**Salford CVS**

**Youth Wellbeing Fund   
Guidance for Applicants**

October 2020

**Summary of the Fund Criteria**

* **Grants for youth-led activities / projects to address:**
  + Youth Wellbeing – **max of £2,500**
  + Youth Emotional Wellbeing and Mental Health - **max of £7,500**
* **Turnover limit**: There is no turnover limit for the host organisation
* **Closing date for applications:**   
  12:00 noon on Friday 27th November 2020
* **Decisions to be made by:**  
  Friday 18th December 2020

Salford CVS

**Youth Wellbeing Fund 2020**

Guidance for Applicants – October 2020

**Section 1 – About the fund**

**What is the Youth Wellbeing Fund?**

In response to conversations with young people in the city, Salford CVS, NHS Salford CCG and Salford City Council have made funding available to support youth-led / youth-supported projects that support and enhance the wellbeing of Salford’s young people.

It is expected that the ideas of young people will shape the design and delivery of all activities / projects.

This year there are 2 types of grants you can apply for;

1) Grants of up to £2,500 are available for **youth-led wellbeing activities delivered with the support of a VCSE organisation**.

2) Grants of up to £7,500 are available for projects that are **co-led by young people & a VCSE organisation to support the emotional wellbeing & mental health of young people**

**Funding priorities**

1. **Youth Wellbeing – Grants of up to £2,500**

The Coronavirus pandemic has a huge impact on the lives on young people in Salford. Young people will have lots of ideas for activities that will enhance their ability to connect and undertake activities for the benefit of themselves and wider groups of young people. If you have ideas for activities that will make a positive difference to the lives of other young people, then this is the priority to choose.

Activities might involve sport, gardening, art, music, writing etc. All activities will need to be supported by a host organisation. This can be a voluntary, community or social enterprise (VCSE) organisation, school or college.

1. **Youth emotional wellbeing & mental health** **– Grants of up to £7,500**  
   The Coronavirus pandemic has increased the mental health pressures on young people. This priority is focused on more involved projects that are co-led by young people and a voluntary, community or social enterprise (VCSE) organisation, school or college. It is expected that the host organisation will co-lead on delivering the project with input and direction from young people.

Projects might focus on therapeutic activities to support young people in addressing emotional wellbeing and mental health issues or feature support sessions for those needing greater support.

**Youth involvement in design and delivery**

The Youth Wellbeing Fund supports projects that are run by and for young people in Salford. All projects should be inspired and ideally led by young people, with young people involved in coming up with the project idea, planning the project and making it happen. We believe that projects designed and run by young people bring greater benefits to young people in Salford.

We hope that in getting involved in a Youth Wellbeing Fund project, you will gain important skills and experience, creating positive change in your community and enable us to have a better knowledge and understanding of some of the challenges faced by young people in the city and what solutions we can support that will make a difference in the future.

**All projects must:**

* Be for young people aged 8-21 (or up to 25 if the young person has a disability or learning difficulty).
* Help young people to develop new skills.
* Deliver most activities in Salford, unless there is a specific reason that this is not possible i.e. using facilities that are not available within Salford / funding a trip.
* Be submitted by the 27th November and delivered by December 2021.

**Also applications must:**

* Clearly demonstrate that young people are involved in the planning and delivery of the project with your chosen host organisation.
* Be deliverable adhering to Government guidelines relating to Covid-19.

The NYA have produced some great guidance on their website <https://nya.org.uk/guidance/>

* Explain the role the of the host/lead organisation will have in the delivery of the project.
* Demonstrate value for money by providing a detailed budget that includes any additional funding sources.
* Show how you plan to get wider young people to take part in your project.
* Whenever appropriate, applications must evidence consideration of how you will make sure that disadvantaged groups of young people from a range of backgrounds will be able to take part in your project.

**As a group delivering a project, you will need to:**

* Collect evidence on your project activities and what you have achieved so you can tell us what happened.
* Submit a report on your project once it is completed.
* Provide all invoices and receipts as requested.

**Projects will not receive funding if:**

* Young people haven’t been involved in planning the project.
* There are concerns about the safety of young people due to the activities involved.
* It does not adhere to government restrictions relating to Covid-19.
* The budget doesn’t show value for money, contains many mistakes, or fails to show how parts of the project will be funded.
* You have not done enough research and planning.
* There are safeguarding concerns related to your application.

**Who can apply?**

Only organisations that meet the criteria below will be eligible to apply as a host organisation;

* You must be a voluntary, community or social enterprise (VCSE) sector organisation with a track record of supporting young people, a schools or college.
* All host VCSE organisations must be a member of Salford CVS. To apply for membership see the link: [www.salfordcvs.co.uk/membership-0](http://www.salfordcvs.co.uk/membership-0)   
  Either an online form can be completed, or a Word version of the form can be downloaded. Alternatively, a paper copy can be posted to applicants upon request. Please note that this does not apply to schools or colleges.
* Applications will only be considered from host organisations based in Salford or have a track record of working in Salford.
* The young people benefitting from activities and projects must be Salford residents.
* Young people and organisations that have received funding under previous rounds of Youth Wellbeing Fund may apply to this round. However, applications must be accompanied by completed evaluation forms. Where projects are still in progress a report must be provided giving the ‘story-so-far’ using the evaluation form provided.

