

YLF Impact Partnerships Fund 2019/20 Application Form Guidance Notes

Deadline for submitting the Application form
is 9am 16 September 2019.

You may also be invited for an interview w/c 2 October 2019. Please inform
us by email at impactpartnerssports@groundwork.org.uk if you are unable
to make any dates that week.

Application Form - Guidance Notes

The aim of these guidance notes is to help you complete your Application form for the 2019 round online. We will explain how to use our online system as well as provide you with a guide to the information you must give us about your project. We will also tell you why we are asking for certain information and how we use the information you give us.

These notes can be read as a “stand-alone” document or you can follow the hyperlinks on the contents page to look at specific sections of the notes as you fill in your application form online.

Deadlines

You must complete and submit this Application by 16 September 2019.

You may also be invited for a project visit week commencing 2 October 2019.

Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a grant or access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or accessing our services and information, please contact Groundwork to discuss the type of support we can provide. You can contact us on 0207 239 1286 and ask to speak to someone in the Grants team or email us - impactpartnerssports@groundwork.org.uk

Receiving correspondence from us

To ensure you successfully receive email communications regarding your application, **please save this email address** - mail@grantapplication.com - to your contacts or safe list. This will prevent emails being filtered into your junk or clutter folders, where they can easily be overlooked.

Next steps – Accessing your Application form

Before you completed your Expression of Interest to YLF Impact Partnerships Fund, you created an account with your email address and a password. You'll now need to use those details to access your online account where you will find your Application form. You can find full instructions in the email that you would have received from us recently.

If you forget your password or any other part of your login details, please follow the link on GIFTS which will allow you to reset this information. **We strongly recommend that you only create one account no matter how many times you submit a new application form. This will help you to view all applications you may have worked on or submitted under one email address account.**

When you're working on your application online it's useful to remember

- You can fill in your Application form in one go, or work on it at different times
- You can fill in the sections of the form in whichever order you prefer, but you will only be able to submit your form when all of the sections are complete
- If you have your form open on your computer, but do not work on it for 2 hours, you will automatically be logged out of our online system. Any work that you haven't saved by then will be lost.
- The online form may not work properly if you are using an Apple Mac computer/laptop and tablets and we recommend that you do not use these. At the same time, it works better on certain browsers than others and we recommend that you use either Internet Explorer or Mozilla Firefox only (in particular you may find difficulties using Chrome and Safari). If you do have any such issues please call 0207 239 1286 and a member of the team will be happy to help you.
- Please note, we have received feedback that there have been accessibility issues when using tablets. Please try and complete any applications, and if you are successful, grant monitoring, on a device other than a tablet to avoid any issues.
- With any attachments, please ensure the filename contains letters and numbers only. Using special or unusual characters causes issues when accessing your application. Also, only use .doc, .pdf and .jpg for any uploaded documents.
- Please note, some questions have set word limits. There is also a word count at the end of the answer box and please do keep to this limit as although you will be able to enter more text, when your form is submitted it will only pull through text up to the word limit.

Getting Started Checklist

Have you got everything you need to complete your Application form?

- Your organisation's contact details and information?
- Your organisation's governing document e.g. Constitution, Memorandum and Articles of Association?
- Your organisation's Annual Report, turnover and most recent accounts?
- Your written project proposal, including evidence of demand for your project?
- Your project location and postcode?
- Your Project Budget?

Section 1: About Your Organisation

In this section we're asking you to tell us some basic information about your organisation and contacts for the project.

1. What is the name of your organisation?

We need to know the name of your group, this should be the name of the organisation that is applying for funding and match with information on your bank statements and governing documents i.e. constitution, Memorandum and Articles of Association etc., if you are a constituted group. If a partnership is delivering your project, then this should be the lead organisation in your partnership.

2. How long has your organisation been in existence?

This is for monitoring purposes so we can understand the range of experience in organisations that are submitting Applications.

3. What type is your organisation?

For monitoring purposes please tell us what type your group is. If your group is a registered charity or company, please give your charity number/company number.

4. Is your turnover more than £200,000?

For this grant scheme we are looking at grantees who are able to make a wide reaching impact with experience of reducing serious youth violence. We are therefore targeting established organisations which can show experience.

