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| SECTION 1: GUIDANCE FOR NEIGHBOURHOOD  YOUTH ACTIVITIES' FUNDING 2019 TO 2020  **Please read all of this guidance before completing your application**  **What is the aim of this Funding**  To provide support and recreation services for young people where they live and where they choose to go, supported by a partnership approach within their communities. The services will keep the skills, needs and potential of young people at the centre of delivery by engaging them in all aspects of the Provision.  The funding is for young people 11-19 years and up to 25 years for young people with disabilities.  **The Funding Outcomes for Young People:**   1. That they feel supported and safe 2. There are opportunities for their engagement, their development and Young People’s Voices 3. That Young People are involved in their Community   **Quality Services**  We do have access to a nationally recognised quality assurance process to underpin your work, and if you wish to take advantage of this, you should specify this within your application form. This Mark will help you to evidence quality and will help potential funders to see you are working to a set of national quality assurance criteria. A summary of the *Ambition* Quality Mark can be found below:    <https://www.ukyouth.org/what-we-do/#training>  If you have already completed your First Steps QA mark this will last for 3 years and does not need to be repeated.    **Terms and Conditions for the grant**  You must provide your policies and safeguarding procedures from the outset and agree to complete an end of year summary report.  The end of year report will require a summary of outcomes for young people and should include feedback from young people.  **Youth Activities Funding 2019-20**  The Neighbourhood Youth funding is now available to apply for from May 2019. The Total Funding amount for 2019 to 2020 will be £30,000 and this will be administered in one main round, with any funds not awarded being added to a second round. The deadline for this round is **Monday 10th June 2019.**  **Previous Performance**  If you have received funding in previous years from the Neighbourhood grant pot, and not completed your outcomes summary as detailed in the conditions of the grant, you will not be eligible to apply. If you are not sure about this, or want some help completing your outcomes summary, please contact us before applying this year.  If you are successful you will be asked to provide paperwork to support your application such as your bank details, and a signed terms and conditions of the funding form. You will have 4 weeks from the date of the letter to provide this and if after this time you have not provided this detail your offer will be withdrawn. Funding is paid to you on commencement of the project, and this should be within one month of the grant being approved.  If you are unable to commence your project within 4 weeks, your grant offer will be withdrawn.  **Questions and Answers Section**  **How much can we apply for this year?**  The Maximum total amount is £3,000and this year this will be per individual, organisation or group. Only one bid can be received per individual, organisation or group.  **How will the bids be judged?**  The bids will be judged by a panel made up of young people and community representatives.  **If we don’t get the funding we apply for, can we appeal?**  If you are unsuccessful, you will receive written feedback giving you the reason for this. You will not be able to appeal this decision.  **Can our group apply for more than one Project in the one round and if there is a second round?**  No sorry, each applicant, organisation or group can apply only once. There will be a second round if the funding is not already allocated.    **I work with young people for the Local Authority or other Statutory Partner and want to apply for funding for activities for our young people. Is this ok?**  No sorry, this pot is for the community, voluntary and the third sector and cannot be used within existing public sector budget lines.  **Can I apply for funding for administration, such as DBS checks?**  No sorry, the funding should directly cover the delivery of provision. Funding for administration will not be granted.  **How do I input staffing costs?**  Please detail staffing hours per session/project/number of staff needed and rate per hour. Please breakdown the on costs such as National Insurance and PAYE contributions please go on the <https://www.gov.uk/national-insurance/how-much-national-insurance-you-pay> or <http://www.hmrc.gov.uk/ni/index.htm> for information.  **Can I ask for running costs?**  The funding is not intended to cover costs such as insurance, office equipment and utility bills.  **Equipment**  Please provide costs for equipment and ensure they relate entirely to the project/session you are offering with the funding, funds will not cover equipment needed for the core activity of your organisation/group.  **Outcomes for Young People**  Please explain here what you want to deliver with *only* the funds you are applying for, it is best to summarise this, whilst also providing enough detail to show exactly what you want to deliver e.g. one 3 hour session a week for 48 weeks a year for young people that live in the area of……..which enables them to ……..  Sports, arts, music, cooking, drama projects etc. and some minor off site activities (where young people contribute), have all been funded previously. Youth Drop in sessions and clubs, group work sessions, decision making or volunteering opportunities, single gender work and targeted sessions are also welcomed.  **Young Peoples Voices and Decision Making**  Show how the work funded will enable young people to have a voice in their neighbourhood/s or within a “community” of people that you work with; Intergenerational work (different ages), peer mentoring (young people supporting other young people in a mentoring capacity), or young people becoming actively involved in positive activities in deprived neighbourhoods are all examples of showing how young people are involved/become more engaged in their communities;  Young people’s informal learning (e.g. around bullying, relationships, health awareness), personal development (e.g. becoming young leaders, accessing support from your team), and increased opportunities to engage in meaningful activities are again all examples of how to show how young people can benefit.  Please explain how accessible your provision is to young people with disabilities and/or learning difficulties. Equal opportunities and inclusion are central to the ethos of the Youth Activities funding pot.  However we are aware that at times young people do benefit from accessing provision that meets a particular/shared need or is open to vulnerable groups of young people e.g. for young people with mental health problems or a closed group for young people from the LBGTQ + community.  **APPENDIX 1**  **Youth Activities Funding Scoring Framework: How the panel will judge your application**  **Score:** 4.**Very high need** 3. **Fairly high need** 2. **Some need** 1. **Little need**    *Please score 1-4, matching level of need as far as possible to the question i.e. yes, area of deprivation = 4*   |  |  | | --- | --- | | **Area/Location** | **Score** | | Does this project show that it will keep young people safe and supported in their community |  | | Is the project situated in an area/s of deprivation |  | | **Young People** |  | | Is this project aimed at `vulnerable’ or hard to reach young people |  | | Does this project enable young people to be involved in running it and/or enable young people to have a voice |  | | **Delivery and cost** |  | | Does this project provide a quality service to its young people with clear outcomes |  | | Are the costs justified and reasonable for the project proposed |  | | Overall recommendations and comments:  **Recommended grant allocation** | TOTAL |     **APPENDIX 2**  **End of Year Report Format**  **NEIGHBOURHOOD YOUTH ACTIVITIES FUNDING END OF YEAR SUMMARY**  Please fill out the enclosed questionnaire and return it to: Communities’ Youth Worker, Youth Activities’ Funding End of Year report 2019-20, Torbay Youth Service, 1st Floor South - Tor Hill House, C/o Town Hall, Castle Circus, Torquay, TQ1 3DR  Or via email to: [youthservice@torbay.gov.uk](mailto:youthservice@torbay.gov.uk) with the subject heading FAO: Communities’ Youth Worker - Youth Activities’ end of year report   |  | | --- | | Name of group/Organisation:  What were you funded for:  Your End of Year Summary is due .................................................... | | How many young people accessed your project? | | When did your project start and finish? | | Please provide information on how young people benefited from the funding in all 3 areas below:  *Young People feel supported and safe*  *That Young People’s engagement, development and voices are central to this*  *That Young people are involved in their Community and their Neighbourhoods* | | Please provide any more feedback from the Young People using the project: |   For details and electronic versions of the application form and guidance please visit the Torbay Council website:  <http://www.torbay.gov.uk/index/yourservices/fis/torbayyouthservice/youthactivities.htm>.  When you have completed your application, please make sure every section is completed and send in the post to: Communities’ Youth worker, Youth Activities’ Funding Submission, Torbay Youth Service, 1st Floor South, Tor Hill House, C/o Town Hall, Castle Circus, Torquay, TQ1 3DR  Or via email to: [youthservice@torbay.gov.uk](mailto:youthservice@torbay.gov.uk) with the subject heading FAO: Communities’ Youth Worker - Youth Activities’ Funding Submission |