





**YOUTH AND PLAY**

**FUND 2020**

APPLICATION FORM

****

**Contents**

**Introduction and Can I Apply?**

* Section 1: About you
* Section 2: Funding stream
* Section 3: About your project (Pot 1)
* Section 4: About your project (Pot 2)
* Section 5: About your project (Pot 3)
* Section 6: About your project (Pot 4)
* Section 7: Form to be assessed by Young Person’s Panel
* Section 8: Management
* Section 9: Declaration

**Final Checklist**

**Introduction and Can I Apply?**

Please read the grant application guidance and prospectus in full before you continue. This will help you to complete all sections of this application form correctly. There is a word limit for some of the questions in this form. We will only look at the information provided within this word limit. If you are submitting an application as a partnership, then there should be a lead partner who is responsible for submitting one application form.

 **Can I apply?**

**We can only accept applications to this programme from organisations that meet the criteria below. Please use the checklist to make sure you are eligible to submit an application.**

**Is your group a voluntary or community sector organisation?**

Yes **[ ]** No [ ]

**To apply for this grant your organisation must have and be able to produce, when asked as part of due diligence, the following:**

|  |  |
| --- | --- |
| Your organisation must have | * a safeguarding policy
 |
| * an equal opportunities policy
 |
| * a health and safety policy
 |
| * a data protection policy
 |
| * a data/information management system
 |
| * financial policies and procedures in place
 |
| * a list of Board /Management Committee members including their roles
 |
| * a governing document (i.e. Constitution)
 |
| * relevant insurance
 |
| * a recent annual report and a set of independently verified accounts
 |
| * evidence of significant recent provision of services to children and young people
 |

|  |  |
| --- | --- |
| Tick the box to confirm that your organisation has in place, and can provide evidence upon request, a copy of every one of the policies above. | [ ]  |

**IMPORTANT**

**If you have not been able to tick the above box, we won’t be able to consider your application and you should not fill in the rest of this form!**

To apply for this grant, the lead partner must be ‘Manchester-connected’, by which we mean they must be able to demonstrate at least two of the following criteria:

* Organisations that involve people who work or live in Manchester in their governance
* Organisations that are actively involved in Manchester networks and boards that involve other VCSE organisations
* Organisations that are involved in partnership working with other Manchester-based organisations

Please explain how you meet these criteria (100 words):

|  |
| --- |
|  |

**Section 1: About you and your organisation**

|  |
| --- |
| **1.1 Details of you and your organisation** |
| Name of organisation |  |
| Address of organisation (please include postcode) |  |
| Organisation’s website and / or social media addresses (if applicable) |  |
| Main contact person | Name |  |
| Role |  |
| Contact address (if different to organisation address) |  |
| Telephone number |  |
| Email address |  |
| Second contact person  | Name |  |
| Role |  |
| Contact address (if different to organisation address) |  |
| Telephone number |  |
| Email address |  |
| What is the status of your organisation e.g. charity, CIC. |  |
| Is your organisation incorporated? | Yes [ ]  No [ ]  |
| If yes, then please supply any relevant registration or reference numbers. | Name | Reference/Number |
|  |  |
|  |  |
|  |  |
| Date your organisation was established |  |
| Is your organisation VAT registered | Yes [ ]  No [ ]  |

|  |
| --- |
| **1.2 Tell us about your organisation’s vision, values and activities** (300 words) |
| Tell us about who you are, what your organisation does, your values and key achievements. |
|  |

**Section 2: Funding Pots**

|  |
| --- |
| **2.1 Funding Pot**  |
| Which funding stream are you applying for?(You may apply for **either** pots one or two **as well as** pots three and four)  |
| **Pot 1** – Place-based youth and play provision  | [ ]  |
| **Pot 2** – City-wide provision  | [ ]  |
| **Pot 3 –** Cultural partnerships  | [ ]  |
| **Pot 4 –** Strategic leadership andsector coordination  | [ ]  |

