

Young Brent Foundation is an umbrella membership charity, community initiated and owned from the roots up. Membership is free and open to any group that works with children and young people. The main focus is to reduce poverty and increase participation with sustainable outcomes that maximise diversity and increase impact within the sector.

As an umbrella membership charity, we aim to access and disseminate a wide range of funding channels to support Brent’s diverse voluntary youth services . A key aim of the Foundation is to create an innovative flagship and partnership model that unites the diverse voluntary youth sector.

We strive to create a strong united voice, equipping our members with the training, resources and financial support they need to increase overall capacity and develop a more sustainable future to benefit young people. Please contact Sandra.white@youngbrentfoundation.org.uk for more information about becoming a member.

To support our aims, we have secured £30k to grant to Brent focused, small, local youth service organisations which can deliver (or have the potential to deliver) tremendous impact in their local communities with young people.

Please see the below process/eligibility for applying for a grant and do not hesitate to get in touch.

<p style="text-align: center;">Young Brent Foundation (YBF)</p> <p style="text-align: center;">Small Grants fund 2019/20</p> <p style="text-align: center;">Information for applicants.</p>			
Aim of the Fund	<p>This Fund aims to support any community organisation to deliver NOT FOR PROFIT activities and services that meet the needs of the children and young people of Brent.</p> <p>Projects supported will target those whose needs are greatest and support the YBF ambition of growing children and young people’s services through partnership, collaboration and consortium approaches.</p>		
Geographical Area of Benefit	Projects must benefit children and young people living or being schooled in Brent.		
Total Funding Available	£30,000 to be distributed by January 2019		
Size of Grants Available	<u>Grants are not expected to exceed £3,000</u>		
Deadlines	Open for applications	22nd November 2018	
	Application Deadline	30th December 2018	

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	Panel Meeting	9 th January 2018	
	Decision letter sent	20 th January 2019	
Completion	If you have received funding for previous projects, to qualify for this opportunity., you must submit your <u>final project report</u> detailing the criteria set out in the original grant application document.		

Projects will: -

- Directly deliver benefits to children and young people in Brent (0-25 with a focus on 11-19).
- Have outputs and outcomes that show how they contribute to improving the lives of young people.

Applications will be assessed against the way in which the description provides:

- Evidence of need.
- Quality of planning of project.
- Impact on children and young people.
- Financial need of the organisation and value for money.

Who can apply?

- Please see Applicant Guidance later in this document.

Eligible projects:

- Please see Applicant Guidance later in this document.

Match funding:

- There is no requirement to have match funding as part of the project and 100% grant funded projects are expected. However, we reserve the right to assess and score projects in terms of the added benefit and 'leverage' that the grant may bring about in terms of cash match funding and in-kind contributions. We also aim to give advice and point to other funders wherever possible.

Delivery, Partnerships & Networks:

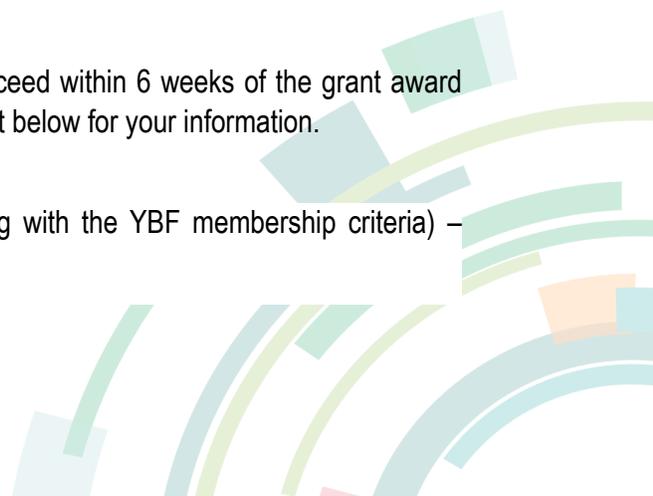
- We wish to encourage projects that develop or strengthen delivery of services to children and young people through partnerships between organisations and/or through networks. The YBF encourage and wish to consider applications from 2 or more parties working together to achieve greater impact (and where the collective sum of grant requested would be greater than £1,000).

