

Proudly supporting  
youth social action



Department  
for Culture  
Media & Sport



LOTTERY FUNDED



Community  
**Foundation**  
Tyne & Wear and Northumberland  
Enriching lives through effective giving

## Youth Social Action Fund: Grant application help notes

### Q1. Contact Details

This should be the name and address of the organisation that is applying for the grant and will be responsible for how it is used, if successful.

If you have paid employees, the **highest ranking person** in your organisation will be called the chief executive, chief officer, manager, co-ordinator or something similar. If you are entirely volunteer-run, the highest ranking person will be the chair of your trustees, board or management committee. The **first contact person** should be someone who can discuss the application. If possible please give a **second contact person** in case the first is not available. The second person needs to know enough about the project or activity so that they can answer questions.

### Q2. What type of organisation are you?

Please tell us about the **legal status** of your organisation. This is a different to whether you are a charity (see below) as charities may be incorporated or unincorporated. If you are incorporated or established by some statutory instrument, your organisation will have its own legal identity separate to the people who run it.

If you are **charity** you will normally be registered with the Charity Commission and have a charity number. Certain charities are *exempt* from registration, normally because they are supervised by another body; examples include universities and housing associations. Other charities, including some churches, scout and guide groups, and armed service funds, are regulated by the Commission but are *excepted* from registration

**You do not have to be a registered charity to get a grant, but we can only give grants for activities or projects that are charitable in law.** If you are not a charity, we may need more information to ensure any grant we make is used for exclusively charitable purposes.

### Q3. When did your organisation start?

Enter the year in which your organisation was set up (or the exact date if known).

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Registered Charity Number: 700510. Limited Company Number 2273708

#### **Q4. How many people are involved in running your organisation?**

By trustees, board or management committee members, we mean the people responsible for governing your organisation. By staff we mean people who are paid employees of your organisation. Full time means 35 hours or more a week; if they are paid for fewer hours than this, count them as part time. By volunteers we mean people, other than the trustees/directors or management committee members, who help run your organisation's activities on an entirely voluntary basis. If any questions don't apply put a 0 in the box.

#### **Q5. Organisation's finances**

The figures should be taken from your most recent annual financial statements. The unrestricted reserves figure should **not** include any money you have been given for a specific purpose (restricted funds), for example other grants. If you are not sure about your reserves figure, please ask your treasurer, bookkeeper or accountant.

You must send your latest annual financial statements with the application. These should not be more than 18 months old. If you are a completely new organisation, you can send a copy of your most recent bank statement.

#### **Q6. Referee to be contacted by Community Foundation**

This should be someone who knows your organisation and its work but is independent of it. That means they should not be a trustee/director, employee, volunteer or beneficiary. A suitable referee might be another funder, a local councillor or a membership body.

#### **Q7. Please describe the overall aims and objectives of your organisation and the activities or services it provides**

This should be a brief summary of the work of your whole organisation rather than the project or activity for which you want a grant. Please try to avoid jargon or abbreviations.

*For example a youth club might say: We are a club working with children and young people 13-19 years old. We open four nights a week. We provide sport, leisure and arts activities.*

#### **Q8. To help us understand the difference you make please tell us how you have helped an individual in the past and the change your organisation has made to their life. Include links to any media such as films that illustrate this.**

Please provide a case study of a person whose life has been considerably enhanced by your project or organisation.

A good structure will include:

- The demonstration of need
- The difference made to the life of the beneficiary
- A quote from the beneficiary



NB If you are a new organisation please specify, we do not expect you to have previous examples and this will have no bearing on the success of your application.

**Q9. Describe the project or activity you want the grant for**

Give your project or activity a short name or title of no more than 10 words.

**Q10. Project start and finish dates**

Remember that funding is for one year.

**Q11. Which local authority will the activity take place in?**

State Local Authority area (the fund covers Sunderland, Newcastle upon Tyne, South Tyneside, North Tyneside, Gateshead and Northumberland)

**Q12. What needs and disadvantage will your project address?**

Please demonstrate the need and disadvantage your group is seeking to address. For example "Our area is one of the most deprived authorities in the country, ranking 18 out of 326 English authorities. We are the only youth club in our village which is 20 miles from the nearest town. It is vital that our young folk have something positive and constructive to do and that is what we provide."