**Section 3: About your project (Pot 1 only)**

|  |
| --- |
| **3.1 Name of Project**  |
|  |

|  |
| --- |
| **3.2 Project summary** (100 words) |
|  |

|  |
| --- |
| **3.3 Please list all of the partners you will be working with on activities who will receive funding as part of this application.** |
| Partner organisation name | Lead contact name |
|  |  |
|  |  |

|  |
| --- |
| **3.4 Tell us about your partnership’s vision, values and activities** (300 words) |
| It is essential that the delivery of this project is done in partnership. Tell us about your partnership approach and functions. Have you worked together before? Do you have agreements in place? Do you meet regularly?  |
|  |

|  |
| --- |
| **3.5 Tell us if and how you will work with others outside of your formal partnership to support your work** (200 words)  |
| We are keen to support partnerships that draw on a range of assets and resources to support quality provision for children and young people. |
|  |

|  |
| --- |
| **3.6 Tell us about your proposed activities** (500 words) |
|  We are seeking to fund partnerships which provide high quality universal open access youth and play provision in place based settings. What area does your proposal cover? What do you plan to do, with whom and how?  |
|  |

|  |
| --- |
| **3.7 How does your project address the aims of the fund?** (1000 words) |
| How does your project help children and young people to thrive through outstanding opportunities? How is social action, youth voice and youth leadership embedded in your work? How does your work provide opportunities for children and young people to build Skills for Life? |
|  |

|  |
| --- |
| **3.8 How do the voices and experiences of children and young people shape/drive your work?** (500 words)  |
| Have children and young people been involved in the design and development of this proposal? Are they involved in the running or governance of your organisation? If so how? |
|  |

|  |
| --- |
| **3.9 Location of beneficiaries** |
| Which areas do your beneficiaries mainly come from? (tick all that apply) |
| Ancoats & BeswickArdwickBaguleyBrooklandsBurnageCharlestownCheethamChorltonChorlton ParkClayton & OpenshawCrumpsallDeansgateDidsbury EastDidsbury WestFallowfieldGorton & Abbey Hey | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | HarpurheyHigher BlackleyHulmeLevenshulmeLongsightMiles Platting & Newton HeathMoss SideMostonNorthendenOld MoatPiccadillyRusholmeSharstonWhalley RangeWithingtonWoodhouse Park | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |

|  |
| --- |
| **3.10 What is the age range of the children and young people you are proposing to engage through your project?** |
| Place based proposals should include provision for both Youth and Play activity |
| 5-14 years  | [ ]  |
| 14-19 years  | [ ]  |
| 19–25 years (young people who are care leavers or those with additional needs) | [ ]  |

|  |
| --- |
| **3.11 What are the strengths and interests of the children and young people in the wards you have selected and how will you support and grow them?** (500 words) |
|  |

|  |
| --- |
| **3.12 What are the needs and challenges of the children and young people in the wards you have selected and how will you work with them to overcome challenges** (500 words) |
|  |

|  |
| --- |
| **3.13 What specific strategies, methods or plans do you have in place to reach out to children and young people who are most excluded from services?** (500 words) |
|  |

|  |
| --- |
| **3.14 What is the total cost of this project?** |
| **£** |

|  |
| --- |
| **3.15 How much funding are you requesting from Young Manchester?** |
| Grant amount requested from Young Manchester |
| **£** |

|  |
| --- |
| **3.16 If the grant amount requested is less than the total cost of the activities then please identify where the difference will come from and whether or not you have secured this funding.** |
| Young Manchester does not require matched funding but values the ability of the voluntary and community sector to bring additional funding into the city. |
|  |

|  |
| --- |
| **3.17 Please complete the table below showing expenditure per year directly related to this application e.g. staffing, rent, partnership costs etc.** |
| **Expenditure – item** | **Amount (£)** |
| e.g. Salaries  | 20,000 |
| **Total** |  |

|  |
| --- |
| **3.18 How have you worked out your costs?** (400 words) |
| We want to know the thinking behind your costs and how they represent reasonable value. Where you have included a contribution to core costs, you need to explain how this has been worked out. |
|  |

