



**OSMANI TRUST**

# **Youth Innovation Fund (YIF)**

## **Guidance Notes 2018/19**

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## How to apply

Once you've come up with an idea for a way to spend a Youth Innovation Fund (YIF) grant, talk it through with your friends and the adult or group who are going to support you. Next you need to fill in the application form - try to be as short and specific as you can be, but if you can't fit everything into the form you can use up to two extra pages of A4. Once you have completed your application, go through it to make sure you have filled in every box then post or hand deliver the whole application to:

Abdul Hasnath  
Youth Innovation Fund  
Osmani Trust  
Osmani Centre  
58 Underwood Road  
London  
E1 5AW

If you would like to ask us anything about the YIF please contact Abdul Hasnath on 020 7247 8080 or email [abdul.hasnath@osmanitrust.org](mailto:abdul.hasnath@osmanitrust.org)

Please note that applications can be posted or emailed to the above address. If you are emailing, ensure you also post us the original signature page in Section 7 (page 8). Please make sure you send it recorded delivery because we won't be held responsible for application forms that get lost in the post.

## **Deadlines for Applications**

- Applications Deadline Tuesday the 24<sup>th</sup> July 2018

Projects must be ready to start by 6<sup>th</sup> of August 2018 and finish by 9<sup>th</sup> November 2018. The Project must be completed by the 7<sup>th</sup> of November 2018 and the Evaluation Report and the receipts for the full 100% of the grant must be submitted by 23<sup>rd</sup> November 2018.

## **Guidance notes for applications**

The aim of the Youth Innovation Fund (YIF) is to grant money to benefit as many groups of young people in Tower Hamlets as possible. We want to make the way you can apply for a YIF grant as easy as possible, so here are a few things to think about before you fill in your application form.

- You must be aged between 12 and 19 to apply for a grant (or up to 25 if you have disabilities or special educational needs).
- You must be living, working, volunteering or studying in Tower Hamlets.
- Grants will only be given to two or more people, not one person working on their own.
- Your idea must benefit others in some way, not just yourselves or your family.
- Grants will only be paid to organisations that are registered with the Integrated Youth and Community Services Registration Scheme (please see page 2 for more information). If you aren't part of a registered group just let us know and we will try to pair you up with a professional such as a youth worker, teacher or social worker who can keep hold of the money and support your project.
- You can apply for between £500 and £2,000 to do things (like projects or activities). You must keep your application within these grant sizes.
- Organisations that do not submit the evaluation form and receipts on time will have to pay back the grant or may face legal action.
- Grants will only be paid into an organisation's registered account, so the organisation must have a suitable bank or building society account.
- We will release 60% of the grant up front only after you have attended the contract meeting which will take place during the week beginning on 6<sup>th</sup> August.
- The remaining 40% will only be released once your project is finished and your group has submitted an Evaluation Report, receipts and supporting evidence materials for the full 100% of the grant by 23<sup>rd</sup> November the latest.

## **When we read your application we will be looking at whether it:**

- Genuinely comes from young people's ideas, and that the application form was completed by young people.
- Includes a wide range of young people, particularly those who are marginalised or disadvantaged.
- Helps and benefits the local community.
- Promotes volunteering opportunities as part of the project.
- Helps young people achieve something positive.
- Accredits young people, so they gain a qualification or nationally recognised certificate for their participation in the project.
- Helps bring communities and different young people together.
- Helps young people to achieve one or more outcomes from the TH Youth Outcomes Framework
- Provides more places to go and things to do for young people.
- Is supported by an organisation with a track record of working successfully with young people.

If you aren't sure about any of these points, just get in touch with us using the details on page 1 and we'll help you out!

Please read through the application form first, before completing any of the sections. By reading the application form thoroughly, you will ensure that you are inputting the correct info in each section.

## **Section One: Name of Project**

### 1a. Supporting Organisation Name:

Please insert the name of the officially established organisation which supports the group and will be responsible for holding the grant money (together with charity number and bank details). If this part is not completed correctly we will refuse to accept the application form.

### 1b. Name of the YIF project:

Please put in the name of the project that you need funding for. If this part is not completed and the project is not given a name (different from names of other projects submitted by the organisation or has the same name as the organisation submitting it) we will refuse to accept the application form.

## **Section Two: Contact Details**

This section is really important. If you fail to submit the correct details, your application will not be considered. Please check and re-check this section.

### 2a. Young Person contact (aged between 12 -19 and up to 25 if SEN)

Please insert the full name of the main young person who is responsible for the project and their contact details.

### 2b. Main contact - responsible worker

The name of the main youth worker who is working with the group and their contact details. The person listed here is personally responsible for the project. We will contact you only by using the details you list here so please ensure that all the data is correct and that the email you listed is checked regularly.

### 2.c Secondary contact - responsible manager

The name of the manager in the organisation which is applying for funding and the person who is responsible for the financial aspects of the project and, in the absence of responsible adult, the whole project.