5. Please describe the governing structure of your organisation, e.g. Board of Trustees, Directors etc. (150 words max)?

This is so we can understand how your organisation is run. For example, does it have a Board of Trustees, or shareholders with Directors? It is a public body or partially controlled by a public body?

5a. Does your organisation have public liability insurance?

This is so we can confirm that you have the necessary insurance to run the project.

6. Are you a constituted organisation?

Please upload your Governance document if you are a constituted group. This could be a Constitution, Code of Conduct, Memorandum and Articles of Association etc. Your organisation's governing document needs to include a 'dissolution' or 'winding up' clause. If you have an Annual Report for last year, please upload this too.

7. Annual Account information

This is so we can better understand your organisation's finances and ability to manage grant monies. Uploading your previous year's accounts or a similar document allows us to better understand your financial position.

8. and 9. Project Contact Details

We need this information for a main and secondary contact in order that we can contact you about your application, and if you are successful, during the grant delivery period.

Groundwork is an environmental charity and we aim to save paper wherever possible, so will only contact you via email. Therefore, it is very important that your email addresses are correct and the email account is active and checked regularly. If your Application is successful, we will notify you by emailing the lead contact. If your lead contact changes throughout the lifetime of the project it is your responsibility to confirm any changes, we will not be able to discuss the application with anyone who is not a named contact on the application form.

10. Organisational Website Address

If you have one, please tell us your organisational website address.

Section 2: About Your Project

In this section we're looking for:

- A clear and persuasive description of a well-researched project
- How you know your project will be successful
- An understanding of issues that may arise during delivery of the project
- How your project will meet the themes of the programme
- How you have involved families in shaping your project
- What legacy your project will have

11. What is the name of your project?

A project name is essential, and this should be the same as in your Expression of Interest. If you use any abbreviations tell us what they stand for.

12. Where will your project take place?

Please provide full address and postcode. If there is no postcode for the site, please provide the postcode of the nearest building. If your project will take place across multiple sites, please use the main site and provide further information in your project description (Question 13). Please note that your project activity must take place within the Greater London area.

13. Will your project focus on diverting 10 to 25 years olds from serious youth violence?

Impact Partnerships supports sport related activities which aim to offer structured support and employment and/or education opportunities for those identified as at risk of becoming involved in serious youth violence and who are aged between 10 and 25 years old. If your project does not have that aim then it will not be eligible for funding.

14. Please describe the project that you are currently operating that you wish to scale up or develop through the Impact Partners funding.

The programme is looking to support existing projects which can show evidence of success previously and which can be developed to provide even better support. This section is where you describe the current project that your organisation carries out and its relevant outcomes. You will have the opportunity to describe how it will change later on.

15. Please set out your project proposal (Word limit is 500 words)

This section allows you to set out your project proposal. This section should specify how your existing work will be built upon and outline what how your project will operate. You should also ensure that you clearly describe the journey of a young person through your project and how the different elements of the project fit together to have effective impact.

You should consider:

- The demographics of the target audience
- Why your target audience is at-risk?
- How you recruit your target audience?
- How will the fund scale-up your existing activity?
- What employment opportunities you provide?
- Key performance indicators and outcomes?

16. Please list the specific activities which will take place in your project (300 words max).

This is where you describe the specific events or activities that will take place while delivering your project. They should link to what is said in your Expression of Interest proposal and at question 14 and 15. You may wish you present this as a list. Where an activity happens more than once you should indicate how many times. Please ensure you provide a clear description of what each activity is and what a session will consist of.

17. Please tell us why your project is needed and what difference it will make to improve activities open to those who might otherwise be involved in serious youth violence? (150 words max).

This section asks for you to explain the reasons that you believe the project is needed and the issues that it will address. We also want to hear about the impact of the project, and how it will fill the gap in services that you feel currently exists. You should explain the context in which the project sits and how it will help deter young people from serious youth violence.

18. How is your project demonstrating innovation in how you are preventing young people from getting involved in crime? (150 words max).

We are looking for projects which will build on your existing experiences and show innovation in how they help to prevent young people from getting involved in crime and

serious youth violence. Please tell us here why you think your proposal is innovative and the basis on which you feel it will be successful.

