

East Sussex YouthBank

Guidance notes 2009

To be read by young people and their supporting organisations, before filling in the application form



If you are aged between 13 and 19 (or up to age 25 if you have any kind of special needs or disability) you can apply to East Sussex YouthBank to get money from the YOUTH OPPORTUNITY FUND (YOF).

If you have a good idea for a project or activity for you and other young people in your area, then why not see if you can get some money to put your ideas into action!

East Sussex YouthBank has over half a million pounds to give out in grants to young people living in East Sussex this year.

The money comes from East Sussex County Council's share of the government's Youth Opportunity Fund.

HELLO

We are pleased that you are trying to get some money from the East Sussex YouthBank to carry out your good idea.

We hope that you read these notes first, because we want you to make the best application you can.

The adult who is helping you, should also read these notes, as they contain very important information.

hello

GOOD LUCK

Read these notes.

They will tell you things like :

- Who can apply.
- What kind of things you can get money for.
- What kind of things you can't get money for!
- Who can help you write your form.
- Who decides whether or not you get the money.

If you don't read the notes, our experience shows that you probably won't make a good application. So it's important that you read them!

Get the adult that is helping you to make an application to read them as well.

We can't tell you enough, how important this advice is!

good
luck

READ THESE NOTES CAREFULLY!

Call us if you don't understand anything.
We would like to hear from you!



CAN I APPLY?

Yes you can, if you can say YES to the following:

- ✓ I am aged between 13 and 19 (or up to the age of 25 if I have any kind of special need or disability).
- ✓ I'm not just applying on my own. There's at least two or more people applying with me in this age group.
- ✓ If I have any kind of special needs or a disability I can put in an application on my own if I want to (or with others), especially if it helps me to join in with activities more or to have a short break.
- ✓ I have an organisation (like a youth club, or a community organisation etc.) who is happy to help me carry out my project.
- ✓ The organisation will take the money for me and make sure I spend it on what I said I would in the application.
- ✓ I've got an adult I can go to for advice and help me to make a good application.
- ✓ Me and the other young people all live in the East Sussex area.
- ✓ The idea for the project has come from me and the other young people and not from adults.
- ✓ If I have special needs or a disability then an adult can help me come up with ideas and fill in the form, but they need to explain why they are doing it in a covering letter.



What kind of things can I apply to get money for?

These are things that make the best kind of applications.

- 1 Things that lots of people in your area will benefit from.
- 2 Projects for young people that happen on a Friday or a Saturday night.
- 3 Projects that try to help young people and older people get on better.
- 4 Projects that help young people to get a certificate or some kind of qualification.
- 5 Projects that try to make the places that you have to go to in your area more interesting.
- 6 Projects that want to improve the facilities in your area.
- 7 Projects that help you to try something new - something that you might want to carry on doing once the money is used up. This is called 'kick-starting' a project.
- 8 Projects that will give young people a good reputation in the area you live in.
- 9 Projects that help young people have a say in their area.
- 10 Projects that are good value for money.



What can't I get money for?

Here is a list of things we can't give you money for.

- a** Trips outside of the UK.
- b** Projects that include 'hazardous' activities. (Please contact us and we'll give you a list).
- c** Projects that promote a particular religion or political view.
- d** Projects that are part of your school and are only for the benefit of young people going to that school. (We can fund 'after school' activities but only if they can prove that they are for the benefit of other young people and members of the community).
- e** Any kind of administrative or management costs of your supporting organisation.
- f** Projects that are already happening anyway.
- g** Tax and insurance of any vehicles.
- h** Projects that involve firearms or weapons.
- i** Projects that an adult has told you to do or wants you to write for them.
- j** Any kind of contribution to 'ongoing' staff wages. (see separate notes about staff costs).
- k** Rent, Utility bills, wages, cleaning bills etc.
- l** Projects that are for the benefit of young people living outside of the East Sussex area.
- m** Projects that are not good value for money. (this means spending a lot of money on something that doesn't benefit many people).



STAFF COSTS

If you want to go on an overnight trip for example, then you must not forget to include the cost of taking staff with you, to make sure that you are safe. You can ask for money to help them with their accommodation costs for example.

You can also ask us to pay for extra specialist staff. For example, if your group would like a dance, music or DJ workshop, learn a new sport or have a new experience, then you can ask us for money to pay for an experienced instructor to help you try something new.

We can only pay for specialist staff for a maximum of 12 sessions though.

We like to give money to young peoples' projects and not use most of the bid for staff wages, so if your project includes a lot of staff wages, then make sure you prove to the young people's panel that you need the staff to help you do what you want to do.

