



Wandsworth Youth Opportunity Fund 2020 - 2021 Application Form



Before you start

Before you start completing this application form, make sure you read the **Guidance Notes** thoroughly. These are designed to help you complete this form correctly – and prevent us from having to send it back to you for amendments or corrections.

So, let's do this...

The application form is broken into 6 smaller sections:

SECTION A – About you, your group and your adult sponsor.

SECTION B – About your project

SECTION C – About the finances

SECTION D – About the evaluation

SECTION E – Signing off your application

SECTION F – Final checklist, feedback and submission

SECTION G – **Optional** Equal Opportunities Form

Just a reminder: Got questions? Need advice or further guidance?

Get in touch with our YOOF Manager:

Hannah Crosby, Youth Participation Officer

Email: YOOF@richmondandwandsworth.gov.uk or hannah@participationpeople.com

Call: 07511942396



SECTION A – About you, your group and your adult sponsor

Your project name will be made public. So, make sure it's really clear.

Name of your project:	
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To be eligible to apply, you must be part of a group. You cannot apply on your own.

Name of your group:	
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We need the name and contact details of **2 young people** who are leading on this application.

If successful, these young people must be present at the Presentation Panel evening.

	Young Person 1	Young Person 2
Name*:		
Date of Birth*:		
Age*:		
School, college or youth group*:		
Home address*:		
Home postcode*:		
Mobile number:		
Email address:		

** Please note, the information marked with an (*) is mandatory. If this information is missing, your application may not be considered.*



You must also have an **adult sponsor** from a **registered organisation**, that will be your supporting organisation.

You need an adult sponsor so we can be sure you will be supported in delivering your project. Your adult sponsor will be responsible for supervising appropriate spending of any funding you win.

Adult sponsor name:	
Job role:	
Organisation:	
Office address and postcode:	
Contact number:	
Email address:	

Your bank details

Your supporting organisation must have a bank account that is registered to the supporting organisation. We cannot transfer funds into personal accounts.

Please provide the following bank details. This will help speed things up if you're successful.

Amount Payable to:	
Bank or building society name:	
Branch and sort-code: (in format 12-34-56)	
Account number:	



SECTION B – About your project

This is your chance to tell us ALL about your project. Please be as clear, accurate and detailed as possible, within the word limits.

1. Explain your project idea and what you want to do (200 words)

2. Tell us how young people were involved in creating this project idea and will be involved in helping to deliver the project too (200 words)

3. Tell us how your project will support this theme(s) of inclusion and belonging (200 words)

4. Tell us how your project is new or innovative (150 words)



5. Tell us how your project is good value for money (150 words)

6. Tell us how your project will be sustainable – so once the YOF funding runs out, it can still have a positive impact on young people (200 words)

7. Tell us who will take part in your project. (150 words)

Please also think about how you will recruit those young people and it will involve and benefit under-represented or disadvantaged groups of young people in Wandsworth

8. Tell us how many young people will benefit from your project – and how (150 words)

Think about what they will get out of the project and how this will link in with the theme(s) of inclusion and belonging.



9. Tell us when you will deliver your project and what your timescales are (150 words)



SECTION C – About the finances

This section is **really** important. Please complete it carefully and accurately.

Other funding

1. Have you applied to any other fund or organisation for this project?

<input type="checkbox"/> No	<input type="checkbox"/> Yes Please tell us which funding you have applied for and when:
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2. Please list ALL grants your organisation has received in the past 12 months or are due to receive in the next 12 months. Please also declare all previous YOF funding.

#	Grant holder / awarder	Amount applied for / receiving
1.		
2.		
3.		
4.		

Your project budget

Please provide us with a **DETAILED** cost breakdown for your project in the table below.

We ask that you are as **accurate** as possible – so be sure to check prices with shops and services, and on-line. Where you need to spend money on things on a *per hour* or *per day* basis e.g. tutors / venue hire, please tell us the cost per hour (or per day) AND the total cost for the amount of time. **Please refer to the Guidance Notes for clarity on this.**

If you already have money to deliver your project (match funding), please tell us which parts of the project they will pay for.



