Youth Opportunity Fund 2019

Guidance and Application Form

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# **GUIDELINES**

## HOW TO APPLY

Once you have come up with an idea,

1. 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.

2. 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.

3. Read through the guidelines and application form carefully so that you will have a clear idea about what you need to do.

4. If you have any questions, you can contact the YOF team at Young Hackney, [yof@hackney.gov.uk](mailto:yof@hackney.gov.uk)

5. Complete the application form with the help of your adult sponsor. Once you are happy with it, send it to [yof@hackney.gov.uk](mailto:yof@hackney.gov.uk).

6. Once we have received your application, you will be asked to attend an interview to present your project, talk about your idea and answer questions from the YOF panel.

## DATES AND DEADLINES FOR APPLICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YOF application deadline** | **Interview dates** | **Grant awarded\*** | **Project takes place** | **Project Inspection** |
| February 28th 2019 | March 2019 | April 2019 | May-September 2019 | May- October |
| 27h September 2019 | November 2019 | January 2020 | February- June 2020 | February –  July |

Projects cannot start until funding has been approved. Make sure you consider the dates above when you are planning your project.

Funding will paid in one grant at the start of the project or within 6 weeks of commencing.

## YOF RULES AND GUIDANCE

YOF grants are available for up to £5000. You can request any amount between £500 and £5000.

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 for young people aged 6-19 (or up to 25 if the young person has a disability or learning difficulty).
* Provide positive activities or opportunities for young people.
* Support young people to learn new skills – this includes social skills for example, making new friends.
* Link to the Young Hackney Ambitions (these are listed on the application form).
* Be submitted by the deadlines outlined above and delivered in the relevant time period.
* Deliver most activities in Hackney, unless the money is funding a trip or residential.

**All applications must:**

* Tell us how young people are involved in the planning and delivery of your project.
* Demonstrate value for money by providing a detailed budget that includes any additional funding sources.
* Show how your ideas are new and creative.
* Show how you plan to get young people to take part in your project.
* Show how you will make sure that young people from a range of backgrounds will be able 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.

NOTE: If you are successful in your application, your project may be visited by a group of young people from the YOF panel.

**Projects will not receive funding if:**

* You the young people haven’t been involved in planning the project.
* You previously received YOF funding for a project and are now applying to run the same project again.
* 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.
* You have not done enough research and planning.
* There are safeguarding concerns related to your application.

## YOUTH LED PROJECTS

The Youth Opportunity Fund supports projects that are run by and for young people in Hackney. All projects should be youth led, with young people involved in coming up with the project idea, planning the project and making it happen. The panel who assesses the applications is made up of young people from the borough.

We believe that projects designed and run by young people are more fun to take part in and bring greater benefits to young people in Hackney.

Also, by getting involved in a YOF project, young people will gain important skills and experience including:

* Project management.
* Budgeting.
* Team work.
* Increased knowledge and understanding of some of the challenges faced by young people in the borough.
* Creating positive change in your community.

We also encourage projects to include accreditations for the young people who are involved.

## INTERVIEWS

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 help 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

We need contact details for three young people from your group and your adult sponsor.

|  |  |
| --- | --- |
| **Young Person 1** |  |
| Name |  |
| Age |  |
| Ethnicity |  |
| Do you live in Hackney? |  |
| Do you attend a Hackney school or college? If so, please give the name of your school or college. |  |
| Phone number |  |
| Email |  |
| **Young Person 2** |  |
| Name |  |
| Age |  |
| Ethnicity |  |
| Do you live in Hackney? |  |
| Do you attend a Hackney school or college? If so, please give the name of your school or college. |  |
| Phone number |  |
| Email |  |
| **Young Person 3** |  |
| Name |  |
| Age |  |
| Ethnicity |  |
| Do you live in Hackney? |  |
| Do you attend a Hackney school or college? If so, please give the name of your school or college. |  |
| Phone number |  |
| Email |  |

Is this the first time your group has applied for YOF? YES NO

## PROJECT OVERVIEW

### Project name

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| --- |
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### What is the project?

Give a brief description of the project and what it involves.

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### When will the project happen?

Give approximate start and finish dates for the project.

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### Is it appropriate for Panel members to attend Yes/No

If no please explain, If yes please give dates and times.

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### Who will take part in the project?

Tip: Who will the project benefit? How will you ensure the project is accessible for all young people? or are you targeting a certain community why?

Please tell us how many young people will take part in your project – this can be an estimate.

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| --- |
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### Why is your project needed?

Tip: What are the issues that you are trying to address?

Do you have any evidence, e.g. data, statistics, or feedback from young people?

Can you show that this issue is not being addressed at the moment?

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### Full project description (max 200 words)

Tip: Tell us what your project will do and show us how your ideas are new and creative.

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## PROJECT OUTCOMES AND BENEFITS FOR YOUNG PEOPLE

### What activities or opportunities will your project provide for young people?

Tip: See example below.