**Q13 How will you spend this grant to address the need in your area? Tell us about your proposed social action project and the opportunities it will create.**

Tell us how you know the project or activity is needed or wanted by the people who will mainly benefit, and how you know the approach you plan to take is the right one. We are keen to see that your target community has been engaged in the decision to run the project. We also want to understand the evidence from your own work, or from the wider field, that you are using to help you design your project or activity. If you are trying out something new for your organisation, or for your field, please say so here and describe what tools you will use to understand whether your new approach has worked.

**Q14. How will you seek to increase participation? Please tell us how you will engage people, including those who might not usually participate in youth social action.**

Please tell us what strategies you will use to enhance participation. How can you ensure that you are reaching new people and not just those who would participate anyway? Please tell us whether you are using tried and tested methods of engagement or new methods. If you are using new methods - please explain why you think they will work.



Should you be successful, please note that in your monitoring form you will be asked how you have increased participation, including how many volunteers and service users were new to you as a result of this funding.

**Q15. What positive changes would this grant make to the lives of people involved? Please put this in the context of the quality principles of great youth social action. (The principles can be found here <http://www.iwill.org.uk/about-us/principles/> )**

This is your opportunity to explain your expected outcomes - the benefits or changes for individuals and communities that will happen as a result of your work. What will change and for whom?

Please put this in the context of youth social action principles. Consider, for example:

- Youth-led - What are the benefits of involvement of young people in decisions and in project delivery?
- Challenging - How will this project increase young people's skills, confidence and passion for social action?
- Socially Impactful - How do you help young people understand their impact?
- Reflective - How does the project help young people reflect on their lives and choices?
- Progressive & Embedded - What are the beneficial links to the wider community and other activities? How can this project lead on to next steps for young people and the community? How is the work enjoyable and how can your approach create a habit for life? (It is not necessary to address every principle in your application.)

**Q16. Please explain how you will measure and report on the positive changes made? Please also include any plans to involve young people in this.**

At the end of the grant period, we will ask you to provide evidence of your achievements. For this reason it is important to ensure from the start that you collect the information you will need to meet this requirement. Please briefly explain here how you will go about gathering and using the information you will need. Describe the records you will keep, data you will use and any tools you will apply for evaluation.

**Q17. Please tell us about your organisation's experience of helping people and the impact of your previous work; you may also want to tell us about the people involved in your project and why you are confident in their ability to make the project succeed.**

This is about your organisation's track record in delivering the proposed project or similar work you have delivered in the past. If you are new to delivering this type of work, please tell us about the skills you have in your organisation, that will help to ensure the project will achieve the intended impact. You can also tell us about any partners. If you have delivered projects successfully in the past, please be as specific as possible about what was achieved.



**Q18. Will the work continue beyond the life of this grant? If so, please indicate in what way and what funding you have secured or need to secure to deliver it.**

Please explain how you will fund your project if it is to continue after this grant, and what steps you have in place to make your work more sustainable (i.e. future funding application, income generation ideas, etc.).

**Q19. Which impact theme best describes the impact your project will have?**

**Q20. Select the primary outcome that best reflects the aims of your project or activity.**

**Q21. Please enter up to three indicators that you will report on based on the list provided.**

The Youth Social Action Fund has its own framework for measuring impact. The table at the end of these notes summarises this.

To complete these questions you need to do 3 things:

- At Q19 enter the impact theme that best matches your project
- At Q20 look at the drop down list under your category of impact you chose and select a primary outcome (i.e. the one that covers most of what you will be doing)
- At Q21 enter the indicators you would like to measure success against using the list in the table under that outcome.

E.g.

Q19	Improve People's life skills, education, employability and enterprise
Q20	Increase employability
Q21	"12 people will training as part of the project" "6 people will gain accreditation as part of the project" "1 person will go into further education as a result of the project"

**Q22. How many people will benefit from this funding?**

Give the overall number of people who will be involved as participants in your project.

**Q23 to Q30 Beneficiary information**

Please select the most appropriate option from the drop-down boxes



### **Q31-33. Money**

State the total cost of the project and itemise where the funding will come from to pay for it. Make sure you indicate whether funding has been secured or not. You should list each item you are asking for separately with the total cost and in the amount requested from the Community Foundation. You should then put the grand total at the bottom of the table.

### **Q34. Your bank account**

Any grant will be paid by electronic transfer (BACS). We will only make payments into the accounts of organisations, not personal accounts. The name of the account should be that of your organisation. Please provide the address of your bank and your sort code (6 numbers) and account number (8 numbers).

