

**Civil Society Strategy Youth Voice Programme**

**Youth Voice Groups Grant Scheme**

Application Form

**Completing this form**

Before completing this form, please ensure you have read the above guidance. Make sure you have completed all sections of the application form. This can be done using the form or in a separate document which references the question numbers.

To apply for the grant, please fill in the application form and attach supporting evidence where relevant and return to either [alice.weavers@culture.gov.uk](mailto: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**.

**1. Organisation details**

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| **1.1 Organisation details** | |
| **Organisation name:** |  |
| **Organisation address:** |  |
| **Address line 1:** |  |
| **Address line 2:** |  |
| **Address line 3:** |  |
| **Address line 4:** |  |
| **Town / City:** |  |
| **Postcode:** |  |
| **1.2 Contact details** | |
| **Primary contact name:** |  |
| **Email:** |  |
| **Phone number:** |  |
| **Job title:** |  |
| **Correspondence address:** |  |
| **Secondary contact name:** |  |
| **Secondary contact email:** |  |
| **Secondary contact phone number:** |  |
| **Secondary contact job title:** |  |
| **Correspondence address:** |  |
| **Contact details of senior person who has authorised this proposal, e.g. trustee, CEO, other designated officer:** | Please provide name, phone number and email |
| **1.3 Organisation legal status:** | *[e.g. Charity registered in the charity commission website, a corporate body (ltd), a community interest company, a cooperative, an independent provident society, new charitable incorporated organisation (CIO), other…]* |
| **1.4 Organisation charity commission or Companies House number:** |  |

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| **1.5 Main activities of your organisation** |
| 1. Please provide a brief description of no more than 250 words.   [Please type your answer here] |
| **1.6 Organisation staff and volunteers** |
| 1. Please state how many staff your organisation employs and how many people volunteer for you.   [Please type your answer here] |
| **1.7 Consortium applications** |
| 1. Are you applying as part of a consortium? 2. If yes, please provide the names of all the organisations in the consortium and a short summary of each of their activities. 3. For each organisation in the consortium, please describe the responsibilities, roles or inputs they will contribute to this proposal.   [Please type your answer here] |
| **1.8 Other government funding** |
| 1. Have you previously applied for and successfully delivered projects with government funding? 2. If so, please provide supporting information regarding your previous funding history with government in the past five years.   [Please type your answer here] |

**2. Project proposal**

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| **2.1 Skills, expertise and capacity (max 700 words)** |
| 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 (**max 700 words**). 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.  Please provide details of your proposed team and how you propose to manage them to deliver the project.  [Please type your answer here] |
| **2.2 Programme outcomes (max 1000 words for description and a timeline and Key Performance Indicator schedule may be attached as a separate document**). |
| Please outline how you will ensure the successful delivery of the programme outcomes.  Please provide:   * 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 outlined in the project guidance. * A summary of key risks you feel may arise and how you will overcome these. * Your proposed Key Performance Indicator schedule for project monitoring   [Please type your answer here] |
| **2.3 Digital youth engagement options research and recommendations (max 800 words)** |
| 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 (**max 800 words**).  Please provide and attach your methodology for this piece of work including   * 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.   [Please type your answer here] |
| **2.4 Youth engagement (max 800 words)** |
| Please provide a detailed youth engagement plan from the recruitment process to project activities. This should include details of:   * How you will recruit young people from a range of backgrounds, age groups and regions, including young people who have little or no experience of youth voice projects. * 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.   [Please type your answer here] |
| **2.5 Training, support and recognition for young people (max 800 words)** |
| Please provide details of how you will support young people’s personal development and welfare during the programme. This should include details of:   * 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.   [Please type your answer here] |
| **2.6 Monitoring and evaluation (max 500 words)** |
| Please demonstrate how you will capture, evaluate, and share learning from the programme. Please consider how you will:   * Involve young people in monitoring and evaluation of the overall projects. * Work with policy makers to assess the impact on policies.   [Please type your answer here] |
| **2.7 Partnership working (max 800 words)** |
| 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). You should include how you will engage with both :   * Office for Civil Society * Government departments   You should include:   * 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.   + How you will ensure that projects are ‘youth voice’ ready.   + How you will set expectations with policy teams for engagement.   + How you will run embed lessons learned into ongoing design.   + How you will manage delays/ changes in policy.   [Please type your answer here] |
| **2.8 Value for Money (This section can be attached as a separate budget sheet)** |
| Please provide a cost breakdown to deliver your project, including details of:   * 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.   [Please type your answer here] |

**3. General information**

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| **3.1 Data Protection (max 250 words)** |
| a) 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 Agreement will be needed) and how you will manage this in accordance with the Data Protection Act 2018?   [Please type your answer here] |
| **3.2 Safeguarding (max 250 words)** |
| 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?  [Please type your answer here] |
| **3.3 Equality and diversity (max 250 words)** |
| 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.  [Please type your answer here] |

