



Wandsworth Youth Opportunity Fund

2020 - 2021

Application Guidance Notes



What is it?

The Youth Opportunity Fund (or YOF for short) gives young people in Wandsworth the opportunity to apply for funding to spend on activities that will benefit other young people and make a real difference to their communities.

The YOF is all about...

projects **for** young people, **by** young people.

It gives young people the opportunity to plan, develop and deliver innovative and creative community projects.

Young people are involved in the entire process and the panel who decides what the funding should be spent on is made up of young people too!

Each individual application can be for up to a maximum of **£4,000**

Each year, YOF has a different theme, based on key priorities for young people in the borough. This will help us make sure that the YOF funds projects that make a real difference to young people in Wandsworth's lives.

This year's themes are:

- **Climate Change**
- **Knife Crime**
- **Homelessness**
- **Mental Health and Wellbeing**

How to apply

First, have a think about what sort of project you'd like to run. Then, once you've got an idea:

1. **Talk it through with someone** – speak with family, friends and your adult sponsor about your idea, so that you can come up with a clear and successful plan.

2. **Read our application guidance (this document!)** – make sure you know what the YOF is all about and what you can and can't apply for funding for, by reading the guidelines and this application form.
3. **Identify which theme(s) your project fits with.**
4. **Do your research** – make sure that your proposal is as detailed and accurate as possible. For example, if you want to hire some space out in a local youth centre then make sure that you have spoken with them about availability and cost.
5. **Attend a Funding Factory** – come and speak with the YOF Panel and chat through your project idea and get their expert advise on how to write a successful bid.
6. **Complete the application form** – Make sure you stick to the deadlines!

Got questions? Need advice or further guidance?

Get in touch with our YOF Manager:

Hannah Crosby, Participation Officer

Email: yof@richmondandwandsworth.gov.uk or hannah@participationpeople.com

Call: 07511 942 396

Important dates for your diary

This year, there are only **3 rounds** for the YOF. The table below highlights all the key dates for round 1 you need to know if you're applying.

Please make sure you keep the Presentation Panel evening **FREE**. You will be given a 15-minute presentation slot, between 5:30-8:00pm.

The Presentation Panel is a **mandatory** part of the application process. If you cannot attend, your application will not be considered.

	Round 1
Funding Factories	Wednesday, 18 th March, 5:30pm – 7pm Training & Resource Centre, Alma Road, SW18 1AQ (Please book a place!)
Application DEADLINE*	Tuesday, 31st March, 5pm
Presentation Panel	Monday, 15 th April, from 5.30pm Training & Resource Centre, Alma Road, SW18 1AQ
Results announced	Monday, 27 th April

*Please note, if posting applications, **we need to receive** your application by this deadline.

Funding Factories

The YOF Panel want to **help you** write successful bids.

Our Funding Factories are there to support you and give you advice on how to write the BEST bids – we **STRONGLY** encourage you to attend one.

Fun fact: Young people who attend a Funding Factory are more likely to have their YOF application succeed. Last year, 90% of those attending Funding Factories won their funding.

It is **really** important that you let us know if you're planning to attend a Funding Factory. This helps make sure we have enough staff and YOF Panel Members present to support the evening.

Please confirm your attendance **at least 2 days before the session** with our YOF Manager:

Hannah Crosby, Participation Officer

Email: yof@richmondandwandsworth.gov.uk or hannah@participationpeople.com

Call: 07511 942 396

IMPORTANT TO NOTE: Funding Factories **WILL NOT** take place if no-one has confirmed their attendance for the evening.

Project Themes

We want to make sure that the YOF has the BIGGEST impact possible.

To do this, starting this year, YOF will have a yearly theme. The theme will be based on key priorities for young people in the borough.

This year's themes are based around the Youth Council's Manifesto:

- **Climate Change**
- **Knife Crime**
- **Homelessness**
- **Wellbeing**

We would like to see projects and activities that take these things into consideration and give young people this opportunity and help them feel included in their community and feel a sense of belonging too.

We encourage you to be creative and think about how you can include these theme and these ideas in your projects/events.

Guidance notes – the rules!

The YOF Panel want to make sure that this funding benefits AS MANY young people in Wandsworth as possible.

We want to make the application process as easy for you to complete as possible.

These guidance notes clearly outline guidance notes, the *do's* and the *don'ts*.

Please read this carefully and use it as a check list before you submit your application.

The RULES

- The young people applying must be **11-19 years old** – or, if you have a learning difficulty or disability you can apply up to your 25th birthday.
- The YOF can fund **projects, activity programmes and events**, and the costs associated with this, within reason.
- The project must be completed by **Friday 26 February 2021**.
- ALL the money you receive must be spent by **Friday 26 February 2021**.
- You are applying for between **£500** and **£4,000**.
- You are **part of a group** – e.g. more than 1 young person.
(You cannot apply on your own).
- Your project must **benefit more than 10 young people** who live or study in Wandsworth, who are all aged 11-19 years old, or up to 25 if they have a disability.
- You must have an **adult sponsor** or **supporting organisation**
- The supporting organisation does not have to be based in Wandsworth or already be delivering something in Wandsworth.
- BUT** Your project must **take place in Wandsworth** – unless the money is for funding a trip or residential activity.
- Your project must link with the theme **Inclusion and Belonging** in some way.