If you're confused, unclear or just need some help with your budget, **PLEASE** get in touch with us. Incomplete or incorrect applications may be disregarded.

Here is an **example budget**:

Activity/ item	Total cost in £	Amount in £ requested from YOF	Amount in £ secured in match funding
Tents x5	110	60	50
Tutor costs – 5 tutors @ £15 per hour x 10 hours	750	750	0
Museum entry x 10 young people	55	25	30
Totals:	£915	£835	£80

Over to you for your budget:

Activity/ item	Total cost in £	Amount in £ requested from YOF	Amount in £ secured in match funding
Totals:			



SECTION D – About the evaluation

Evaluation of your project is an important part of the delivery. It will help us understand the impact your project has on young people.

Tell us how you plan to evaluate your project at the end – with young people AND adults (200 words)

Tell us what the positive outcomes are for young people, how you will measure this and how they may link into the theme(s) of inclusion and belonging.

Outcome for young people	How will you measure this?	How does this fit in this year’s theme?

The YOF Panel runs inspections of projects that are successful in securing YOF Funding. This helps us make sure projects are running smoothly and according to their funding agreement.

If you are successful, we will require you:

- To provide three possible dates the YOF Panel could come and see your project in action if you are successful in securing funding – these are called “Panel Inspections”
- To submit a Mid-Project Monitoring Form half-way through your project.
- To submit an End of Project Evaluation Form at the end of your project.
- To provide additional evidence to the Panel, if requested.

Please see the Guidance Notes for more information on this.





SECTION E – Signing off your application

Please check that you have completed all sections of the form and sign below.

DECLARATION

We agree that the information on the form is correct and we approve this application being made on behalf of this organisation/ adult sponsor.

	Young Person	Young Person	Adult sponsor
Name:			
Signature:			
Date:			

Please provide the details of at least 2 people that we can contact as independent referees.

They should be from organisations that know your work but are independent from you.

	Referee 1	Referee 2
Name:		
Job title / role:		
Organisation:		
Contact number:		
Email address:		

SECTION F – Final checklist, feedback and submission

To help the YOF panel make an informed decision, please make sure you have filled out all of this form. Before you submit your application, please ensure you have:

- Completed ALL sections of this application.
- Your project fits in line with this year’s theme in some way
- Kept the YOF Presentation Panel evening FREE.
- Made sure your project will be completed by February 2021.
- Got agreement from your adult sponsor to host the money for your project.
- Re-read the YOF Guidance Notes to make sure your project fits the YOF criteria.

If you have ticked all of the boxes, you’re **ALL DONE!**

If some of the boxes are left blank, please contact us for advice – contact details can be found on the front page of this application.

Feedback

We want to always improve the YOF experience for both the panel members and the young people and organisations applying to YOF. Please help us by answering just 2 questions:

1. How or where did you hear about YOF?

2. How easy was it to fill in the form? 1 is very difficult, 10 is very easy.

1 2 3 4 5 6 7 8 9 10

OK – now you’re ready to submit your YOF application

You can submit your application by post or email:

Post:

Youth Opportunity Fund, Training and Resource Centre, Alma Road, London. SW18 1AQ.

(Please note: it can take 7 working days for applications to come through internal post).

Email:



YOF@richmondandwandsworth.gov.uk

Next steps...

If your application is **successful**, we will notify you of the amount you have been awarded.

This award is on condition that you meet any additional conditions laid out by the panel and return to us the following documents:

- A signed acceptance of the conditions of the grant (Grant Offer Letter)
- A confirmed budget for the project

We will release 50% of the grant up front upon receipt of these documents.

The further 50% will be released once we have received evidence of at least 50% of your project expenditure. This is important to think about when planning your project.

You will also need to complete two monitoring forms, which will all be sent with the Grant Offer Letter.

If your application is **unsuccessful**, we will provide you with written feedback as to why you did not secure any funding. We invite you to apply for future YOF funding rounds.

GOOD LUCK!

