

# YOUTH AMBITION GRANT

## GUIDANCE FOR APPLICANTS

### UP TO & INCLUDING £7,000



Oxford City Council are offering £50,000 of small grants funding for voluntary and community groups specifically to target the needs of young people that are identified in the annual Youth Ambition needs analysis which is available at [www.oxford.gov.uk/youthambition](http://www.oxford.gov.uk/youthambition): The needs analysis highlights four key themes:

1. Employment, education and training.
2. Mental health and wellbeing
3. Sexual health and relationships
4. Crime and anti-social behaviour

The needs analysis highlights the problems young people are facing, what are the causes and what organisations can do to solve them. Although we will not completely rule out projects that are suggested in the analysis we will look favourably on those that are.

This funding has been made available to voluntary and community groups to support Oxford City Council to achieve the following objectives within the themes outlined above:

**Oxford City Council will consider expressions of interest that:**

- Meet the needs of young people and their community identified in the Youth Ambition needs analysis 2018-2019;
- Meet the needs of the Youth Ambition criteria which consists of a list of Themes and Objectives that the Council would like to achieve in partnership with community and voluntary organisations;
- Meet the basic requirements outlined below and are from organisations with a good track record in terms of service delivery, management and compliance with basic quality standards, or from new organisations that can demonstrate the ability to meet the standards required;
- Can demonstrate that they are financially sustainable and will not rely on Oxford City Council as their only source of income;
- Can show that they have a commitment to ensuring that their activities are sustainable and support the sustainability of local communities and the environment.

The funding priorities that Oxford City Council has chosen are based on the current needs highlighted by young people, communities and professions. These are supporting young people to develop their skills, knowledge and capabilities on:

- Employment, education and training
- Mental health and wellbeing
- Sexual health and relationships
- Crime and anti-social behaviour

**Oxford City Council WILL fund:**

- Initiatives in areas of greatest need across the city. This will need to be evidenced within the expression of interest form;
- Grants up to the value of £7,000;
- Initiatives that can demonstrate sustainable delivery and development past the initial investment from Oxford City Council;
- Initiatives for young people between the ages of 11 to 21 (25 where young people have special educational needs);
- Initiatives that improve the skills, knowledge and capabilities of young people.

**Oxford City Council will NOT fund:**

- Party political promotion or activities;
- Worship or activities that promote the views of a religious organisation or group. Religious groups may apply for non-religious activities however, will need to demonstrate at expression of interest stage that the project or activity you are applying for funding for does not promote a religious view in any way;
- The Youth Ambition grants programme does not fund Individuals
- Retrospective funding for project costs that have already occurred or commenced;
- Activities that fall outside of the financial year that funding is being awarded for – in this instance projects / activities must take place between 01.04.19 to 31.03.20.
- Activities that happens during School holidays (i.e. half terms, Easter and Summer)
- Trips outside of Oxford
- Park hire charges for events;
- Projects where there is a commercial gain or profit;
- Capital building developments or improvements, however will consider applications with a maximum of 10% towards equipment;
- Projects requesting funding to purchase food / hospitality or clothing including staff uniforms. Although if you use food to encourage healthy eating and nutrition for children and young people please get in touch to discuss before submitting your application.
- Projects that do not primarily benefit Oxford City residents (e.g. projects that are Oxfordshire county-wide and do not show specifically how they benefit residents of the city);
- Activities where a more appropriate funding source exists or which are functions that are the responsibility of other public agencies, for example:
  - Childcare, unless it is part of a larger project
  - Social care.

Oxford City Council does not wish to reduce or duplicate other organisations' responsibilities of funding.

## **BASIC REQUIREMENTS**

To safeguard Oxford City Council’s investment in your project, and ensure that all Oxford City Council funded organisations are well managed and provide good quality services, to be eligible to apply organisations must achieve the following baseline standards:

### **Legal Structure**

A legal structure that is appropriate to the size and nature of the organisation, set out in a constitution or memorandum & articles of association that clearly outlines the aims and rules governing the organisation.

