

Uniformed Youth New Groups Fund - Clarification Questions:

- 1. With the Queen's passing, many UYO's are not operating business as usual, which has strained capacity to put together the project proposals in time for the deadline of 25 September. Is there potential to extend the fund deadline?**

DCMS have agreed to the extension of 1 week after September 25, as proposed by the UYO's. **The new deadline for bids is 23:59 Sunday 2 October 2022. The new deadline for further clarification questions is 17:00 Wednesday 21 September 2022.**

- 2. Are existing groups in IMD 1-5 eligible for funding**
 - a. for outdoor equipment resources and training to improve the attractiveness of their programmes?**
 - b. for volunteer training?**

- a. No, only new groups established through this fund are eligible for outdoor equipment resources funding.
- b. Any training or recruitment of volunteers that is required for the establishment of the new Uniformed Youth Group would be eligible for funding.

- 3. a) On funding for the CRM, is it acceptable to use freelance/consultancy staff to deliver the project and get the product up and running? b) would this cover data and insight work?**

- a) Yes this is acceptable, as long as it is directly related to delivery. This should be communicated in the bid along with any associated costs.
- b) DCMS allow 2-6% admin costs for indirect involvement in the delivery of the project e.g. organisational function teams.
- c) Staff costs cover directly associated involvement in delivering the project e.g. the data and insights team.

- 4. Is the national development programme we are expected to have in place geared towards the development of young people or growth?**

All UYOs should have a national development programme that concisely communicates how you intend to grow your organisations. You should provide evidence to show you have a developmental programme in place.

- 5. The criteria states that new Uniformed Youth Groups must include at least 75% of young people aged 10-18, does this mean 25% don't have to be in the 10-18 range?**

To clarify, new groups should be established within the IMD 1-5 or [areas eligible for the Youth Investment Fund](#) and are expected to meet a criteria of at least 75% of young people aged 10-18 residing within the geographical area. The 25% flex is in consideration of cases where some beneficiaries may live just outside the ward or the site itself may be established just outside the ward boundary, but young people attending are from within IMD 1-5 or YIF wards.

6. When co-designing the projects with young people, what age should they be?

It is left to the discretion of the Uniformed Youth Organisation to decide what aged young people you engage in co-design work.

7. Do the expected number of places by the end of March have to be filled or just available for young people?

Ideally we would like the spaces filled but are aware of the short time frame. Having places available is acceptable as long as structures and resources are in place to get young people into the programmes. We do not expect new units to be filled to capacity.

8. In our bids, should we scale up the budget or scale them down?

You are welcome to scale up the budgets in your bid but due to an anticipated oversubscription, we would advise scaling down as a minimum.

9. If our demographic data collection is voluntary there is no guarantee that the information we provide will have a thorough demographic breakdown; would this impact our applications?

It would be helpful for UYO's to set out what would be feasible in terms of monitoring and data collection. Your bids should include what you know is achievable and should demonstrate willingness to work with the independent evaluator.

10. If UYO's want to subgrant to local regions to apply a more targeted approach this might create a challenge when providing details on what they'll be spending the funds on, is this okay?

Your bids should indicate what you think the money will be spent on, details on amount being subgranted but a detailed breakdown of subgrants isn't required. You will be responsible for ensuring subgrants are spent on activities allowed under the DCMS grant.

11. If UYO's have groups/units in an area for younger ages or adults but not for 10-18 year olds, would we be able to set up a group/unit for 10-18 year olds in that area.

Yes, DCMS are happy for a new unit for 10-18 year olds to be set up in those areas.

12. Holiday units: are we correct in interpreting that we would be able to set up new units in the school holidays? These are one-off units which provide a day's worth of guiding in the school holidays, rather than running weekly in term time. The set up for the holiday unit would involve recruiting volunteers and girls; training new volunteers; purchasing resources; renting a venue etc. In the time frame we'd be able to create and fill places for February half term, and create places ready to be filled for Easter holidays.

If the unit is established as part of a taster session for a recruitment strategy to attract young people and volunteers into the wider organisation we are happy to fund these. You would need to provide evidence to show an onward flow from these holiday sessions into a new group to be eligible for this fund.

13. Are we able to use Uniformed Youth Fund funds to prepay rent for meeting places for new units for a year? This could be part of a new unit set-up grant.

You can use the funding to cover rent of meeting places. Our preference would be for the set-up grant to be given to the new unit and rent paid as required. You could pre-pay rent, but we would require assurances that the new unit would operate for a year.

14. Virtual and independent units: would the costs associated with new virtual units/or providing new girls with the opportunity to partake in an independent or virtual guiding offer be eligible? This would involve providing them with the equipment and resources needed to take part in activities from home – including tech, or resource packs, or equipment.

If the establishment of a virtual/independent unit, is part of an inclusivity strategy, and would be supporting young people who would otherwise not be able to attend a unit in person then this would be acceptable. You would need to provide evidence to show demand for the unit which should include young people from the eligible geographical area. We would expect this to be delivered alongside establishing in person units.

15. Training: as training volunteers is eligible spend, would this extend to “train the trainers”, where we upskill our volunteers who then go on to train other volunteers?

The funding would extend to train the trainers. We would expect these trainers to be utilised to train volunteers, to create the new units in the geographical areas defined for this funding.

16. One of our regions has proposed spending on a conference/meeting on membership and growth, with a top issue focusing on how to engage girls in areas of deprivation and mobilise young people and adults to join guiding. The aim of this meeting/conference will be to create a PR and comms plan to target girl and volunteer recruitment; and to train teams to support welcome and training of new volunteers. Would this be considered eligible for the fund?