You might need to contact us if you are in any doubt, otherwise your application might not make it!

Who decides whether or not we get the money?

Other young people do.

They will be looking at whether or not your application meets these six things:

- ✓ Being healthy
- ✓ Staying safe
- ✓ Making a positive contribution
- ✓ Enjoying and achieving
- ✓ Value for money and benefit to the community
- ✓ The reputation of young people in East Sussex

Who are the young people that decide whether or not we get the money?

There will be at least five groups of young people looking at your application.

They are people about your age and they will normally be living in the same area as you.

You can find out more about who they are by contacting us. We'll be happy to tell you.

You can also visit a panel and talk to them if you like!

We are busy training young people to be 'grant-givers'. This will take us some time but we hope to have at least 12 young people to get a qualification in 'grant-making' by the end of March 2010.

Can I be on a panel?

Yes! We are always interested to hear from young people who want to be decision-makers. It is a responsible job but its open to anyone between 13 and 19 (up to age 25 with disability or special needs).

Call us and we'll tell you what to do!

What happens if one of the panel members has a friend making an application or is involved in making an application?

Panel members are not allowed to look at applications or make a decision if they have friends or if they also belong to the same group of young people making the application.

The application gets passed to a different panel not connected to the project.

What's the difference between Youth Opportunity Fund (YOF) and Youth Capital Fund (YCF)?

YOUTH OPPORTUNITY FUND (YOF)

Is known as 'revenue' funding. This will pay for things like: equipment, events, projects, trips, venue hire (for one-off or short term projects), campaigns, activities, etc.

YOUTH CAPITAL FUND (YCF)

Is known as 'capital' funding. This will pay for things that can't be moved! Things like 'doing-up' a youth club or other building or space used by young people. It could also buy larger and very expensive pieces of equipment like computers.

If you're in doubt about anything, then call us and ask!

YOF and YCF can work together.

You could use the form to apply for a YCF grant to 'do up' a room in your youth club and then use the YOF part of the form to get money to hold an event in there or buy equipment to kit it out! You can use the same application form to apply for YOF + YCF if the project is connected in this kind of way.

Don't use the same application form if they are completely different projects.

You can only apply for YOF + YCF on one form if the projects are clearly connected.

If you just want YOF funding, just ignore the YCF bit of the form.

Check the application form as sometimes there won't be enough funds available to apply for both.

FILLING IN YOUR FORM !!

First of all, relax! This is the part where you get to tell us what you want to do and why you want to do it.

DON'T FORGET

It's young people about your age who will be reading your form.

This is important. Young people like you will have to understand what you have written.

It's young people from your area and about your age who will be deciding whether or not to support your application.

You don't have to worry about being good at English or getting the spelling right, because the only thing we are interested in is your ideas. You can express yourself in any way that you feel comfortable with, it's fine.

Before you send the form to us.

Ask someone else (who doesn't know what your project is about) to read through your form. Can they understand it? Is it clear to them what you are asking the money for? Would they know what kind of group you are?

Ask for other people's opinions on what you have written.

We're still stuck on what to write!

Why do you want this money?

Don't write something like this though..

"We want to buy a table tennis kit so that we can play table tennis"!

We will need more information about WHY you want to do something. Application forms that tell us the obvious will probably not make it!

Don't forget that the young people who are reading this will have lots of forms to look at so to help them decide they like to know a bit about your group.

Here's some questions that might help you to write a good application.

How did you come up with this idea? Did you talk about it with friends?

Have you ever done anything like this before?



What do older or other people in your area think about your project?

How would it make you feel if you got the money?

Were you inspired to do this project by anything you've seen somewhere else, like the TV, Internet, or something else?

Tell us about you and your friends. Why should we give you the money and not another group?

MAKE YOUR IDEA INTERESTING!

Imagine you are deciding who to give the money to.

Would you say YES to your group?

MAKING A DVD APPLICATION

If you really don't feel up to writing it all down, then why not simply send us a DVD or a CD with you explaining what you want to do instead.

DVD – Your film should not be any longer than 5 minutes. You should answer the questions above and like the written application form, you can express yourself in any way you feel comfortable with.

You must test out your DVD before you send it though. It must be able to play on most computers and DVD players otherwise your application might not make it through if we can't see your film.

IF YOU DECIDE TO SEND IN A FILM INSTEAD OF FILLING OUT THE PART ON PAGE 5 OF YOUR APPLICATION, YOU MUST STILL FILL IN THE OTHER PARTS – INCLUDING COST

Your application won't make it if the other parts aren't filled in!

Who can help us with our form?

