

**Youth Guarantee Trailblazer Community Grants
Programme – Liverpool City Region
Application Guidance**

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A – Project Contact Details

Please accurately complete your organisation's contact details, as these will be used to get in touch with you with any queries or information about the progress of your application.

The contact name/ details given in questions **A3-A5** should be the main person responsible for submitting the application. Contact details in **A6-A8** should be for an alternative person we can contact about the application in your absence.

A9. Indicate which Local Authority area the application is for. **Each application must be specific to one Local Authority Area.** You can apply for more than one borough, but each needs to be a separate application.

B - About Your Organisation

This section provides us with background information on what your organisation does; what size it is; who already benefits from its activities; insurance and policies you have in place.

B2. WHO IS INVOLVED: By 'paid staff' we mean full time equivalent (FTE) members of staff, so an organisation with 4 half-time staff would put '2 FTE'.

B3. ORGANISATION STATUS: We will check publicly available information about registered companies, CICs, registered charities, community benefit societies, etc. Please ensure you provide the relevant registration number(s) in **B4**.

Please remember to submit your Governing Document/ Constitution with your application.

B6. PREVIOUS WITHDRAWAL OF FUNDING: If you have answered yes to this question, this does not mean that you are not eligible to apply, but **the Grants Team may request further information.**

B7. INCOME, EXPENDITURE & UNRESTRICTED RESERVES: Confirm this information for the **last 2 complete financial years.**

Note: The figures provided for the most recent financial year must match the corresponding figures in the accounts submitted with your application.

By 'unrestricted reserves', we mean funds that are freely available to spend on any purpose at the discretion of the directors/trustees, as opposed to restricted or designated funds, which have specific conditions on their use.

Please remember to submit your most recent published accounts (audited where appropriate) with your application.

If your organisation has only just been in operation for 12 months and you do not have 'published' accounts available yet, **please contact the Grants Team for advice.**

B9. OTHER YGT FUNDING: Provide details of any other YGT funding you are in receipt of (or applied for and awaiting a decision) – including how much, to deliver what, to whom and where.

B10. INSURANCE AND KEY POLICIES: Where you do not currently have the required insurance cover or listed organisational policies in place, it is a Condition of Grant that these are in place before the project will be funded. **Note: Some of the listed policies are required to be in place at the time of applying.**

Where possible, the Grants Team will endeavour to support any successful applicants to develop other required policies where these are not already in place at the time of applying. This will either be through direct assistance, or by referral to your local VCFSE infrastructure support organisation, such as your local CVS.

B11-B13. COMPLIANCE WITH LEGAL REQUIREMENTS: Tick to confirm compliance with Disclosure and Barring Service (DBS) requirements; Data Protection Act 2018 & GDPR; National Procurement Rules.

C - Project Summary

This section will be used by an advisory panel of Local Authority representatives to advise on local strategic fit with activities already in place in the borough the application relates to. They will also consider other recently commenced (or soon to commence) activities and services funded through their own Youth Guarantee Trailblazer programmes.

C2. BRIEF PROJECT SUMMARY [max 150 words]:

Briefly explain who the project will work with (including any specific target groups), how many it will work with, where, what you will do to support them and what the project aims to achieve (with specific target outcomes).

C3. GEOGRAPHICAL AREA(S) OF FOCUS

Specify where your delivery will take place (general areas and delivery postcodes) and where (areas) you intend to recruitment from.

C4. CONFIRM THE THEME(S) YOUR PROJECT FOCUSES ON:

Note: this YGT funding opportunity is limited to the listed themes only.

D – About Your Project

The details you provide in this section and subsequent sections will be assessed (scored) and used as the basis for your grant offer.

D2. WHAT YOUR PROJECT WILL DO [max 500 words]:

This is a crucial question to explain exactly what you intend to deliver.

- Provide a full description of your proposed project, its activities and delivery model. What support will you deliver? Will it be one-to-one or group work, or both? How often will it be delivered and for how long (weekly and overall)? What does it intend to achieve? How does it support onward progression?
- Clearly outline the different stages of the project and key delivery milestones.