### **Accounts**

All applicants must prepare and maintain accounting records. Based on simplified Charity Commission guidelines, accounts appropriate to the size and nature of the organisation are required as detailed.

<b>Organisations whose annual gross income or total expenditure is less than £10k</b>	<b>Organisations whose annual gross income or total expenditure is over £10k but less than £100k</b>	<b>Organisations whose annual gross income or total expenditure is over £100k but less than £500k</b>	<b>Organisations whose annual gross income or total expenditure is over £500k</b>
Signed annual receipts and payments accounts (income and expenditure and statement of assets and liabilities at end of the year).	Signed annual receipts and payments accounts (income and expenditure and statement of assets and liabilities at end of the year).	Signed accruals accounts.	Signed accruals accounts.
No external scrutiny required.	External scrutiny required (audit if organisation’s constitution specifies).	External scrutiny required (audit if organisation’s constitution specifies).	Full external audit by a registered auditor.

### **Financial Management**

Preparation of a regular budget for the overall organisation and any associated projects. Copies of the project budget will be required as part of any monitoring process.

### **Equal Opportunities**

Adoption and implementation of an equal opportunities statement or policy that reflects current legislation, including the Race Relations (Amendment) Act 2000, Sex Discrimination Act 1975, Disability Discrimination Act 1995 and the Human Rights Act 1998 and provide appropriate training for trustees, staff and volunteers.

### **Employment**

Comply with all employment law including legislation on stakeholder pensions (if appropriate). Demonstrate good practice in personnel matters by having clear policies and procedures.

Oxford City Council looks favourably on organisations that provide employment opportunities and continued training for the young people of Oxford City.

### **Insurance**

Ensure that appropriate insurance certification and licences are in place. For example, public liability, professional indemnity (where appropriate) and employer's liability.

### **Confidentiality**

All organisations are expected to comply with the Data Protection Act 1998 and where personal records are kept, personal services, advice & counselling are being provided. Organisations will be expected to have a written policy of confidentiality which should be supplied upon application.

### **Monitoring & Evaluation**

All funded organisations are required to collate appropriate qualitative and quantitative information for the purpose of monitoring and evaluating the organisations performance, and equalities impact in line with Oxford City Council requirements.

### **Health & Safety**

Organisations who receive financial investment or in-kind support must meet legal requirements under current Health and Safety regulations, in particular statutory obligations covering employees, volunteers and members of the public and buildings. For example, carrying out risk assessments and having fire certificates where appropriate.

### **Child Protection**

Organisations which provide services that involve access to, or having contact with, children up to the age of 18 years must meet the statutory requirements under the Protection of Children Act 1989.

Also ensure that it has in place protection and prevention of abuse and child protection policies consistent with the Oxfordshire Safeguarding Children Board procedure manual as amended from time to time and will ensure compliance with these policies.

Where applicable the organisation will ensure staff are recruited and employed in line with Safer Recruitment Practices and receive appropriate training in safeguarding, including allegation management, in line with Oxfordshire Safeguarding Children Board guidance (see [www.oscb.org.uk](http://www.oscb.org.uk) – guidance under professionals section for advice).

Please enclose all relevant safeguarding policies and procedures upon application.

### **Vulnerable Adults**

Organisations are to be aware of their responsibilities towards vulnerable adults within their service provision and to have a policy and guidelines for the protection of vulnerable adults.

Where applicable the organisation shall have policies and procedures in place that comply with Oxfordshire Safeguarding Adults Boards recommendations as amended from time to time.

## HOW TO APPLY

### Invitations to bid for projects up to and including £7,000

- Complete the expression of interest form, including all the relevant documents as detailed on this form and return to [youthambition@oxford.gov.uk](mailto:youthambition@oxford.gov.uk) by the stated closing date.
- Deliver a 10 minute pitch to a panel that will include young people and Oxford City Council Officers. Be prepared to answer questions about your project.

### Evaluation of applications / bids

All expressions of interest which evidence the basic requirements outlined above have been met will be invited to deliver a pitch to a panel. The panel will be made up of young people, who will be recruited from local communities across Oxford and officers from Oxford City Council. Applications will be assessed against the published criteria.

