



SUPPORTING

year of young people  
bliadhna na h-òigridh  
2018



Awarding funds from

**THE NATIONAL LOTTERY®**

# Year of Young People National Lottery Fund

## Application guidance

March 2018

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# Welcome

2018 is the Year of Young People in Scotland – a year that aims to inspire Scotland through our young people: celebrating their achievements; valuing their contribution to communities; and creating new opportunities for young people to shine locally, nationally and globally.

The **Year of Young People National Lottery Fund** will award grants for heritage, sports and community activity projects that support young people to improve their health and wellbeing.

We are looking to fund projects that:

- Encourage positive mental health for young people
- Inspire young people to lead active lives
- Ensure young people are involved in developing, delivering and evaluating these projects to meet their needs, informed by the [Year of Young People Co-design Blueprint](#)
- Celebrate and share young people's achievements

What you need to know:

- We are looking to fund projects focusing on young people aged between 8 and 26
- You can apply for a grant of between £3,000–£10,000
- There are two application submission deadlines – 30 April and 18 June 2018
- We will let you know if you have been successful within eight weeks of the application deadline

## Quick quiz

If you answer 'yes' to the questions below, then this could be the right funding programme for your project. If you answer 'no' to any of them then this isn't the right funding for you, but check the [Heritage Lottery Fund](#) and [BIG Lottery Fund](#) for other lottery funding opportunities.

- 1) **Will young people be involved in planning and delivering the project?**
- 2) **Will your project improve young people's health and wellbeing in Scotland?**
- 3) **Does your project focus on heritage, sports or community activities?**
- 4) **Will your project take 18 months or less to complete?**
- 5) **Are you a not-for-profit organisation with a constitution and a bank account?**
- 6) **Will your project start only once you have received a grant?**

### **Want to talk through your idea?**

If you would like to tell us about your idea and get advice on whether it fits this programme please contact us at [YOYPFund@hlf.org.uk](mailto:YOYPFund@hlf.org.uk) or 0131 225 9450. You can see examples of projects on the [Year of Young People National Lottery Fund website](#).

# About the funding

## Who we fund

- not-for-profit organisations
- partnerships led by not-for-profit organisations

Here are some examples of the kind of groups we can fund through the Year of Young People National Lottery Fund:

- youth, community or voluntary groups
- charities or trusts
- social enterprises
- other publicly funded organisations, such as national parks

If you are successful in receiving a grant from us, your organisation will need a bank account.

## We want you to tell us the difference your project will make

In your application, we will ask you to tell us how your project will meet the outcomes below. When we talk about outcomes we want you to tell us about the changes, impacts, benefits or any effects that happen as a result of your project.

All successful applications will be able to tell us how, through your project you will achieve the following outcomes:

1. Young people will have been integral to the design, delivery and evaluation of heritage, sport or community activities **and**
2. Young people will learn about and improve their mental health and become more resilient **and/or**
3. Young people will lead healthier more active lives

## Making an application

To apply, you will need to use the Heritage Lottery Fund (HLF) 'Young Roots' application form. First, register on the Heritage Lottery Fund website for a [new user account](#). If you have previously submitted an HLF project enquiry form, or begun or completed an HLF application form, you are already registered and you can [visit the online portal](#) to log in.

Once you have registered or logged in, click on 'apply and manage my application.' Then click 'add project' and select 'Young Roots' from the drop down list. Then click 'Start Full Application' (do not click start PEF).

Your application will be assessed by a Grants Officer. It will then be discussed with an advisory panel including young people, which will help us to take a decision on funding your project.

When you send in your application online, we will let you know that we have received it. You may not hear from us again until we make a funding decision. However, if we need further information we will get in touch with you while we are assessing your application.