D3. PARTNERSHIP WORKING [max 250 words]:

If you intend to work with any partners to deliver the project - paid or unpaid - provide details, including who they are, what they will do, if they are being paid for their role and if so, how much.

- Do you intend to have paid partners delivering certain aspects of the project?
- Do you have referral partners, or partners that provide complimentary services?
- Do you have any employer links, or links with colleges or training providers for onward progression?

D4. TARGET GROUPS:

If you intend to work with specific target groups, please list them. If your project will be open to any eligible NEET 18-21 year old, please say so.

D5. ENGAGEMENT APPROACHES [max 250 words]:

Explain how you will reach and engage the particular people you intend to support through the project.

- Do you have any key referral partners? Relationships with Jobcentre plus? Do you deliver other activities or services that will provide an internal routeway for people to access the project/support on offer? Will you do any outreach to engage people in other settings, or the wider community?
- Whilst social media can be a useful tool, please also think beyond this.

D6. RISKS AND CONTINGENCIES [max 250 words]:

Think about what could go wrong with the project, what you will do to stop it going wrong in the first place and how will you manage it if it does go wrong.

- Outline the key risks to the project's success, mitigation to prevent the likelihood of the risks materialising or lessen their potential impact, and what contingency plans you will put in place if the risks do materialise.
- Amongst other things, bear in mind the short timeframe for the project, which is highly likely to be a significant risk to various key aspects of the project.

D7. MONITORING AND EVALUATION [max 250 words]:

Explain how you will monitor and evaluate your project, including outputs, participant progress, outcomes (progression and other), and overall success.

- As well as meeting the mandatory monitoring requirements listed in the funding specification, explain the monitoring and evaluation systems and processes you will undertake to measure progress/ distance travelled, successes, achievements and onward progression; including feedback form the young people you engage.

D8. EVIDENCE OF NEED [max 250 words]:

Outline the steps you have taken to identify the need for your proposed project.

- Have you conducted any consultation with people you intend to support &/or others?
- Do you have any other local knowledge, data/statistics, professional insight or intelligence you can tell us about?

D9. STRATEGIC FIT [max 250 words]:

Explain how your proposed project complements and avoids duplication, or displacement of existing local activities and services already in place in the area you intend to deliver.

- As well as mainstream, publicly-funded services, also consider other provision delivered locally, e.g. by voluntary sector organisations.

D10. EXPERIENCE, CAPACITY, CAPABILITY & READINESS TO DELIVER [max 350 words]:

Outline your organisation's track record of delivering similar provision.

- How long have you been doing this kind of work? How many young people of a similar age range have you supported in recent years? What has been the positive impact and how successful has it been?

Explain how you will mobilise the required resources within the tight time constraints:

- Think about management, delivery staff, buildings, required facilities, etc.

Explain who will be involved:

- Individual staff roles, how much time they will contribute to the project, their experience, qualifications, etc.
- Is any recruitment of new staff, or new delivery venues required?
- For any partners involved – simply make a note to refer to question D3 to save the space for your answer to other elements of this question.

D11. QUALITY [max 250 words]:

Explain how you will ensure the quality of activities and support delivered through your project.

- Explain your approach to quality assurance and improvement.
- Do you have a documented QA/ QI policy in place?
- List any quality marks you hold.

D12. SAFEGUARDING & PREVENT [max 250 words]:

Ensuring the health, safety and welfare of young people involved in your project is of paramount importance. This includes ensuring that vulnerable young adults involved in your project are safe from harm and abuse.

- Outline your systems and processes for safeguarding vulnerable young adults.
- Consider key elements such as prevention; protection; recognising and identifying signs and symptoms; reporting and responding; safe recruitment and selection; training and awareness.

As a government funded initiative likely to result in working with young people or vulnerable young adults, projects are also required to comply with the [Prevent Duty](#) requirements.

- Explain what you will do to safeguard learners from extremist views and radicalisation and what you will do if you have concerns about someone you are supporting.

