



# Youth Service Small Grants Programme

## Application Guidance Notes 2020-21



**Small Grants Programme**

Supporting Growth of young  
people during the Pandemic

## Rebuilding the Future Together

## **Introduction**

The Small Grants Programme is a key action in the Department of Education's policy document, "Priorities for Youth - improving young people's lives through youth work" (2013).

The programme has been set-up to allow a panel of young people to administer grants to other young people, and aims to strengthen the participation of young people as decision-makers within the local and wider community.

### **Purpose of Small Grants Programme 2020-21:**

Following the impact of Covid 19, the Small Grants Programme for 2020-21 is to enable young people to apply for funding to support young people in their communities to:

- promote positive mental health
- strengthen emotional and physical health and wellbeing
- support the reconnection with friends and people
- build and develop social skills and confidence
- provide opportunities for young people to engage in activities and interests outside of their home.

Participation within the Small Grants Programme context is about young people taking part in projects which have been applied for and planned by young people, for young people. It's what they decide to do, when where and how!

## **Who can apply?**

The Small Grants Programme is open to groups of young people aged 4 – 25 years, who are part of an Education Authority Youth Service (EA-YS) registered / funded group. The group applying should be made up of no less than 3 young people.

The contact person should be a member of the youth group applying for the grant. This will be the person we contact regarding the application (any contact will be prearranged with the youth leader). In a small number of cases we acknowledge that this may not be possible and another person, for example, a youth worker or volunteer, is needed to act as the contact person. If this is the case, please explain why in the space below, and submit along with the application form evidence of the group planning the activities e.g. Photos of group work or planning sheets. All ideas for the projects must come from the children and young people who will have control over any funding award.

### **When can groups apply and how much can they apply for?**

The Small Grants Programme will be launched on 7<sup>th</sup> September 2020.

Applications will remain open until 15<sup>th</sup> January 2021. Those applications received by 19<sup>th</sup> October 2020 will be assessed in the first round of funding. Later applications received by 15<sup>th</sup> January 2021 will be assessed at the second round of funding. Funding timescale as below:

7 <sup>th</sup> September 2020	Launch of small grants
19 <sup>th</sup> October 2020	First closing date for assessment #1
By W/c 2 <sup>nd</sup> November 2020	Letters of offer released
15 <sup>th</sup> January 2021	Closing date for assessment #2
By W/c 25 <sup>th</sup> January 2021	Letters of offer released

A group can apply for a grant of between £300 and £2,000 (An additional £500 has been added this year to allow for additional costs to allow for social distancing i.e. larger venue hire or additional transport that may be required).

### **Application forms and Guidance notes**

Application forms and guidance notes can be obtained by emailing [sgp@eani.org.uk](mailto:sgp@eani.org.uk), by calling (028) 9056 6429 / (028) 9056 6952 or via the EA Website [www.eani.org.uk/smallgrants](http://www.eani.org.uk/smallgrants)

Application packs can be emailed or posted to interested groups.

### **What can be funded**

**All programmes should follow current government guidance regarding Covid 19. When planning your project, you will need to consider how you will safely deliver the project following up to date guidance. This may mean that programmes may need to take place outdoors or implement work within bubbles. Numbers meeting at any time and social distance measures will need to be considered.**

Applications must show how the planned programme and expenditure will deliver the purpose of the 2020 – 21 programme, **Supporting Growth of young people during the Pandemic.**

Some projects can take place on one day (however all programmes must detail the planning and preparation sessions leading up to event and evaluation after) some may last only a few weeks and others may take a few months- it will depend on what you want to do. All projects must be completed by 31<sup>st</sup> March 2021.

