



Wandsworth Youth Opportunity Fund 2022 - 2023 Video Application Form



Before you start

Before you start completing this application form, make sure you read the **Guidance Notes** thoroughly. These are designed to help you complete this form correctly – and prevent us from having to send it back to you for amendments or corrections.

We are aware that having to fill out a long form may be a barrier to participation. Therefore, this year we are welcoming video applications, with only a little bit of writing for you!

The application form is broken into 6 smaller sections:

WRITTEN PART

SECTION A – About you, your group and your adult sponsor

SECTION B – About the finances

VIDEO PART

SECTION C – About your project

SECTION D – About the evaluation

SECTION E – Signing off your application

SECTION F – Final checklist, feedback and submission

SECTION A: THE WRITTEN PART

About you, and your group

Your project name will be made public. So, make sure it's really clear.

Name of your project:	
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To be eligible to apply, you must be part of a group. You cannot apply on your own.

Name of your group:	
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We need the name and contact details of **2 young people** who are leading on this application. If successful, these young people must be present at the Presentation Panel evening.

	Young Person 1	Young Person 2
Name*:		
Date of Birth*:		
Age*:		
School, college or youth group*:		
Home address*:		
Home postcode*:		
Mobile number:		
Email address:		

** Please note, the information marked with an (*) is mandatory. If this information is missing, your application may not be considered.*

About your adult sponsor

You must also have an **adult sponsor** from a **registered organisation**, that will be your supporting organisation. You need an adult sponsor so we can be sure you will be supported in delivering your project. Your adult sponsor will be responsible for supervising appropriate spending of any funding you win.

Adult sponsor name:	
Job role:	
Organisation:	
Office address and postcode:	
Contact number:	
Email address:	

Your Bank Details

Your supporting organisation must have a bank account that is registered to the supporting organisation. We cannot transfer funds into personal accounts.

Please provide the following bank details. This will help speed things up if you are successful:

Amount Payable to:	
Bank or building society name:	
Branch and sort-code: (in format 12-34-56)	
Account number:	

SECTION B – About the finances

This section is **really** important. Please complete it carefully and accurately.

Other Funding

1. Have you applied to any other fund or organisation for this project?

<input type="checkbox"/> No	<input type="checkbox"/> Yes Please tell us which funding you have applied for and when:
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2. Please list ALL grants your organisation has received in the past 12 months or are due to receive in the next 12 months. Please also declare all previous YOF funding.

#	Grant holder / awarder	Amount applied for / receiving
1.		
2.		
3.		
4.		

Your project budget

Please provide us with a **DETAILED** cost breakdown for your project in the table below.

We ask that you are as **accurate** as possible – so be sure to check prices with shops and services, and on-line. Where you need to spend money on things on a *per hour* or *per day* basis e.g. tutors / venue hire, please tell us the cost per hour (or per day) AND the total cost for the amount of time. **Please refer to the Guidance Notes for clarity on this.**

If you already have money to deliver your project (match funding), please tell us which parts of the project they will pay for.

If you're confused, unclear or just need some help with your budget, **PLEASE** get in touch with us. Incomplete or incorrect applications may be disregarded.

Here is an **example budget**:

Activity/ item	Total cost in £	Amount in £ requested from YOF	Amount in £ secured in match funding
Tents x5	110	60	50
Tutor costs – 5 tutors @ £15 per hour x 10 hours	750	750	0
Museum entry x 10 young people	55	25	30
Totals:	£915	£835	£80

Over to you for your budget:

Activity/ item	Total cost in £	Amount in £ requested from YOF	Amount in £ secured in match funding
Totals:			

SECTION C: THE VIDEO PART

This is your chance to tell us ALL about your project. Please be as clear, accurate and detailed as possible but have fun with it!

Please create a video including the following criteria:

TOP TIP: Once your video is created watch it over and tick of each one as it is being covered so as to ensure you have answered all the questions

About your project:

1. Explain your project idea and what you want to do
2. Tell us how young people were involved in creating this project idea and will be involved in helping to deliver the project too
3. Tell us how your project will support the themes of inclusion and belonging
4. Tell us how your project is new or innovative
5. Tell us how your project is good value for money
6. Tell us how your project will be sustainable (once YOF funding runs out, it can still have a positive impact)
7. Tell us who will take part in your project
8. Tell us how many young people will benefit from your project and how
9. Tell us when you will deliver your project and what your timescales are

About the evaluation

Evaluation of your project is an important part of the delivery. It will help us understand the impact your project has on young people

10. Tell us how you plan to evaluate your project at the end - with young people AND adults
11. Tell us what the positive outcomes are for young people and explain how you plan to measure this.

If you are successful, we will require you:

- To provide three possible dates the YOF Panel could come and see your project in action if you are successful in securing funding – these are called “Panel Inspections”
- To submit a Mid-Project Monitoring Form half-way through your project.
- To submit an End of Project Evaluation Form at the end of your project.
- To provide additional evidence to the Panel, if requested.

Please see the Guidance Notes for more information on this.

SECTION E: SIGNING OFF YOUR APPLICATION

Please check that you have completed all sections of the form and sign below.

DECLARATION

We agree that the information on the form is correct and we approve this application being made on behalf of this organisation/ adult sponsor.

	Young Person	Young Person	Adult sponsor
Name:			
Signature:			
Date:			

Next steps...

If your application is **successful**, we will notify you of the amount you have been awarded.

This award is on condition that you meet any additional conditions laid out by the panel and return to us the following documents:

- A signed acceptance of the conditions of the grant (Grant Offer Letter)
- A confirmed budget for the project

We will release 50% of the grant up front upon receipt of these documents.

The further 50% will be released once we have received evidence of at least 50% of your project expenditure. This is important to think about when planning your project.

You will also need to complete two monitoring forms, which will all be sent with the Grant Offer Letter.

If your application is **unsuccessful**, we will provide you with written feedback as to why you did not secure any funding. We invite you to apply for future YOF funding rounds.

GOOD LUCK!

Got questions? Need advice or further guidance?

Get in touch with our YOF Manager:

Jodie Lancashire Clark, Youth Voice and Influence Officer

Email: jodie.lancashire-clark@participationpeople.com

Call: 07522 364314

SECTION F – Final checklist, feedback and submission

To help the YOF panel make an informed decision, please make sure you have filled out all of this form. Before you submit your application, please ensure you have:

- Completed ALL sections of this application.
- Your project fits in line with this year’s theme in some way
- Kept the YOF Presentation Panel evening FREE.
- Made sure your project will be completed by February 2021.
- Got agreement from your adult sponsor to host the money for your project.
- Re-read the YOF Guidance Notes to make sure your project fits the YOF criteria.

Feedback

We want to always improve the YOF experience for both the panel members and the young people and organisations applying to YOF. Please help us by answering just 2 questions:

1. How or where did you hear about YOF?

2. How easy was it to fill in the form? *1 is very difficult, 10 is very easy.*

1 2 3 4 5 6 7 8 9 10

OK – now you’re ready to submit your YOF application

You can submit your application by post or email:

Post:

Youth Opportunity Fund, Training and Resource Centre, Alma Road, London. SW18 1AQ.

(Please note: it can take 7 working days for applications to come through internal post).

Email:

YOF@richmondandwandsworth.gov.uk