### **Q35. How many signatures do your cheques require and how many people are allowed to sign them?**

We expect that cheques should require a minimum of two signatories who are not related to each other, and that at least two people in your organisation are able to sign them.

### **Q36. May we give your organisation's contact details to the press, TV and radio?**

We will only do this if you get a grant and we will contact you in advance before we do.



## Youth Social Action Fund: Impact Themes, Outcomes and Indicators

**Theme:** Improve People's life skills, education, employability and enterprise

**Outcome:** Improve economic wellbeing

Number of people who attended training as part of the project

Number of people who attended training for the first time as part of the project

Number of people who gained accreditation as a result of the project

Number of people who gained accreditation for the first time as a result of the project

Number of people who started on the path to employability as a result of the project

Number of people who gained sustainable employment as a result of the project

Number of people who became self-employed as a result of the project

Number of people on work-related benefits

Number of people who started on the path to employability as a result of the project

Number of people who gained sustainable employment as a result of the project

Number of employment opportunities available

Number of new employment opportunities available as a result of the project

Number of work placement/experience opportunities available as a result of the project

Number of new work placement/experience opportunities available as a result of the project

Number of volunteer opportunities available as a result of the project

Number of new volunteer opportunities available as a result of the project

**Outcome:** Increase employability

Number of people who attended training as part of the project

Number of people who gained accreditation as part of the project

Number of people who started on the path to employability as a result of the project

Number of people who gained sustainable employment as a result of the project

Number of people who became self-employed as a result of the project

Number of people who went into further education as a result of the project

**Outcome:** Increase enterprise

Number of people becoming self-employed as a result of the project

Number of social enterprises set up as a result of the project

Number of new businesses started as a result of the project

Number of social entrepreneurs created from the project

**Outcome:** Increase in beneficiary training, education, accreditation and employment

Number of people who attended training as part of the project

Number of people who gain new skills as part of the project

Number of people who gained accreditation for the first time as a result of the project

Number of people who gained accreditation as a result of the project

Number of people coming off work related benefits



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Number of people who gain new skills for the first time as part of the project
Number of people who gained sustainable employment as a result of the project
Number of people who attended training for the first time as part of the project
Number of people who started on the path to employability as a result of the project
<b>Outcome: Increase participation in lifelong learning</b>
Number of people who attended training as part of the project
Number of people who gained accreditation as a result of the project
Number of hours of education/training provided by the project
Number of people who went into further education as a result of the project
<b>Outcome: Increase qualifications and skills</b>
Number of people who attended training as part of the project
Number of people who gained accreditation as a result of the project
Number of hours of education/training provided by the project
<b>Theme: Maximise ability to strengthen community cohesion and build social capacity</b>
<b>Outcome: Improve access to volunteering</b>
Number of people engaged in regular volunteering as part of the project
Number of new volunteers as part of the project
Number of volunteering opportunities available as part of the project
Number of new volunteering opportunities available as part of the project
<b>Outcome: Improve community cohesion</b>
Number of people who participated in community activities as part of the project
Number of people who have taken part in a community activity for the first time as part of the project
<b>Outcome: Improved community facilities</b>
Number of people who have used the new/improved community facilities
Number of people who reported that the community facilities were improved as a result of the project
<b>Outcome: Improve the community working together</b>
Number of people engaged in regular volunteering as part of the project
Number of hours of community activity provided as part of the project
<b>Outcome: Promote safer communities</b>
Number of people who reported that they felt safer in their communities as a result of the project
Number of new people who reported that they felt safer in their communities as a result of the project
Number of people being supported as victims of anti-social behaviour or crime as a result of the project
<b>Outcome: Reduce crime, violence and anti-social behaviour</b>
Number of people taking part in a project/programme designed to divert them away from anti-social behaviour
Number of young people who took part in a project/programme and had not re-offended within a period of 3 months
Number of people who took part in a project/programme and had not re-offended within a period of 3 months
Number of perpetrators of domestic abuse taking part in a project/programme designed to divert them away from abusive behaviour
Number of ex-offenders taking part in a project/programme designed to divert them away from criminal behaviour
Number of addicts in treatment as a result of the project
Number of new recorded addicts in treatment as a result of the project
<b>Outcome: Strengthen organisations through capacity building</b>