**The programme funding will cover: -**

- Activities and transport to connect isolated young people with others.
- Hire of a venue for your activities to take place (this should be large enough to allow for social distancing to take place.)
- Activities to provide links with Mental and Physical Health Support Services.
- Materials for your project and these are capped at £400.00
- PPE Masks and Hand sanitizer will be capped at £100.00
- Travel and transport costs within NI only (Covid means no travel outside NI)
- Projects have a cap of £80 per young person, but if additional transport is required for social distance measures, and additional amount of £20 per person will be permitted.
- Small items of equipment **essential** for delivering group work and team building activities.
- Groups should be encouraged to rent equipment where possible rather than purchase.
- Hire of equipment is capped at £200.00
- Art projects including positive murals
- It is recognised that some groups may wish to employ the services of specialists to support the delivery of element(s) of the programme. Applicants must fully demonstrate that the work of the specialist is critical to the delivery of the project. Up to £25 per hour may be approved to contribute to the cost of specialist support, depending on the appropriate national rate for that specialism. The work of the specialist must be shown to comprise no more than 20% of the total cost of the project. The Assessment Panel will consider each request for specialist support in terms of its value for money. In exceptional circumstances the panel may allow up to 40% of the budget for specialist facilitation if it can be shown it is essential to link the participants to Mental and Physical Health Support Services as detailed within the project purpose on page 1.
- Food and refreshment costs. These are capped at £3.50 per person for events/activities under 5 hours and £8.00 per person for events/activities over 5 hours

**The funding for the Small Grants Programme is limited and it is projected that not every application can be funded. Projects should also be planned to deliver value for money.**

**Covid 19 guidance, may impact the numbers that can be involved in each programme. Therefore, the 2020-21 programme will allow those organisations that are impacted in this way, to make a second application to assessment #2 (January). The organisation must demonstrate that the second application will involve a different group of young people.**

**Youth groups must use the bank account registered with EA for funding and a maximum of 2 grants will be approved per account.**

**Up to 70% of the funds may be allocated by the first assessment date. A minimum of 30% will be retained to fund those applications received for the second assessment in January.**

## Application form Guidance

### The following notes should be read in conjunction with each point on the application form.

Please note typed applications are preferable to written ones, when possible.

## Registration Details

Only groups registered with EA Youth Service are eligible for funding.

### 1. Contact Person Details

In this section of the form you should provide the details of the contact person for the project.

The contact person should be a member of the group of young people who are applying for the grant. This will be the person we contact regarding the application. (any contact will be prearranged with the youth leader).

**Address:** provide the address details of the Youth organisation, rather than the applicant's personal address.

### 2. Youth Organisations

Youth Organisations must be an Education Authority Youth Service registered group.

The role of the youth organisation is to support the group awarded a grant. In particular this is about support with keeping safe and ensuring that the young people enjoy and benefit from the experience offered to them through a grant.

It can also include support with organising activities, resolving difficulties, keeping records, managing the grant & maintaining the group's enthusiasm for the project.

The youth organisation could also help the group to recognise the benefits from the project for themselves, their peer group, family, youth group, school, local community or wider society.

The youth organisation will act as the host for the grant awarded to the group of young people. To be sure that children and young people have access to and can control any grant that may be offered for their project, the group should agree with the youth organisation how this will happen.

### 3. Project Details

**3a.** You must give your project a project name

- 3b.** You need to tell us how many children and/or young people are in the group making the application. That is the core group making the application who have been involved in deciding what it is you plan to do when, where and how.

The minimum number of children and/or young people required to make an application is three.

- 3c.** Detail the numbers of young people in each age range that are in the group directly involved in making this application

- 3d.** You need to tell us how many children and/or young people will be taking part in the overall project.

- 3e.** Detail the numbers of young people in each age range that will be taking part in the overall project.

- 3f.** You should make sure your proposed start date fits with our decision-making timetable.

Applications must be received by 19<sup>th</sup> October 2020 for funding assessment #1  
Or by 15<sup>th</sup> January 2021 for assessment #2.

Projects can be an event which takes place on one day ((however all programmes must detail the planning and preparation sessions leading up to event and evaluation after) some may last only a few weeks and others may take a few months.

You must ensure that your project end date is on or before 31<sup>st</sup> March 2021.

- 4.** This is your opportunity to tell us about your project. Describe the project using the below questions as a guide.