The evaluation panel will make recommendations; these will go to the Head of Community Services who will then make the final decision.

### Monitoring requirements and framework

Level up to £7,000	Type of Agreement	Monitoring Process
All projects funded through Youth Ambition Grants.	Contract from the date of when grant was agreed, all monies to be spent by 31 <sup>st</sup> March 2020.	Completion of monitoring forms, development of at least one case study and provision of evidence of expenditure as required.

## GUIDANCE NOTES ON COMPLETING THE EXPRESSION OF INTEREST FORM

**Please note: completion of all information requested on the expression of interest form is mandatory.**

### SECTION 1: YOUR DETAILS

Please provide the name of your organisation and contact details. It is helpful if you can provide a daytime telephone number so that the grants team can contact you to discuss the application if there is a query.

Also on the front page, we require you to tell us the total costs of your project and how much grant you are requesting from Oxford City Council.

## **SECTION 2: ABOUT THE PROJECT OR ACTIVITIES YOU ARE PLANNING**

This section of the form asks you to briefly describe what you want to do with the grant. Complete the table and underneath provide clear and concise information about what will be delivered in sessions.

To help us understand how your project has been developed please tell us how you established that there is a local need for this work with details of the evidence collected which identifies the need.

What do we mean by local need?

For example to identify the extent of local need for the work you are planning to do you may have carried out a survey or some consultation with local residents. The information you collect will identify the local need. Please tell us about the information you collected and provide a summary of your results.

If you are applying to help with the costs of an event it is important that you have all the relevant insurance cover in place. Contact the Councils events team who will be able to advise you, their contact number is (01865) 252407.

## **SECTION 3: MEETING THE AIMS OF THE COUNCIL**

This section asks you to describe how your project or actions will match up with Oxford City Councils funding priorities.

You are asked to choose one theme that your project or activity will primarily fit with, as described in the Youth Ambition Grants Criteria. It is acknowledged that your project may cut across more than one theme but **please only choose ONE theme that fits with the primary focus of your project.**

Please note - It is important that your expression of interest clearly links to ONE theme or it will not progress any further.

Identify clear aims and targets for your project and link these back to the aims of the Council. Please remember your targets should be realistic and measureable.

Contact the Children & Young People's Development Officer at (lsackey@oxford.gov.uk) if you are unsure about this question and wish to discuss it before submitting your expression of interest.

## **SECTION 4: FINANCIAL DETAILS OF YOUR ORGANISATION**

This section of the form asks you to provide information about your finances.

You are asked to provide the information from your latest set of accounts. This section must be completed, please do not just write a statement referring the assessment panel to your accounts.

## **SECTION 5: FINANCIAL DETAILS OF YOUR PROJECT OR ACTIVITY**

This section of the form asks you to provide information about the costs of your project or activity.

### **Income sources**

Please list all of the sources of income your organisation is seeking towards the cost of the activity or project. Please tell us if other bids for funding have been made and when you expect to receive a decision.

### **Details of Costs**

Please give a detailed breakdown of the anticipated expenditure of the project or activity (e.g. staffing, rent). The costs of your project should total the same amount as for the income sources already provided above.

Please note - It is unlikely that we would agree to fund activities with a predicted deficit unless there are good reasons for doing so.

### **Value of Contributions in Kind (c-i-k)**

Please insert the estimated value of contributions in kind e.g. volunteer time or free rent etc.

To calculate volunteer staffing costs, please use the European Social Fund (ESF) guidance rates listed below:

- Manager / Trustee board member £16.76 per hour
- Co-ordinator / researcher / adviser £13.13 per hour
- Administrator £9.38 per hour

If you need further guidance on how to calculate contributions in kind please contact the Grants Officer ([grants@oxford.gov.uk](mailto:grants@oxford.gov.uk)).

### **Match Funding**

Oxford City Council will look more favourably on your application if you have match funding towards the cost of your project and are not applying for 100% of your project costs.

