

Reaching Out
Guidance notes



Published	April 2005
Need more information?	Visit our website at www.biglotteryfund.org.uk
Publication details	Reaching Out bilingual guidance notes
Reference	BLF-YPF13
Copyright	© Big Lottery Fund, 2005
Print	Burlington Press
Photography	
Further copies available from:	general.enquiries@biglotteryfund.org.uk Phone: 0845 4 10 20 30 Textphone: 0845 6 02 16 59

**Also available upon request in
braille, on audio-cassette,
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We care about the environment The Big Lottery Fund seeks to minimise its negative environmental impact and only uses proper sustainable resources

**Our equal opportunities
commitment** The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grant maker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applications and recipients, stakeholders, job applicants and employees are treated fairly. It is the responsibility of all staff Board members to uphold and implement our equality policy

Big Lottery Fund is the joint operating name of the New Opportunities Fund and the National Lottery Charities Board (which made grants under the name of Community Fund).

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This guidance explains the application process and should help you decide if Reaching Out is the right programme for you. Please read Sections 1 to 5 before you send an outline proposal. Appendices B and C are worksheets for you to use before you make an application.

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Section one

About this guide

This guide is for organisations that are thinking of applying for a grant from Reaching Out, which is part of the Young People's Fund in Wales.

About the Big Lottery Fund

The Big Lottery Fund is the joint operating name of the New Opportunities Fund and the National Lottery Charities Board (which made grants under the name of the Community Fund). It distributes over half of the money for good causes from the National Lottery.

Our mission is to enable others to make real improvements to the lives of disadvantaged people and the well-being of communities, through fair and open funding of people and projects and programmes.

To achieve this, we have six values that will underpin all our work.

Fairness – putting equality and diversity at the heart of all work.

Accessibility – making it easier to access our funding and providing help to grant applicants and recipients.

Strategic focus – working in partnership and joining up with existing strategies, developing programmes that focus on the outcomes and the difference they make for communities.

Involving people – involving local communities in our work and making sure the public know and care about our work.

Innovation – building evidence based programmes, sharing what we learn and considering new ways of making grants.

Additional to Government – making decisions independently and adding value to existing programmes.

About the Young People's Fund

The Young People's Fund is a new strand of Lottery funding that, in Wales, aims to help young people to:

- enjoy life and achieve their potential
- develop skills and contribute to their communities
- choose positive activities which discourage anti-social behaviour.

About Reaching Out

Reaching Out is one part of the Young People's Fund. It has £6.2 million to distribute to support projects that will achieve at least two of the aims of the Young People's Fund given above. The programme will run from April 2005 until July 2007.

We will support projects that:

- focus on young people aged 10-19 years old
- last up to three years
- target those who are at risk of becoming, or who are already, disaffected and disengaged
- target funding at areas and groups that are most disadvantaged

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- fill gaps in local provision that address local priorities and are additional to existing and planned services
- undertake prevention and/or outreach and intervention work
- involve young people in the design, delivery and evaluation of the project
- engage young people in constructive activities that help them to realise their potential and play a valuable role in society.

Project outcomes

We want to know that our grants will make a difference and bring about changes in young people's lives. We will ask you to describe the difference your project will make to the lives of the young people you want to help. A large part of our decision to give you a grant is based on the quality of these project outcomes. You may want to read our guide 'Your project and its outcomes', for help with setting your project outcomes. It also tells you how to collect information to show that you have achieved them. Copies of the guide are available on the Big Lottery Fund website.

Examples of projects

We have prepared some examples of project descriptions, activities and outcomes at Appendix A. These examples are just for information and guidance. Your project may have different outcomes that we would want to support.

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Who can apply?

Under this scheme we will make grants to voluntary, community, public or private sector, organisations or a partnership of different organisations.

We cannot give grants to individuals or fund activities that contribute directly to a private organisation's distributable profits.

