Youth Opportunity Fund 2020

Guidance and Application Form

PROJECT NAME

ORGANISATION NAME

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# **Guidelines**

## HOW TO APPLY

Once you have come up with an idea

1. **GET FEEDBACK**

Talk it through with your group and the adult sponsor who is going to support you. You can also discuss it with your friends and family to get their views on whether it will have the desired impacted on young people in the borough.

1. **RESEARCH**

Do some research and planning to make sure your proposal is as detailed and accurate as possible. For example, if you plan to do an activity at a youth club or community centre, you should find out if they have rooms available to use and how much they charge.

1. **ASK**

Read through the guidelines and application form carefully so that you will have a clear idea about what you need to do. If you have any questions, you can contact the YOF team at Young Hackney, [yof@hackney.gov.uk](mailto:yof@hackney.gov.uk)

1. **GET WRITING**

Complete the application form with the help of your adult sponsor.

1. **CHECK TWICE, SEND ONCE**

Once you are happy with it, send it to [yof@hackney.gov.uk](mailto:yof@hackney.gov.uk).

## DATES AND DEADLINES

We have a rolling deadline for projects aimed at supporting young people during this difficult time. Collectives and organisations can apply for up to £1500 for projects that can take place NOW! Upon receipt of your application, we aim to give an outcome within 2 weeks and monies will be released quickly after this.

## YOUTH LED PROJECTS

The Youth Opportunity Fund supports projects that are run by and for young people in Hackney. All projects **must be** as youth led as possible.

## YOF RULES AND GUIDANCE

YOF grants are available for up to £1500. You can request any amount between £500 and £1500.

To apply for a grant, you must be part of a group. Your group needs to be made up of three or more young people and you must be linked to a community organisation, youth organisation, school or college. Your adult sponsor should be from this organisation

**All projects must:**

* Be able to take place during lockdown
* Be for young people aged 6-19 (or up to 25 if the young person has a disability or learning difficulty).
* Provide activities or opportunities for young people.
* Link to the Young Hackney Ambitions (these are listed on the application form).

**All applications must demonstrate:**

* Value for money by providing a detailed budget that includes any additional funding sources.
* How you plan to get young people to take part in your project.

**As a group delivering a project, you will need to:**

* Collect evidence on your project activities and what you have achieved so you can evaluate your success.
* Submit a report on your project once it is completed.
* Provide all invoices and receipts when requested.

**Projects will not receive funding if:**

* There are concerns about the safety of young people due to the activities involved.
* The budget doesn’t show value for money, contains many mistakes, or fails to show how parts of the project will be funded.
* There are safeguarding concerns related to your application.

## INTERVIEWS

Hackney Youth Parliament are responsible for the delivery of the YOF fund with support from other young people on the panel who make the final decision.

The interview is a chance for the YOF panel to find out a bit more about your project. Having read your application, they may have a few questions or they might want more detail about some parts of your project.

This is your chance to tell us why you want to run your project and how it will benefit young people in Hackney. It’s not a test or an exam and there’s no need to be nervous. Remember, the panel is made up of young people like you.

Example questions:

* Where did the idea for your project come from?
* How will young people be involved in managing and delivering the project?
* How will your project help young people in the borough?
* Can you explain how you worked out the staff costs for your project?

