

# The London Community Foundation

## Building Communities in Coldharbour

### Loughborough Junction

### Youth Challenge Fund

### Application Guidelines 2013

**The London  
Community  
Foundation**



## About “Building Communities in Coldharbour”

Building Communities in Coldharbour (BCC) is a project of The London Community Foundation (LCF), which has a particular focus on the Loughborough Junction area in Coldharbour. We want to support residents in finding solutions to local issues, and to bring investment to the area for the benefit of the whole community. BCC was established in October 2011, for more information on the initiative, please see our website:

<http://www.londoncf.org.uk/grants/building-communities-in-coldharbour.aspx>

In addition to community consultations held over the past two years, resident surveys have been distributed, a number of local events have taken place, including a focus on young people, women, time banking, work with parents and resident led organizations, and developing community hubs. A number of resident led projects have been funded, and we have worked hard to help build the capacity of local groups and organizations.

## The Youth Challenge Fund

We now want to implement a targeted approach to working with young people between the ages of 16 – 30yrs, by launching the Youth Challenge Fund, a pot of money designed to commission **short term projects lasting 3 to 4 months**, that help young people to acquire skills and abilities that will equip them for the world of work. This can include training and qualifications, paid work experience, accredited volunteering opportunities or internships, apprenticeships, business mentoring, information and advice on enterprise and self employment. We can also consider projects that add value to existing services.

The Youth Challenge Fund offers grants of between £3,000 and £12,000 to organizations that are able to work with young people who live in and around the Loughborough Junction area. We will also give priority to applications from service providers with strong local roots, and to those who deliver their activities, and base their projects locally.

The Youth Challenge Fund is intended to improve prospects and opportunities for local young people, and we expect organizations applying for the Fund to demonstrate how they are going to engage young people who live in the BCC area.

**You can view the map of the area this fund is targeting here:**

<http://www.londoncf.org.uk/downloads/grantsmap.pdf>

## **The Youth Challenge Fund Criteria**

### **Main Aim**

To improve youth skills and employment opportunities by delivering accredited training and personal development support to young people.

### **The Client Group**

The Youth Challenge Fund is intended to enable organizations to provide personal development support and qualifications to young people in the BCC area, especially young people with difficult home lives, and those who experience various forms of social and economic disadvantage. We particularly want to engage young people who have been involved in the criminal justice system or in anti-social behaviour, and young people who are not in education, employment or training.

### **Key Objectives**

- At least 12 young people fully engaged in each of the funded projects, your proposal should focus on quality rather than quantity so that 1:1 mentoring and support for young people is central to the way the project is delivered.
- Individual organizations can apply, but we actively encourage partnerships, collaborations, consortiums, and collectives of providers - working together and referring young people to each others' services where appropriate.
- Opportunities for young people to influence and contribute to how the project is designed and delivered, and to provide feedback on their experience.

### **Core Outcomes**

We are looking to fund projects that enable young people to:

- Improve their life chances by finding pathways into employment, including their personal development and acquiring life skills.
- Gain recognised qualifications that improve their employment prospects, especially in the sphere of media, the arts, sports and physical activity.
- Access increased engagement opportunities, employment and enterprise opportunities, or meaningful work experience.

### **Organization Requirements**

To be eligible to apply for the Youth Challenge Fund your organization must:

- Be a constituted not-for-profit organization e.g. a voluntary organisation, a company Ltd by guarantee without share capital, a Community Interest Company, Social Enterprise, a school or college.
- Have been established and active for a minimum of 12 months prior to the application.
- Have a signed governing document in the organisation's name – e.g. a Constitution, Memorandum and Articles of Association.
- Have at least 3 un-related management committee members if they are an unincorporated organisation or voluntary group.
- Have good financial management procedures, and keep a record of income and expenditure or accounts.
- Have their own bank account in the name of the organisation, and at least 2 un-related cheque signatories.
- Have a safeguarding policy in place if working with young people and children (under 18s) or vulnerable adults.

## Things to think about when planning your project

- **Will your project involve children (18 or under)?**

Please contact the Disclosure and Barring Service - DBS (replaces the old Criminal Records Bureau and the Independent Safeguarding Authority) on 0870 90 90 811, email [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk), or visit [www.gov.uk](http://www.gov.uk)

There will be a charge for their service (you can apply for this cost in your project budget).

- **Projects involving people who may be considered vulnerable**

A vulnerable person could be someone with a disability, someone who is frail, someone who has mental health difficulties, or someone who is in care etc. The safety of vulnerable adults and children is very important, your project staff team must include someone who is DBS checked and trained in safeguarding.

- **Projects taking place in an open space owned by the Local Authority or Housing Body**

If so, you will need to gain permission for your project to take place there. If you do not know who to contact, please email us or give us a call.

- **Have you thought about health and safety?**

The health and safety of everyone participating in your project is important. Depending on the type of activity you will be doing, you will need to think about all the things that could potentially go wrong, and carry out a risk assessment. If you think about what could happen, you can then decide what you can do to help prevent it from happening, as well as what you would do if it did happen.

