



Department for
Digital, Culture,
Media & Sport

Civil Society Strategy Youth Voice Programme Youth Voice Groups Grant Scheme

Application Guide

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Part 1. Background Information

Introduction

This pack provides an overview of the grant funding process for the Youth Voice Groups grant scheme. The Department for Digital, Culture, Media and Sport (DCMS) is seeking proposals from organisations who have the capacity, expertise and capability to deliver a national youth voice programme with young people in England. This pack provides all the information organisations need to apply for this scheme including an outline of the assessment criteria and application form.

The total funding available for this programme is **£170,000**.

Who we are

This programme will be managed by the Youth and Social Action Team, within the Office for Civil Society in DCMS.

Department for Digital, Culture, Media and Sport (DCMS)

- Helps to drive growth, enrich lives and promote Britain abroad.
- Protects and promote our cultural and artistic heritage and help businesses and communities to grow by investing in innovation and highlighting Britain as a fantastic place to visit.
- Helps to give the UK a unique advantage on the global stage, striving for economic success.

Office for Civil Society (OCS)

- Responsible for policy relating to young people, volunteers, charities, social enterprises and public service mutuals.
- Aims to enrich lives, drive growth and promote Britain to the world by working in partnership with civil society, private businesses, investors and all parts of government.

Youth and Social Action Team (YSAT)

- Aims to harness the power of individuals to enable them to thrive, connect with each other and give back to their communities - building a society that works for everyone.

Civil Society Strategy

The Civil Society Strategy was published on 9th August 2018 and lays out the vision for government's work with civil society now and in the future. The Strategy outlines government's commitment to making sure all young people have opportunities to develop the skills, networks and resilience that can improve their life chances, fulfil their potential and to support them to avoid negative pathways in future. The Strategy included a section on involving young people in policy design and set out three new youth voice projects:

1. A Civil Society Youth Steering Group set up within DCMS to oversee the development and implementation of policies affecting young people, including the plans set out in the Civil Society Strategy.
2. DCMS will also set up a national Young Commissioners and Inspectors Group to involve young people directly and meaningfully in the commissioning, monitoring and evaluation of national programmes affecting young people.
3. With respect to future policy, the government will build systems to ensure that young people both have their views heard and are able to play a role in delivery. As a first step, new digital solutions will be explored to enable large numbers of young people to play a role in consultations and programme design across the government.

Part 2. Programme Description - Introducing the Youth Voice Groups

What is the Youth Voice Groups Grant Scheme?

The programme covers the three youth voice projects which will be running as pilots over 2018-20.

The purpose of this grant is to meet the commitments in the Strategy and will involve three elements:

- a) Setting up and running the Civil Society Youth Steering Group in 2018-20.
- b) Setting up and running the national Young Inspectors and Commissioners Group in 2018-20.
- c) Undertake youth-led research into options for the digital solution/s to engage young people in national policy making and present recommendations to government.

This grant **will not** cover the **implementation** of the digital solutions to involve young people in national policy design. The implementation of a digital solution in 2019-20 will be announced in 2019.

Target audiences

- 1) Young People: The primary target audience for the programme is young people aged between 10-25, with 75% of the young people in the two groups to be aged between 10-19. We have identified this group as the most appropriate audience as it covers the age range of young people who are supported by current youth programmes within the Youth and Social Action Team. The new programme will enable the young people to have a say on the policies and programmes which affect them.
- 2) Policy makers: The secondary but also significant audience is policy makers across DCMS and wider government. For youth participation to be meaningful and successful, policy makers across government will need to be involved in the groups and understand their benefits.

Programme objectives and outcomes

The overarching objective of the programme is to test how youth voice and meaningful youth participation can be embedded in national policy making by enabling young people to have their voices heard and participate in decision making on a national policy level. The three project elements in this grant will:

- Provide opportunities for young people to have a meaningful role in early policy development.
- Provide opportunities for young people to help commission, monitor and evaluate programmes.
- Explore how digital methods could enable large numbers of young people to be involved in national policy making.
- Provide a model for how young people can be meaningfully engaged in national policy making that could be adopted across government.