19. YLF Impact Partnership Fund is interesting in supporting projects which have a proven track record of engaging with those who might become involved in serious youth violence. How will this funding build on your current work/project and result in engaging young Londoners to pursue alternative paths. (400 words max).

We are looking for organisations with a proven track record. You should use this section to talk about the work that your organisation carries out, and how as a whole it helps to reduce young people becoming involved in serious youth violence. You should also talk about specific activities that you are running and how they have been designed to deter young people from serious youth violence. You may also run other activities with other aims, which show that you know how to achieve a projects aims. You may also wish to include some facts and figures, or short case studies to highlight your work/experience.

20. Please outline how the activities in your project identified above are specifically designed to engage with young Londoners and divert them from serious crime. Please include details of how you have decided on these activities, such as consultation, research etc. (200 words max).

We would like to know how you have designed your project activities to meet the aims of YLF Impact Partnerships Fund, and why you think they will work. We are also keen to hear about any research that you have undertaken whilst designing your project. You may also want to set out any future consultation or ongoing co-design with stakeholders that you are going to carry out.

21 & 22. When will you project start and finish

This is where you tell us the timeframe of your project. Please note that we expect to announce funding week commencing 14 October 2019, so projects should start earliest November 2019, and you will need to complete all your activities by January 2022.

23. Project Plan.

You need to set out up to 10 key activities that will take place during your project, including when they will take place and any further comments you feel will be helpful when your application is being assessed. This will help set out the timeline of your project. The Activity text box is limited to 255 characters (including spaces), and the comments box is limited to 100 words. Please see the example below:

Activity	Date	Comment
Recruit participants	01/2020 to 02/2020	Participants will be recruited through schools, colleges and social services, particularly PRUs.

24. Are you working with any other organisations? If so please explain who they are, describe their activities and why you feel they will benefit the project. Please note that any organisation which has a part to play in your project should be listed here. (200 words max)

Please include any organisations which are part of your proposed project. Please ensure you provide a description of their activities, what they will be doing in the project and why they will benefit your project's aims. Please do list any other organisation that is contributing, no matter the size of their contribution (this could be coaching staff down to free refreshments from a local café).

25. If working with others please outline the partnership working arrangements for the duration of the project if successful? (150 words max)

This section is for you to describe the arrangements you have for working with the other organisations listed in your application. These may be through formal or informal agreements. It is important that these are agreed and fully explained as these agreements could affect the success of your project.

26. Please tell us what evidence you and your partners have that your working arrangements will be successful? This must include evidence based on past experiences. (300 words max.)

Here you should provide evidence for why you think the approach described in question 22 will work. Please provide examples from previous experiences of working with different partners.

27. Please describe how you have consulted or involved intended participants and other stakeholders in the development and design of the project? (150 words max).

Here you should describe where you have carried out self-evaluation processes before. This may be where it is a condition of other grant funding that you have received or to assess how a project can be developed in the future.

28. Please describe how your project will bring change to the lives of participants which last beyond the duration of the funding? (150 words max)

We are keen to know how your project is going to have a lasting effect on those that you wish you work with. The aim of the fund is to utilise sport activities and offer sustainable opportunities for participants to improve their life chances beyond the Impact Partners funding.

29. This programme will require a level of self-evaluation, please give details of your experience of conducting this. (150 words max).

Here you should describe where you have carried out self-evaluation processes before. This may be where it is a condition of other grant funding that you have received or to assess how a project can be developed in the future.

30. What safeguarding procedures will you put in place? (150 words max).

Here you should describe the procedures you have for working with the intended participants in the project. These should be appropriate considering all elements of your project and those who will be involved. These may relate to a range of issues, such as working with vulnerable people or different cultural groups.

31. Please describe the legacy of your project and future plans? (150 words max)

This section asks you to set out what wider impact your project will have on increasing social integration, and what future plans you have for after the funding has finished for the project. This may be how the project itself will continue, be developed, or feed into future projects and activities.

32. Please describe employment, training or education opportunities participants will gain from your project, including figures on the expected

percentage of participants progressing into those areas and explanation of how those figures are calculated. (400 words max).