**Section 4: About your project (Pot 2 only)**

|  |
| --- |
| **4.1 Project name** (100 words) |
|   |

|  |
| --- |
| **4.2 Project summary** (100 words) |
|   |

|  |
| --- |
| **4.3 Enhancement**  |
| Which type of enhancement are you proposing?  |
| Address inclusion of particular groups (e.g. LGBT+ young people)  | [ ]  | Details:  |
| Enhancement via specialist support (e.g. Providing support on mental health support needs of children and young people)  | [ ]  | Details: |
| Providing city wide support through a particular offer (e.g. sport, youth leadership)  | [ ]  | Details: |
| **Other (explain)**  | **[ ]**  | Details: |

|  |
| --- |
| **4.4 Please list all of the partners you will be working with on activities, who will receive funding as part of this application.** |
| Partner organisation name | Lead contact name |
|  |  |
|  |  |
|  |  |

|  |
| --- |
|  **4.5 Please list any organisations who you will work closely with on this proposal but who will not receive funding directly from this project**  |
|  Organisation name | Lead contact name |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **4.6 Tell us about your proposed activities** (500 words) |
|  We are seeking to fund city wide initiatives that will provide enhancements to place based provision, either through driving inclusion or through offering specialist support  |
|  |

|  |
| --- |
| **4.7 How will your proposal work?** (500 words)  |
| How will you provide your enhancement? How will you ensure that your provision enhances delivery across the city and strengthens delivery in placed base settings?  |
|  |

|  |
| --- |
| **4.8 How does your project address the aims of the fund?** (750 words) |
| How does your project help children and young people to thrive through outstanding opportunities? How is social action, youth voice and youth leadership embedded in your work? How does your work grow Skills for Life? |
|  |

|  |
| --- |
| **4.9 How do the voices and experiences of children and young people shape/ drive your work?** (500 words) |
| Have children and young people been involved in the design and development of this proposal? Are they involved in the running or governance of your organisation? If so how? |
|  |

|  |
| --- |
| **4.10 What is the age range of the children and young people you are proposing to engage through your project?** |
| 5-14 years  | [ ]  |
| 14-19 years  | [ ]  |
| 19–25 years (young people who are care leavers or those with additional needs) | [ ]  |

|  |
| --- |
| **4.11 What are the strengths and interests of the children and young people with whom you work how will you support and grow them?** (500 words) |
|  |

|  |
| --- |
| **4.12 What are the needs of the children and young people in the wards you have selected, and how will your project address them?** (500 words) |
|  |

|  |
| --- |
| **4.13 What specific strategies, methods or plans do you have in place to reach out to children and young people who are most excluded from services?** |
|  |

|  |
| --- |
| **4.14 What is the total cost of this project?** |

|  |
| --- |
| Total cost (suggested grant size of up to £150,000)  |

|  |
| --- |
| **£** |

|  |
| --- |
| **4.15 How much money are you requesting from Young Manchester?** |
| **£** |

|  |
| --- |
| **4.16 If the grant amount requested is less than the total cost of the activities then please identify where the difference will come from and whether you have secured this funding.** |
| Young Manchester does not require matched funding but values the ability of the voluntary and community sector to bring in additional funding to the city. |
|  |

|  |
| --- |
| **4.17 Please complete the table below showing expenditure per year directly related to this application e.g. staffing, rent, partnership costs etc.** |
| **Expenditure – item** | **Amount (£)** |
| e.g. Salaries  | 20,000 |
| **Total** |  |

|  |
| --- |
| **4.18 How have you worked out your costs?** (400 words) |
| We want to know the thinking behind your costs and how they represent reasonable value. Where you have included a contribution to core costs, you need to explain how this has been worked out. |
|  |

