

Youth Opportunity Fund 2017

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 would help 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 evaluation workshop** |
| 24th February 2017 | March 2017 | April 2017 | May-September 2017 | September 2017 |
| September 2017 | November 2017 | January 2018 | February- June 2018 | July 2018 |

\*NB Grants are paid in two instalments: 75% at the start of your project and 25% at the end.

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

## YOF RULES AND GUIDANCE

YOF grants are available for up to £3,500. You can request any amount between £500 and £3,500.

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.
* Help young people to develop new skills – this includes social skills and positive behaviours for example, being able to manage their emotions.
* 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 disadvantaged groups or 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.
* Attend an evaluation workshop where you will deliver a presentation on your project.
* 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:**

* 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**

## 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 |  |

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

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

## PROJECT OVERVIEW

### Project name

|  |
| --- |
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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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### Who will take part in the project?

Tip: Who will the project benefit? Do you have a particular ‘target group’ in mind? For example, you might be working with those who face a particular challenge or disadvantage, or those who are members of a certain community.

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

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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. |

### 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?** |
| Building young people’s confidence and self-esteem. | Questionnaires at the beginning and end of the project that ask young people about their level of confidence.  Young participants given opportunity to demonstrate public speaking skills / presentation giving at evaluation workshop. |
| Improve young people’s ability to socialise with those from different backgrounds. | Notes taken on group work at sessions.  Evidence of collaboration on projects. |
| Young people feel more positive and confident about the future and are aware of the various pathways available to them. | Questionnaires.  Young people can demonstrate knowledge about the opportunities available to them. |
| Young People feel inspired to achieve. | Activity records showing young people have met with and developed relationships with inspirational volunteers.  Questionnaires. Young people report that they feel positive about their ability to achieve. |
| Accreditations for the young people participating in peer mentoring. | Copies of certificates. |

### 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 to young people who would not normally be able to take part due to cost, location or ethnic / cultural factors.
* Project works with a group or groups who face a particular disadvantage or challenge, e.g. disabled young people, young carers, young people in care and those with special educational needs.

**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 help 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 helps young people 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 helps 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 behaviours or 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 young people 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 young people play in running the project?

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| --- |
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### How will young people help to 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 get young people 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.

### 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 |  |

### Monitoring and evaluation

Explain how you and the young people involved will monitor the project, collect evidence and evaluate success.

|  |
| --- |
|  |

### 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 check list

* 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 Seana Murphy

Young Hackney

Hackney Service Centre (Third Floor)

1 Hillman Street

E8 1DY