We will consider the following when we are assessing your application:

- how effectively young people have been involved the design, delivery and evaluation of the project
- ways that it will improve health and wellbeing for young people
- whether the project focuses on heritage, sports or community activities in Scotland
- overall value for money

We expect to receive more applications than we can fund. This competition means that we are unlikely to fund all of the good quality applications that we receive. We will prioritise:

- projects that can show young people are integral at all stages of the project
- projects that show us they strongly meet a local need

As a guide, the following are unlikely to receive funding:

- projects outside Scotland
- projects where the main focus is meeting your legal and/or statutory responsibilities, such as the requirements of the Equality Act 2010
- projects promoting the cause or beliefs of political and faith organisation

If your project involves a heritage digital resource such as an online archive or doing physical work such as conservation or new building work please contact us before applying on [YOYPFund@hlf.org.uk](mailto:YOYPFund@hlf.org.uk) or 0131 225 9450 and we can provide more detailed guidance.

## **Costs we can cover**

Your application should include all costs of the project.

Here are some examples of project costs:

- the cost of running activities, which engage young people with heritage, sports or community activities
- paying someone to help manage the project or help with your project accounts
- buying equipment to deliver activities or create learning materials
- promoting your project to a wider audience
- transport costs
- evaluating your project

Costs that will not be funded:

- the cost of existing staff time
- existing organisational costs

## **Your contribution**

You do not have to make a cash contribution to the costs of your project, however we are likely to look more favourably at projects where we can see a clear commitment and buy in from the organisation applying. This does not have to be a financial commitment. It is important to include information about any volunteering or non-cash contributions (for example a donation of equipment) to your project so we can see all additional contributions.

## **Receiving a grant**

If you are awarded a grant we will pay your full grant in one instalment, once we have given you permission to start.

If you are successful in receiving a grant from us, your organisation will need a bank account and you will need to publicise your grant and keep us up to date on your achievements as you deliver your project.

When you have finished your project, it is important that you send us an end of grant form telling us how you spent the grant, what you have achieved, and a copy of your project invoices. Keep a record as you go along.

## **Spread the word**

As part of your grant contract you are asked to acknowledge your lottery grant and promote the National Lottery. It's important that you share the good news about your funding and let the public know how they are making life better across the UK by playing National Lottery games. This will also encourage people in your local area to apply for lottery funding, increasing the amount of amazing work that takes place in your community.

There are lots of ways you can do this, such as social media, radio or events. Please tell us how you spread the good news about your funding during the delivery of your project and after it's finished.

### **Images**

If you are awarded a grant, you will also need to send us high-resolution images showcasing your project. You give us the right to use any images you provide us with. You must get all the permissions required before you use them or send them to us.

### **Legal**

You will need to comply with our standard terms of grant, which you can see on the Year of Young People National Lottery Fund website.

If you create digital outputs we expect you either to own the copyright on all the digital material or to have a formal agreement with the copyright owner to use the material.

The terms of the grant will last for the duration of your project unless you are doing capital work, in which case it will last from the start of the project until five years after project completion.

## Other information about your application

### **Freedom of information and data protection**

We are committed to being open about the way we will use any information you give us as part of your application. We work within the Freedom of Information Act 2000 and the Data Protection Act 1998. When you submit your declaration with your application form you are confirming that you understand our obligations under these Acts.

### **Complaints**

If you want to make a complaint about this funding programme, we have a procedure for you to use. This is explained in [Making a complaint](#), a document available on the Heritage Lottery Fund website. Making a complaint will not affect, in any way, the level of service you receive from us. For example, if your complaint is about an application for funding, this will not affect your chances of getting a grant from us in the future.

# Application Form Help Notes

There is a word limit for your application of 6,000 words in total. There are also word limits to some of the answers you may give; these are shown on the online form.

## **Section one: Your organisation**

### **1a. Address of your organisation.**

Insert the address of the lead applicant, who will administer the grant and return the end of project report. Include the full postcode.

### **1b. Is the address of your project the same as the address in 1a?**

Fill in as appropriate.

If identifying the postcode is difficult, provide the address and postcode of the nearest building.

### **1c. Details of main contact person.**

This person must have official permission from your organisation to be our main contact.

We will send all correspondence about this application to this person, at the given email address.

### **1d. Describe your organisation's main purposes and regular activities.**

Tell us about the day-to-day activities of your organisation.