The desired outcomes for young people involved in the grant projects are:

- Personal and social development through building confidence, increasing self-efficacy and through meeting and working with young people from different backgrounds and regions.
- Increase in knowledge of policy process and youth issues.

- Develop new and improved skills in conducting research, leading peer consultations, developing policy.

In addition to outcomes for young people, it is important that the grant projects have a positive benefit for policy makers who work with the groups. For policy makers, the desired outcomes are to:

- Provide policy makers and commissioners with valuable insights from young people to inform policy design and programme delivery
- Increase their knowledge and understanding of youth issues and how policy affects young people.
- Increase their expertise in how to involve young people in policy making.
- Provide a model of engagement with young people that can be replicated or adopted across government.

Project descriptions

The three grant elements are described below, with information on what to include in your grant application project proposal.

Civil Society Youth Steering Group

The Civil Society Youth Steering Group (“steering group”) will input into the development and implementation of policies affecting young people. The aim is for the group to have a diverse range of young people who are able to work together and connect to their peers to inform different policy projects. This may be through designing campaigns, conducting peer research or leading peer consultations. The group should be able to take a lead on designing their projects and showcasing their work to policy makers to show what young people think and how they will be affected. There may also be opportunities for the groups to raise issues directly to policy makers.

Young Commissioners and Inspectors Group

The Young Commissioners and Inspectors Group (“inspectors group”) will involve young people directly in commissioning, monitoring and evaluation of national programmes affecting young people. This may be through taking part in grant panels and evaluating national programmes through local visits and inspections. The group will be able to give recommendations to government on how programmes and policies can be improved, based on the findings from their inspections.

Digital Youth Engagement Options Research

This research will focus on what young people want and need from digital engagement between government and young people to assist in the design of options for the digital solution. This can be conducted with existing networks of young people and the two groups once they are in place. The two groups will then be involved in using the research to develop and test options and produce final recommendations to government as their first major policy project. Following this work, DCMS plans to implement the digital solution project (not in scope for this grant) in 2019-20. It is therefore important that this work takes place between January-March, with final recommendations available in April 2019.

We would like this research to be thorough and to explore how different groups of young people currently engage with government (e.g. through consultations on www.gov.uk) and

how they would like this to be improved. This should take into account different user accessibility needs.

A government policy team will be assisting the groups with the design of options by:

- Collating research on what policy makers need from digital engagement with young people.
- Running policy training and design and testing workshops with the groups through a 2 day hackathon workshop and a 1 day co-design and service blueprinting workshop.
- Creating a graphic of the final recommendation.

We would like you to support the groups in testing the prototypes they design with a wide range of young people to collect their feedback and suggestions for improvements. This should be ready for the final 1 day co-design and service blueprint workshop led by the government policy team.

You will work with the government policy team and the two groups to ensure the final recommendation takes into account both the needs of policy makers and the insights from young people in order to provide the right solution. You will then work with the groups to present the research findings and options to government.

Both groups

Both groups will work with policy teams across DCMS and wider government and will have the potential to shape many different policy areas. We would like both groups to be able to connect to existing youth groups or youth voice structures to ensure more voices can be brought into their work.

You will be responsible for organising projects the groups will work on and creating a calendar of opportunities for them. We anticipate most of the work will come through the youth and social action team first but there may be times where you need to raise awareness of the group to different departments to source opportunities. You will need to manage the groups' time and ensure they have a suitable number of projects to be working on.

Training

You will be responsible for developing and running an interactive, engaging and age-appropriate training programme for the young people in both groups. The training should be engaging and interactive and cover:

- Skills in leadership, communication and teamwork.
- Commissioning and inspection processes.
- How to conduct peer research and consultations.
- Government policy and how the policy process works - an introductory training will be delivered by a government partner within the 2 day hackathon workshop and you will need to show how you will incorporate this into the overall training package and how you will build on this training.
- Team building activities

This list is not exhaustive and we would like to know what other areas you would train the groups on, which could include accredited training. We are open to how you approach

training for each project and this could include young people in both projects being trained on everything together or specific programmes for each project e.g. only the inspectors group being trained on commissioning and inspection process.