**What policies / other documentation is required?**

All host organisations will be expected to have the following policies in place at the time of application:

* Health and Safety policy
* Equality/Diversity (statement/policy)
* Safeguarding Children policy
* Safeguarding Adults policy (if applicable)
* Risk assessments
* Public Liability Insurance

**What support is available to applicants?**

If you have any questions regarding the Youth Wellbeing Fund, please contact Hannah Barton, Impact Evaluation Worker at [hannah.barton@salfordcvs.co.uk](mailto:hannah.barton@salfordcvs.co.uk) or phone Hannah on 07542 336086.

Salford CVS can also offer practical support to host organisations with developing policies, accessing volunteers, accessing wider funding, pre-application read-throughs/feedback etc.

For further information, visit our website at:

[www.salfordcvs.co.uk/development-support](http://www.salfordcvs.co.uk/development-support)

You can also contact our Development Team by phone 0161 787 7795 or email at: [office@salfordcvs.co.uk](mailto:office@salfordcvs.co.uk)

Also see our online Safeguarding in Salford resources: [www.salfordcvs.co.uk/safeguarding-salford](http://www.salfordcvs.co.uk/safeguarding-salford)

If you have any questions or concerns regarding completing the application please contact the Grants Team by phone 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**How to apply**

Young people will need to work with their host organisation to complete the application form and submit it by email to [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) in WORD or PDF format (ideally not as a scanned PDF). Alternatively, they can be posted to:

Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN

**When is the closing date for applications?**

The fund will close to applications at **12:00 noon on Friday 27th November 2020**.

**How will applications be assessed?**

All applications received by the closing date will receive a phone call from Hannah Barton, Impact Evaluation Worker, to better understand the aims and objectives of the project and how young people have been involved in its design and proposed delivery.

Salford CVS will also undertake a number of eligibility checks. All applications that are eligible will be independently scored by a panel consisting of representatives from NHS Salford CCG, VCSE sector organisation and Salford CVS.

This assessment panel will then meet to agree the awards and provide feedback on unsuccessful applications.

**When will we hear the outcome?**

All applicants will be informed by email by Friday 18th December 2020. Unsuccessful applicants will be provided with a summary of feedback from the assessment panel.

**If successful, when will we receive the grant?**

On receipt of an offer letter from Salford CVS host organisations will need to complete and return an ‘Acceptance of Grant Form’ together with an invoice for the full grant amount. For organisations that have not received a grant from Salford CVS before (or changed bank account since their last award) we will also require proof of bank details. This can take the form of a scan or photo of a bank statement or paying-in slip.

On receipt of these documents Salford CVS will then issue the grant by bank transfer within 5-10 working days. The full grant amount will be paid upfront in line with the ‘Principles of Good Grant Giving’ which Salford CVS adheres to.

**How long will we have to spend the grant?**

All organisations receiving a grant will have up to 12-months from the date of the offer letter to spend the grant.

**How will our project be evaluated by Salford CVS?**

Salford CVS’ has a three-fold approach to evaluation:

* **Assessing impact** – the difference your project made in words, numbers, stories, quotes and photos
* **Gathering learning** – what you have learned as you have delivered the project, how you have developed and what you would do differently next time
* **Providing assurance** – demonstrating good management of public money

In practical terms this will mean providing feedback to Salford CVS in the shape of a simple report form when your project is completed. We may also select your project for a monitoring visit (in person or remotely) to help us understand how you are getting on and if you’re in need of any support.

As guardians of public money Salford CVS requires all funded organisations to keep receipts for all project spend for up to 3-years after your project completes. Salford CVS undertakes a number of spot-audits every year and you may be asked to provide evidence of your spending.

Full guidance will be provided on award through the ‘Salford Stories – Project Evaluation Guide’.

With your help in providing simple feedback we can demonstrate how grants and investments can make a real difference to the health and wellbeing of local people. This is important in helping us report back to our funders and wider partners, and helps secure investment in our sector over the years to come.

**Any further questions?**

Please contact the Grants Team by phone 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**Section 2 – Completing the Application Form**

Section A – Who is involved?

**Question 1-3)** – Please give the names of the three young people who are leading on the project design.

**Question 4)** – Please give the name of the host or lead organisation. This must be a VCSE organisation, school or college.

**Question 5)** – Please give **two** contact names, telephone numbers and email addresses. This helps us manage your grant should you be successful.

**Question 6)** – Please tell us how the host organisation is constituted. Unincorporated Organisations / Community Groups will not have an Organisation Number.

**Question 7)** – For VCSE organisations only. Please don’t assume that your organisation is a member of Salford CVS just because you receive regular eNewsletters from us. If in doubt, please phone us on 0161 787 7795 to check. If you are not a member, you’ll need to apply for membership. Do this as soon as possible as the approval process can take a few weeks.