### **1e. The legal status of your organisation.**

Fill in as appropriate. If your type of organisation is not listed, please tick 'other'.

### **1f. Will your project be delivered by a partnership?**

Fill in as appropriate. If so, please tell us the organisations in your partnership and identify one lead partner who is accountable for the project and who will receive the grant. Please tell us what role each partner will have in the project.

### **1g. Are you VAT-registered?**

Fill in as appropriate.

**Section Two: please do not complete this section as it is not relevant to this funding.**

## **Section Three: Your project**

### **3a. Project plan.**

Using the template tell us in detail about the things your project will do. We ask you to include target numbers where you can. The activity listed in your project plan should link clearly to the aims and outcomes of your project. The level of detail we would expect to see in the project plan might include, for example:

- Employing staff
- Project planning time with young people
- Workshops, events or other activities
- Evaluation activity

### **3b. Explain what need and opportunity your project will address.**

Tell us about the heritage, community or sports activity your project will focus on and why it is valued. Tell us how young people currently engage with it and how your project will meet a need or make the most of a new opportunity for young people.

Tell us how your project will meet the health and wellbeing needs of young people. Tell us if they face any barriers and if there are opportunities to overcome these barriers through your project.

We'd like to hear from other relevant organisations in your area who support your project idea – this can be in any format, such as film, audio, photography or artworks – upload these to the internet and send us a link and the password. You can attach letters to this application form or send us hard copies.

### **3c. What work and/or consultation have you undertaken to prepare for this project?**

We need some information on how you and young people have together developed this project. Describe how young people have been involved and tell us how they have influenced the project planning and future delivery. Tell us about any other important preparatory work you have done.

We'd like to hear directly from young people about why they want the project to happen, what they hope to get out of it and what contribution they have made and hope to make to delivering the project. Attach a video or audio clip, photographs, art work or any other format that can get the message across to us – upload these to the internet and send us a link and the password.

### **3d. What outcomes will your project achieve?**

Your project must achieve Outcome 1 and at least one of the other Outcomes.

Tell us which outcomes your project will meet, and how you will achieve them.

## Outcomes

1. Young people will have been integral to the design, delivery and evaluation of heritage, sport or community activities.
2. Young people will learn about and improve their mental health; and become more resilient.
3. Young people will lead healthier more active lives.

### **3e. What are the main groups of people that will benefit from your project?**

Tell us about the young people that will benefit from your project – how many, their ages (8-12, 13-18, 19-26) and any particular groups.

**3f. Please do not complete this section as it is not relevant to this funding.**

**3g. Please do not complete this section as it is not relevant to this funding.**

**3h. Please do not complete this section as it is not relevant to this funding.**

### **3i. How are you planning to promote and acknowledge National Lottery players' contribution to your project?**

Tell us about what you will do to share the news about your National Lottery funding and how you will let people know about the amazing work that your project is delivering with the support of National Lottery players.

## **Section Four: Managing your project**

### **4a. How will your project be managed?**

Tell us about the skills and experience of your project team, including the person who will take overall responsibility. Tell us how young people will be involved in the management or delivery of the project.

Please confirm that all staff and volunteers involved in working with children and young people have the appropriate checks in place and that, if applicable, you have a named person responsible for child protection in your organisation. Please confirm that you have a child and vulnerable person policy in place.

If you are recruiting someone to help manage your project, attach a job description. If you are moving an existing member of staff into a post created by this project, or extending the hours of an existing member of staff, tell us how they are qualified for the role created by the project.

### **4b. Tell us about any outside advice you have received or will receive to help you manage your project.**

You might receive advice from organisations or people who will support you whilst you deliver your project. These could include:

- youth workers or youth organisations
- an expert in a particular sport
- a nature conservation group

**4c. When do you expect your project to start and finish?**

Fill in the boxes.

You will not be able to start your project until we have given you permission, after your funding decision.