**Section 5: About your project (Pot 3 only)**

|  |
| --- |
| **5.1 Describe how your organisation currently works with arts, culture and heritage organisations and what you would like to change as a result of this funding** (300 words)  |
| We welcome applications from youth and play organisations with a range of experience in this area and who seek to develop their organisation’s creative practice. |
|  |

|  |
| --- |
| **5.2 Summary of approach** (100 words) |
|   |

|  |
| --- |
| **5.3 How does your proposal address the aims of the fund?** (500 words) |
| How does your project help children and young people to thrive through outstanding opportunities? How will it support collaboration between youth and play and arts, culture and heritage sectors and increasing the coordination of this activity? |
|  |

|  |
| --- |
| **5.4 Tell us about your proposed activities** (500 words) |
| Please outline your proposed key activities and milestones |
|  |

|  |
| --- |
| **5.5 Tell us who you will work with and how** (500 words)  |
| Please tell us about the children and young people you will work with on this proposal. What are their strengths and challenges? How will you reach out to ensure you engage and include children and young people who are too often excluded from arts, culture and heritage provision? |
|  |

|  |
| --- |
| **5.6 Tell us about the key staff who will be involved in delivering this proposal** (200 words) |
| Successful applicants will be supported to attend a professional development programme throughout the life of the grant. We therefore need to know about the individual(s) who will be leading this work and their interest and experience in using arts in youth and play work. |
|  |

|  |
| --- |
| **5.7 Who will you partner with on this proposal?**  |
| Do you have an arts organisation in mind to work with or do you need support to find the right partner? If this is a ‘standalone’ application from a youth and play organisation not leading on other bids, do you have the support of a lead organisation? If so who? |
|  |

|  |
| --- |
| **5.8 What is the total cost of this project?** |
| Total cost (funding available up to £30,000) |
| **£** |

|  |
| --- |
| **5.9 Please complete the table below showing expenditure per year directly related to this application e.g. staffing, projects costs, commissioning artists**  |
| **Expenditure – item** | **Amount (£)** |
| e.g. Salaries  | 20,000 |
| **Total** |  |

|  |
| --- |
| **5.10 How have you worked out your costs?** (200 words) |
| We want to know the thinking behind your costs and how they represent good value. Where you have included a contribution to core costs, you need to explain how this has been worked out. |
|  |

**Section 6: About your project (Pot 4 only)**

|  |
| --- |
| **6.1 Summary of approach** (100 words) |
|   |

|  |
| --- |
| **6.2 Strategic Leadership Theme**  |
| Which theme do you propose to lead?  |
| Play  | [ ]  |
| Safeguarding  | [ ]  |
| Quality, standards and outcomes measurement  | [ ]  |
| Strengthening provision in the arts  | [ ]  |
| Detached Youth Work  | [ ]  |
| Other (please specify, and check with Young Manchester before putting together a detailed proposal)  | [ ]  |

|  |
| --- |
| **6.3 How does your proposal address the aims of the fund?** (500 words) |
| How will your proposal drive quality, how will it strengthen our sector for the benefit of children and young people? |
|  |

|  |
| --- |
| **6.4 Tell us about your proposed activities** (500 words) |
| Please outline your proposed key activities and milestones. |
|  |

|  |
| --- |
| **6.5 Describe how you will work with other organisations to enhance the effectiveness of your activities** (500 words) |
|  |

|  |
| --- |
| **6.6 What is the total cost of this project?** |
| Total cost (suggest grant size of up to £40,000) |
| **£** |

|  |
| --- |
| **6.7 Please complete the table below showing expenditure per year directly related to this application e.g. staffing, rent, stationery etc.** |
| **Expenditure – item** | **Amount (£)** |
| e.g. Salaries  | 20,000 |
| **Total** |  |

|  |
| --- |
| **6.8 How have you worked out your costs?** (200 words) |
| We want to know the thinking behind your costs and how they represent good value. Where you have included a contribution to core costs, you need to explain how this has been worked out. |
|  |