# APPLICATION FORM

This section should be completed by the young people applying for the award

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Contact Details | | | | | | | |
| Young Person 1 | | | | | | | |
| **Name** | | |  | | | | |
| **Age** | | |  | | | | |
| Contact Number | | |  | | | | |
| **What is your connection with Hackney?** | | |  | | | | |
| **Young Person 2** | | | | | | | |
| **Name** | | |  | | | | |
| **Age** | | |  | | | | |
| **What is your connection with Hackney?** | | |  | | | | |
| **Young Person 3** | | | | | | | |
| **Name** | | |  | | | | |
| **Age** | | |  | | | | |
| **What is your connection with Hackney?** | | |  | | | | |
| **Project Name** | | | | | | | |
|  | | | | | | | |
| **What is the project?**  **Give a brief description of the project and what it involves** | | | | | | | |
|  | | | | | | | |
| **When will the project happen?** | | | Start date       End date | | | | |
| **Who will take part in the project** | | | | | | | |
| **Approximately how many young people will take part?** | | |  | | | | |
| **Are you targeting a certain group?** | | | Yes  No | | | | |
| **If yes, why?** | | |  | | | | |
| **Who will benefit from the project?** | | |  | | | | |
| **How will you ensure your project is accessible?** | | |  | | | | |
| **Full project description**  **Tell us what your project will do and show us how your ideas are new and creative** | | | | | | | |
|  | | | | | | | |
| **How will you know if your project has been successful** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Project outcomes and benefits for young people** | | | | | | | |
| **What activities or opportunities will your project provide for young people?**  ***Please type out examples*** | | | | | | | |
| **Activity/ opportunity** | | **How many young people will take part?** | | | **What evidence will you collect?** | | |
| *5 workshops on healthy cooking skills* | | *25* | | | *Register of attendance at each workshop.* | | |
| *5 sports sessions for young people* | | *50* | | | *Photographs or video of some sessions.* | | |
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| **Involvement of young people in the project** | | | | | | | |
| **How have you been involved in planning the project?**  ***Tip: You can also tell us where the idea for the project came from.*** | | | | | | | |
|  | | | | | | | |
| **What role will you play in running the project?** | | | | | | | |
|  | | | | | | | |
| **How will you monitor the project and evaluate it when it is finished?**  *Tip: Tell us if young people will be responsible for keeping records or making notes. Will the young people produce an evaluation of the project? What form will this take?* | | | | | | | |
|  | | | | | | | |
| **How will you encourage your peers to take part in your project?**  *Tip: How will you tell young people about the project? Is the project working with a particular group or can anyone take part? Will young people from disadvantaged backgrounds or young people with disabilities be able to take part* | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Project Management**  **To be completed by the supporting adult** | | | | | | | |
| **Supporting Adult** | | | | | | | |
| **Name** | | |  | | | | |
| **Relationship to Young Person** | | |  | | | | |
| **Name of organisation** | | |  | | | | |
| **Address** | | |  | | | | |
| **Contact Number** | | |  | | | | |
| **Email** | | |  | | | | |
| How will young people be supported to manage and deliver the project? | | |  | | | | |
| **Please give information on the resources you have available for the project.**  *You should include details of equipment, venues and volunteer staff that you will use for the project.* | | |  | | | | |
| **Will you be working in partnership for this project?**  *If so, please give full details of the relevant individuals or organisations.* | | |  | | | | |
| **Budget** | | | | | | | |
| Please fill in the budget template below.  Include information on any additional funding you will be using.  Please provide breakdowns where applicable, e.g. if requesting funding for equipment, please detail type of equipment and how many of each thing. For staff or venue costs, please state costs per hour. Type over examples | | | | | | | |
| **Type** | **Total cost (£)** | | | **Amount requested from YOF** | | **Amount funded from other sources**  *please specify where other funding is from* | |
| *5 tents @ £40 each* | *£200.00* | | | *£200.00* | |  | |
| *Coach hire @ £70* | *£70.00* | | | *£20.00* | | *50 – young people to contribute £5 each towards travel costs* | |
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| **Total cost of project** |  | | |  | |  | |
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| Monitoring and evaluation | | | | | | | |
| Explain how you and the young people involved will monitor the project, collect evidence and evaluate success. | | | | | | | |
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| Risk Assessment | | | | | | | |
| Please complete a full risk assessment and attach this to your application. The risk assessment template is available on the YOF webpage. | | | | | | | |
| Final checklist | | | | | | | |
| I have answered all the questions on the application form | | | | | | |  |
| I have completed the budget. | | | | | | |  |
| Please send completed applications to [yof@hackney.gov.uk](mailto:yof@hackney.gov.uk) | | | | | | | |