- What you plan to do?
- Why you want to do it?
- What difference it will make?
- When do you plan to do it?
- Where will the project take place?
- How will the project meet the purpose of the 2020-21 programme (as explained on page 1)?

## **5. Project Costs**

- 5a.** When planning your project, you should be sure to cost ALL the parts of it as accurately as possible. Think about everything you have said in your project description and consider if any of it will involve a cost, no matter how small. We have given some examples below.

If you are planning to go on, e.g. visit or outings you should: -

- Find out if there are any entry fees to be paid (check if there is a group rate or discount)
- Work out how much, if anything, you will ask members of your group to pay toward the activity or visit
- Make sure that the venue you are going to has all the necessary services and facilities to meet the needs of your group
- Make sure all arrangements meet Covid 19 and organisational guidelines

If you will need transport you should: -

- Work out how often you will need it and how many people will be involved in each journey
- Decide on the various destinations/venues which might be used
- Decide if everyone will be picked up at the one point
- Then contact a hire company or organisation, and ask them to price the journeys for you

If you are hiring a venue or premises to hold meetings etc. you should: -

- Check the cost per meeting (some places charge by the hour or per session);
- Work out how many times you might need the venue for meetings, etc
- Check if deposits are required or if any other costs are involved e.g. for hire of equipment
- Work out what space you may need to allow for social distancing.

If you are looking for specialist tutors to help you deliver part of your project, you should work out how often you will need them and make sure that the price they are quoting includes: -

- Either a price per hour or per session (find out how long a session is)
- Their travel to and from your meeting place (ask if any other costs apply)
- Any materials, e.g. pens, paper, markers, folders, etc. you might need

**5b.** If you require more money than we can award, it is important that this additional money is secured before the project starts. If not, our award panel may consider this a high risk to the potential success of your project, especially if it is a significant amount - it may cause a delay, or no grant being offered.



## 6. Declaration

The contact person and a representative from the youth organisation should sign the form to confirm all supplied information is accurate and correct.

## 7. Monitoring visits

A number of projects will be visited by Young People from the Small Grants Funding Panel for the purpose of evaluation and quality assurance.

## 8. Help and Support

Support sessions will be available via Zoom to help support young people with developing their programmes and their applications. Youth leaders may also attend in their support role.

To register your interest for a Zoom support session please email [sgp@eani.org.uk](mailto:sgp@eani.org.uk)

These can be arranged for your group only (minimum of 3 young people in attendance) or you can join with other leaders and youth groups. Please inform us of your preference when making your request.

The workshops will be informal in nature, with a short presentation and then a question and answer session followed by individual opportunities to discuss programme ideas.

If you want to know more about the Youth Service Small Grants Programme, need help to develop a project idea or support to make an application then contact us on:

- **phone:** 028 9056 6429 / 028 9056 6952
- **email:** [sgp@eani.org.uk](mailto:sgp@eani.org.uk)

**Youth Service Small Grants Programme**  
**Education Authority**  
**Grahamsbridge Road**  
**Dundonald**  
**Belfast**  
**BT16 2HS**  
[sgp@eani.org.uk](mailto:sgp@eani.org.uk)

**Remember to keep a  
copy  
of your completed  
application  
form for your own  
records**

Appendix 1

The programme funding will not cover:

- One Off Residential costs (A residential must be part of a longer programme)
- One off team building days or trips
- The cost of academic training or qualifications.
- Projects benefiting people living outside Northern Ireland.
- External Contractors – e.g. for refurbishment or equipment installation
- Replacement equipment costs; TV's. Laptops, iPads, etc.
- ICT/Audio Visual equipment
- Sports equipment – Full sports kits, etc. (only items that are needed to deliver team building activities will be considered for funding)
- Redecoration costs
- Travel or programmes outside of Northern Ireland
- Clothing e.g. hoodies / T-shirts
- Programmes promoting a single political or religious agenda
- Whilst we welcome applications from children and young people with a religious belief or political opinion, we do not fund activities promoting these.