We will not normally make grants to organisations that:

- are applying on behalf of another, (unless it is a lead partner in a partnership application)
- are in poor financial health
- have large amounts of free reserves.

Please refer to the 'Can you apply checklist' at Appendix B.

Partnership working

You can work in partnership with other organisations to plan and carry out your project. You might work with an organisation from another sector or one that has specialist knowledge on certain aspects of working with young people e.g. participation. We will require you to select a lead partner who will apply for funding and manage the project.

You must have a clear written agreement with the other organisations that you are working in partnership with. The agreement should set out clearly the responsibilities of each partner and how you will work

together. We will ask you for a copy of the agreement at full application stage.

Scope of the programme

We will fund projects that benefit young people aged 10 to 19 who are at risk of becoming, or are already disaffected or disengaged. Projects do not need to cover the whole age range. For example, you can work with a smaller age range 10 to 15 or 16 to 19 years of age, but you should explain why you have selected a particular age group and demonstrate why the particular group is at risk of becoming, or are already disengaged or disaffected.

We are not giving a specific definition of disaffected or disengaged young people. We would expect these to be young people who are experiencing:

- Transition points in their lives, resulting in a change in their emotional, social or physical environment. For example, young people facing changing family environments, such as parents remarrying or becoming parents themselves. For some, the move from primary to secondary school, or taking on adult responsibilities might be difficult.
- Multiple problems. For example, young people who have been abused and are homeless; have health problems and are using alcohol or drugs; or may have mental health problems and are subject to offending orders.

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We will fund activities and services that prevent young people from becoming disengaged or disaffected, or provide outreach to those who are already disengaged or disaffected.

By an activity we mean something that young people participate in such as challenging outdoor activities, therapeutic arts activities, team building activities or car maintenance workshops.

By a service we mean providing information, counselling, guidance, training, etc.

The programme has a focus on disadvantaged areas across Wales. We will give priority to projects that serve target groups and areas identified by the local Children and Young People's Partnership and outlined in the Cymorth guidance issued by the Welsh Assembly Government. This will not exclude projects that cover a wider area and/or serve an identified target group wherever they live.

You must demonstrate that the project does not duplicate existing or planned local provision and should not be one that would normally be supported from another source. We will expect all applicants to discuss their projects with the Children and Young People's Framework Partnership as well as the Young People's Partnership and/or the Children's Partnership as appropriate, to confirm that they complement local priorities and are additional to existing or planned provision.

You will need to demonstrate how all young people in the target audience can take part. For example, young people should not be excluded from taking part because of financial issues, such as the cost of travelling to the project venue or activity, or other constraints.

What we can fund

We will provide revenue grants for up to three years that will pay for costs such as salaries, volunteer expenses, hiring a venue and travel costs.

We can fund:

- small pieces of capital equipment, e.g. computers or equipment for outdoor activities
- the costs of starting up and running your project
- the costs of materials and activities.

Organisations will be able to apply for and hold more than one grant from this programme at any time as long as they are for different projects in different geographical areas.

Reaching Out has a limited amount of money and we want to ensure a good range of projects and geographical coverage. If you apply for several projects we will consider your group's ability to run different projects and manage more than one grant at the same time.

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What we cannot fund

We will not give grants for:

- building works and refurbishments
- purchase of buildings
- purchase of vehicles
- down payments for loans or repaying loans
- paying off debts
- projects covered by other Lottery distributors
- projects benefiting people living outside Wales
- the day to day activities of existing organisations
- contributions to general appeals
- projects that have started or are already happened
- foreign travel
- activities that should be supported from another source
- continuation of existing projects, unless they include new or enhanced elements
- costs for which you already received funding, or will receive funding during the period of our grant, from any other source
- costs that have already been incurred
- activities that contribute directly to a private organisation's distributable profits
- activities that primarily promote religious belief.

How much can we fund?