We would like to know how your project could provide opportunities to participants. We are particularly interested in employment, training or education opportunities. Please do provide information on what your expected numbers of participants progressing will be, and let us know why you think that those opportunities will be achieved by participants. Please ensure any figures are evidenced. Please also note we would like to see any education or employment opportunity, not just those connected to sports or coaching.

33. Please complete the Risk Register

In this section you need to list up to five potential risks which could affect your project and the actions, or mitigations, you are going to take to reduce that risk. There is a 255 character limit for the Risk and a 100 word limit for the Risk Mitigation. You will also give a rating of the probability of such event occurring and the impact of the event from the drop down menu. From this you will then give an overall Red, Amber Green rating from a drop down menu, where Red is a serious risk to the success of the project and Green is a minor risk which has been mitigated. Please see the example below:

Risk	Risk Mitigation	Probability (1 not likely, 4 – likely)	Impact (1 – low, 4 – high)	Risk RAG Rating
Match funding is not secured	We have applied to a number of different match funders, and initial discussions look promising. We can also scale down the size of the project if necessary and it will still be successful.	2	1	G

34. How many people do you estimate will benefit from your project?

Please tell us the number of people who will benefit from your project. You may find it useful to look at local population statistics, similar projects or projects that you may have delivered previously. Direct beneficiaries are people who will directly access or attend your services or activities. Indirect beneficiaries are people who will benefit as a result of your project such as other family members or the wider community. Please tell us the number of volunteers that will be involved in your project.

Section 3: Finance

35. How much funding are you requesting from Impact Partnerships Fund

All costs should be based on a grant award of between £100,000 to £200,000

In this section you should enter the amount requested from YLF Impact Partnerships Fund and budget items rounded up to the nearest pound. Please do not enter a decimal place, any punctuation marks or a £ sign. For example: You SHOULD enter '5000' but you SHOULD NOT enter '£5000' or '£5000.00' or '4,999.99' etc. Variation from this may affect the prompt processing of your application.

Please note that we are expecting a higher level of detail in the full application budget than provided at the Expression of Interest stage. Please ensure entries are accurate that description field for each item clearly explains how that item is broken down/calculated.

36. Match Funding (if applicable)

If some funding for your project will come from other sources, tell us where it will come from.

Please note that you must have cash funding of at least 20% of the amount you are requesting from Impact Partners.

37. Has this project been funded by any other organisation in the past? (150 words max)

Please set out whether the project, or a previous version of the project, has been funded before. Also provide details of that funder, when they provided the support, how much funding was provided, whether there were any restrictions on the funding and any differences to what you are requesting funding for from Impact Partners.

38. Please detail any in-kind support your project will have?

For example, this could be costs against project management, free room hire, volunteer labour etc. You must provide a monetary value for the in-kind support, you can do this using market values for room hire or the living wage rate for volunteer time for example.

39. How do you intend to spend your grant?

Please provide an itemised list of how you intend to spend your grant should you be successful.

Section 4: Privacy Information

Our responsibilities to you

In this section of the application form we are asking you to read some important information about who we are and our responsibilities around the data you provide to us. It is important that you understand how the information you submit will be used and stored by us. You need to know what to do if you believe that any of your information is commercially sensitive or confidential. We ask you to tick the box to confirm you have read and understood the Privacy Information, know your rights and how your data will be used.

General Data Protection Regulation

This sets out important information about the recent changes to data protection law in the UK.

Freedom of Information

In this section of the application form we're asking you to read some important information about our responsibilities around Freedom of Information.

Monitoring and Evaluation

We always welcome feedback on our application and grant monitoring processes and whether your Application is successful or unsuccessful, we would like to hear your thoughts about the application process. We will send out a short survey and we would be grateful if you could complete this.

Sharing other Information with you

If you would like to receive it, we would like to share information with you on potential sources of future funding and information on other areas of Groundwork's charitable work. We will only contact you for these purposes if you have provided consent. Please tick the box if you would like us to send you other information that we think might be of interest to you.

Section 5: Declaration

We're then asking you to confirm a number of statements in regards to your Application form and by ticking the box and printing your name, you are signing the application form electronically on behalf of your organisation.

Good luck with your application!