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| --- | --- | --- |
| **Activity / opportunity** | **How many young people will take part (in total)?** | **What evidence will you collect?** |
|  |  |  |
|  |  |  |
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EXAMPLE:

|  |  |  |
| --- | --- | --- |
| **Activity / opportunity** | **How many young people will take part (in total)?** | **What evidence will you collect?** |
| 5 workshops on healthy cooking skills | 25 | Register of attendance at each workshop.  Photographs or video of some sessions. |
| 5 sports sessions for young people | 50 | Register of attendance at each activity session.  Photographs or video of some sessions. |
| YPs paired with peer mentors to support each other with sustaining healthy lifestyles | 10 (5 pairs) | Mentor sign-up sheet.  Date records of meetings between peer mentors. |

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### How will your project benefit young people?

Please include information on accreditations. We encourage all projects to offer accreditations for the young people taking part and for the group delivering the project. If you want to find out more about accreditations or you would like some help or ideas on how to include accreditations in your project, please contact Maxcine, [Maxcine.Hill-Beattie@Hackney.gov.uk](mailto:Maxcine.Hill-Beattie@Hackney.gov.uk)

Tip: See example below

|  |  |
| --- | --- |
| **What are the positive outcomes for young people?** | **What evidence will you collect / how will you measure this?** |
|  |  |
|  |  |
|  |  |

EXAMPLE

|  |  |
| --- | --- |
| **What are the positive outcomes for young people?** | **What evidence will you collect / how will you measure this?** |
| The young person was exposed to a new opportunity/ learn a new skill. | Written feedback from YP and/or pictures of them participating. |
| Young person was given the opportunity to socialise with those from different backgrounds. | Notes taken on group work at sessions.    Document YP introducing someone they didn’t know prior to the project.  Provide anonymised group feedback  Evidence of collaboration on projects. |
| Accreditations for the young people participating in peer mentoring. | Copies of certificates. |

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### Young Hackney Ambitions

Below are five key ambitions for Young Hackney. Your project should link to one or more of these in some way. Show us how your project will help us achieve our ambitions by ticking the relevant boxes.

NB You should not tick all of the boxes. Only tick the ones that are relevant to your project.

**1. Promoting equality and diversity, i.e. celebrating diversity in our community and creating a fairer and more equal society**

* Project brings together a wide range of young people from different backgrounds.
* Project provides an experience which is not already offered or accessible to young people due to cost, location or other factors.
* Project is as inclusive as possible working with a wide range of young people

**2. Helping young people to become stronger and more resilient, i.e. young people become better at dealing with failure, difficult situations or challenges and they bounce back and recover more quickly**

* Project includes activities that encourage young people to build their confidence and self-esteem.
* Project provides young people with opportunities to take on leadership roles or to work as part of a team.
* Project creates an environment where young people are able to make new friends.

**3. Community cohesion, i.e. helping different groups in the community to understand each other, be able to work together and develop good relationships**

* Project gives young people a chance to interact with those from different backgrounds.
* Project aims to break down barriers that exist between different communities in Hackney.
* Project involves educating young people about cultural difference.

**4. Improve the health and wellbeing of young people in the borough**

* Project promotes healthy living or an active lifestyle.
* Project challenges unhealthy habits.
* Project tells people about ways they can improve their health.
* Project provides healthy activities for young people.

**5. Preparing young people for future success**

* Project provides accreditations to the young people taking part.
* Project supports young people to new gain skills and experiences.
* Project helps young people to find out information about careers.

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.

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|  |

### What role will you play in running the project?

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| --- |
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### 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?

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### 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?

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## PROJECT MANAGEMENT

This section should be completed by the adult sponsoring the group.

|  |  |
| --- | --- |
| **Supporting Adult** |  |
| Name |  |
| Relationship to young person |  |
| Name of organisation |  |
| Address of organisation |  |
| Phone number |  |
| Email |  |

### How will young people will be supported to manage and deliver the project?

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### 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.

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### Will you be working in partnership for this project?

If so, please give full details of the relevant individuals or organisations.

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### 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. See extract from example budget below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Total cost (£)** | **Amount requested from YOF** | **Amount funded from other sources – please specify where other funding is from.** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total cost of project | £ | £ | £ |

**EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total cost (£)** | **Amount requested from YOF** | **Amount funded from other sources – please specify where other funding is from.** |
| 5 tents @ £40 each | 200 | 200 |  |
| Coach hire @ £70 | 70 | 20 | 50 – young people to contribute £5 each towards travel costs |
| Food and drink for 10 young people and 2 staff for two days | 150 | 150 |  |

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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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| --- |
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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.
* I have attached a completed risk assessment.

Please send completed applications to [yof@hackney.gov.uk](mailto:yof@hackney.gov.uk) , or by post to:

The Youth Opportunity Fund c/o Curtis Worrell

Young Hackney

Hackney Service Centre (Third Floor)

1 Hillman Street

E8 1DY