Your approach

We would like to see your approach to training and running both groups and we are open to different methods for running them. This does not have to be constricted to one group for each project and we are open to multiple groups working on different policy areas or sub-groups. For example, in order to be able to engage young people in multiple projects across government, there are benefits of running multiple groups. We encourage you to use your creativity for the programme structure and content by using your knowledge of youth work and youth participation practice to help shape it.

Your approach should include details of:

- How many young people will be members of each group.
- If there are sub-groups or multiple groups for a focus on different policy areas and how you will run this
- How the groups will connect while maintaining their different remits.
- How you will work with both DCMS YSAT and with different policy teams across government to establish and coordinate policy projects for both groups.

Expected deliverables and key performance indicators

In terms of key deliverables and key performance indicators expected from this project, successful applicants will include a commitment to delivering and meeting the following as a minimum:

- A national steering group of young people to lead the development of youth policies.
- A national young commissioners and inspectors group to be involved in commissioning, monitoring and evaluating programmes.
- Develop and manage the application process to recruit young people to the two projects from a wide range of backgrounds and regions, including young people with little or no experience of similar youth voice programmes.
- Develop and run a training programme for young people in both projects which includes training on the areas listed above, team building activities, and other elements you believe are useful.
- Work with government partners to incorporate a 2 day hackathon workshop on the policy making process and digital research project. This will be delivered by the government partner but will need to be built into the programme for the groups.
- Produce a piece of research on options for digital youth engagement, with a focus on what young people need and want.
- Work in collaboration with government partners on the design of digital options through hackathon events.
- Work with the government policy team to provide joint recommendations for the development (by April 2019) of digital youth engagement solutions including:
 - Research and evidence base.
 - Evaluation of the benefits and drawbacks of option through testing prototypes with different groups of young people.
 - Presentation of options and research findings to government.

Deliver an evaluation following project delivery as laid out in the evaluation section.

- Case studies of each policy young people have contributed to showing the changes young people have made or contributed to.
- Ability to meet the project outcomes for young people and proposals for how they will measure and report on the delivery of these outcomes as part of grant monitoring
- Ability to meet the project outcomes for policy makers and proposals for how they will measure and report on the delivery of these outcomes as part of grant monitoring
- A community element to link the two projects to existing youth groups and youth voice structures, with opportunities for the young people in both projects to use their new skills to support other young people in their communities on a local level.

Youth participation

All applicants will have to demonstrate how youth participation is built into their work. We welcome applicants who have involved young people in developing their programme proposal.

Monitoring and evaluation

We are committed to ensuring that funded work is appropriately monitored and evaluated and that lessons learned and examples of good practice are made widely available. Evaluation and sharing of good practice should be built into every application. We also encourage a youth-led evaluation to ensure young people are able to give feedback and shape the programme through the grant period. Applicants must demonstrate how lessons learned from the funded work will be disseminated through relevant networks in the youth sector and across government. Work cannot be evaluated without monitoring information. Applicants need to show that they have appropriate monitoring and data collection systems in place to enable them to evaluate their work.

We would like regular project monitoring and KPIs to include:

- Data on the diversity breakdown of young people involved in the projects to display that participants are demographically representative of the UK population including evidence of inclusion of young people who have little or no experience in youth voice projects.
- Data on geographical/national reach of participants.
- Youth-led monitoring through baseline and exit forms and evaluation to include as an example:
 - Feedback on training, what they learnt and how it could be improved
 - Progress against outcomes for young people
 - Likelihood to take part in future democratic decisions
 - Likelihood to vote or register to vote
 - Assessment of self-belief or self-efficacy before and after the project

Final targets on the above will be agreed with grant recipient/s ahead of funding awarded.