Project Start:

- Applicants are asked to apply only if their project can proceed within 6 weeks of the grant award confirmation. See application and project delivery flow-chart below for your information.

Minimum eligibility criteria:

- Applicants must be a member of the YBF (complying with the YBF membership criteria) – membership is free.



- Applicants must be digitally registered onto The Young Brent Foundation website
- Applicants must be a voluntary and community sector organisation as per the definition below (page 5) OR a registered charity [including CIOs \(charitable incorporated organisations\)](#). However, given the limited funding available and our mission to support small local voluntary and community groups, especially groups that find it difficult to access wider funding, please see exclusions below.
- The purpose of the grant must be to benefit children and young people (0-25, to include transition and disability) in Brent.
- The project/activity/programme for which funding is being sought does not have to be new, but should be based on a need or an identified gap/need in service.
- Applicants must have a bank account in the name of the organisation or group (not an individual) which requires at least two joint signatories, who are not related, for all transactions.
- Have the necessary systems, policies and procedures that fulfil legal requirements e.g. accounts, health and safety, equal opportunities, insurance, safeguarding etc. (these requirements may be checked as part of the application process).
- All staff working to deliver the project must be DBS checked and organisations must follow strong safeguarding procedures as detailed in their safeguarding policy. The safeguarding policy will need to be submitted with your application for funding – if you do not have one then please discuss with us as this does not automatically rule out funding.
- Each successful awarded grant must be spent within 12 months of that date of payment.

Grant Monitoring Process:

All recipients will be required to monitor their projects and submit an end of project report.

The report should contain details on the key outcomes and successes of the project, including: -

- information on the numbers of children/young people engaged, some stats – age, gender, etc., outcomes achieved as well as feedback from service users. This may include recording the progress young people make in terms of any recorded/accredited outcomes:
- Recorded outcomes occur when it can be shown that individual young people, on their own or within a group, have progressed to achieve pre-planned goals or learning objectives set within a project/activity or programme e.g. If an aim of your project/activity/programme is to build self-esteem and a young person who rarely gets involved takes part and takes a lead.
- An accredited outcome is when participants successfully complete a locally or nationally recognised award, usually evidenced by a verified certificate e.g. Food hygiene, Duke of Edinburgh Award, etc.
- How the grant was actually used including relevant documentation, receipts etc where necessary.
- The YBF BDM or another YBF nominated person, may also undertake a Monitoring Visit to see how your project is being delivered. If your grant is related to a specific activity, please

advise the session dates over the project lifetime so that they can attend at an appropriate time.

Please note: reporting is not meant to be onerous, however, we want to evidence the impact of funding so that we can grow local funding to support the sector further. It is the intention of the YBF to help organisations develop their own monitoring and evaluation tools.

Application process:

Applications must be submitted via email using the application form provided at Appendix 1.

Decision Making Process:

Assessment: Applications will initially be scored against the criteria which can be found at the end of this document.

Funding Panel: Those highest scoring applications will then be reviewed by the funding panel. We are also looking to bring representatives from other funding agencies to the panel to identify opportunities for alternative funding sources where appropriate.

The Funding Panel: The Panel will be made up of from some/all of the following:

- 2 representatives from the YBF – including trustees
- A representative from the Local Authority / similar
- A representative from The John Lyons Charity

The funding panel's decision is final. There is no appeal process in place. Due to the expected volume of applicants, it will not be possible to give feedback at this time.

Panel Outcome: Applicants will be notified of the outcome of their application within 2 weeks of the panel meeting.

The outcome of the application may be:

- Full Grant
- Partial Grant
- Decline – unfortunately, due to the capacity of the YBF feedback cannot be given. This will be reviewed in line with capacity within the organisation.



Payment: Funds will be transferred on receipt of the 'Signed Award Form' which will be sent to you after the decision from YBF to award a grant.