## **Section Three: Please tell us about your bid**

3.a Please tell us how does your project contribute towards the TH Youth Outcomes Framework vision in which “by 2020 all young people in TH will be inspired to take ownership of their lives and their futures and to affect positive change in their community.

Please be specific as to which outcomes your project will achieve? 1. Young people to increase sense of agency. 2. Feel more optimistic about their future. 3. Have access to holistic support. 4. Increase in critical thinking (Please see Appendix 1: Tower Hamlets Youth Outcomes Framework for further details)

Please make sure you write minimum 200 words in order for YIF panel to have enough information on which to base its decisions.

3.b What is the overall aim of your project?

Please explain what your project is all about. This section is meant for a basic summary of the project. It also needs to include your aims and objectives. Please make sure you write minimum 200 words in order for YIF panel to have enough information on which to base its decisions

3.c Why do you feel this project is necessary in Tower Hamlets?

Explain why you think that your project should receive funding. Focus on:

- how you and your group will benefit from it
- how you can back up these claims through research and community consultation
- how the wider community will benefit from it,
- Why it is more needed than some other projects that are applying for funding

Please make sure you write minimum 100 words in order for YIF panel to have enough information on which to base its decisions

3.d Where will the project be taking place?

Explain what location/venue this project will be taking place in. If it will be taking place in different locations/venues, please list them all.

## **Section Four: Your Group**

4.a How many young people was part of this application process?

How many of you are there that are applying for the grant?

4.b How many young people you hope will participate in the Project?

List how many young people you are hoping will take part in your project

4.c How will you (the group) benefit from your project?

Explain to us how you are benefiting from this project and also why you are doing it, what do you (personally) want to achieve through this project.

4.d How many young people who take part in your project will receive recognition?

Tell us what kind of recognition the young people will be getting in this project. Is it an organisational in-house certificate or an AQA, or is an actual recognised accreditation like ASDAN, Arts Award or DoE?

## **Section Five: Your Budget**

5.a Please give a break down in as much detail as possible your predicted project costs and where you got the costs from

Please list individual items and how much they cost. Always try to find best value for money. Please also list the preferred suppliers for the items/services you wish to buy/hire. Ensure the budget you are submitting is as accurate as possible because you will be expected to spend the money in accordance to the budget submitted in the application form (unless otherwise agreed with the YIF officer). Please be aware that:

- We don't cover staffing costs (but you can apply for funding to pay individual tutors who teach young people a new skill (up to 25% of the total).
- We don't cover the cost of the venue owned by the organisation or been given in kind by other organisations.
- We don't cover admin, manager or overhead costs. The YIF funding is meant for project costs, not the costs involved in running an organisation.

5.b How much YIF funding in total are you applying for?

The final amount of money you want to get from YIF

5.c What other funds (if any) have you raised so far?

If you have fundraised additional funds or got another grant from somebody else for the same project, this is where you list how much it is. If you don't, the KPI's, receipts and expenses can't be shared with other projects. We retain the right to claim back any funding given to you by YIF if we find out it was used to support other projects.

5.d What type of evidence will you submit, along with the evaluation report and your receipts of purchase?



It is important for you to show us evidence that you have delivered the project. The best way of doing this is by providing us with pictures, case studies, videos etc. Please list here which evidences you will be providing with your evaluation form. In order to complete the evaluation process at the end of the project, you will be asked to provide the evidence listed here.

## **Section Six: Your Supporting Organisation**

Your supporting non-profit organisation must be registered with Charity Commission or Companies House before your application for YIF funding can be considered. However a non-registered voluntary organisation may be considered subject to further due diligence checks.

## **Section Seven: Signatures**

We require the signatures of the main, secondary (adult) contact and manager contact. When sending us the application form, ensure you post us the application form with this page with all the original signatures. If you are sending your application form electronically, then ensure you still send this page by post.

## **Equal Opportunities**

This section is optional but will help us ensure that the YIF is reaching as many groups of young people as possible. Please complete this section to tell us ONLY about the young people making this application. We will ask for information about all the young people who benefit as a result of the project in the Evaluation Report.

The information which you provide on this form will be kept in accordance with the Data Protection Act 1998 and the new GDPR and used for the purpose of monitoring the fund.

We want to make sure that all our services are delivered fairly and include everyone's needs. The information provided will help us to improve our services to you and others in Tower Hamlets. With up-to-date and accurate information we are able to, better understand our service users / residents to meet their specific needs, identify any possible discrimination or barriers to accessing our services (or information about our services) for different groups of people and anticipate and avoid potential difficulties for some people and work to remove them.

Osmani Trust monitors the delivery of services to ensure that they are representative of all communities and that all service users are treated fairly. The information you provide on this questionnaire will remain strictly confidential, in accordance with the Data Protection Act 1998 and the new GDPR. Information will only be used by Osmani Trust and our partner Tower Hamlets Council.