The final evaluation should cover:

- How the project reached young people from disadvantaged backgrounds and who had not previously engaged.
- The impact of the youth voice projects on policy making.
- Impact of the project on outcomes for young people.
- What methods or tools of engagement were effective.
- Lessons learned for future youth engagement projects.

We would like you to aim to finalise a project evaluation document by August 2020 following the end of the project in March 2020.

Governance and collaboration

We expect the delivery organisation/s to update DCMS on a regular basis and this will also form part of the final grant agreement. As the nature of this programme involves young people working on policy, we would like policy officials to be closely involved with all projects. This may involve policy officials attending the training sessions or project meetings with the young people. A full grant monitoring timetable will be included in the grant agreement and include details of evaluation and financial reporting milestones but it will include as a minimum:

- A project “kick off” meeting to establish ways of working and discuss proposal in more detail following grant award.
- Project updates on policies the groups are working on, on a fortnightly basis.
- A monthly face-to-face meeting to be facilitated in either DCMS or grant recipient/s premises.
- Regular check-ins with the grant recipient/s project manager and onsite visits when appropriate or agreed by both partners. This will include a visit by DCMS staff to the training programme.

Collaboration with government departments

It is anticipated that the grant recipient will work in collaboration with a number of government departments and teams. DCMS should be updated when the young people are working with different departments and teams outside of the Youth and Social Action Team to help keep track of the groups’ work.

Collaboration with existing youth groups and youth voice structures

As part of this project, successful grant recipients should connect with existing youth groups and youth voice structures to involve a wider group of young people in the policy projects e.g. through peer research and peer consultations.

Safeguarding

As a minimum we expect you to:

- Have safeguarding policies appropriate to your organisation’s work and what you are asking us to fund, which you review at least every year. A copy of your safeguarding policy must be attached to the application form.
- Complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records at least every three years and taking up references follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults.
- Provide child protection and health and safety training or guidance for staff and volunteers.
- Carry out a risk assessment and secure extra insurance, if appropriate.

Timeline for programme delivery

Below is an expected high level timeline for programme delivery.

Delivery Action	Delivery Date
Award granted	Early January 2019
Young people recruitment period	January-February 2019
Digital options research and testing	January-April 2019
Training programme (including 2 day policy making and digital hackathon led by government policy team).	February 2019 (could be in half term)
1 day co-design workshop (led by government policy team)	April 2019
Presentation of digital options research	April 2019
End of grant agreement period	End of March 2020
Evaluation completed	August 2020

Part 3. Assessing applications

Application process

To apply for the grant, please fill in the attached application form and return to either alice.weavers@culture.gov.uk or post to:

Alice Weavers
Office for Civil Society
Department for Digital, Culture, Media and Sport
4th Floor
100 Parliament Street
London
SW1A 2BQ

The deadline for applications is **3pm on Thursday 13th December 2018**.

Assessment considerations

We advise that interested organisations provide information on the below areas in your application, taking into account how you will meet the project description, to ensure a successful bid. The assessment considerations gives details of what a strong application will look like.

Question	Response Requirements	Assessment Considerations	Weighting %
Question 1	Organisation and contact information.		N/A
Question 2.1: Skills, expertise and capacity	<p>Please provide details of your skills and expertise in youth voice and youth participation practices, including at least one case study example of where you have delivered similar youth voice groups or projects. All case studies should include an outline of the project outcomes, how you provided meaningful youth participation opportunities, evaluation and impact on young people and decision makers.</p> <p>Please provide details of your proposed team and how you propose to manage them to deliver the project.</p>	<ul style="list-style-type: none"> - Strong evidence that organisation has youth voice and participation skills and expertise. -Evidence that proposed team has the skills and experience to deliver the project. - Evidence of appropriate allocation of senior and junior resource to deliver the project. - Evidence of experience of engaging successfully both with young people AND with decision makers in government. - At least one strong case study, demonstrating capability to run a youth voice project. 	10%
Question 2.2: Programme outcomes	<p>Please outline how will you ensure the successful delivery of the programme outcomes</p> <p>Please provide:</p> <ul style="list-style-type: none"> ● A detailed description of your approach and methodology, how you will run the groups and how you will meet the key objectives and outcomes (see project description). ● A project plan setting out key milestones and dependencies for each group, incorporating all proposed activities 	<ul style="list-style-type: none"> - Demonstrates a clear and appropriate methodology for delivering the project outcomes. - Provides confidence in their ability to scope and delivery the project. - Detailed delivery plan for each group, with appropriate milestones, risks and KPIs. - Demonstrates ability to manage multiple projects at once/respond flexibly 	20%

