

# **Appendix B : Criteria and Application Form**

## **Children and Young People Grant Fund 2022**

### **Introduction**

An opportunity has arisen to provide funding support to projects across South Cambridgeshire which help to empower children and young people to build self-belief and make a positive difference to themselves and their communities.

Successful applicants will be developing or running projects which aim to build resilience in children and young people and their communities to help keep them safe and enable them to thrive.

### **What should projects aim to achieve?**

We are specifically looking for projects which address/achieve the following outcomes:

- Help children, young people and their communities to develop their own initiatives and by doing so contribute to their own resilience and well-being and that of their community
- Motivate and empower other children and young people and their community members to take part and by doing so develop social capacity.
- Develop opportunities for children, young people and their families to engage in positive activity which is beneficial to their physical and mental health and well-being
- Address social disadvantage and equality of opportunity.

### **How much can you apply for?**

You can apply for funding of between £4k - £8k. You should consider your potential to offer added value in this process via match funding, partnership work or existing resource. This could be volunteering hours, donations or entry fees or the donation and loan of resources from other community assets such as your children's centre, school, nursery, library, church, parish council etc. Funds should be spent between January 2022 – December 2022.

Consideration should be given to how projects will be sustained and further developed beyond the term of the funding.

### **Presenting your application**

#### **Part 1) Project proposal**

Your application must include a detailed project proposal that is written under the following headings:

- The geographic area in which you work / intend to work

- The description of the young people you work / intend to work with and why there is a need for your project
- The numbers of young people/ community members involved and when and where it will take place
- The issues or need you are intending to address and how you are going to use the funding
- How you will link with the wider community
- Your intended outcomes and how you will record what you have done and evidence your outcomes and impact
- How your organisation will ensure appropriate safeguarding processes and good practice.

Please note that you will be required to submit an evaluation of project outputs and outcomes (what the project has achieved) at 6 months and 12 months and submit to: [Lesley.mcfarlane@scambbs.gov.uk](mailto:Lesley.mcfarlane@scambbs.gov.uk)

## **Part 2) Submitting your application**

You need to complete the application form and submit it together with your project proposal. The application form asks for:

- Basic information about your project
- Information about your organisation.

## **Eligibility criteria for applicants**

Organisations must:

- 1) Be independently set up for charitable (not for profit), benevolent or philanthropic purposes. (N.B. Parish councils may also apply).
- 2) Decide policy and overall management practice through a committee of elected, unpaid volunteers (a management committee or board of trustees).
- 3) Have a constitution, mission statement or set of rules, aims and procedures.
- 4) Meet relevant legal responsibilities, including those of an employer, and adopt, implement and monitor good employment practices, including having relevant insurances to cover operations.
- 5) Provide evidence that employees are paid the National Living Wage and that they are not subject to zero-hours contracts.
- 6) Have systems and structures in place to manage their affairs effectively and efficiently, hold regular meetings to plan and monitor activities, keep minutes and circulate information to group members.
- 7) Illustrate user and member involvement in policy-making and management as appropriate.

- 8) Illustrate how they recruit and support volunteers as appropriate.
- 9) Adopt appropriate child and vulnerable adult protection, health and safety and DBS checking policies, as appropriate.
- 10) Prepare budgets, keep relevant financial records, monitor income and expenditure at least quarterly and prepare proper accounts. If part of a national or regional organisation, please only provide information relating to your branch. Please provide evidence of a 'business' account for the organisation, and of two cheque signatories. Please also submit your current audited accounts and annual report.
- 11) Demonstrate a *need* for financial support. You will be asked for details of your policy on unrestricted reserves, based on Charity Commission guidelines, please visit the Charity Commission's website for further information:  
<https://www.gov.uk/guidance/charity-financial-reserves>
- 12) Charge service users where applicable at an appropriate rate in line with other local services. SCDC will not subsidise projects that are deemed to be under or over-charging clients.

