

K&C Youth Social Action Fund Guidance and Support



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

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1. Guidance Notes (the rules)

Here is a list of **do's and don'ts** to help you whilst applying. Please read through this list carefully and use it as a checklist once you have completed your application form.

- All young people applying must be **11 to 19 years old** – or, if you have a special educational needs or a disability you can apply up to your 25th birthday.
- The Youth Social Action grant can fund **projects, activity programmes and events**, and the costs associated with this, within reason.
- Applications must be submitted by **Monday 18 March 2024**.
- Budget and risk assessment forms must be submitted with your application form.
- We will come out to visit your project at the end to evaluate what went well and what didn't, and monitor your outcomes. We will arrange a visit with your group of young people when we give the grant decision, and paying out the grant will be reliant on the project visit going ahead.

- All the money you receive must be spent by the project's completion date.
- You must apply for between **£500** and **£2500**.
- You must be **part of a group** – e.g. Three young people (you cannot apply on your own).
- All groups must have dedicated **project lead**.
- Your project must **benefit 10 young people or more**, who live or study in Kensington and Chelsea, who are all aged between 11 and 19 years old, or up to 25 if they have a disability or are care leavers.
- You must be supported by a **school, college, youth, community or voluntary organisation**.
- The supporting organisation must be based in Kensington and Chelsea and already be delivering projects in the borough.
- Your project must **take place in Kensington and Chelsea**.
- Your project must link with the themes chosen.
- Groups will become a part of our Youth Participation Network, a network of forums across the whole borough to discuss and raise issues and needs of young people in the borough.

2. Tips for writing a good application

A successful application should be:

- Fully youth-led.
- Fun for young people to take part in.
- A project or activity that is accessible for everyone .
- Supportive of the key themes: **mental health and wellbeing, education, youth service activities and programmes**.
- Something new and exciting that is different to what already happens in the borough.

A strong programme will teach young people to develop new skills, such as:

- Influencing decision-making in services for young people
- Project management
- Teamwork
- Budgeting
- Increased awareness about the needs of others
- Innovation
- Business skills
- Creating positive change



Applications will be marked against the following criteria:

1. Has the idea come from young people?
2. Will the project work?
3. Is the project value for money? What is the cost per person? Is it sustainable?
4. Is the idea new and innovative?
5. How does the idea link with the key themes for this year?
6. What will young people get out of taking part in this project?
7. Do these outcomes fit in with the key themes?
8. Does the project address an area of need in the borough?
9. Have the funding panel got all the information they need to make a decision?
10. Does it meet the funding criteria and rules?

3. Funding Factories

The Youth Participation Team want to help you write a successful bid.

Our Funding Factories are there to support you and give you advice on how to write the best bid possible – we **strongly** encourage you to attend one.

It is important that you contact us to let us know you are interested in us delivering a Funding Factory to your organisation. This helps make sure we have enough Youth Participation staff to support the day.

The Youth Participation team will make visits to your local supporting youth organisation.

Please email your interest to our Youth Participation Team Member:

Email: YouthParticipationFund@RBKC.gov.uk

Call: **07875 878 859**

Note: Funding Factories **will not** take place if no-one has confirmed their attendance for the day.

Fun fact!

Young people who attend a Funding Factory are more likely to have a successful application.

4. We will not fund:

- Any activities that aim to make a profit.
- Funding for business start-ups.
- Trips.
- Staff costs over £20/hour – unless these are for specialist staff/tutors.
- Core staff costs for an organisation.
- Management and overhead costs.

- Equipment costs that are not for a specific project and for long term use and that could be rented or loaned from other organisations.
- Projects that are not for young people in Kensington and Chelsea.
- Projects for schools or within schools.
- If you have previously been awarded a social action grant for the same or similar project.

5. Finance

Terms and Conditions of the grants:

- You will receive **80 per cent** payment of your fund at the **start of the project**.
- The remaining **20 per cent** will be issued at the end of project once evaluation and monitoring has been completed. **Failure to complete evaluation and monitoring may prohibit any future funding.**
- Funds will be released once the fund offer letter has been completed, signed returned.
- The fund offer letter **must** be signed by all applicants and by your **supporting organisation**.
- Funds **must** be released/paid to the **supporting organisation bank account**.
- You **must** submit evidence for 100 per cent spend of your YPF project together with a short report of what you have done and what you spent the money on. **Forms to fill out will be provided once we have received your grant application.**
- All receipts evidencing expenditure must be submitted before **project deadline date**.
- Failure to submit proof of expenditure may hinder future applications being successful.
- Groups **can not** apply for more than **one grant per round**, and more

than **one grant per year** and **cannot** receive more than **one grant per year**.

- If there are any changes in your budget during the project, this needs to be discussed with and signed off by the Youth Fund Assessors.
- Organisations **cannot** send through invoices from their own organisation for the money spent, as this is a grant fund being given in advance. Original receipts/ invoices from other organisations must be submitted as proof of expenditure.

6. What to expect during the application process

The **Kensington and Chelsea Council Youth Fund Assessors (YFAs)** are responsible for reviewing and marking all bids. Once we have received all the applications, they will be assessed by the YFAs.

All applicants will be informed via email of their decision within a month from the date of submission.

The assessing panel may have some additional questions for you, based on your application, please make sure you are contactable via email and telephone.

Applications can either be fully funded, part funded or not funded at all.

If you are not successful in your application, we will always provide feedback as to why and how to improve your application for future rounds.

7. Project evaluation

All young people named on the bid/application need to be present at the project delivery days unless there are extreme unforeseeable circumstances.

- You **must** supply us with all the attendance registers for your project delivery dates, as we need to be able to demonstrate the attendance of young people. **A form has been provided, please see the forms section.**
- You **must** submit a **pre-project evaluation form** and a **post-project evaluation form** for all participants. We will provide this to submissions that have been given the go ahead for funding.
- Your project will be **inspected** by our Youth Fund Assessors.
- You need to submit all documents by the **set and agreed deadlines.**

8. Forms

All forms provided must be filled out, completed and sent back to YouthParticipationFund@RBKC.gov.uk.

Budget form and risk assessment form: This must be completed with the application form and submitted at the same time.

Forms must be completed before any project starts and should be sent back with your application form.

REMEMBER: Any help needed when filling out your grant application forms, please don't be afraid to reach out with your ideas and questions, and ask for help. You could ask a family member or care-giver, your youth worker, or a member of the Council's Youth Participation team.

Good luck!