	<p>outlined in the project guidance.</p> <ul style="list-style-type: none"> ● A summary of key risks you feel may arise and how you will overcome these. ● Your proposed Key Performance Indicator schedule for project monitoring. 	to changes in wider landscape.	
<p>Question 2.3:</p> <p>Digital youth engagement options research and recommendations</p>	<p>Please provide details of your skills and expertise in conducting research with young people and outline your experience of engaging young people through digital methods. You should reference how you will draw on this experience (and/or the experience of partners) to inform the research and support young people in the hackathon and co-design sessions.</p> <p>Please provide and attach your methodology for this piece of work including</p> <ul style="list-style-type: none"> ● How you will engage a wide range of young people in the research. ● How you will conduct the research. ● How you will work with the government policy team who will be leading the policy maker research on the digital solutions and leading hackathon and co-design sessions with the group. ● How the options and research findings will be presented to government. 	<p>- Evidence that the team has the skills and experience to deliver this element of the work.</p> <p>- At least one case study from organisation or consortium partner demonstrating experience of using digital platforms and solutions to engage young people.</p> <p>- Good understanding of potential digital solutions for young people and proposed methods for undertaking research.</p> <p>- A clear and realistic methodology including consideration of how they will deliver high quality engagement with other young people outside of the groups and how they would develop well thought through proposals in partnership with government.</p>	15%
<p>Question 2.4:</p> <p>Youth engagement</p>	<p>Please provide a detailed youth engagement plan from the recruitment process to project activities. This should include details of:</p> <ul style="list-style-type: none"> ● How you will recruit young people from a range of backgrounds, age groups and regions, including 	<p>- A coherent and realistic plan for how to engage young people from different backgrounds, age groups and regions.</p> <p>- A fair and achievable recruitment and selection process.</p>	10%

	<p>young people who have little or no experience of youth voice projects.</p> <ul style="list-style-type: none"> • How you will advertise the opportunity. • The application and selection process for young people. • How the projects will connect to other groups of young people in project activities. 	<p>- Good links with existing groups, which may include schools, youth groups and other youth voice structures.</p> <p>- A clear strategy for how you will engage with young people who have not previously engaged in policy making.</p>	
<p>Question 2.5:</p> <p>Training, support and recognition for young people</p>	<p>Please provide details of how you will support young people's personal development and welfare during the programme. This should include details of:</p> <ul style="list-style-type: none"> • The training you develop and run. • Ongoing support for young people. • How you will recognise and celebrate young people's achievements. • How you will incorporate the training and hackathon workshops led by the government policy team. 	<p>- High quality training programme, with a distinct training course for inspecting and commissioning.</p> <p>- High quality support for young people which acknowledges different needs of young people.</p>	5%
<p>Question 2.6:</p> <p>Monitoring and evaluation</p>	<p>Please demonstrate how you will capture, evaluate, and share learning from the programme.</p> <p>Please consider how you will:</p> <ul style="list-style-type: none"> • Involve young people in monitoring and evaluation of the overall projects. • Work with policy makers to assess the impact on policies. 	<p>- Robust evaluation framework which evaluates impact on young people and policy makers.</p> <p>- Clear about how the group outcomes will be monitored and how they will show the impact on young people.</p>	10%
<p>Question 2.7:</p> <p>Partnership working</p>	<p>Please provide a brief summary of your ways of working and approach to working with different government stakeholders to achieve the programme outcome (meaningful engagement of young people in national policy making).</p> <p>You should include how you will engage with both:</p> <ul style="list-style-type: none"> • Office for Civil Society • Government departments 	<p>- Transparent description of how they would work with different stakeholders to achieve the programme outcomes.</p> <p>- Well thought through approach to working proactively across government to build the reputation and credibility of the projects as a high</p>	20%