**4. Financial information**

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| **4.1 Schedule of payments** |
| Please provide a proposed schedule of payments. This can be one or more payments depending on your need. |
| **4.2 Payments at Point of Need** |
| Payments will made in arrears and only paid in advance by exception. If you require payments at the point of need, please use this box to explain and justify your reasons. You must also provide evidence which meets one or more of the criteria below:  *a. you do not have enough working capital to start the project, such as costs for a recruitment process to staff the project;*  *b. without advance payment you would be forced to breach internal policies to cover the costs e.g. forced to use too much of your free reserves or you do not have any free reserves;*  *c.where there are specific legal barriers to an organisation reclaiming costs in arrears.*  [Please type your answer here] |
| **4.3 Transparency** |
| Please set out your financial management and control mechanisms explaining how you will ensure this grant can be accounted for, on a quarterly basis, accurately and transparently.  [Please type your answer here] |
| **4.4 Your organisation’s annual income and expenditure** |
| 1. Please attach a copy of your audited or certified copies of your accounts for the last two years. If you are a new organisation, complete this section with a projection of your first year of activity. 2. If you are applying in a consortium, please provide these documents for all the organisations involved. 3. Please provide contact details for references from a minimum of two organisations that have previously funded you to deliver a project. Please indicate if you are a new organisation without references. 4. Please list brief details of any grant funding you have received from a government or local government organisation in the last 5 years. Details should include the value of the grant, start and end dates, and a 50 word max description of aims. If you have received more than 5 grants in the last 5 years please include details of the most recent grant received and the 4 highest value grants in the period.   [Please type your answer here] |
| **4.5 Free reserves** |
| 1. Please set out any free reserves held by your organisation using the balance sheet or statement of assets and liabilities in your latest accounts. 2. How many weeks’ running costs do your free reserves represent?   [Please type your answer here] |

**5. Documentation checklist**

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| **Please ensure you send us the following documents:** | |
| **Fully completed application form** |  |
| **Project timeline and Key Performance Indicator schedule** |  |
| **Project budget** |  |
| **Copies of all partnership agreements signed by each of the project partners (alternatively, correspondence from an authorised representative at each partner organisation confirming involvement in this project and acknowledgment of this application). *(if applicable)*** |  |
| **Signed Constitution, Rules, Articles of Association or similar** |  |
| **Safeguarding policy (required)** |  |
| **Organisational equality and diversity statement (where available)** |  |
| **Copy of annual report and audited or certified accounts, covering the last two years**  *[Or similar published information about your organisation if available. If you are a new organisation, please provide a projection of your first year of activity. 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 our due diligence process]* |  |
| **Evidence in support of request to be paid at point of need, rather than in arrears (if applicable)** |  |
| **Contact details for two referees of organisations that have previously worked with you to deliver a project** *[If possible please ensure one reference is from a government or local government organisation.*  *Please indicate if you are a new organisation without references]* |  |
| **Details of any grant funding you have received from a government or local government organisation in the last 5 years** [*Details should be laid out simply and include the value of the grant, start and end dates, and a 50 word maximum description of aims. If you have received more than 5 grants in the last 5 years please include details of the most recent grant received and the four highest value grants in the period]* |  |

**Authorisation**

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| **Privacy Notice**  All information will be processed in compliance with the Data Protection Act 2018, the General Data Protection Regulation and any other relevant data protection legislation.  **Who controls the information you provide?**  The Department for Digital, Culture, Media and Sport (DCMS) controls any personal data you provide in your answers.  **Why are we collecting and processing your personal data?**  Your personal data is being collected and processed by DCMS to assess your application and suitability for the Youth Voice Groups Grant Scheme. Our legal basis for the processing is that it is necessary for performance of a task in the public interest.  **Will we share your personal data?**  Your personal data may be shared with other government departments as part of the grant management process..  We will not transfer your personal data outside of the European Economic Area (EEA) or to international organisations.  If we are required to share details of your application further or use your responses to illustrate findings, we will ensure that neither you nor the organisation you represent are identifiable.  DCMS may share information (excluding personal data) relating to your application with third parties outside government where required to do so by law, for example in accordance with access to information regimes (these are primarily the Freedom of Information Act 2000, and the Environmental Information Regulations 2004).  **How long will we keep your personal data for?**  If your application is unsuccessful, it will be retained until March 2022, after which it will be destroyed. If your application is successful, it will be retained until March 2027, for analysis and reporting after which it will be destroyed.  **Your rights over your personal data**  You have the right to see what personal data we have about you, to have it corrected, to request that we restrict what we do with your data in certain circumstances, and to ask us to stop using your data, but keep it on record.  **Your right to complain**  You also have the right to lodge a complaint to the Information Commissioner's Office about our practices, to do so please visit the Information Commissioner’s Office website: [https://ico.org.uk/concerns](https://ico.org.uk/concerns/).  Please confirm below that you have read and understood this statement and agree with its terms.  If you need any further information please contact: Data Protection Officer via [dcmsdataprotection@culture.gov.uk](mailto:dcmsdataprotection@culture.gov.uk). |

I declare that I have the authority to represent *[insert name of organisation]* in making this application.

I understand that acceptance of this application does not in any way signify that the project is eligible for the Youth Voice Groups Grant Scheme or that funding has been approved towards it.

On behalf of *[insert name of organisation]*, I confirm that:

* *[insert name of organisation]* has the legal authority to carry out the project; and
* The information provided in this application is accurate.

Signature: ………………………………………… Date: ……………………………..

Name: …………………………………………

Role: …………………………………………

**Completed applications should be returned to** [**alice.weavers@culture.gov.uk**](mailto:alice.weavers@culture.gov.uk).

Please note:

* **the deadline for applications is 3pm on Thursday 13th December 2018**;
* all applications received by the closing date will be assessed following the closing date;
* any applications received after the closing date will not be assessed;
* all information and guidance relating to this round of funding can be found on gov.uk;
* as the application process is competitive, we are not able to answer individual questions or respond to requests for support in completing the application.