



Integrated Youth Support Service
www.oxfordshire.gov.uk

Funding Guidance Notes 2010

for the Youth Opportunity Fund, Youth Capital Fund & Chill Out Fund

The overall aim of the funds is to improve positive activities for young people. The Youth Opportunity and Youth Capital Funds additionally give young people the power to decide how the funds should be spent. Teams of young people sit on decision making panels across Oxfordshire: Northern, Southern and Central, they take their jobs as grant givers very seriously. We are always looking for new groups to 'host' these panels. If you are interested in being involved please contact us as soon as possible. The Chill Out fund is administered through the County Council with decisions made at monthly public meetings by Cllr Louise Chapman.

The main aims of the Funds are to:

- increase things to do and places to go for young people in Oxfordshire
- improve the quality and diversity of activities available and the health and wellbeing of young people
- increase young people's engagement in the planning, development and delivery of activities/projects
- provide opportunities for young people to develop their confidence, knowledge, skills and abilities
- meet one or more of the *Every Child Matters* five outcomes of: being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well being

Here is a break down of what the funds are all about!

	Youth Opportunity Fund (YOF) Revenue Funding	Youth Capital Fund (YCF) Capital Funding	Chill Out Fund Revenue and/or Capital
How much is there?	Approx £300,000 per year	Approx £300,000 per year	£200,000 per year for guidance see application form
Who Can apply?	Young people supported by adult sponsor	Young people supported by an adult	Young People and/or Adults
How much can we apply for?	Bids can be up to a maximum of £7,500 and for any bid over £1,000 the young applicants will be expected to attend a decision making panel to present their bid – applicants will be expected to attend a decision making panel to present their bid.	Bids for projects between £2,500 and £50,000 . All applicants will be expected to attend a decision making panel to present their bid.	Match funding of up to £5,000 The Chill Out application is different from the YOF/YCF form – applicants will be expected to attend a decision making panel to present their bid.
How often are decisions made?	Monthly from April to December	Twice a year May & October	Monthly
When can we apply?	As soon as your application is ready, the panel will consider applications every month from April to December	Applications must be sent in by: 30th April and 30th September	You can send in your application anytime
Who decides who gets the money?	100% by Young People	100% by Young People	Open Public Meetings Held at County Hall – dates on application form
Can you give us some examples of what we can apply for?	Sports, art, music, media, fashion, dance or drama projects, projects promoting health and fitness activities, day trips, residentials, skills development courses, gardening projects, supporting groups e.g. young mothers, campaigns to gain awareness of an issue, events, staff salary costs, hire of space, transport other resources e.g. one laptop etc, this includes equipment under £2,500.	Applications to this fund must be for capital items – this means work to refurbish or build premises, add constructions to or redevelop land and/or provide new equipment (as part of the construction work e.g. several laptops for new computer room).	You can apply for revenue and/or capital money for your project BUT YOU NEED to have already got some funding in place before you can apply for this e.g. if you have successfully raised £3,200 for your project you can then apply for an additional £3,200 from the Chill Out Fund
Are there restrictions?	Adult sponsors cannot apply on behalf of young people unless ALL young people are unable to because of e.g. disabilities	Check that you have the correct permission for your capital bid.	You need to have some funding in place before you can apply to this fund!



Funding criteria for YOF and YCF

When we read your application we will be looking at whether it:

- genuinely comes from young people's ideas and that the application was completed by young people
- is targeted at young people 13–19 years (20-24 years with learning difficulties or learning disabilities) but the group doesn't have to be exclusively within that age group
- is supported by an organisation that has a track record of working successfully with young people
- has an adult sponsor (e.g. youth worker, community worker) who can provide support
- shows how the funding will improve the 'things to do and places to go' for young people
- shows how young people will benefit from the 'project' and what difference it will make
- shows how young people will be involved in the project – in the planning, delivery and evaluation
- identify start and finish dates, a clear breakdown of expenditure and show good value for money

Priority will be given to applications for:

- teenagers and projects that show effort by young people to secure additional funding – **if you have received funding from other places, we will be asking you to send proof of where you got it**
- work that might encourage innovation and benefits groups of young people and their local community
- a range of young people are involved, particularly those who are marginalized or disadvantaged
- local areas that commit to delivering activities at the times that young people and the local community want, including on Friday and Saturday nights.
- new groups of young people (applications from repeat groups of young people will only be considered if evaluation for the previous bid has been received).
- projects within Oxfordshire (applications for work outside Oxfordshire either within the UK or abroad will be considered but not prioritised)
- grants to individuals will be considered but only if the applicant can clearly show the benefit to others
- finally... we look favourably on activities/projects that provide recognition and/or accreditation