**Section 7: Information for Young People’s Assessment Panel**

Please provide a concise summary of your proposal. Tell the panel about your activities, why they are needed and how they are going to help. This section will be assessed by young people so please consider this when answering these questions.

|  |  |
| --- | --- |
| **7.1 Name of activities** |  |

|  |
| --- |
| **7.2 Tell us about your proposed activities and what difference they will make to children and young people in your community** (300 words) |
| What do you plan to do, with whom and how? |
|  |

|  |
| --- |
| **7.3 What experience do you have of working with children and young people in your community?** (400 words) |
| How do you engage with children and young people in your community? Are they involved in particular aspects of your work/activities? Please outline any examples. |
|  |

|  |
| --- |
| **7.4 How will children and young people find out about and access your services? What steps will you take to engage children and young people who often miss out?** (300 words) |
| Please tell us about your approach to ensuring children and young people can access and benefit from your services. What methods will you use? |
|  |

**Section 8: Management**

|  |
| --- |
| **8.1 Explain how you will ensure the safety of the people who use your services or work/volunteer for your organisation.** (300 words) |
| Safeguarding of children is a priority for Young Manchester. We need to know that all organisations that get grant-funding are actively protecting all children and young people. |
|   |

|  |
| --- |
| **8.2 What types of projects have you delivered in the past that mean you will be able to successfully deliver your proposed activities?** (400 words) |
| Tell us about your track record of delivering activities on a similar scale to what is proposed here  |
|  |

|  |
| --- |
| **8.3 What monitoring, evaluation and learning systems do you have in place? How do they influence and shape your work?** (500 words) |
| Tell us here about what processes you use to monitor and evaluate your work and how you use them to inform and influence future provision. |
|  |

|  |
| --- |
| **8.4 How do you ensure quality within your provision?** (500 words) |
| Do you have a skilled and qualified workforce? What quality systems do you have in place? Does your organisation currently hold, or are you working towards a recognised quality standard within the youth sector? |
|  |

|  |
| --- |
| **8.5 Does your organisation have the relevant procedures and processes in place to ensure GDPR compliance?** |
| You can find more information by visiting the website of the [Information Commissioners Office](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/) |
| Yes [ ]  No [ ]  |

**Section 9: Declarations**

|  |
| --- |
| **9.1 Please declare any interests of employees or board/management committee members that may be relevant to your application** |
|  |

**Declaration**

“I declare that the information given on this application form is accurate to the best of my knowledge and that I am authorised to submit this application.

I understand that I must notify Young Manchester of any significant changes to the application and that misleading information can invalidate this application.”

**Signatory One**
This must be the main contact named as your main contact in your outline proposal.

“I understand that you may contact me during assessment and I can confirm that I am authorised by the organisation for this purpose and that you may rely on any further information supplied to you by me.”

Name

Position

Signature

Date

**Signatory Two**

This should be the chair of your trustee board or person of similar authority in your organisation. This person must be different to signatory one.

“I confirm that this application has been authorised by the management committee or other governing body.”

Name

Position

Signature

Date

**Final Checklist**

Before sending this form please check

|  |  |
| --- | --- |
| You have answered every question on the sections that are relevant to your application  | [ ]  |
| Section 7 that will be assessed by young people has been completed in language that will be accessible to them e.g. jargon, acronym free  | [ ]  |
| You have signed and dated the form – electronic signatures are acceptable  | [ ]  |

**Please DO NOT SEND ATTACHMENTS with supporting letters or evidence, if the panel need this information you will be contacted**

We prefer to receive applications by email, so please return your application form to**applications@youngmanchester.org**with the **name of your organisation** and the title:

**’Youth and Play 2020’**

**This completed form must reach Young Manchester by 3pm on 4th December 2019.**

**Applications submitted after this deadline will not be considered.**