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Number of new partnerships established as a result of the project
Number of existing partnerships developed/strengthened as a result of the project
<b>Theme: Promote reduction of isolation and disadvantage and access to local services</b>
<b>Outcome: Promote human rights and equality</b>
Number of new people accessing support services due to discrimination or other treatment
Number of people accessing support services due to discrimination or unfair treatment
<b>Outcome: Reduce isolation</b>
Number of people accessing support services as a result of the project
Number of people accessing support services for the first time as a result of the project
Number of people attending regular social activities as part of the project
Number of people who participated in community activities as a result of the project
Number of people who participated in community activities for the first time as a result of the project
<b>Outcome: Support vulnerable people</b>
Number of people accessing support services as a result of the project
Number of people accessing support services for the first time as a result of the project
Number of people supported to achieve independent living/require less living support as a result of the project
Number of people achieving independent living/no longer requiring support as a result of the project
Number of people attending regular social activities as a result of the project
Number of people who participated in community activities as part of the project
Number of people who participated in community activities for the first time as part of the project
<b>Theme: Advance people's physical and mental health, wellbeing and safety</b>
<b>Outcome: Improve health (physical / mental / emotional)</b>
Number of activities promoting healthy lifestyles (e.g. healthy eating, smoking cessation etc)
Number of people reported improved physical / mental / emotional health
Number of people who participated in sport, exercise & leisure activities
Number of groups providing health-related activities
Number of hours of sport, exercise & leisure activities provided by projects
Number of new hours of sport, exercise & leisure activities provided by project
<b>Outcome: Increase access to sport, exercise and leisure activities</b>
Number of activities available as part of the project
Number of new activities available as part of the project
Number of hours of sport, exercise & leisure activities provided by the project
Number of new hours of sport, exercise & leisure activities provided by the project
Number of groups providing health-related activities
Number of people taking part in sport, exercise & leisure activities as part of the project
Number of new people taking part in sport, exercise & leisure activities as part of the project
<b>Outcome: Reduce substance misuse and addictions</b>
Number of recorded addicts in treatment as a result of the project
Number of new recorded addicts in treatment as a result of the project
Number of people accessing support services for addiction



<b>Theme:</b> Connect people with the arts, culture and heritage
<b>Outcome:</b> Increase opportunities for public to engage with culture & heritage
Number of memberships of local heritage organisations
Number of people visiting a local heritage site
Number of people volunteering to maintain a local heritage site
Number of projects that promote engagement with culture & heritage
Numbers in audiences
<b>Outcome:</b> Preserve local heritage
Number of memberships of local heritage organisations
Number of people visiting a local heritage site
Number of people volunteering to maintain a local heritage site
Number of buildings saved
Number of preservation and heritage projects completed
Number of oral history recordings made
<b>Outcome:</b> Promote opportunities for creativity
Number of new people participating in projects that promote creativity as part of the project
Number of new people taking part in arts activities for the first time as part of the project
Number of projects that promote creativity
Number of people participating in projects that promote creativity as part of the project
Number of people taking part in arts activities for the first time as part of the project
<b>Theme:</b> Transform access to, and engagement with, the environment and public spaces
<b>Outcome:</b> Improve quality of local environment and public space
Number of new community facilities created
Number of people using local public spaces as a result of the project
Number of people using local public spaces for the first time as a result of the project
Number of volunteers taking care of local public spaces as part of the project
Number of new volunteers taking care of local public spaces as part of the project
Number of people using public/community transport
Number of new people using public/community transport
Number of allotments
Number of new allotments
Number of people engaged in gardening
Number of new people engaged in gardening
Number of environmental improvement schemes or services created
<b>Outcome:</b> Increase biodiversity
Number of trees planted
Numbers of new habitats created
Number of local wildlife protection schemes
Number of orchard and green space schemes
Number of people engaged in regular volunteering as part of the project
Number of new people engaged in regular volunteering as part of the project
<b>Outcome:</b> Reduce carbon footprint (i.e. waste, emissions, energy)



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Numbers of units of energy saved
Number of people using public/community transport
Number of new people using public/community transport
Number of people reporting reduction in car use
Number of car journeys eliminated
Number of composting schemes
Number of new composting schemes
Number of new low energy community facilities
Number of groups/projects operating environmental policies
Number of groups/projects campaigning on environmental issues
Number of services and facilities by public transport, walking and cycling
Number of households participating in environmental projects
Number of new households participating in environmental projects
Number of tonnes of waste diverted from landfill



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