Evaluation - successful applicants:

- must nominate 2 Young Evaluators (they must be different from the Lead Young Person) to evaluate the activity/project and complete an on-line survey
- must ensure the online evaluation survey is completed by the finish date of your project
- may be visited by a team of young people and/or a county council representative/s
- will be invited to attend a celebration event in Feb/March each year

Why your project might not be funded:

- your project idea/s appear not to be from young people and it looks like adults would lead the project
- your project has already taken place
- your application does not meet any of the YOF or YCF criteria
- you have not given enough clear or accurate information/evidence to support your application
- your project is not going to be completed by the end of March that year

Applicants must be aware that:

- recipients must not make a profit from the grant
- the grant must be refunded if it is not used for the stated purpose within the period specified
- enhanced Criminal Records Bureau (CRB) clearance must be up to date for all staff involved
- the sponsoring organisation must have Health & Safety and Equality & Diversity policies in place
- additional bids cannot be considered in the absence of evaluation of any previous projects funded

If you are not sure about any of these points please contact us, and we can help!

Good luck!



Step by step guide to applying for YOF/YCF money



Try following these steps

Step 1 - Talk to other young people and decide what you want the money for.

Step 2 - Brainstorm your ideas including what a difference it would make to young people, who it would benefit and what would be the outcome/s of getting the project funded.

Step 3 - Find an adult sponsor eg a youth worker and an organisation that can support your project / idea and before filling out the application form **please read the guidance notes!**

Step 4 - Decide which pot of money you are applying for and work out how much everything will cost. Young people fill out the application form.

Step 5 - Use the '**Final Step Checklist**' in the guidance notes before you send your application off.

Step 6 - If your application is for more than £1,000 you need to plan your presentation. Remember the presentation will be to young people so make it fun and informative. The guidance notes have tips for making a successful presentation.

Step 7 - The young people's panel meet, see the presentations then decide what projects they are going to fund.

Step 8 - If successful - the grant winners will be written to with the money as soon as possible so your project can begin!

Note - If the panel is unsure whether to fund your project – they will write to you and ask you to '**come back**' and do your presentation again and they will suggest how to make your presentation stronger. If **unsuccessful** the panel will explain why and encourage you to apply again. If you are unsuccessful you can appeal this decision by following the appeals procedure.

Step 9 - The **2 Young Evaluators** must complete the on-line evaluation survey, produce a money record with receipts, gather feedback material from your project and send it all back to us at your project finish date. **These jobs need to be complete before you can apply again!**

Good luck!



Final step checklist

before you send your application to us!

	Things to make sure are clear on the application form	Tick if you have done this
1	This idea/project came from young people who filled out the application form <i>(that is unless everyone in your group cannot do so e.g. due to disabilities)</i>	
2	We have found an adult sponsor and organisation who will support & sponsor us	
3	Evaluation has been completed from previous projects	
4	We have decided who will be the Lead Young Person and the two Young Evaluators on this project and given their names and details = 3 people	
5	We have found out how many times our organisation has applied to the Youth Opportunity/Youth Capital Fund and how much money we have received in the past and we have put that on our application form <i>(if you don't know this, it may take longer to process your application form as we will need to find this out)</i>	
6	We have decided on the start and finish dates for this project and understand that our evaluation needs to be completed by this date <i>(and we understand the project has to be finished by end of March)</i>	
7	We have found out if our sponsoring organisation is from the voluntary or statutory sector and put that in the application form	
8	We have ticked which area of Oxfordshire our project will take place	
9	We have decided on a name for our project and we have chosen a name that is <u>different</u> from the name of our sponsoring organisation	
10	<p>In the application we have clearly explained as best we can:</p> <ol style="list-style-type: none"> 1. What we want to do? 2. Why we think our project is important? 3. How our project will benefit young people and the community 4. We have ticked all the ways we think our project will benefit our group 5. We have worked out the ages of our group and if any of us are for example, young carers we have put the numbers into the table 6. We understand that it is good if we can get accreditation for our project 7. We have explained how we will know our project has been a success 8. We have ticked what feedback materials we will send when finished 	
11	We have looked at the guidance notes and worked out if what we are asking for is either Revenue (Youth Opportunity Fund) or Capital (Youth Capital Fund) and filled out the right bit on the money section of the application form	
12	We are attaching a sheet of paper showing where we got the estimated prices for each item e.g. picture of Toshiba Laptop from PC World with cost beside it etc.	
13	If we said we have received funding from other places – we have attached the paperwork which proves how much we got and where we got it from	
14	We understand what is expected of us if we receive the money – we will send a record and receipts of what we spent the money on and send it back to Oxfordshire County Council. We will also fill out the online survey by the project finish date AND 3 of us have signed our names to that	
15	Our adult sponsor has completed their part in the application and signed it	
16	Finally... we will wait to hear when you want us to present our project idea to the panel - Fingers crossed and good luck!	