The YOF will not fund...

- Young people to start up a business
- Any activities that aim to make a profit unless it is to put back into youth activities.
- Projects that only benefit those young people who are applying.
- Trips abroad.
- Staff costs over £15/hour – unless these are for specialist staff/ tutors.
- Core staff costs for an organisation.
- Management and overhead costs.
- Equipment costs that are not for a specific project and for long term use and that could be rented or loaned from other organisations.
- Projects that are not for Wandsworth young people.
- Projects for schools or within schools.

Finance and Evaluation – Terms and Conditions

Finance:

- ❑ You will get **50%** of your money at the **start of the project** and **50% at the end**.
- ❑ The first 50% will be released once the full, completed and signed, **Grant Offer Letter has been returned**.
- ❑ We must receive **proof** that you have spent the first 50% of money before we can release the other 50% of funding.
- ❑ You must **submit a short mid-project monitoring report**, with the proof of first 50% of spend, outlining what you have done and what you have spent the money on together with proof of what you have spent e.g. receipts, invoices.
- ❑ You **MUST** submit evidence for 100% spend of your YOF project together with a short report of what you have done and what you spent the money on.
- ❑ ALL receipts evidencing expenditure must be submitted before **Friday 26 February 2021**.
- ❑ Grants will only be paid straight into the supporting organisations **bank account**.
- ❑ Failure to submit proof of expenditure, the mid-project monitoring form and the evaluation form, may hinder future applications being successful.
- ❑ Groups can apply for more than **1 grant per round**, and more than 1 grant per year and can receive more than 1 grant per year, as long as they are for different project ideas.

- ❑ If there are any **changes in your budget** during the project, this needs to be discussed with and signed off by the YOF panel.
- ❑ Organisations **CANNOT** send through invoices from their own organisation for the money spent, as this is a grant fund being given in advance. Original receipts/ invoices from other organisations must be submitted as proof of expenditure.

Project evaluation:

- ❑ **BOTH young people** named on the bid need to attend the Presentation Panel evening to be eligible to receive the funding.
- ❑ **BOTH young people** named on the bid need to be present at the project delivery days.
- ❑ You **MUST** supply us with all the attendance registers for your project delivery dates, as we need to be able to demonstrate the attendance of young people.
- ❑ You **MUST** submit an **evaluation** form.
- ❑ Your project may be **inspected** by our YOF panel. This may also be a condition of your grant.
- ❑ You need to submit all documents by the **set and agreed deadlines**.
- ❑ All evaluation has to be returned by **Friday 26 February 2021**.

Writing a GREAT application

The YOF Panel see a successful YOF bid as being:

- Youth-led!
- Fun for young people to take part in!
- Accessible for everyone!
- Clearly supporting a key theme!
- Something new and exciting, that is different to what already happens in the borough!

They also want young people to learn and develop new skills, including:

- Project Management and Budgeting
- Team work
- Innovation
- Influence decision making in services for young people

- Increased awareness of the needs of others
- Business Skills
- Create positive change
- See their ideas come to life

What the YOF Panel are looking for

YOF applications will be marked against the following criteria:

1. Has the idea come from young people?
2. Will the project work?
3. Is the project value for money? What is the cost per person? Is it sustainable?
4. Is the idea new and innovative?
5. How does the idea link with the key theme for this year?
6. What will young people get out of taking part in this project? Do these outcomes fit in with the key theme?
7. Does the project address an area of need in Wandsworth?
8. Have the panel got all the information they need to make a decision?
9. Does it meet the YOF objectives and rules?

What to expect during the YOF application process

The YOF Panel are responsible for reviewing and marking all bids. The YOF Panel is made up of 8 young people and 2 adults.

Once we have received all the applications, these are then shortlisted by the YOF Panel.

If you're successful – you'll be invited to present to the YOF Panel directly.

The Presentation Panel is a chance for the panel to ask you any final questions they may have about your application.

The YOF panel has a standard set of questions they will ask you. These questions are:

- How were young people involved in creating the idea, involved in running the project and evaluating it?
- How will this project meet the requirements of the theme for YOF this year?
- Talk us through the budget and your reasoning for what you are asking for?
- What are your plans for the future of this project?

The panel may also have some additional questions for you, based on your application.

You can either be fully funded, part funded or not funded.

If you were not successful in your application, we always provide feedback as to why and how to improve your application for future YOF rounds.

GOOD LUCK!