What we will fund – eligibility criteria

<ul style="list-style-type: none"> • Applications can be for sums up to a value of £1,000 (more in exceptional cases and or where organisations are working in partnership BUT will be subject to the funding available to the panel).
<ul style="list-style-type: none"> • Projects/activities/services/programmes (the Project) for children and young people aged 0-25 of age, including the Project costs, venue costs or capital equipment where these are directly related to the Project.
<ul style="list-style-type: none"> • On an inclusive basis and Projects are sought to engage children and young people with special educational needs and/or disabilities.
<ul style="list-style-type: none"> • Projects and activities which are NOT FOR PROFIT and in particular enable young people to gain experiences they would not otherwise be able to take benefit from.
<ul style="list-style-type: none"> • Projects directly addressing vulnerable disadvantaged (with evidence base) children and young people. This may include looked after children; care leavers; young offenders; homeless young people; young carers; teenage parents; young people with special educational needs and/or disabilities; ethnic minority young people; lesbian, gay, bisexual and transgender young people; young people who are disadvantaged e.g. live in areas of poverty/deprivation etc.
<ul style="list-style-type: none"> • Projects where beneficiaries have been involved the development of the application (e.g. through consultation) to ensure the Project is accessible, affordable, wanted and valued by young people.
<ul style="list-style-type: none"> • Projects that include matched-funding (this is not essential).
<ul style="list-style-type: none"> • Applications which are solely for capital items (equipment) will be considered.
<ul style="list-style-type: none"> • Each application will be judged on its own merits and be subject to the judgement of the Panel.
<ul style="list-style-type: none"> • Applications for staff/volunteer or Trustee training will be considered, as long as there is a clear benefit to the applicant's organisation in delivering services to children and young people and can be demonstrated that it is clearly linked to the aims and objectives of the YBF.

What we will NOT fund: - Ineligible requests

Sole benefit of individuals.	Bursaries for higher education (including postgraduate)
National organisations with no track record of delivery in Brent	Programmes that fall under PHSE, Citizenship.
Other grant-giving organisations and/or events/activity which have the principle aim to raise funds for other organisations.	Conservation, environmental projects and therapeutic gardens

Housing Associations	Core costs for umbrella bodies or second tier organisations
Hospitals, hospices or Clinical Commissioning Groups	
Statutory bodies to fund their normal services or activities (including Schools etc.).	Retrospective funding.
For statutory obligations	Medical care (including rehab) and resources
General charitable appeals	More than one grant to one organisation
Lobbying and campaigning	Funding to meet an overspend on a project funded elsewhere.
Endowment funds	Telephone helplines
Promotion of religion or politics OR directly political or religious activities (although secular projects by faith groups are welcomed where there is a wider community benefit).	Overnight school journeys or trips abroad
Research	Feasibility studies

This is not an exhaustive list and applicants should contact us if they are unsure whether they qualify to apply.

It is necessary for you to keep the YBF informed of any significant events that will impact on the work that we are funding, or on your organisation as a whole. Please do not wait until the end of your grant to advise us of these changes.

Terms and definition

Voluntary and community sector

The Voluntary & Community Sector (VCS, sometimes referred to as the Third Sector), is the term used to describe the range of organisations which are neither state nor the private sector. It includes organisations such as associations, self-help and community groups, voluntary organisations, social enterprises, Housing Associations, mutuals and co-operatives. Such organisations are sometimes, but not always, charitable (as defined in law) but may be registered charities. VCS Organisations are independent of government; 'value-driven' – that is, they pursue social, environmental or cultural objectives rather than primarily aiming to make profit; they reinvest any surpluses, or in the case of Social Enterprises all surpluses, in the pursuit of their objectives.

A **constituted group** is a **group** of people who come together to further any objective; in this case, to support children and young people. The **group** is run on a voluntary basis and is set up as a small organisation in its own right, with a management committee, constitution and its own bank account.

In some circumstances, the YBF will fund organisations outside of the above definition where they can demonstrate they are delivering a project/programme to directly support those from low income households AND who would not have benefitted from the activity unless it was free of charge.

Further information

Please contact

Satbir West – Business Development Manager

satbir.west@youngbrentfoundation.org.uk

Documents required by return:

- 1) YBF Membership form (if not already a member);
- 2) Application form for Small Grants fund;
- 3) Organisations Bank Account / accounting details;
- 4) 'Signed acceptance form';

Appendix 1 on separate paperwork.

