

Delivered by



Young Start

Application form for grants up to £100,000

Jan 2020

Through the Young Start programme we aim to help children and young people aged between 8 and 24 become more confident and play an active part in realising their full potential.

Outcomes

Through Young Start we will fund organisations to deliver work that achieves at least one of the following three outcomes:

Children and young people have better physical, mental and emotional wellbeing

Children and young people have better connections with the wider community

Children and young people get access to new skills and training opportunities which will help them get a new job or start a business

Approaches

In addition, we believe that the following three approaches are vital to help us achieve our mission and address inequality and we will fund activity that embraces these.

People-led - meaningfully involving the young people you're working with in the development, design and delivery of your activity.

Strengths-based - making the most of, and building on, the skills and experiences of young people and assets within communities.

Connected - having a good understanding of what others are doing locally, developing good working relationships and complementing and adding value to other relevant activity in your area.

For more guidance along with some practical examples of organisations who have taken these approaches in their work, visit our website at www.tnlcommunityfund.org.uk/threeapproaches

a) Who can apply?

Organisations can apply who are working with young people aged between 8 and 24. This funding is for third sector organisation, including voluntary organisations, community groups, social enterprises, housing associations, sports organisations, co-operatives and charities.

We cannot accept applications to Young Start from schools, statutory bodies such as local authorities or health boards, individuals and sole traders, 'for-profit' organisations and private companies, non-departmental public bodies and government departments.

Organisations with existing grants from the The National Lottery Community Fund can apply to Young Start but organisations can only have one Young Start grant at a time.

b) How much can you ask for?

You should complete this application if you are asking for **between £10,000 and £100,000**. This funding will support activity which lasts between 1-3 years. Unfortunately we're unlikely to have enough money to fund all the applications we receive but projects will have a better chance of success if they can show how they meet one of the programmes outcomes and three approaches as outlined above and show value for money.

c) What can you apply for?

Although we welcome match funding in applications, we can fund up to 100 per cent of activity costs including staff, training, volunteer expenses, equipment, evaluation and overheads. We can fund costs for minor building refurbishment or landscaping work as part of your overall activity.

There are some things we can't pay for such as travel outside the UK and activities that promote religious activity.

These lists are not exhaustive, the Young Start webpage has more information on eligible costs.

d) How we will assess your application

As well as the information you provide on this form, we may contact you to discuss your application further during assessment.

During the assessment of your application we will consider how your activity fits with the outcomes of this funding and the three approaches (people-led, strengths-based and connected).

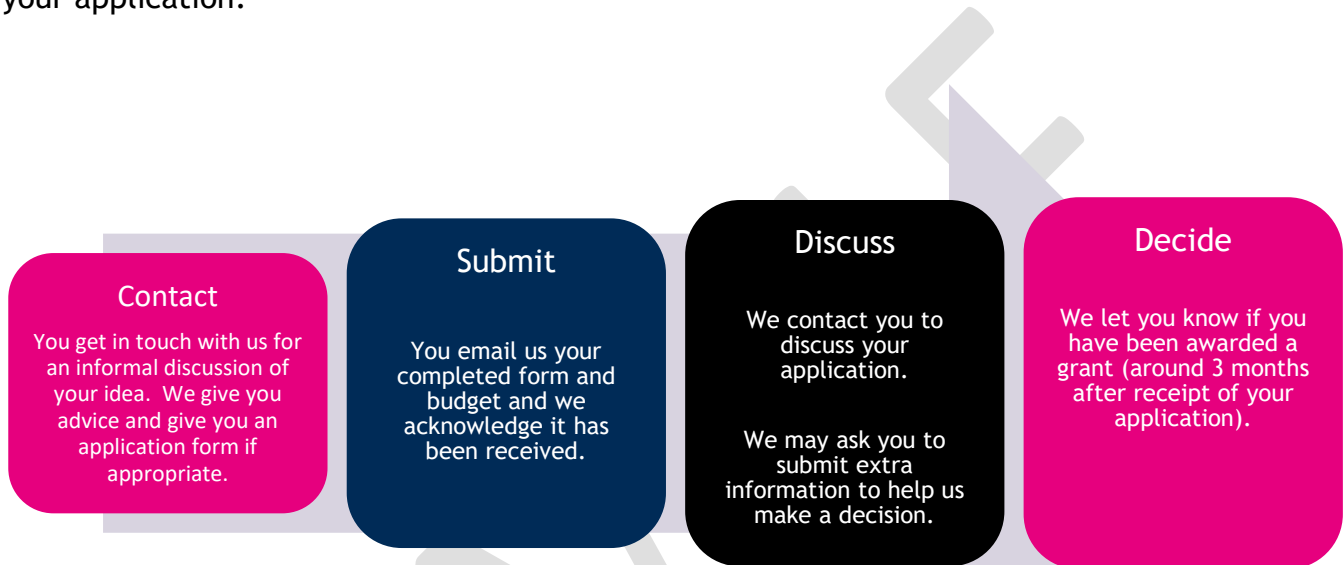
We will also consider the capacity of your organisation to deliver the planned activities.