Section B – About your project

**Question 8)** – Please give your project a memorable name. This helps us identify your project should your application be successful.

**Question 9)** – Please give a short description of your project with summarises what will be delivered.

**Question 10)** – Please state when you think the project will start (from January 2021) and finish (December 2021 at the latest).

**Question 11)** – Please describe the group of young people this project will be for.

**Question 12)** – Please estimate how many young people will directly benefit from this project.

**Question 13)** – Please indicate which funding priority you are applying under.

**Question 14)** – Please give full details of how this project will help address the priority you’ve indicated above. This will focus either on youth wellbeing or youth emotional wellbeing and mental health.

**Question 15)** – Please give practical details of the activities that will be delivered through this project. It needs to include what will happen, how long will sessions be, how often will they take place, where will they take place (including any remote activities) etc.

**Question 16)** – In describing the need for this project, please include any evidence you have.

**Question 17)** – We want you to tell us how you can evidence progress in delivering your project. What practical things can you measure to evidence success? This might include number of jobs retained, number of people supported or how the wellbeing of those you support has improved.

How you measure these outcomes may be very simple (e.g. number of staff retained) or involve seeking feedback from your beneficiaries (e.g. before and after survey, quotes, photos etc.).

Ultimately we want you tell us how you plan to evidence the difference your project has made to the people you support.

If you have any further questions on this question, please contact Hannah Barton, Impact Evaluation Worker at: [hanna.barton@salfordscv.co.uk](mailto:hanna.barton@salfordscv.co.uk) or phone Hannah on 07542 336086.

Section C – About the money

**Question 18)** – Please give an overview of what your project will cost by describing each item and breaking down your calculation so we can see how you’ve arrived at the cost for each item. See some examples below.

Example 1

**Acceptable:** YouthSupport Worker - 5hrs/wk @ £18.75ph x 10 wks = £937.50

**Not acceptable:** Staffing - £937.50

Example 2

**Acceptable:**  Venue hire – 5hrs/wk @ £30ph x 10 weeks = £1,500

**Not acceptable:**  Venue hire – £1,500

Example 3

**Acceptable:**  Refreshments @ £2.50 per person x 6 people x 10 events = £150

**Not acceptable:**  Refreshments = £150

The item cost figure may be the same as the amount you’re requesting. If you have other sources of money, it may be you’re only looking for a contribution (see the example below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of item** | **Breakdown of calculations** | **Item cost** | **Amount requested** |
| YouthSupport Worker | 5hrs/wk @ £18.75ph x 10 wks | £937.50 | £500 |

Therefore, the total cost of the project may be more than the amount you’re requesting from the Youth Wellbeing Fund. If this is the case, please include the other sources of funding which will support this project and whether the money has been secured or whether an application is pending. Such match funding is desirable but not essential.

Section D – To be completed by the host organisation

**Question 19)** – Salford CVS is an accredited Living Wage Funder. This means we support all staffed organisations that pay a minimum wage of at least £9.30 per hour as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited Living Wage Employer. If you don’t employ staff, please tick the ‘not applicable’ box (N/A).

For your information, please see below for the annual Living Wage Employer accreditation fees (January 2020) for VCSE organisations (before VAT):

0 - 10 employees: £60

11 - 50 employees: £120

51 - 250 employees: £240

251+ employees: £480

This includes regular third party contractor staff.

**Question 20)** – As leading member of the Social Value Alliance Salford CVS wants to ensure that as much of its grant monies as possible are spent in Salford, ideally through buying goods and services from local independent businesses or fellow VCSE sector organisations. This helps to support our local economy. The opposite of this approach is to buy directly from large chains or corporations. Amazon for example has been identified as the [worst company for aggressive tax avoidance](https://www.theguardian.com/business/2019/dec/02/new-study-deems-amazon-worst-for-aggressive-tax-avoidance) which deprives our government of much-needed funds for schools, hospitals, local services etc. If you do feel pressured to occasionally use Amazon, then buy from Amazon Marketplace which supports independent suppliers.

**Question 21)** – Whilst your project may be focused on particular health and wellbeing outcomes, the way you deliver it might deliver wider benefits for the people, economy and environment of Salford. For example, you might be supporting the mental health of people via a food growing or tree planting project; or you might provide volunteering or training opportunities that boost people’s chance of employment.

**Question 22)** – Please indicate the areas of Salford which will receive support from your project. If it is across the whole of Salford, please tick ‘Salford city-wide’.

**Question 23)** – Please ensure you have the mandatory policies in place at the time of your application. Please note that that public liability insurance costs can form an element of your bid.

**Questions 24 & 25)** – Please give a summary of the practical measures you’ve put in place to deliver a Covid safe project. Also please state whether you’ve undertaken a risk assessment in relation to project activities.

Declaration

Please confirm that you have read the Terms and Conditions of this grant by giving the name and role of the lead applicant within the host organisation.