You and your group must find an organisation, like a youth club or a voluntary organisation to help you with your form.

They will have to read it all as well, because there are rules about who we can give the money to.

If you need help with finding an organisation to help you make your application then please contact us!

When do we have to give our form in by?

Thursday 1 October by 12 noon.

You can send it in before this date if you have it ready.
If you send it in later than this date then we can't look at it.

YOU ARE INVITED TO CELEBRATE THE OPENING OF THE EAST SUSSEX YOUTH BANK

**Come to our FREE party on
SATURDAY 24 OCTOBER at the:
ACCESS ALL AREAS
Youth Arts Festival
De La Warr Pavilion
Bexhill-on-Sea
12pm until 6pm**

**Grab a
small grant
Have a look at what's
been funded
How to make a good
application
Meet the panel
Prizes !**

For more information on other things going on at the festival see their website:

dlwp.com/accessallareas

bbc.co.uk/blast

If you want to get involved – then contact us (see back cover).

When will we know if we've got the money?

We will do our best to give you an answer within 3 weeks of the closing date. If it's going to take longer we will let you know as soon as we can.

We will contact you by letter to let you know if you've been successful.

When you receive our letter saying yes, you've got the money, you must get the adult from your supporting organisation to sign a form and return it to us as soon as possible.

We can't give you the money until we've received this signed form back.

When we've got the signed form back, it usually takes between 10 and 21 days for the money to get to you.

Sometimes it takes a bit longer, but we'll do our best to get it to you as soon as possible.

YOUR ORGANISATION MUST SPEND THIS MONEY BEFORE THE END OF FEBRUARY 2010, OTHERWISE THEY MIGHT HAVE TO GIVE IT BACK!

WHAT IS EAST SUSSEX YOUTHBANK?

YouthBank is a UK-wide grant-making project run by young people for young people.

You can find out more about the national organisation by looking on their website.

youthbank.org.uk

There are over 80 local YouthBanks across the country and East Sussex is the most recent one to open.

Information about when grants are available and how you can get involved are on this website

eastsussex.gov.uk/youthbank

GOOD LUCK WITH YOUR APPLICATION

DON'T FORGET TO CONTACT US IF YOU HAVE ANY QUESTIONS. WE ARE ALWAYS HAPPY TO HELP YOU.

THE YOUTHBANK CO-ORDINATOR IS ALSO AVAILABLE TO VISIT YOUR GROUP TO GIVE YOU SOME ADVICE ON HOW TO FILL IN YOUR FORM. SO IF YOU NEED HELP, GIVE US A CALL !

The next part of these notes are for the adult from the supporting organisation that is helping you with your form.

It's important that the adult helping you reads this part as there are rules they need to understand before they agree to take the money!

PART TWO – CONDITIONS FOR ACCEPTANCE OF GRANTS BY ORGANISATIONS ON BEHALF OF YOUNG PEOPLE

Adults from your supporting organisation should read and understand the following notes before they agree to help you with your application

First of all, we would like to say a big thank you to you and your organisation for supporting young people to put forward this application. Without your help young people would not be able to access these grants.

This part of the guidance notes outlines the standard conditions for acceptance of grants for organisations supporting young people. The grants come from East Sussex County Council's share of the government's Youth Opportunity Fund.

It will also give you some background of where the funding comes from and the aims of the scheme.

We also aim to give you some advice on how far you can help young people fill in the application form. One of the key criteria for these grants is that ideas for applications come from young people themselves.

Please don't hesitate to contact us with any questions you may have. We will be happy to help.

Please note in this part of the guidance notes when we use the term 'you' – we mean the organisation that we have given a grant to – when we use the term 'we', 'us', and 'our' we mean East Sussex County Council Children's Services.

AIMS OF THE GRANTS

Following the launch of the government's Aiming High for Young People paper, they allocated money to East Sussex County Council from the Youth Opportunity Fund so that young people can make their own decisions about the kinds of activities that are available to them.

This year, we have also received an extra £20,000 from Aiming High for Disabled Children Short Break Fund. This means that young people with any kind of special need or disability will have additional opportunities to get a grant that will enable them to access more of the same activities that other young people enjoy.

Empowering young people by giving them real choice and influence over how money is spent in their areas, will help them feel greater ownership over projects and are they are more likely to get involved in positive activities.

THE PURPOSE OF THE GRANT

The grant must be used for the purpose for which we awarded it. This will be the purpose that was written by young people in their application.

If there are any significant changes to the project after you have received the money, you must get our written approval before you go ahead and spend the money on anything different.

If you spend less than the amount that was granted to you, you must return the amount that you have not spent.