e) What happens next?

We'd like to talk to you about your ideas before sending you an application form so we can give you advice on whether or not this funding is right for what you want to do. This will also enable us to identify and provide extra support if you need it.

Contact us at advicescotland@tnlcommunityfund.org.uk or 0300 123 7110 to discuss your ideas or if you have any questions about completing your application form.

There is a sample application form on our website [www.tnlcommunityfund.org.uk /youngstart](http://www.tnlcommunityfund.org.uk/youngstart) which gives more detail on what we're looking for. This will help you when you're completing your application.



If you've not already contacted us, please get in touch before you fill in this form.

Please note - this is a sample form which includes **help notes** at some questions to assist you when completing your application. If you want to apply please contact us to discuss your idea and request an application form.

Your organisation

1. What is the full legal name of your organisation, as shown on your governing document?

Please check this - if the full legal name is incorrect it may delay assessment of your application.

2. If your organisation uses a different name in your day-to-day work, what is it?

What you want to do?

3. What would you like to call your application/activity?

Give a short title, something we can use in publicity if you are successful.

You can write up to 70 characters (including spaces)

4. Select which of the Young Start programme outcomes your activity will meet (you should meet 1 or more)

- Children and young people have better physical, mental and emotional wellbeing
- Children and young people have better connections with the wider community
- Children and young people get access to new skills and training opportunities which will help them get a new job or start a business

5. Tell us what you want to do and why, and how it meets the Young Start outcome(s).

Around 400-600 words

Help note: Use this section to concentrate on providing detail about what you would deliver with this funding, why you want to deliver it and the people who will be taking part. We'd like you to tell us how you know this activity is needed and relevant for the people taking part and how it meets the Young Start outcomes you've ticked in Q4. Please:

Don't use this section to give us general statistics about the area or people.

Don't use it to provide lots of information about your organisation (you can do this at Q9)

You can use bullet points here (and in other questions) if you find that's an easier way for you to provide information.

6. Tell us how activities.

Around 300-500 words

Help note: It might be useful to think about the different stages of your activity and how young people have been or will be involved at each stage. For example:

- How have previous or potential participants been involved in planning and development?
- How will you ensure young people taking part have an active role in shaping activity?
- How are young people involved in the board, committee or steering groups?
- Is there a potential mentoring, volunteering or delivery role for participants, both current and previous?

7. Tell us how you will identify and make the most of strengths of the young people involved in your activities.

Around 300-500 words

Help note: we want to know about your approaches to identifying the strengths of the people taking part and how your activity will use these to help them achieve their potential. Strengths of people could include their skills, knowledge, experience, relationships, qualities and talents.

8. Tell us how you will identify and make the most of connections in your community.

Around 300-500 words

Help note: this shouldn't just be a list of organisations you know about. We want to know about the relationships you already have and any others you'll develop. Tell us:

- How your activity is linked to other organisations, facilities, resources and networks in your area?
- How what you're planning to deliver complements and adds value to existing provision for the people taking part?
- How your connections will be maintained and developed on an ongoing basis?
- If there is already something similar in your area, explain why your activity is needed?

9. Tell us about the skills and expertise you already have to help you deliver this activity and anything else you plan to put in place.

Around 300-500 words

Help note: this is an opportunity to tell us about your experiences as an organisation to deliver this type of activity and the skills, experience and strengths of your staff, management committee and board.

You could also tell us about your experience of managing funding.

10. Estimate how many people and volunteers (where relevant) your activity will involve.

This should be for the life of your funded activity not each year.

