# Youth Worker Bursary Fund 2019/20 - Application Form

Please read the guidance for applicants document in full before completing your application.

## 1. Lead Organisation Details

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| 1.1 Organisation name: |  |
| 1.2 Organisation website: |  |
| 1.3 Organisation address: |  |
| 1.4 Organisation postcode: |  |
| 1.5 Organisation country: |  |
| 1.6 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…]* |
| 1.7 Organisation charity commission or Companies House number: |  |
| 1.8 Main contact name: |  |
| 1.9 Main contact job title: |  |
| 1.10 Main contact email: |  |
| 1.11 Main contact phone number(s): |  |
| 1.12 Number of full time equivalent (FTE) staff employed by the lead organisation: |  |
| 1.13 Overview of the lead organisation’s main activities: |
| *[No more than 150 words]* |

## 2. Youth Worker Bursary Fund Project Overview

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| **2.1 Consortium members - details of all organisations which are members of your formal consortium:** (if applicable,i.e. only list your partners in this section if you are applying formally as a consortium)**.** | *[Organisation name:**Website:**Role in the project:**Contact name:**Contact email:**Partnership agreement in place:]* |
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| **2.2 Delivery Partners - details of organisations you intend to work with to deliver the project** (if applicable i.e. if you are applying as a single organisation but intend to deliver the project in partnership with others). | *[Organisation name:**Website:**Role in the project:**Contact name:**Contact email:]* |
| **2.3 Project Description:** |
| *[No more than 350 words - This should include clear description of the activity that will be carried out using the funding to distribute bursaries to Youth Work students, including timelines and resource needed]* |
| **2.4 If the Youth Worker Bursary funded project described above forms part of a wider project or programme:****a) describe the wider project or programme;****b) explain how the Youth Worker Bursary funded project fits in:** |
| *[No more than 450 words, if not applicable please type N/A]* |

## 3. Youth Worker Bursary Fund Project Delivery (when, where, who and how)

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| **3.1 Project start date:** | dd/mm/yyyy |
| **3.2 Project completion date:** | dd/mm/yyyy |
| **3.3 Project location and reach:** | *[Where will project activities take place? (i.e. which specific local areas will the project benefit?)]* |
| **3.4 Project beneficiaries:** | *[Who are the proposed beneficiaries of the project? How will you reach and involve them? How many will there be?]* |
| **3.5 Project team:** | *[Who will manage and deliver the project?**Please list all roles; indicate the number of each role required and provide a summary of the role responsibilities.]* |
| **3.6 Capability and capacity to deliver the project:** |
| *[In no more than 250 words, provide evidence to demonstrate that:** *your organisation has delivered projects of a similar scope and / or scale;*
* *existing networks that will help your organisation to deliver this project effectively and by the deadline of 31st March 2020;*
* *specialist expertise is in place, or will be recruited, to run and manage project activities]*
 |
| **3.7 Project delivery:**  **October 2019**  **November 2019**  **December 2019****January 2020****February 2020****March 2020** | *[In bullet points, list all the activities and associated outputs that will be delivered in each month of your project. This should be as succinct and specific as possible; evidence of need, additionality, and reach is provided elsewhere on the form.* ***Please note that all Youth Worker Bursary funded activities must be completed no later than 31st March 2020****]* *[List all the activities and associated outputs that will be delivered in this month of your project]* *[List all the activities and associated outputs that will be delivered in this month of your project]* *[List all the activities and associated outputs that will be delivered in this month of your project]* *[List all the activities and associated outputs that will be delivered in this month of your project]* *[List all the activities and associated outputs that will be delivered in this month of your project]* *[List all the activities and associated outputs that will be delivered in this month of your project]* |
| **3.8 Monitoring, Evaluation and Learning:****Evidencing outputs****Measuring and demonstrating outcomes and impact** **Lesson learning and sharing** |  *[Explain what data and records you will collect in order to evidence project outputs. How will you ensure that you can attribute outputs to Youth Worker Bursary funding?]* *[How will you measure and be able to demonstrate the outcomes and impact of your project? How will you attribute outcomes to Youth Worker Bursary funding?]* *[How will lessons learned be a) used to inform best practice within your own organisation and b) shared more widely to support others across England?]* |
| **3.9 Equal opportunities and diversity:** |
| *[In no more than 250 words, describe how your project is inclusive and operates within an equal opportunities and diversity framework. Where available, please also attach your organisational equality and diversity statement]* |
| **3.10 Safeguarding arrangements for children and vulnerable adults:** |
| *[Please include details of arrangements for safeguarding children and vulnerable adults participating in this project. You should refer to your safeguarding policy, as well as your statement that confirms you have effective and appropriate safeguarding procedures that protect employees, beneficiaries or volunteers from harm, and that explains how any concerns and incidents are managed*.*]* |