Example: a group of 9 applicants contains 5 boys, 4 girls

### Gender

Male	<input type="text" value="5"/>
Female	<input type="text" value="4"/>
Trans	<input type="text"/>
Intersex	<input type="text"/>

## Further information

### If your application is successful

If your application is successful we will notify you of the amount you have been awarded in an official letter. You will be asked to attend a meeting in Osmani Trust where you will bring all the relevant documents and sign a contract regarding your grant. This award is conditional on you returning to us the following documents:

- A signed acceptance of the conditions of the grant
- Signed formal declaration with your bank account details included
- A confirmed budget for the project

We will release 60% of the grant up front, only on receipt of all the above documents in the contract meeting in the week of 2<sup>nd</sup> July, so please ensure that you attend the meeting at an allocated time or contact us to reschedule the meeting.

The further 40% will only be released once your project is finished and your group has submitted to us the following documents:

- Completed Evaluation Report
- Receipts for the full 100% of the grant (we only accept receipts which confirm you have spent the money) which must correspond with your original budget sheet (unless otherwise agreed with the YIF officer).
- A registration form for all the young people taking place in the project.
- An attendance sheet for all the sessions that take place during the project
- Additional evidence that the project took place as specified in your application form

## **Evaluation Reports**

Important

If your application is successful you will be need to complete an evaluation report and let us know how your project went.

The remaining 40% will only be released once your project is finished and your group has submitted an Evaluation Report, receipts and supporting evidence materials for the full 100% of the grant by 23<sup>rd</sup> November the latest.

If you have any questions regarding any aspect of the Youth Innovation Fund, please don't hesitate to contact us on 020 7247 8080 or email [abdul.hasnath@osmanitrust.org](mailto:abdul.hasnath@osmanitrust.org)

## Appendix 1: Tower Hamlets Youth Outcomes Framework

Vision statement				
<i>By 2020 all young people in Tower Hamlets will be inspired to take ownership of their lives and their futures and to effect positive change in their communities.</i>				
Outcomes framework				
Outcome	Young people have an increased sense of agency in their lives and their communities	Young people feel more optimistic about their futures	Young people are better able to access holistic and supportive opportunities across the borough of Tower Hamlets	Young people increase their critical thinking skills
User voice measures	Do you feel able to hold decision makers to account?	Do you feel able to access the information you need to make decisions about your future?	<ul style="list-style-type: none"> <li>• Do you feel safe and included in your local community?</li> <li>• Do you feel able to create positive change in your community?</li> </ul>	<ul style="list-style-type: none"> <li>• Do you feel able to make the decisions you need to make to create positive change in your life?</li> <li>• Do you feel able to take an informed view on key issues affecting you or your community?</li> </ul>
Quality Measures	<ul style="list-style-type: none"> <li>• Young people have an active role in service design, delivery and evaluation and know how their involvement influenced change.</li> <li>• Percentage of young people in any given setting participating in</li> </ul>	Progression against goals	<ul style="list-style-type: none"> <li>• Need is identified early and recorded</li> <li>• Identification of goals</li> <li>• Consistent contact with youth worker</li> <li>• Time between first contact and ISP</li> <li>• Numbers of ISP</li> <li>• Observation</li> </ul>	<ul style="list-style-type: none"> <li>• Percentage of young people involved in youth and community leadership programmes</li> <li>• Percentage of young people involved in developing or leading campaigns</li> </ul>

	service planning and design		of engagement in peer review	
<b>Output measures</b>	<ul style="list-style-type: none"> <li>• Contacts</li> <li>• Participants</li> </ul>	<ul style="list-style-type: none"> <li>• Individual Support Plans (ISP)</li> <li>• Numbers of young people volunteering</li> <li>• Percentage of young people with ISP's</li> </ul>	<p>Accredited outcomes</p> <p>Referrals to other services</p>	Recorded outcomes
<b>Progress indicators</b>	Numbers of young people involved in participation projects has increased as a percentage	<ul style="list-style-type: none"> <li>• Distance travelled against goals</li> <li>• Percentage of young people improving scores on outcomes star</li> </ul>	<p>Referrals made from universal service to specialist / targeted support has increased</p> <p>% young people improving scores on outcomes star</p>	% young people improving scores on outcomes star
<b>Change sought by 2020</b>	20% more young people have an increased sense of agency in their lives and their communities than the 2017-18 baseline	20% more young people feel more optimistic about their futures than the 2017-18 baseline	20% young people are better able to access holistic and supportive opportunities across the borough of Tower Hamlets than the 2017-18 baseline	20% more young people increase their critical thinking skills than the 2017-18 baseline
<b>Leading to</b>	Accountability	Accessibility	<ul style="list-style-type: none"> <li>• Trust</li> <li>• Safety</li> </ul>	Agency
<b>Data gathering method or tool</b>	Micro survey	<ul style="list-style-type: none"> <li>• Outcome star</li> <li>• Central data analysis</li> </ul>	<ul style="list-style-type: none"> <li>• IYSS</li> <li>• Central data analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Central data analysis</li> </ul>
<b>Frequency</b>	Weekly	<ul style="list-style-type: none"> <li>• At outcome star review points</li> <li>• Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly</li> <li>• Daily</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>