## **SECTION 6: VALUE FOR MONEY**

This section of the form asks you to describe how the grant (if agreed) will attract additional support from other sources.

The final question asks you to specify what you would be able to achieve if only a proportion of the funds requested were available. If the project would not be viable with only a proportion of the grant please indicate this.

## **SECTION 7: DECLARATION & ADDITIONAL DOCUMENTS TO ENCLOSE**

Please complete the declaration by providing your name, position in the organisation and date. If you are sending this form by e-mail we still require your signature; please sign and post this page to confirm your agreement to the information submitted on this form.

Make sure that you also include the following documents with your expression of interest (if you are emailing the application form please send the additional documents either by email or post).

- **Your Constitution or Articles of Association**

If you are a new organisation applying for the first time you must enclose your constitution or Articles of Association. If you do not enclose them your application will automatically be declined.

You do not need to enclose these if you have already sent them in previous years, but if they have changed since the last time you applied please send in a new copy.

- **A Reference**

Please provide an independent reference from someone who has worked with your organisation in the past and has read your expression of interest form.

Please ensure the name, contact details and relationship to your organisation or project is clearly stated at the top of the reference.

The referee must not be one of your management committee members or a Council officer.

- **Recent bank statement**

Provide a recent (i.e. no older than 2 months at date of submission) bank statement for every account you hold in your organisation's name. These can be photocopies.

- **Equal opportunities statement**

Please ensure you have enclosed a copy of your organisation's equal opportunities statement. If you have already submitted this then you do not need to send it again unless it has changed since your last application. If your equal opportunities statement is integral to your constitution please indicate this on the form.

- **Confidentiality or Data Protection Policy**

Please ensure you have enclosed a copy of your organisation's confidentiality policy. If you have already submitted this then you do not need to send it again unless it has changed since your last application.

- **Safeguarding Policies and Procedures**

Please ensure you have enclosed a copy of your organisation's safeguarding policies and procedures. If you have already submitted this then you do not need to send it again unless it has changed since your last application.

## **SECTION 8: PERMISSIONS**

From time to time we may want to share information with other grant giving and other relevant bodies, please tick this box to show you understand and agree to this.

## **GUIDANCE NOTES ON DELIVERING A PITCH**

All expressions of interests that evidence the basic requirements have been met will be invited to deliver a 10 minute pitch to a panel of young people and Council officers.

A projector and internet access will be available should you require them. Any presentations or papers being used in the pitch must be emailed to [youthambition@oxford.gov.uk](mailto:youthambition@oxford.gov.uk) 24 hours before your pitch is to be delivered.

The date of panel meetings are as detailed on line. The time of specific pitches will be negotiated with applicants.

Should you require any special requirements be made for your pitch please make us aware at the time of confirming your pitch slot.

If you are unable to pitch your project or activity you will be unable to progress further.

Please ensure you address the following points in your pitch:

- What will you do with the grant funding?
  - The location of project delivery;
  - The start and end date of the project;
  - The number of young people you wish to engage;
  - An outline of the activities to be delivered.
- What does success look like for your project?
  - What key outcomes and impacts are you aiming to achieve?
  - How do these support the Council in achieving its objectives?
  - How will you evidence your success?
- Youth involvement
  - Have you consulted with young people in devising this project?
  - If so, how have you addressed their needs and responded to their feedback?
  - If not, why not?
- Sustainability and Exit Routes
  - How will you ensure your project is sustainable past the funding received from Oxford City Council?
  - Should the project come to an end, or young people move on from your project, what exit routes and pathways will be in place to support continued development and momentum?

## **CONTACT DETAILS**

If you would like to talk to someone about your expression of interest form or your pitch please contact:

Leonard Sackey

Children & Young People's Development Officer  
Email: [lsackey@oxford.gov.uk](mailto:lsackey@oxford.gov.uk)

If you require the expression of interest form or any of the accompanying documents in larger print or another format please email [youthambition@oxford.gov.uk](mailto:youthambition@oxford.gov.uk).

**Please return your application to: [youthambition@oxford.gov.uk](mailto:youthambition@oxford.gov.uk).**