

## Appendix 2 - Grant terms, application process, performance management

### a) Terms of grant

Activities can be provided for children and young people from ages 5 to 19 or up to 25 if they have special education needs.

Funding is for activities only and not for core costs. We will not fund the general maintenance/overheads of facilities, for example, at a youth club or adventure playground. We will fund activities that are delivered in a youth setting or adventure playground tailored to meet a specific outcome, for example, a health and well-being programme. Organisations will be required to clearly articulate what activities they are seeking funding for, and what outcomes they want to achieve.

As this is a 24 month programme organisations must seek funding only for activities that will take place during the period of funding. Applications must be submitted by 17 September 2021 for grants to operate for the period 1 April 2022 to 31 March 2024 (24 months).

The minimum award is £10,000 per annum (i.e. a minimum of £20,000 over 24 months of this programme) and the maximum award is £30,000 per annum (i.e. a maximum of £60,000 over 24 months of the programme). Existing providers currently in receipt of grants are eligible to apply for funding in relation to the above areas of activities. **Please note that organisations who are currently receiving funding from the Positive Futures Fund, and whose contract end date is June 2022, can request funding for the period July 2022 – June 2024.**

Organisations will be subject to meeting the selection criteria and are expected to work together collaboratively across localities, with local authority youth and play facilities and each other. In their application, they will have to demonstrate that their activity does not duplicate that of other organisations. Organisations must demonstrate in their application that their proposals do not duplicate existing provision in the locality in which they deliver their services. It is advisable that bidding organisations seek to build collaborative approaches with others, so their activities, programmes, projects or activities are not duplicated, but instead are complimentary.

Grants will be awarded to organisations who demonstrate their ability, and commitment to achieving the defined outcomes of this programme. When considering the impact that the bid might have against the outcomes a number of criteria will be considered, including whether the activity meets the overarching vision for the council's youth offer.

Organisations must meet standard procedures such as safeguarding, health and safety; they must demonstrate sufficient experience and success in delivery; and they must meet the financial requirements. All of the information required will be specified in the application form and associated guidance document.

### b) Application Process (Grant programme 1)

The Grant programme 1 application process will adopt a new three-stage format:

- Stage 1 – Expression of Interest (EOI)
- Stage 2 – Dragon's Den presentation
- Stage 3 – Application Form

To support applicants through the new three-stage format, an online guide will be created to outline the aims of the fund, and to inform potential applicants about the grant application process. An email address will also be included providing applicants with the opportunity to raise any questions.

A panel of local authority officers and members of the Youth Parliament will consider all applications. The decision on the award of the grants will be taken by the Deputy Leader and Cabinet Member for Children, Young People and Education.

**Application process timeline**

<b>Activity</b>	<b>Date</b>
Stage 1: Expression of Interest (EOI) form opens	23 <sup>rd</sup> August – 17 <sup>th</sup> September
Stage 1: Closing date for EOI form	17 <sup>th</sup> September
Stage 1: Assessment of EOI forms	17 <sup>th</sup> September – 1 <sup>st</sup> October
Stage 2: Notify successful organisations of Dragon Den dates	4 <sup>th</sup> October
Stage 2: Dragon Den presentations	11 <sup>th</sup> – 13 <sup>th</sup> October
Stage 2: Decision on successful organisations	14 <sup>th</sup> – 15 <sup>th</sup> October
Stage 3: Notify successful organisations and send link for them to complete application form online	18 <sup>th</sup> October
Stage 3: Application form deadline	25 <sup>th</sup> October
Review applications and write IDM paper on successful organisations	25 <sup>th</sup> October – 5 <sup>th</sup> November
IDM process (report published and decision taken)	November 2021
Decision implemented and formal notification to applicants	December 2021
Start date for newly commissioned organisations	1 <sup>st</sup> April 2022

**c) Performance Management**

The performance framework consists of two sections: monitoring outputs and achieving outcomes.

- Monitoring outputs

Organisations that receive funding will be expected to provide their registers and attendance data to demonstrate the take up of the activities. This information will be used to demonstrate value for money, and take up of the services provided, and will also be used as comparative data.

The following outputs will be used to measure success (as appropriate):

- Number of youth sessions delivered
- Number of community outreach or detached work delivered in the period
- Number of young people who attended youth sessions within the period
- Number of new attendees in the period
- Number of young people/repeat attendees in the period
- Number of young people who receive individualised support in the period
- Number of young people benefitting from off-site activities in the period.

- Monitoring outcomes

In addition, organisations will be required to provide qualitative data to demonstrate the impact of their work. Organisations will have to identify which of these outcome measures they will use and which are most suited to their particular activity. Examples are case studies, before and after questionnaires, parental submissions, observations, focus groups with young people, audio and visual diaries, personal portfolios and staff feedback.