Number of people who will take part in your activity	
Number of volunteers involved in your activity	

Help note: Some applications will be for activities where it isn't appropriate to involve volunteers. Enter 0 if this isn't relevant for your project

11. Where will your activity take place?

This helps us to understand where the money is making a difference. If your activity will take place in more than one location, select the main one. If you haven't identified exactly where it will take place yet, please enter your organisation's address.

Building name (or number) and street	Postcode

12. Where do the young people live who will participate in your activity?

If the people are in one local authority area only, complete one row and put 100 per cent.

If the people are in a community that spans more than one local authority area, use more rows and estimate a percentage for each one.

You can enter up to 3 areas in the table. If there are more than this select the top 3.

Local authority name	% per area

13. When are you planning to start and finish your funded activity?

Your start date should be at least **3 months** from the date you send us your application

Start date
Finish date

<p>Help note: this is just an estimate of your dates and can be changed later</p>	

14. How much will your activity cost and how much would you like from us?

Complete the table below to provide a summary of your costs. We also want to see a **detailed breakdown of your budget which you should send us with your application.**

Further information on eligible costs and a sample of a budget breakdown can be found on our website www.tnlcommunityfund.org.uk/youngstart

Information on how to calculate your overheads can be found on our website <http://tnlcommunityfund.org.uk/full-cost-recovery>

	Year 1	Year 2	Year 3	Total
Amount from Young Start	£0.00	£0.00	£0.00	£0.00
Other funding	£0.00	£0.00		
Total costs	£0.00	£0.00		

<p>Help note: If you have, or are applying for funding from other sources provide details in</p>

Your current finances

15. Please provide figures from latest approved annual accounts

Select one option and fill in the amounts from your accounts or projection.

- Information from the latest accounts approved by your organisation.
- 12 month projections because we've been running less than 15 months. This should give your expected income and expenditure for the 12 months from the date your organisation was set up.

Accounting year ending	£	<input type="text"/>
Total income for the year	£	<input type="text"/>
Total expenditure for the year	£	<input type="text"/>
Surplus or deficit at the year-end	£	<input type="text"/>
Total savings or reserves at the year-end	£	<input type="text"/>

Help note: if you're not sure if you've sent accounts to us in the last 12 months please contact us.

Please send us a copy of your most recent accounts or projection with your application, unless you have already sent them to us in the past 12 months.

Your organisation contact details

16. What is the main or registered address for your organisation?

If you are successful, this is where we'll send our offer letter, so make sure you can safely receive post at this address. We recommend this is your organisation's office address, but if you don't have an office, this may be a home address.

Address	<input type="text"/>
Postcode	<input type="text"/>

Help note: you need to provide 2 telephone numbers. One can be a mobile number but one must be a landline

Phone number one	
Phone number two or text phone	
Website	

17. What is the main email address for your organisation?

This should be the email address people use to contact your organisation. It can be a personal email address if your organisation doesn't have its own email address.

18. What type of organisation are you?

Select all options that are relevant to you.

This funding is for third sector organisation, including voluntary organisations, community groups, social enterprises, housing associations, sports organisations, co-operatives and charities.

We cannot accept applications to Young Start from schools, statutory bodies such as local authorities or health boards, individuals and sole traders, 'for-profit' organisations and private companies, non-departmental public bodies and government departments.

Charity	<input type="checkbox"/>
Other	<input type="checkbox"/>

Give any reference or registration numbers you have:

Office of the Scottish Charity Regulator or Charity Commission	
Companies House	

Other reference or registration numbers	
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19. How many people are on the board or committee that runs your organisation?

Help note: there must be at least three unrelated people on your board

20. Working with children, young people and vulnerable adults

If you are applying for a project to work with children, young people or vulnerable adults, you need to be sure they will be safe.

We would expect you to:

- prioritise the safety and wellbeing of all children and adults at Risk who come into contact with your organisation (including contact with your centres, projects, staff and/or volunteers)
- ensure Children and Adults at Risk are given a voice by creating an environment and providing opportunities for Children and Adults at Risk to tell you what you are doing well, what risks there are to them and how you can help keep them and others safe.
- clearly outline to all the people in your organisation (permanent and fixed-term employees, non-executive committee members, agency staff, interns, volunteers, contractors and consultants) your mandatory policies and processes and a code of conduct that keep Children and Adults at Risk safe.
- have a tailored, up-to-date procedure for reporting concerns and disclosures that everyone knows about and feels confident in applying (including not just the people in your organisation but also the carers or guardians of the Children and Adults at Risk who come into contact with your organisation and, where appropriate, the Children and Adults at Risk themselves).