	<p>You should include:</p> <ul style="list-style-type: none"> ● How you will work to ensure that you have a strong pipeline of youth voice projects. ● How you will build the reputation of the youth voice projects across government in providing high quality youth voice solutions. ● How you will ensure that the youth voice groups meet policy makers needs and balance these with the needs of the young people and the needs of the project e.g. <ul style="list-style-type: none"> - How you will ensure that projects are 'youth voice' ready. - How you will set expectations with policy teams for engagement. - How you will embed lessons learned into ongoing design. - How you will manage delays/changes in policy. 	<p>quality youth voice solution for policy makers.</p> <p>- Provides confidence in ability to respond to government policy requirements and work flexibly with the young people to meet policy needs where policy.</p>	
<p>Question 2.8: Value for Money</p>	<p>Please provide a cost breakdown to deliver your project, including details of:</p> <ul style="list-style-type: none"> ● The number of young people you will engage in each group, ● The cost per young person in the groups ● Staffing costs ● Overheads ● Resources ● Training programme costs ● How you will ensure value for money. 	<p>- Detailed budget which includes all project costs and presents good value for money.</p>	<p>10%</p>
<p>Question 3: General Information</p>	<p>3.1 Please outline how you will manage data securely as part of your governance processes? - What personal data will you collect through the course of the project, how you will collect this data? (And whether a Data Sharing</p>	<p>Pass or fail</p>	<p>Pass or fail</p>

	<p>Agreement will be needed) and how you will manage this in accordance with the Data Protection Act 2018?</p> <p>3.2 Please provide an outline of the safeguarding processes which you will implement as part of your project - For example, as the target audience involves young people or vulnerable people, how would you should ensure persons engaging with these groups have up-to-date Disclosure and Barring Service checks? What other precautions will be put in place to ensure appropriate interactions with these groups? Will staff members receive training on how to engage with vulnerable people or will written parental consent be required for participation in any activities?</p> <p>3.3 Please describe how your organisation is inclusive and operates within an equal opportunities and diversity framework. Are there any specific minority or equality issues relating to this project and the proposed beneficiaries that you have considered? Where available, please also attach your organisational equality and diversity statement.</p>		
Question 4: Financial information	Payment details, transparency and organisation income details		Pass or fail
Question 5: Documentation checklist			Must attach required documents

Part 4. Eligibility Criteria

Who can apply?

This grant is open to charitable, benevolent and philanthropic organisations that operate in England and propose clear projects that fit the objectives of the programme.

We intend to award discretionary grant(s) under section 70 of the Charities Act, which allows Ministers to give financial assistance to any charitable, benevolent or philanthropic institution in respect of any of the institutions activities which directly or indirectly benefit the whole or any part of England.

Partnership and consortium proposals

We welcome partnerships to apply for this funding but there must be a clear lead partner organisation who will be the main point of contact on behalf of the partnership and will liaise with DCMS officials across delivery.

If you are working as a formal partnership and we make a grant offer, you will be required to create a formal partnership agreement. We will advise you on this matter if you are successful. Other organisations may be involved in delivering services for the project, but won't have a role in steering its direction (and will not be required to sign the partnership agreement).

We are open to consortium bids. It is important for any consortium to outline how its members will work together to provide the expertise and capability to reach the objectives and targets outlines for this project. We will require that all parties are legally included in the final grant agreement.

All partnership/consortium bids will be different depending on the partners and how they have agreed to work together, however successful bids should consider how they will demonstrate the following;

- Each partnership/consortium should be able to demonstrate the collective skills, experience and capacity to manage and deliver their proposed project.
- The partnership/consortium should have a suitable mix of organisations to enable the successful management and delivery of the project.
- The partnership/consortium should have a common interest and commitment in the successful delivery of the project.
- Partners should collectively agree on how key decisions should be made and communicated.
- The roles and responsibility of each of the partners should be set out and agreed ahead of grant funding.

