expenses

PPE and H&S Costs

Equipment Costs

Core Costs

Other

Total

20b. Opportunity to outline any information regarding the costs listed above. *

20c. 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:

21a. 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.

21b. 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.