We can make grants up to £300,000. We can fund all or some of your project costs, but we will consider whether there are other funders you could approach so that you would require less funding from us. If you plan to get money from other sources we will consider how likely it is that you will be able to obtain it.

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Consulting with and involving young people

We want to ensure that young people are involved in the planning, design, implementation and evaluation of the projects we fund. You will need to tell us in your outline proposal form how you have consulted with young people and how they will be involved in every stage of your project. You will need to show us that this is something that young people want and need and how your consultation and participation methods encourage those who will benefit from the project to have their say.

You must have consulted with young people before you fill in your full application. We recognise that it may be difficult to consult with and involve some groups of young people. If your project is working mainly with disengaged young people we will take this into account when you submit your outline proposal.

In the full application form you will need to tell us how the consultation helped you plan and design the project. We will also want to know how young people will be involved in the running, monitoring and evaluation of the project. A checklist on consulting young people is provided in Appendix C.

Working with young people

We need to be sure that the children and young people you work with will be safe. As a minimum you must have a child protection policy that explains how you make sure of this and that the policy is put into practice.

We ask you to send your policy in with your outline proposal form. We will also ask about keeping young people safe as part of our assessment of your application. We expect all appropriate staff to be in possession of a current 'no entry' Criminal Record Bureau (CRB) check and may ask for evidence of this.

NSPCC have produced a step-by-step guide for organisations to safeguard children called Stopcheck. You can download this from their website at www.nspcc.org.uk or buy a copy by calling: 0207 825 2775 or 0116 234 7223. We suggest you read this advice to help you develop child protection policies and procedures. We also expect you to meet all relevant legal requirements, including health and safety legislation.

Equal Opportunities

The Fund seeks to promote equal opportunities. Please demonstrate what measures you intend to take in order that young people, for example from black and ethnic minority communities, those with disabilities and young women are able to benefit from the project.

In accordance with its Welsh Language Scheme the Big Lottery Fund expects applicants to take into account the use of the Welsh language among members of the community and the target group served by the project. Please demonstrate what measures you intend to implement in order to ensure that the young people you work with are able to take part in the project through their preferred language.

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How to apply

Reaching Out will be assessed using a two-phase process. The two phases will be an outline proposal and a full application. Please see the flow diagram on page 14.

Outline proposal

The first phase of the application process will be the completion of an Outline proposal form. We will use the Outline proposal form to identify the applications that we would be interested in funding. We also want to give help and advice to groups and organisations that are developing projects that we might fund, so as to increase their chances of getting a grant. If we are unlikely to fund your project we want to tell you as soon as possible, so you do not spend time filling in a full application form. You can:

- download an outline proposal form from our website: www.biglotteryfund.org.uk
- Call our Big advice line for an application pack on 0845 4 10 20 30.

Before you fill in your outline proposal form you should:

- know what difference you want your project to make and how you will do this
- work out roughly how much your project will cost and how much money you want from us
- consult with young people, and know what additional consultation is required
- think about how young people will be involved in all stages of the project.

Once you have this information complete the Outline proposal form and send it to us with a copy of your constitution (if required) and your child protection policy. You must submit a signed paper version of the declaration pages together with either paper or electronic versions of the rest of the Outline proposal form and attachments. An electronic version can be on a floppy disc, CD-Rom or via email. You should retain a copy of the proposal form for your own records. Please send your proposal form and attachments to:

Big Lottery Fund
2nd Floor, Ladywell House
Newtown
Powys
SY16 1JB.

Phone: 01686 611700

E-mail:
youngpeoplesfund.wales@biglotteryfund.org.uk

We will review your outline proposal form to see if the project is something we could fund. To do this we will check that:

- your organisation is one that we are able to fund
- your proposal will achieve at least two of the Young People's Fund aims
- the project focuses on young people within the target age range of 10 -19 years old.