If the meeting is to support learning on setting up new units in the defined geographical areas this would be acceptable. You would need to demonstrate how this activity will meet the aims of the grant, how learnings will be shared across the organisation more broadly and it would need to be proportionate to the size of the grant.

17. Invoicing for payments in arrears:

- **A) If circumstances were to change, would we be able to invoice for less than we budgeted for in our application? Or if one of our spend areas was less, could we then increase spend in a different area to compensate for this?**

We expect each organisation to make a realistic assessment of the activity that can be delivered in the timeframe and associated costs, when applying for funding. Underspend should be monitored carefully and any risk of underspend should be reported to DCMS promptly, for DCMS to determine how to manage appropriately.

Any redistribution of funding across different activities should be discussed with DCMS before being actioned.

- **B) What is the audit trail required if we are subgranting to regional offices at Girlguiding? What level of receipts etc would you require for subgranted funds?**

You will need to ensure you have robust processes in place to monitor the grant funding and mitigations in place to prevent fraud. You will be responsible for ensuring the sub-grant recipients spend the funding in line with the objectives of the grant.

We would expect to see an agreement/contract pertaining to the sub-grant. We would expect the grant to be paid in arrears, with regional offices providing evidence of spend with payment requests to you. If grants are paid in advance we will need to be provided with justification for why this is required, and you will need to demonstrate a mechanism for clawback of unspent funding and they will need to provide a financial reconciliation statement.

For your payments from DCMS we will require evidence of the sub-grant payment being made, alongside a summary report of the sub-grant spend will be sufficient. However, we may complete spot checks to ensure adequate evidence (receipts/invoices) are being collected by you to support sub-grant claims.

18. Section 3.2 (Project team): there is no word limit specified

There is no word limit for this section.

19. Section 6.3 (Lessons Learned and Sharing): there is no word limit specified

There is no word limit for this section.

20. Section 7.2 (Safeguarding arrangements for children and vulnerable adults): there is no word limit specified.

There is no word limit for this section.

21. Section 8.5 (Project Budget): cost categories include 'staff costs including NI and pensions' but the guidance says the fund can't fund pension costs. Can we include pension costs or not?

The fund will not cover organisational core NI or pension costs. We will cover staff costs, including NI and pensions for staff working directly, proportionate to required FTE, on project(s) associated with this grant. This should be set out in your budget.

22. Section 9 (Organisation and Project Eligibility) stipulates that we must not answer 'no' to any question. Part 5 reads 'Does the level of grant funding requested exceed 50% of your annual income?' to which the answer must be 'no'.

This is an error in the application form. The level of grant funding requested must not exceed 50% of your annual income.

23. Section 9 (Mandatory Documents) Part 8 requests the signed application form be sent as both Word and PDF docs with budget and cash flow documents. Can you please confirm whether this is the *project* cash flow or *organisational* cash flow.

The budget and cash flow documents should be in relation to the project.

24. Section 9 (Mandatory Documents) Part 11 asks for an Organisational equality and diversity statement. Should we submit an extract from our EDI policy or submit the whole policy document?

An extract from the EDI policy is sufficient.

25. Section 9 (Mandatory Documents) Part 13 requests a detailed budget breakdown – how does this differ from the budget in part 8?

There is no difference between part 13 and part 8. The purpose of part 8 is to mitigate a budget breakdown not being provided.

26. Questions 9.3 on Application form – national development plan – please could you give us an example of what sort of document are you expecting here – an organisational strategy?

The plan should set out the organisation's plan for growth, this could be an organisational strategy.

27. Section 9.15 Referees- the most recent grant from the government was from DCMS, the Youth Covid Support Fund. Who would the main contact be from DCMS to list as a referee for this?

You don't need to provide a named contact - Youth Covid Support Fund will be sufficient.

28. 10% of the fund is available to support organisations to increase their internal capacity and capability to sustain these new groups long term – could this be spent on resources or assets which may not be ready to create spaces by March 31 (although spent by then), but will be essential to ensuring the new space are able to be filled in the future? Or did you envision the spend for this 10% being more along the lines of infrastructure/processes etc?

This funding is to help the organisation sustain the new places long term. It does not have to be spent on activity to establish new groups, if you can demonstrate how it will support the sustainability of these new groups. The funding must be spent on activity completed by 31st March. This could be resources or processes. You will need to set out your proposal in the application.

29. New Places and Waiting List funds being evaluated together?

We intend to use the space evaluation partner for both funds, although we will expect the evaluation to draw distinctions between the two funds.

30. Can units be opened outside of the specified IMD 1-5 and YIF areas?

Yes, in circumstances where the unit is just outside the boundary of the eligible areas this is fine, providing at least 75% of young people attending the units are from the eligible criteria.

31. On Q.17B, would you expect to see the sub-granting agreement/contract for this alongside the application submission, or after we know if it's been successful or not?

No, this is not required at this stage.

32. Do DCMS think they will be collecting or processing personal data, as indicated by their evaluation requirements?

DCMS is not planning to process any data, although UYO's will need to share aggregated and individual record level data with the evaluation supplier.

33. Can you clarify what is meant by a government grant – could this for example include grant funding from non departmental public bodies such as NHS England, and funds from the Covid furlough scheme?

A government grant is funding from a central government department or arms length body that has been given as a grant.