**4d. How will you evaluate the success of your project?**

Tell us about how young people will take a lead in evaluating your project. We would particularly like to know about how your project has **made a difference** to young people's health and wellbeing. You should include the cost of evaluation in your project costs.

For example we would like to hear about:

- the number of young people who were active as a result of the project
- how many and how often young people worked together or with others
- how young people will be able to use their achievements after your project ends
- examples of how the resilience of young people has been strengthened

**4e. Tell us what will happen to the things that your project has produced after the funding ends, if applicable, or what the legacy of your project will be.**

Provide information about where things you produce will go after your project has finished. For example, you might keep an exhibition safe so that it can be used again in the future.

**4f. If your project involves conservation of an item, land or property, tell us how you will maintain it so that people can continue to experience and enjoy it after the funding ends.**

Tell us who will look after the item, land or property when your project has finished. If not applicable please state N/A.

**Section five: Project costs**

**5a. Tell us how much it will cost to deliver your project.**

The form will give you 20 words to describe each item.

Each item should have a separate line. You can add extra lines. Not all of the pre-filled items will be relevant to your project – leave them blank if they do not apply.

Please note that your grant request will be rounded down to the nearest £100. Your total project costs must match your project income.

## **5b. Project income**

### **Cash**

If you can provide a cash contribution, however small, please do so. List all the cash contributions, including those you have received from outside sources and say if they are secure (in other words, are guaranteed to be paid). If they are not secure, say when you will hear a decision. We accept cash funding from any public, charitable or private source.

### **Your funding request**

Use the 'HLF grant request' box for your Year of Young People National Lottery Fund request. Your request for a grant should be between £3,000 and £10,000.

## **5c. Financial summary**

The form will generate a summary of your total project costs and your own contribution.

**5d. Please do not complete this section as it is not relevant to this funding.**

## **Section six:**

### **Additional information and declaration**

This part of the form aims to collect the information we need to report on the range of organisations we fund. **We will not use this information to assess your application.**

When you submit your online form, you are confirming that you have read, understood and agree with the statements set out in the declaration.

## **Section seven: Supporting documents**

**Do not follow the list of supporting documents on the application form itself – they are not relevant to this grant scheme.** Please provide all of the documents listed below, which are for Year of Young People National Lottery Fund projects:

If you attach more than 10 documents, or if the total size of the attachments exceeds 20 megabytes, **you will not be able to save or submit your form.** If you have more than 10 documents or very large documents, please email them to us at [YOYPFund@hlf.org.uk](mailto:YOYPFund@hlf.org.uk).

Please provide the following:

1. Copy of your organisation's constitution.

2. Copy of your organisation's audited accounts for the last financial year.
3. Project Plan.
4. Supporting information directly from young people who have helped plan the project or will be involved if it's successful. This can be in any format, such as film, audio or photography – upload these to the internet and send us a link and the password.
5. Outline briefs for any consultants you want to commission, such as an evaluation consultant.
6. Job descriptions for new posts.
7. Up to 10 high-res images that help illustrate your project - these are your opportunity to showcase your project to funders and show us who you will work with and what you will do.
8. Letters of support (no more than six).

## Glossary

**Activities:** We describe anything in your project that isn't capital work as 'activities'. Often these will be activities to engage better with people.

**Capital work:** Capital work includes any physical work such as conservation, new building work, creating interpretation or digital outputs, or buying items or property.

**Digital output:** We use the term 'digital output' to cover anything you create in your project in a digital format for example a collection of digital images or sound files, an online resource or exhibition, or a smartphone app.

**Project costs:** All the costs that are directly incurred as a result of your project.

**Lead applicant:** If you are applying as a partnership you will need to nominate a lead applicant who will submit the application on behalf of other organisations in the partnership. If the application is successful, the lead applicant will be bound into the terms of grant and receive grant payments.

**Outcome:** An outcome is what your project will achieve and the change that will be brought about by our investment.

**Output:** Outputs are the things that your project will produce, such a new exhibition or a workshop.

**Project completion:** This is the date that the approved purposes of the grant have been met. The standard terms of grant will normally last for the duration of the project.