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- you have good plans for consulting and involving young people in the project
- young people who are at risk of being, or who are already disengaged or disaffected, are involved in the project
- the project targets areas that are most disadvantaged
- the project fills a gap in local provision that address local priorities and is additional to existing and planned services
- the project addresses prevention and/or outreach and intervention work
- an independent referee has signed the proposal form.

Independent referee

We will use this information to make sure that you have chosen an appropriate independent referee to sign your proposal. If we need to contact your referee to find out more about your work, we will use the contact details you have given. Your proposal will be incomplete if you do not have a referee. Your referee must be independent of your organisation and your management committee.

Your referee must be someone who has known your organisation for at least one year and who can talk about your work. If you are a new organisation, this should be someone who is fully aware of what you are trying to do. They must be willing to be contacted to discuss your application and to discuss the progress of your project if it is successful.

Because your organisation will be working with children and young people, your referee must be a person with a relevant professional qualification, such as a teacher, social worker, other childcare professional or police officer. We may check that your referee is a suitable person.

Your referee might be a suitable professional person:

- associated with the local authority
- associated with an organisation which you have worked with in the past
- associated with an organisation which funds your work
- with whom your organisation has a professional relationship, but is not an employee of your organisation.

Your referee must not be someone who has previously received or currently receives payments from your organisation. For example, a current or former employee or consultant; a current or former member, beneficiary or trustee of your organisation; someone related to a current or former employee, member, beneficiary or trustee; or someone who will directly benefit if you receive a grant.

Once we have reviewed the outline proposal form, we will respond within 10 working days.

If we are likely to fund the project we will send you a full application form. If we think we are unlikely to fund your project, we will

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explain why. If we feel your proposal could be improved we will highlight our concerns and suggest where you can get help advice or support.

This is not a decision on whether you will get a grant.

Full application

If we think that we could support your project, we will provide you with an application form, with some of the questions already completed using the information you've already given us. We might ask you for some extra information, for example the resources available to the project. We may also ask you to do extra work, for example, further consultation with young people.

When you send us your full application, we will look again at your outline proposal to see if there have been any major changes. If there have been, we will ask you to tell us how they came about, including any changes to the project budget. We expect you to take on board any feedback we gave you following your outline proposal and reflect this in the development of your full application.

Our staff may also contact you to discuss your project or request further information.

If you decide to apply you will have up to six months to fill in and send us your completed application along with any extra information we have requested.

When we receive your full application we will

check to make sure you have sent us everything we asked for. If you have not, we will only give you four extra weeks to send in the missing information. If you do not meet this deadline we will not assess your application.

If we asked you to do some extra work after you sent us your outline proposal, we will check that you have done this. If you have not, we might reject your application.

Good project planning

Applying for a grant takes time and effort. We need to be sure that you have thought through the project and planned it carefully. If your project is large or complicated we will ask you to send a separate Project plan with your application. We will usually tell you if we need a Project plan and what it should cover when we respond to your outline proposal, although we may ask for one when we assess your full application.

The purpose of the Project plan is to show us how you will manage the changes your organisation will go through if we fund your project. For example, if you are taking on more staff, increasing your organisation's income, or branching out into new areas of work. Even if we do not ask for a Project plan you may find it useful to write one, as it should help you to carry out the project if it goes ahead.

If we do ask you to produce a Project plan we will give you time to prepare one and advice on what should be included. If you

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would like further information, please refer to our leaflet 'What you should include in your Project plan' which is available on our website.

As our grants only last for up to three years, you will need to think carefully about what will happen when the grant comes to an end. You will need to show us that you have sound plans in place to make sure the benefits of the project can be continued beyond our funding. If you want the project to continue you will need to tell us how you plan to get the money for this. If the project is a one-off piece of work you will need to think about what will happen to the young people at the end of the project. For example, will continuing support need to be in place. This could possibly be provided by another organisation or project.

Decision-making

When we assess your project we will consider:

- How well do your project outcomes achieve the Young People's Fund aims? (See sections two and three)
- Is there a need for your project outcomes?
- How well will your organisation achieve the project outcomes?