Where can projects be delivered?

The grant is for activities delivered in **England only**.

Payment of grant

The payment breakdown for the grant is below:

- £100,000 available in January-March 2019 (and must be spent by 31st March 2019).
- £70,000 available in April 2019-March 2020 (and must be spent by 31st March 2020).

More funding is available in the first period to take into account costs of setting up the projects, recruiting young people, developing and running a training programme and the digital options research. Your proposal and budget should take into account this grant payment breakdown.

All applicants will be expected to clearly set out in the budget how much funding will be drawn down in each month until 31st March 2020. There may be some months when no funding is drawn down. Your drawdown requests and budget must fit the DCMS financial year (1st April to 31st March).

We will not fund grants that exceed 50% of your organisation's annual collective income.

DCMS makes payments in arrears and only pay in advance by exception. If you wish to be paid at point of need, you will be asked to explain and justify your reasons in your application. Your request will be considered as part of the assessment process. If your application and point of need request are approved, you will be expected to provide quarterly reconciliation details for the duration of your project detailing any underspend against funds received. You will be required to reconcile any underspend before further funding is released. You will also be required to complete a formal Financial Reconciliation Statement (FRS) form at the end of each financial year.

Whether paid in arrears or at point of need, you must be able to transparently report on a quarterly basis (and provide evidence if requested for the purposes of examination) on the use of the grant. The grant must be shown as restricted funds in your accounts and you must be able to identify separately the value and purpose of the grant in your audited accounts.

We will require the organisations who accept funding to enter into a grant agreement with DCMS which outlines the requirements of the funding and the proposed outcomes. An award will be made to the chosen organisation/s by the end of January 2019. Ahead of the transfer of funds, we will set out in a clear grant agreement with the proposed relationship with DCMS including obligations on spending, reporting progress and timelines for delivery.

What we will fund

Due to legal restrictions on the spending of public fund, this particular grant funding may be used to financially cover the following:

- Project set-up costs
- Youth worker support costs
- Travel and subsistence costs relating to project
- Delivery, including resourcing costs
- Paying for specialist help when related to project including market research, training expertise and related research

The grant must be used within the relevant financial year.

What we will not fund

In line with government guidelines, grant funding from this project cannot be used to cover the following costs;

- Anything that constitutes unapproved State Aid
- Core costs other than for those directly related to the project applied for
- Debts or loans
- Fundraising activity, including fees for professional fundraisers
- Gifts
- Individuals; applicants must be an incorporated entity to be eligible
- Input VAT reclaimable by the grant recipient from the HMRC
- Items that mainly benefit individuals (for example, equipment that is not shared)
- Payments for works which the grant recipient, or any member of their Partnership has a statutory duty to undertake, or that are fully funded by other resources.
- Party political organisations
- Payments for unfair dismissal or other compensation
- Promotion of religious beliefs
- Retrospective funding
- Statutory fines, criminal fines or penalties
- Using grant funding to petition for additional funding

Existing activity and avoiding double funding

This grant is for the establishment of the three grant elements and not existing activities. Organisations cannot accept this funding if it would result in double funding for the same or similar activity from elsewhere. Grant recipients will be asked to declare this before final approvals and the authorised signatory will be liable for a false declaration.

Avoiding state aid

If our funding could give you an advantage over the other organisations offering similar services, or if the activities you want us to fund could affect trade between EU member states, then our funding might be considered to be 'State Aid'. There are strict rules Governing State Aid so it is important we check projects carefully so that we can follow those rules where necessary. Any funding we offer will be based on the assumption that although the money provided by us constitutes state resources, the purpose for which it will be used will not lead to it being considered as unapprovable state aid. If the purpose of the funding is subsequently deemed to be unapprovable, then we may withdraw it. For more information about State Aid visit <https://www.gov.uk/guidance/state-aid>

Equal opportunities and diversity

All applicants will be expected to show how their proposal is inclusive and operates within an equal opportunities and diversity framework.