If your funded project involves working in regulated activity with Children and Adults at Risk, you will also consider:

- having one or more nominated member of staff (a Designated Safeguarding Lead) who has the knowledge and skills to promote safe environments for Children and Adults at Risk and is able to respond to concerns and disclosures.
- ensuring everyone understands their safeguarding roles and responsibilities and is provided with appropriate learning opportunities to recognise, identify and respond to concerns and disclosures relating to the protection of Children and Adults at Risk.
- using safe and transparent recruitment processes including (1) an appropriately detailed DBS/PVG check for staff who come into contact with Children and Adults at Risk (2) obtaining references that confirm that the referees are not aware of any reason why the applicant should not work with Children and Adults at Risk (3) up-to-date, proportionate safeguarding training for people in your organisation.
- conducting safeguarding risk assessments and provide guidance for your organisation, locations, projects and processes to enable a safe, inclusive environment for all Children and Adults at Risk we support. This could include guidance on taking Children and Adults at Risk away on trips, consents required, the ratio of adults to Children and Adults at Risk, transport safety and emergency procedures and guidance on Children and Adults at Risk who require medication and consideration of the Prevent Duty.

If your project will be working with one of these groups, tick this box to confirm that your organisation has the relevant policies in place

We recommend that you visit the [NSPCC website](#) which provides a range of child safeguarding advice and information services for the whole of the UK.

Should you be successful in your application, we would expect you to adhere to our expectations as set out in the Grantholder policy around Safeguarding Children and Adults at risk; [here](#).

Keeping public money safe

We use the personal information below to carry out some basic identity checks as part of our standard fraud prevention process. All organisations, need to provide this.

Our identity check may appear on a credit report, but it's not a credit check and can only be seen by the person we're checking, so their credit rating **will not** be affected. You can find out more in our Guide to Risk Analysis, available at www.tnlcommunityfund.org.uk/informationchecks.

Your contacts

We need some personal details for **two different people** related to your application - a **main contact** (the person we'll usually deal with) for your application and a **senior contact** (who must be an office bearer of your organisation).

21. Please provide a main contact for your application.

They must be someone who works or volunteers for your organisation.

Title	<input type="text"/>	<input type="text"/>
Forenames	<input type="text"/>	
Surname	<input type="text"/>	
Date of birth	<input type="text"/>	<input type="text"/>
Job title or position	<input type="text"/>	

Home address		Help note: check that this is their home address NOT the address of your organisation
	Postcode	

Daytime phone	
Evening phone	
Mobile number	
Email	

The email address should be one they use in your organisation.

If they have lived at the above address for less than three years please give their previous address.

Address		
	Postcode	

Please tell us if your main contact has any communication needs.

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22. Please provide a senior contact for your application.

This needs to be a different person from your main contact and they must be over 18 years old. This person is responsible for ensuring that this application is supported by the organisation applying, the funded work is delivered and that the organisation keeps us updated on progress.

Title		
Forenames		
Surname		
Date of birth		

What is their job title or position?

The senior contact must hold one of the following positions. Tick just one box:

Company	<input type="checkbox"/> director or	<input type="checkbox"/> company secretary	
All other types of organisations	<input type="checkbox"/> chair or	<input type="checkbox"/> vice chair or	<input type="checkbox"/> treasurer

Home address		Help note: check that this is their home address NOT the address of your organisation
	Postcode	

Daytime phone	
Evening phone	
Mobile number	
Email	

If they have lived at the above address for less than three years please give their previous address.

Address	
	Postcode

Please tell us if your senior contact has any communication needs.

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Who is your activity aimed at?

This section helps us understand who will be participating in your activity. There are no “correct” answers to these questions and we don’t use this information to assess your application.