Please turn over to learn more about the presentation



Scoring Sheet (updated Feb 2010)

Name of panel's chair person:

Name of project idea:

Project reference number: Total applied for: £.....

Date: Decision amount: £

	Scores are made on the basis of the whole application process – (application form and presentation)	<u>Rating system</u> 0=No, 1=OK 2=Good 3=Very Good	Panels comments here
1	Does the application form clearly explain – what they want to do and why they want to do it?		
2	Does it explain how it will benefit young people and others in the community?		
3	Does it tick lots of boxes on the application? <i>(see question 4 on the application form)</i>		
4	Does this project support a diverse set of young people? <i>(see question 5 on the application form)</i>		
5	Does it clearly explain the outcomes for this project? <i>(see question 7 on the application form)</i>		
6	The presentation – How well did the group present their project ideas to you?		
7	Do you think this application was made by young people?		
8	Will this activity happen in Oxfordshire or further away?		0=activity is happening abroad 1=activity is happening outside Oxfordshire 2=in Oxfordshire 3=in Oxfordshire in area/s of disadvantage
9	Does this project provide recognition and accreditation?		0=no, nothing 1=certificates and/or recorded outcomes 2=certificates etc. & includes local accreditation 3=national accreditation e.g. AQA, DofE, OCN
10	How many times have they applied to these funds <u>before</u>?		0=applied 10+ times 1=applied 5-9 times 2=applied 4 or less times before 3=first time they are applying to YOF/YCF
11	Has this group managed to get funding from other places for this idea? If they SAY yes, have they sent proof of where they got it from and how much they got?		0=no 1=say YES but no evidence sent 2=say YES and have sent SOME proof of this 3=say YES and have sent ALL proof of this
	Overall total mark per project is 33 points	/33	

Diverse list of young people might include: Young people living in rural areas, young people with learning difficulties, young people with physical disabilities, care leavers, looked after young people, young offenders / ex offenders, young carers, young refugees or young asylum seekers, young lesbian/gay/bisexual/transgender, young parents, young people aged less than 16 excluded from school, or young people aged 16 to 19 not in education, employment or training at the moment.

How to prepare for your 5 minute presentation

Once you have sent in your application form you need to get ready for meeting the panel. The first thing to happen is that you will receive a letter giving you a date, time and venue inviting you to come along and present your project idea to young people who sit on a decision making panel. We recommend that 2 or 3 young people deliver the presentation. The panel will be scoring you from zero **0** points if you have no presentation and up to three **3** points if you are prepared. (See the scoring sheet on the guidance notes for more details).

Your adult sponsor will be there to support you while you create and practice your presentation but will not be in the room with you when you are presenting to the panel unless you need specific help with communication due to disability.

We hope these points are helpful

Points you might include in the presentation

1. Introduce yourselves and your connection to the bid
2. How young people came up with the project/idea
3. What you want the money for – tell us about your project
4. Why you think the project is important to your group
5. How you think it will benefit young people and others in your community

Hints and tips

- **Planning** – take time to think about what you want to say – sometimes it is useful to put a few key words on a piece of card to help remind you what you want to say. Don't read from your application, the panel will already have read this, use the presentation to give more information and detail
- **Using visual aids** – pictures / drawings / scrapbooks may help bring your project to life and help when explaining your project/idea
- **Technical support** – it is only a 5 minute presentation so if you are using a laptop or other equipment make sure you practice with it and practice what you will do if something technical goes wrong
- **Time** – the panel will remind you that you only have a minute or so left before your 5 minutes is up so you can finish off your presentation
- **Answering questions** – be aware that the panel may want to ask you a few questions about your project after the presentation as they will be interested to know more
- In the unlikely situation that your group are not happy about your experience presenting to the panel please let us know by filling out the **panel feedback form** as we really want to improve on what we do

Finally, we understand that not everyone is confident in presenting ideas to people they don't know and we don't expect you to be experts. The panel will be looking to see if you have spent time preparing your presentation and you know about your project. We hope it will be a good experience for everyone involved.

Good Luck!