D13. EQUALITY, DIVERSITY & INCLUSION [max 250 words]:

What will you do to promote and monitor equality, diversity and inclusion (EDI)?

- Have you, or will you conduct an equality impact assessment?
- How do you proactively remove barriers to participation and create an inclusive, equitable environment?
- How will you promote British values?
- How you monitor and improve EDI.

D14-D19. OUTPUTS & OUTCOMES:

State the target numbers relating to your project:

- Number of people to be supported
- Expected employment outcomes, education/training progressions, Apprenticeships, or employment support
- Any other key outcomes (which need to be stated in D19).

E – Project Costs
E1. PROJECT BUDGET:

The amount applied for is inclusive of any VAT charged on purchases made, which is not recoverable by your organisation – see accompanying [Specification & Guidance document \(section 14\)](#).

Please provide a budget with a detailed breakdown of your expenditure. Ensure this is as accurate as possible, as this information will be used to create the grant offer letters for

successful applicants; and will be used for future reconciliation of expenditure against the grant payment made.

Be realistic with your budget proposal to avoid any underspend. The answers you give will be used to assess the **reasonableness of proposed costs and the value for money** offered by your project. Unusually high costs or requested items will be queried and you may, as a result, be offered a grant that is lower than the amount you originally requested.

- Staff costs should be listed for individual staff members directly employed by your organisation who will work on the project.
- As well as gross salaries, don't forget to include associated **on-costs** (employer's pension & [NI contributions](#), and any other taxable incentives linked to pay).
- **Overheads** will be paid at a flat rate of 15% of direct project staff costs. Work this out once you have your total staff costs and enter the figure in the corresponding budget line. No other indirect overheads cost can be included in project budgets or funding claims.
- Any staff costs relating to paid partner organisations should be detailed in the corresponding line of the 'Other costs' section.
- **A detailed breakdown of eligible expenditure is listed in the accompanying [Specification & Guidance document \(section 14\)](#).**

E2. MATCH FUNDING & 'IN KIND' CONTRIBUTIONS:

Whilst match funding is not essential, projects that bring additionality will be looked upon more favourably when assessing the value for money of your proposal.

- List any match funding sources or 'in kind' contributions (at no cost to the YGT grant), the financial value, and what they are for.

F – Other Current Funding

F1. CURRENT FUNDING FOR SIMILAR ACTIVITIES [max 100 words]:

Provide details of any funding you are already in receipt of to deliver similar activities.

F2. DOUBLE FUNDING [max 100 words]:

Grants awarded must not be used for **double funding** projects. Where it is found that a Grant has double funded a project, the funding award will be cancelled and all funds must be repaid.

- Briefly explain how you will avoid double funding and double counting with other funding sources.

G – Social Value & Environmental Impact

G1. SOCIAL VALUE [max 250 words]:

Explain your approach to social value and how your project will provide additional social value to the local community.

- Think above and beyond the direct social impact of the activities and support you plan to deliver.
- Also propose **at least one** measurable Social Value target for the project.

G2. ENVIRONMENTAL IMPACT [max 250 words]:

Explain your approach to environmental sustainability and how you will seek to minimise the environmental impact of your project.

H – Declaration and Document Checklist

H1 & H2. DECLARATION & SIGNATURES:

- **Signatories:** in order to ensure proper accountability and ownership of the application, the declaration statement needs to be confirmed by **both the person submitting the application** (our main contact) **and also a member of your Management Committee/ Board of Trustees/ Directors**. This should normally be someone in an unpaid role, except in the case of CIC Directors.

H3. DOCUMENT CHECKLIST:

Don't forget to submit your Governing Document/ Constitution and most recent published accounts with your application.

- Check the boxes to confirm that you have.

Application Deadline and Submission Procedure

Completed application forms **and supporting documents** should be submitted by email, by the stated deadline, to: YGT@volamerseyside.org.uk.

Any applications received after the stated deadline will not be considered.

Do not alter the application form template, which must be submitted in **MS Word file type**.

Details on the assessment and decision making process can be found in **section 16 of the Funding Specification and Guidance document**.