1. Is your activity targeted at a specific group of people? Yes No

- If yes, please provide further details below about who your activity is targeted at
- If no, you don’t need to complete the rest of this section

2. Will your activity be targeted at people with a disability? Yes No

3. Will your activity be targeted at people identifying as Lesbian or Gay or Bisexual?
 Yes No

4. If your activity is targeted at people from a particular ethnic background? Please tell us which:

White

- Scottish/English/Welsh/Northern Irish/UK
- Irish
- Gypsy or Irish Traveller
- Any other white background

Asian, Asian UK

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black/African/ Caribbean/ Black UK

- Caribbean
- African
- Any other Black/African/Caribbean background

Other ethnic group

- Arab
- Any other

Mixed/Multiple ethnic background (people whose parents are of a different ethnic background to each other)

5. If your activity targets people of a particular gender please indicate which:

Male

Female

6. Will your activity target people identifying with a gender differing to that assigned at birth?

Yes

No

7. If your activity targets people from a particular age group please indicate which of the following:

0-5 years

13-25 years

65+ years

6-12 years

26-64 years

8. If your activity targets people of a particular religion or belief please indicate which:

Buddhist

Hindu

Muslim

Sikh

Christian

Jewish

No religion

Other

Data protection

The National Lottery Community Fund is a public body with a duty to distribute National Lottery and other money in grants for good causes. We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. We may also carry out checks on the individuals as described below. If a grant is awarded, we will use the personal data to manage and monitor the grant, carry out evaluations and research, and to check the money is being used appropriately.

We may share your personal data with organisations which help us with our grant making activities or others which have a legitimate interest in our work or have funded your grant. We will only share personal data which they need to carry out their work and subject to appropriate safety measures.

We may keep in contact with you throughout the life of your grant and send you advice about your grant by email. This will contain useful information on a range of things including how to publicise your grant, information on other funding available and project ideas and tips from other grant holders.

Our Data Protection and Privacy Notice gives more information about how we store and use personal data and the lawful basis for this. Please read the full Notice which is published on our website at [www.tnlcommunityfund.org.uk /data-protection](http://www.tnlcommunityfund.org.uk/data-protection) or contact us to request a hard copy. The Notice may be updated from time to time.

Freedom of information

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders and contractors. Please read our full policy published on our website www.tnlcommunityfund.org.uk/freedom-of-information. This policy may be updated from time to time.

If you think that there is information in your application that may be exempt from release if requested, then you should let us know when you apply. We will not usually release information about your project whilst it is being assessed. Otherwise we will use our judgement as to whether any exemptions may apply, which we may seek your opinion on. Personal information would be withheld subject to the requirements of data protection laws.

Our approach to fraud

We know the vast majority of the many thousands who seek and use our funding are genuine. However, we sometimes receive fraudulent applications and so we have a duty to carry out checks on individuals at organisations which apply for grants.

The personal information we have collected from you will therefore be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment.

Further details of how your information will be used by us and these fraud prevention agencies, your data protection rights and how to contact us, can be found in our full Data Protection and Privacy Notice which is published on our website www.tnlcommunityfund.org.uk/data-protection. Contact us to request a hard copy.

Final steps before you send your application

By submitting this application you are confirming that:

- if your activity will involve working with children, young people or vulnerable adults you have the relevant policies and processes in place
- the senior contact and the board or committee that runs the organisation have authorised this application
- you agree we may use the information you have provided for the purposes described under our Data Protection and Sharing Policy which you can find at <https://www.tnlcommunityfund.org.uk/about/customer-service/data-protection>.
- you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our Freedom of Information Policy which you can find at <https://www.tnlcommunityfund.org.uk/about/customer-service/freedom-of-information>.

If you are unable to view the information on Data Protection and Freedom of Information and need a copy of our policies please contact us at **0300 123 7110**

Please check you have answered all questions as we can't start assessing your application until it's fully complete.

Once you're sure your application is complete

Email youngstartfund@tnlcommunityfund.org.uk putting the name of your organisation into the email subject line.

Please send us the following documents only:

- completed application form
- breakdown of your budget (spreadsheet or any other format)
- a copy of your most recent accounts or projection (unless you have already sent them to us in the past 12 months)

Please don't send any other information at this stage.

If you have any questions about Young Start or any part of the application form please contact us advicescotland@tnlcommunityfund.org.uk or 0300 123 7110

If you have hearing loss and/or a speech impairment, please access our Text Relay service on 18001 plus 0300 123 7110

For office use only -

LanDesk ref:

Org:

Date:

Run by National Lottery Community Fund Scotland for the Scottish Government, Young Start awards money from dormant bank and building society accounts that have seen no customer-initiated activity for at least 15 years. The money supports a range of projects that help young people aged eight to 24 years old reach their full potential.

SAMPLE