- **Are you using volunteers?**

We actively encourage projects which provide local people, especially young people, with a meaningful volunteer experience. For the Youth Challenge Fund grants we expect the volunteer experience to improve young peoples prospects of employment, and to include 1:1 support. Remember, if you are using volunteers you should only reimburse out of pocket expenses (if you pay a flat rate or hourly rate they stop being volunteers and become employees).

## What can we do to help?

If we are able to fund your project, we will need to go through the details of your proposal, so please remember to leave enough time between hearing a decision on your application and the start date of your project. In most instances we are able to help organizations with all of the above to make sure their project goes well and that it is safe and enjoyable for everyone involved.

## **What costs can the Youth Challenge Fund cover?**

The Fund will look to cover the costs associated with your project, which may include for example:

- Venue hire
- Written / online materials needed for the project
- Training courses and accreditation
- Temporary paid employment opportunities
- Snacks and refreshments
- Insurance
- Reasonable travel and transport costs
- Volunteer out of pocket expenses
- Trainers or staff costs if specialist support or coordination is needed
- Other staffing costs and project overheads.

## **What we can't support through the Youth Challenge Fund?**

Projects where the majority of the activities (i.e. more than 60%) take place outside of the target area (please see the map). The focus of the Youth Challenge Fund is on Loughborough Junction and the surrounding areas. If the majority of the proposed project activities are taking place just outside of the area please give us a call to discuss whether or not it is eligible.

- Projects or spending that has already taken place.
- Applications from organization that do not have adequate plans to engage local young people from the BCC area (please see map).
- Sponsorship of individuals.
- Commercial activities – grants are intended to fund not for profit and community focused projects events and activities.
- Political activities and campaigns.
- Religious activities or activities promoting religious beliefs.
- Organisations with unsatisfactory or outstanding monitoring/reporting for any of The London Community Foundation's grant programmes.

## How Do We Apply?

1. You will need to complete the Project Proposal Template covering the essential elements of your project, tell us what the project will deliver, how many local young people will take part, how you will deliver the project, how much it will cost, and what the project or activity is intended to achieve. Remember to refer to the Youth Challenge Fund Criteria and explain briefly and succinctly how the project will achieve them.
2. If your organization has not received funding from The London Community Foundation in the last 2 years, you will also need to send us the following: If you have any questions then please do not hesitate to contact us.
  - A copy of your signed governing document.
  - A copy of your most recent signed accounts or record of income and expenditure.
  - A copy of your safeguarding (child protection or vulnerable adults) policy.
3. Send your completed forms and supporting documents.

By email to:

[applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

By post to:

The London Community Foundation  
357 Kennington Lane  
London SE11 5QY

4. The Youth Challenge Fund applications will then be reviewed by The London Community Foundation and by the Building Communities in Coldharbour Panel. The Panel will include local residents and stakeholders. We will then tell you if your application is successful, and if we are able to support your project.
5. If you need more information about the Youth Challenge Fund criteria and eligibility to apply, please contact:

Cynthia A. Roomes  
Community Development Manager  
Building Communities in Coldharbour  
E: [Cynthia@londoncf.org.uk](mailto:Cynthia@londoncf.org.uk)  
M: 07730 219 085

## Telling us what happened

If your project is successful in being awarded a grant from the Youth Challenge Fund, we want to hear about how it went, and how young people benefitted from your activities. Depending on the type of project, you may be able to ask participants to fill out a short form giving their feedback, carry out interviews, set up a focus group for facilitated group discussions, or take photos/video footage (you will need to have permission from parents/guardians if this includes children under the age of 18).

If your application is successful, we will agree with you the type of feedback required from the young people who take part in your project, and provide advice on how to do this. Your organisation will also need to send in evidence of how the Youth Challenge Fund grant has been spent.

## Deadlines for Applications

You will need to send us your completed application by **5pm on Monday 22<sup>nd</sup> July 2013**. We aim to let you know whether or not your Youth Challenge Fund application is successful within 4 weeks. If you are successful, we will send you an agreement to sign, and there may be some conditions that we place on the award. We expect the grant making process to take about 6 weeks in total, so please remember to factor this into your project planning time.

## Timetable for spending the Youth Challenge Fund grant

Successful applicants should aim to spend the grant and tell us about the progress of their projects by **Wednesday 27<sup>th</sup> November 2013**. We can provide advice and support on this. When planning your project please make sure that it does not start before August 2013, and that it concludes in December 2013, allowing enough time for you to complete your monitoring information, and the project report.

## Contact Us

Please contact us if you want to discuss your application, and at any time throughout the application process and afterwards to discuss your proposal and activities.

You can also contact Cynthia Roomes if you have any questions about the application process or the Youth Challenge Fund Criteria, and your organizations eligibility to apply.

E: [Cynthia@londoncf.org.uk](mailto:Cynthia@londoncf.org.uk)

M: 07730 219 085

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