## 4. Project Finances

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| **4.1 Total project cost:** | £ |
| **4.2 Amount of Youth Worker Bursary funding requested (capital costs above your capital de minimis can NOT be funded):** | £ |
| **4.3**  **Please outline any in-kind support you will additionally contribute towards the development of the project.** |  |
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| **4.5 Project Budget:****(Please also attach a detailed budget breakdown)** | *[Confirm that you have completed and attached a project budget, and use this space to provide any additional commentary.* *You should use the following cost categories as your starting point. Please note we can not fund capital projects or capital costs above your capital de minimis:** *rent and other estates overheads*
* *staff costs including NI and pensions*
* *travel and subsistence*
* *agency staff / consultancy*
* *recruitment costs*
* *IT*
* *promotional costs*
* *training costs for staff and volunteers*

*training costs for beneficiaries/ service users** *monitoring and evaluation costs*
* *dissemination of lessons learned / best practice*
* *other Please specify.*

 *You should make monthly and financial year totals clear - DCMS pay in arrears and work to a financial year of 1st April-31st March.* |
| **4.6 Proposed drawdown schedule:** **Quarter of Claim** (claim period) |  **Payments in arrears:***[Based on your budget, please indicate how much you wish to draw down for each claim period.*    |
| **4.7 Payments in Advance:** |
| *[Payments will made in arrears and only paid in advance by exception. If you require payments in advance of spend, 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. the project includes making onwards grants. In this case we will need you to demonstrate how you will ensure you pay onwards grants in arrears and only pay onward grants in advance when the same above conditions apply to the onward grant recipient;**d. where there are specific legal barriers to an organisation reclaiming costs in arrears.* *Please also amend the above drawdown schedule to show when you will need funding – your request will be considered as part of the assessment process]* |
| **4.8 Financial management:** |
| *[You will be expected to detail and evidence expenditure on a quarterly basis when making drawdown requests. Please describe the financial management systems and processes you will put in place to ensure you can account, on a quarterly basis, for Youth Worker Bursary Fund expenditure accurately and transparently. This may include separate cost centres, separate bank accounts, clear roles and responsibilities within your finance team, etc.]* |
| **4.9 Maximising value for money:** |
| *[In no more than 250 words, explain how you will achieve value for money, including through minimising costs and maximising efficiency]* |

## 5. Mandatory Documentation Checklist

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| **Document Required and attached:** | I |
| 1. Fully completed application form*[a signed copy as a PDF and a version in word format]* |  |
| 2. Copies of all partnership agreements signed with 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) *[Where applicable]* |  |
| 3. Gantt chart or project plan*[Optional]* |  |
| 4. Organisational equality and diversity statement*[Where available]* |  |
| 5. Safeguarding policy and a statement that confirms the applicant has effective and appropriate safeguarding procedures that protect employees, beneficiaries or volunteers from harm, and that explains how any concerns and incidents are managed [*required*] |  |
| 6. 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]* |  |
| 7. Detailed budget breakdown |  |
| 8. Evidence in support of request to be paid at point of need, rather than in arrears *[If applicable]* |  |
| 9. Signed Constitution, Rules, Articles of Association or similar |  |
| 10. Contact details for two referees from a minimum of two organisations that have previously funded 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]* |  |
| 11. 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 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 four highest value grants in the period]* |  |

## 6. 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 Worker Bursary Fund. 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, including but not limited to the Department for Education.We may also share your personal data with third parties if we are required to do so by law — for example, by court order, or to prevent fraud or other crime.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. |

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 Youth Worker Bursary Funding 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 Katie Harman in the Youth and Social Action Team at: katie.harman@culture.gov.uk.**

Please note:

* **the deadline for applications is midnight on Sunday, 6th October 2019**;
* 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, the Youth and Social Action Team are not able to answer individual questions or respond to requests for support in completing the application.