Grant recipients should ensure that they, or anyone acting on their behalf, complies fully with current equality based law notably the Equality Act 2010. Under the Equality Act 2010, Public Sector Bodies have a legal duty to assess equalities issues and consider the needs of

all individuals in shaping policy and delivering services. Participating schemes should support DCMS in adhering to this duty.

For more information on the Public Sector Equality Duty visit - www.gov.uk/government/publications/public-sector-equality-duty

Data protection

You must adhere with the Data Protection Act 2018, the General Data Protection Regulation and any other relevant data protection legislation and it is your responsibility to ensure your staff and volunteers are aware of how to handle personal information they might collect.

Part 5. Selection Process

What are the steps for selection?

Applications are considered carefully and on an individual basis. First we check that your project meets all our criteria. The application will be assessed by the information you have given on the form. It is therefore, very important that you are concise, that you complete the form fully and supply all necessary supporting documentation. To be awarded a grant your project must fit our criteria, be financially viable, achievable and meet a defined need.

We will be scoring applications against the following criteria to provide a total score, this score will then provide DCMS with the shortlisted bids. Shortlisted applicants with the highest scores may be invited to an interview to talk through the project proposal. Interviews will take place on **Wednesday 19th December 2018**. DCMS will provide high level feedback to those unsuccessful organisations who request it, if such a request is submitted by the end of January 2019.

Due diligence checks

Your organisation will need to pass our due diligence checks which ensure:

- The grant award does not exceed 50% of your annual income.
- We have received contact details at least 2 references (please provide details in the application form).
- You are registered with the Charity Commission and/or Companies House website and have filed all required returns.
- If you have been funded by another part of Government in the last 5 years (please provide details in the application form).
- Trustees are not related and there is no indication of fraud.
- Where multiple organisations are located at the same postcode, there is no indication of fraud - if you do have the same postcode as other organisations, you will be asked to provide an explanation.
- You have a signed Constitution, Rules, Articles of Association or similar (please provide a copy with the application form).
- You have an annual report and audited or certified accounts covering the last two years (please provide a copy with the application form).

Please note, in the event your last financial year end was more than 6 months ago, we may request further accounting information at a later date as part of the due diligence process.

If you are offered a grant

Our standard terms and conditions apply to every grant we award. Your grant agreement letter will set out any additional conditions that apply specifically to your grant. The letter will also set out what the grant is for and the payment schedule. Once we have awarded a grant, we will ask you for regular financial and performance monitoring reports and a final project report and evaluation at the end of the funding term.

Please note:

- Grant money will not be paid until we have received your written acceptance of the terms and conditions attached to your grant offer.
- If applying as a consortium, all partner organisations will also be required to provide written acceptance of the terms and conditions, it will also be the lead applicant's responsibility to seek this acceptance.
- You must acknowledge you have received our grant in your annual report and accounts covering the period of the project.
- If there is any breach in the terms and conditions, or your organisations ceases to operate before the grant has been spent, grant monies may have to be repaid.
- When the grant ends, DCMS does not have a commitment to provide any further funding for the project.
- Anyone found to be acting dishonestly in making an application for funding or spending the grant will be reported to the police and may be liable for prosecution.

Please ensure that you read the criteria very carefully to see what can and cannot be funded. If you have any doubts about whether your project meets the eligibility criteria or complaints about the application process, please contact: alice.weavers@culture.gov.uk

Additional information

- When the grant ends, DCMS does not have a commitment to provide any further funding for the project.
- If there is any breach of the terms and conditions, or your organisation ceases to operate before the grant has been spent, it may have to be repaid.
- Anyone found to be acting dishonestly in making an application for funding or spending the grant will be reported to the police and may be liable for prosecution.
- You must acknowledge you have received our grant in your annual report and accounts covering the period of the project.
- Grant money will not be paid until we have received your written acceptance of the terms and conditions attached to your grant offer.