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| **An image of the logo for the Department for Digital, Culture, Media and Sport** |

Youth Investment Fund Phase 1 2021/22: Application Form

Please read the YIF Phase 1 Specification of Requirements in full before completing your application.

# 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 VAT registration number (if applicable)** |  |
| **1.9 Main contact name** |  |
| **1.10 Main contact job title** |  |
| **1.11 Main contact email** |  |
| **1.12 Main contact phone number(s)** |  |
| **1.13 Number of full time equivalent (FTE) staff employed by the lead organisation** |  |

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| **1.14 Overview of the (lead) organisation’s main activities** |
| *[Maximum of 150 words]* |

## 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:]* |
| **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:]* |

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| **2.3 Project Description** |
| *[No more than 500 words - this should include a clear description of the timeline and resource needed to deliver the project as specified in the guidance document. This should include*   * *How you will meet the key strategic objective and deliver the key outputs* * *Responsibilities of each partner in the consortium (if applicable)* * *How you will manage assessment and award of a large volume of capital projects* |

### Project Delivery

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| **3.1 Start date** | dd/mm/yyyy |
| **3.2 Completion date** | dd/mm/yyyy |
| **3.3 Project location** | *[The intermediary grant maker will be required to work across left-behind areas in England, as specified by Ministers. Please list the location of your organisation(s) and delivery partners, and how you will work with stakeholders across a wide geographical area]* |
| **3.4 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. ]* |
| **3.5 Project delivery**  **January - March 22**  **April - June 22** | *[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 Investment Fund Phase 1 onwards grants must be completed no later than 31st March 2022, with evaluation and reporting extending into 22/23 Q1****]*  *[List all the activities and associated outputs that will be delivered in this quarter of your project]*  *[List all the activities and associated outputs that will be delivered in this quarter of your project]* |
| **3.6 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 the Programme?]*  *[ The intermediary grant maker will be expected to share data with a separate evaluation partner and other appointed bodies delivering further phases of capital funding. Please evidence that you will work in collaboration with any other relevant partners.]*  *[How will lessons learned be a) used to inform best practice within your own organisation; and b) shared more widely?]* |

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| **3.7 Sufficient capacity to deliver the project by 31 March 2022** |
| *[In no more than 500 words, provide evidence to demonstrate that:*   * *existing networks will help your organisation to deliver this project effectively and by the deadline of 31st March 2022;* * *you have sufficient technical, financial, human and logistical capacity within the 21/22 financial year to liaise with left-behind places across England and administer a large volume of grant agreements]* |
| **3.8 Experience in grant management and the assessment and monitoring of capital projects** |
| *[In no more than 500 words, provide evidence to demonstrate that:*   * *your organisation has delivered projects of a similar scope and / or scale;* * *your organisation has sufficient technical experience and skills to assess and monitor capital projects in a timely manner]* |
| **3.9 Partnership working** |
| *[In no more than 500 words, provide evidence to demonstrate that:*   * *Your organisation has the ability to build links with local authorities, youth sector organisations and other partners including any project office established by DCMS to gather intelligence on the use of Modern Methods of Construction in further phases of funding]* |
| **3.10 England-wide reach** |
| *[In no more than 250 words, provide evidence to demonstrate that:*   * *Your organisation has the ability to engage left-behind places across England, to be determined by Ministers, in a wide range of geographies]* |
| **3.11 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]* |

#### Project Finances

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| **4.1 Total project cost** | *[Please include total cost of delivering the Youth Investment Fund in addition to £10m capital funding, including non-DCMS grant funded activity]* |
| **4.2 Please outline any match funding and in-kind support you will additionally contribute towards the development of the project** | *[Outline how you would bring in external / match funding to support the programme delivery and cover all costs as set out at section 4.1 (e.g. other youth funders). Please explain whether this funding is already agreed in principle with partners.]* |
| **4.3 Onward grants** | *[Please clarify how you plan to award and manage onward grants to grant recipients, in particular capital funding in the context of supply chain and costing issues]* |
| **4.4 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.*     * *Please use the project cost table within Section 8 of the YIF Phase 1 Specification of Requirements*   *You should make monthly and financial year totals clear - DCMS pay in arrears and work to a financial year of 1st April-31st March.* |
| **4.5 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.* |

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| **4.6 Payments in advance** |
| *[Payments will be 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:*     1. *You do not have enough working capital to start the project, such as costs for a recruitment process to staff the project;* 2. *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;* 3. *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]* |
| **4.7 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 Investment Fund Phase 1 expenditure accurately and transparently. This may include separate cost centres, separate bank accounts, clear roles and responsibilities within your finance team, etc.]* |
| **4.8 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]* |

##### Mandatory documentation checklist

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| 1 | **[REQUIRED]** Fully completed application form including a budget and cash flow attached as spreadsheets *[a signed copy as a PDF and a version in word format]* |  |
|  | **[WHERE APPLICABLE]** 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) |  |
| 2 | **[OPTIONAL]** Gantt chart or project plan |  |
| 3 | **[WHERE AVAILABLE]** Organisational equality and diversity statement |  |
| 4 | **[REQUIRED]** 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 |  |
| 5 | **[REQUIRED]** Copy of annual report and audited or certified accounts, covering the last two years *[Or similar published information about your organisation if available. 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]* |  |
| 6 | **[REQUIRED]** Detailed budget breakdown |  |
| 7 | **[IF APPLICABLE]** Evidence in support of request to be paid at point of need, rather than in arrears |  |
| 8 | **[REQUIRED]** 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]* |  |
| 9 | **[REQUIRED]** 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]* |  |

###### 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 perform fraud checks, assess your application and suitability for the Youth Investment Fund Phase 1 Grant. 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 colleagues in DCMS as part of the grant management process. * We also intend to share the application form of the successful applicant with Partners at the House of Commons as part of the grant management process. As such your personal data will be shared with these partners. * 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). * We will seek to publish and disseminate an evaluation (not including personal data)   **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 at [dcmsdataprotection@dcms.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 Youth Investment Fund Phase 1 21/22 grant funding or that funding has been approved towards it.

I understand that we may be awarded less than requested in this application.

I understand that DCMS will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.

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

* *[insert name of organisation]* has the legal authority to carry out the project;
* The information provided in this application is accurate;
* The organisation has appropriate safeguarding procedures that protect employees, beneficiaries and volunteers from harm; and
* The organisation has appropriate GDPR procedures in place.

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| **Signature:** |  |
| **Name:** |  |
| **Role:** |  |
| **Date:** |  |

**Completed applications should be returned to at:** [**yif@dcms.gov.uk**](mailto:yif@dcms.gov.uk)

Please note:

* **The deadline for applications is 13 December 2021.**
* 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 funding can be found on gov.uk;
* As the application process is competitive, the Youth Team is not able to answer individual questions or respond to requests for support in completing the application;
* All shortlisted applicants will be subject to comprehensive due diligence reviews and other database searches, including fraud risk indicators.

**We aim to select an intermediary grant maker by January 2022. Please note, release of this funding and any subsequent grant agreement is dependent on DCMS securing sufficient funds and is not guaranteed. Costs incurred in completing this application will not be eligible for funding.**