ADULTS' INVOLVEMENT

Ideas for applications must come from young people. However, we acknowledge that adults have an important part to play in supporting young people with their project.

Here are some tips on how you can help young people with their application.

The important part of the form that **must** come from young people's ideas is on page 5 of the application "What do you want to do?" Some young people need help to come up with, and develop, their ideas. It is acceptable for you to help stimulate ideas. You could ask them questions to help them do this, such as:

What have they always wanted to do, but have never had the chance?

What do they think is missing in their area?

If they had £2,000 to spend on something for young people, what would they do?

Have they seen other groups do something that they would also like to do?

Do they think young people should have a say in their areas? Do they want help to run a campaign or set up a youth forum?

These types of questions, depending on the setting, will help young people to think through their ideas. You can also advise them on whether or not their ideas will meet the criteria and help them to develop them so that they can make a viable application.

It is acceptable to write an application on a young person's behalf if they have a disability or a special need. You will need to demonstrate however that you have included them, as far as possible, in the application. You must also send a covering letter explaining the reasons why the form is being filled in by an adult.

You must not create a project or an idea for an application and then ask young people to fill out the form to enable you to carry out your own ideas! We can give you advice on other funding streams you can apply to if you have an idea for a project that does not meet the criteria for East Sussex YouthBank. Please contact us for further information.

EVALUATION AND MONITORING

The Government Office for the South East (GOSE) requires us to report back to them twice a year on how the funds have made a difference. It is also very important that we know who is benefiting from these grants and what young people have learnt from getting involved in YouthBank, and the impact it has made in our local communities.

We will therefore be writing to you after you have completed the project to ask you for this information. We will give you advice on what kind of information we are looking for when we send you the letter telling you that the application has been successful. You will have to agree to send us back evaluation and monitoring forms as part of the written contract of acceptance.

SAFEGUARDING YOUNG PEOPLE

It is important that your organisation has appropriate safeguarding policies in place and is fully aware of issues about protecting children and young people. Staff working with young people should be checked by CRB (Criminal Record Bureau) for example.

Your organisation must be part of, or affiliated to, one of the following. If your organisation needs support in affiliating to any of these, please contact them now:

East Sussex County Council for Voluntary Youth Services (ESCVYS)

Contact Laura Williams on 01323 439754 or Email: laurawilliams@escvys.org.uk
www.escvys.org.uk

Sussex Club for Young People

Contact 01273 462006
Email: admin@sussexcyp.org.uk

Sussex County Sports Partnership

Contact Sally or Jo on 01273 643869
Email: sussexsport@brighton.ac.uk

Your organisation can also be part of East Sussex County Council or another Local Authority (e.g. Eastbourne Borough Council, etc.)

Affiliation provides us with evidence that your organisation has clear ‘safeguarding’ policies in place.

Policies that you should have in place would be:

Public Liability Insurance (up to at least £5 million). If your organisation does not have this in place up to value of £5m you may include the additional cost to upgrade your insurance as part of the YOF part of the bid.

Child Protection Policy

Equal Opportunities Policy

Health & Safety Policy

The organisations listed can help you to have these in place if you haven’t already done so.

ACCEPTING THE OFFER

You must confirm that you accept the grant by signing and returning the confirmation of offer letter and contract which will be sent to you, if you are successful. You must send the signed documents back to us within 4 weeks or the grant offer will be withdrawn. We can’t make any payments until this has been received.

If you break any of the conditions laid out in the contract, you may have to pay back either all or part of the grant.

You may also have to pay back the grant if:

- Your organisation closes down (unless it joins with, or is replaced by, another organisation that is able to carry out the purposes of the grant to our satisfaction)
- You significantly change the purpose for which you receive funding without our approval beforehand.
- You do not use the grant for the purposes for which we awarded it.
- You do not complete the capital project (unless, in our opinion, this failure was because of factors outside of your control)
- You wrote anything significant in the application that was wrong or misleading, either by mistake or because you were trying to mislead us.
- You act illegally or negligently at any time during the funded activity, and we believe it has significantly affected the funded activity, or is likely to harm our or your organisation’s reputation.

GENERAL CONDITIONS

You must acknowledge on any publicity that the grant was supported by East Sussex YouthBank.

Please contact us if you wish to use our logo on any publicity materials.

CONTACT US

If you have any queries, please don't hesitate to contact us by calling:

Tracey Johnson
YouthBank Co-ordinator
01424 726086 or 0777 540 6718

or

Donna Wilde
YouthBank Project Assistant
01424 726087

or email

youthbank@eastsussex.gov.uk

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