### Weighted Scoring Matrix

CRITERIA	Weighting
How the project meets the objective of helping young people and their communities to develop their own initiatives and by doing so contribute to their own resilience and wellbeing and that of their community	17.5%
How the project meets the objective of Motivating and empowering other children and young people and their community members to take part and by doing so develop social capacity	17.5%
How the project meets the objective of developing opportunities for children, young people and their families to engage in positive activity which is beneficial to their physical and mental health and well-being	17.5%
How the project meets the objective of addressing social disadvantage and equality of opportunity	17.5%
Value for money	30%



# Application Form

1. **What is the title and aim of your project?**

2. **What are the key objectives of your project?**

**How will it achieve the following?**

**Help young people and community members to develop their own initiatives and by doing so contribute to community resilience:**

**Help to empower young people to build self-confidence and resilience.**

**Motivate and empower other young people and community members to take part and by doing so develop social capacity:**

**Develop opportunities for young people and their communities to engage in positive activity which is beneficial to their health and well-being:**

**3. When will work funded by the grant take place?**

Start date:

Finish date:

**4. Please give details of your organisation**

Name of Organisation:			
Name of 2 contact people in the organisation who will be responsible for administering this funding for your project			
Name	Role in Organisation	Name	Role in Organisation
Contact address:		Contact address:	
Daytime phone no:		Daytime phone no:	
Email address:		Email address:	

**5. What is the legal status of your organisation? Is it:**

- A Not-For-Profit community organisation
- A Registered Charity  Please give the charity number:
- A Company limited by guarantee  Please give the company number:
- Another form of organisation   
Please give details:

**6. Supporting Information**

- a) If you have a recent annual report or other evidence of your effective work with children and young people then please feel free to submit this also (maximum 3 documents).
- b) Do you have any letters of support from partner organisations? Eg. Faith leaders, schools, or other youth groups?
- c) Does this application have the support of your District Councillor?



## 7. Project Costs

### Expenditure

How much funding are you requesting?

Please list everything you will spend this grant on. Include VAT if applicable

Estimated cost of planned expenses / things you will buy	Cost less VAT	VAT if applicable
Total		

**Quotations for equipment: You will need to supply quotations with your application for any items of equipment costing more than £200.**

### Match Funding

Does the project have match funding (in cash or in kind?)  Yes  No

What is the total of the match funding in cash? £

If match funding is provided in kind, please outline in the table below, how it is provided and who is providing it:

What support in kind is being offered? E.g. venue; staff time, resources	Who is providing this support?	What is the estimated value of this? Include costs/hourly rates
		.

## 8. Sustainability

Please tell us how you think your project or any equipment funded by this grant could become sustainable/contribute to the sustainability of youth and community activity. Please also identify any support you might need to achieve sustainability.

9. **Links to the wider community**

Please tell us how your project will link to the wider community. E.g. schools, faith organisations, youth groups, sport, intergenerational groups.

10. **Supporting documents**

**Please confirm that you are submitting the following with your application form and project proposal (electronic copies acceptable)**

The following essential documents from you or your supporting organisation. Please note we will not consider your application without these procedures in place:

A copy of their Safeguarding / Child Protection policy

A copy of their Equal Opportunities Policy

A copy of their public liability insurance

Three quotations for any equipment costing more than £200 you intend to buy with this grant

Please list any other supporting documents you are submitting with your application

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**11. Declaration**

**Signatures of people applying for project funding:**

I/we make this application with the understanding that I/we have responsibility carrying out the proposed project work, evaluating it and providing an end of project report as agreed

Full name in capitals	Signature	Date

- I certify that the information contained in this application is correct
- I am authorised to verify support and take responsibility for this project behalf of the above organisation
- If the information in the application changes in any way I will inform South Cambridgeshire District Council
- I give permission for South Cambridgeshire District Council to record the information in this form electronically
- I agree to include reference to South Cambridgeshire District Council in any publicity relating to this project

Signature	Date