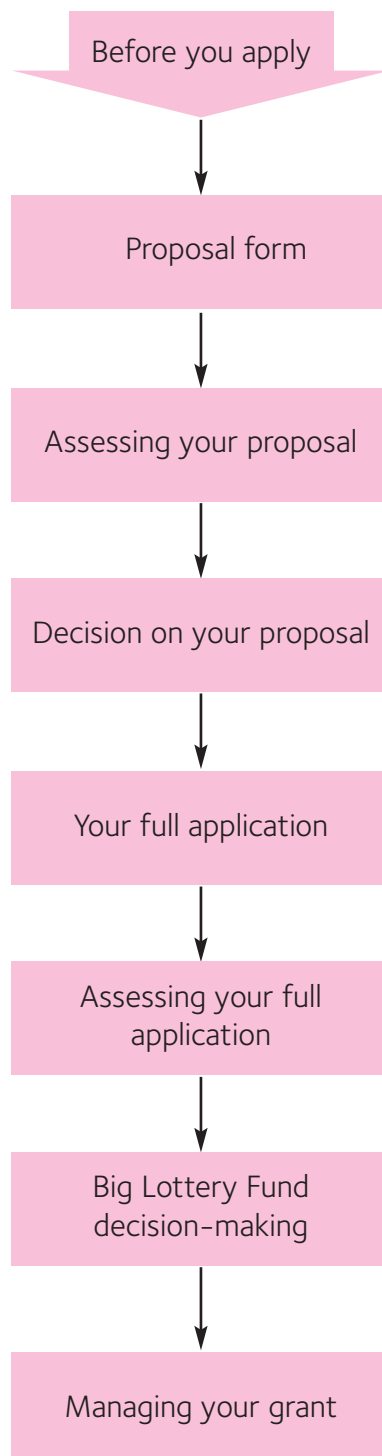
If your project meets our criteria, the Young People's Fund programme committee will decide whether or not to award a grant. The committee will meet quarterly.

It will usually take up to five months from submitting your application to receiving a decision. If the committee decides not to support your application, we will tell you why.

We will inform you of our decision within 10 working days of the committee meeting.

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Outline of the process



You come up with a project that meets the aims of the Young People's Fund and the scope of the Reaching Out programme.

You complete the proposal form and send it to us.

We will review your outline proposal form and see how well it meets the aims of the Young People's Fund and the scope of the Reaching Out programme as outlined above.

Within 10 working days you will receive a letter from Big Lottery Fund. The letter will tell you if you are being invited to submit full application. If you are not going through to the next phase, we will tell you why.

If you decide to apply to us, you have up to six months to complete your full application form and project plan and send them to us.

You will receive an acknowledgement letter within 10 working days of our receiving your form.

Big Lottery Fund will assess your full application form. We may contact you to discuss any queries we have or to request additional information.

Decisions will be made by the programme committee.

Once the project starts you will need to monitor the project and the grant, and submit regular information to the Big Lottery Fund. You will be required to claim your first payment within six months of the grant offer letter.

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Chances of success

While the National Lottery raises a large amount of money for good causes, Reaching Out cannot support every application that is received. Reaching Out has £6.2 million for grants in Wales from April 2005 to July 2007. We expect this to work out at about 30 to 40 grants. We will consider funding applications of up to £300,000. However, we expect that the average grant size will be in the region of £160,000 and we will look carefully at the justification for your project costs and at value for money.

We expect to get more applications for good projects than we can support. Our programme committee will have to make some very difficult decisions about which applications to fund. It will consider your application alongside others and look at a wide range of factors, such as:

- Where our funding can make the most impact and the most difference to the lives of young people
- The level of involvement that young people will have
- How well the project achieves the aims of the Young People's Fund and the scope of Reaching Out
- Whether the benefits of the project will continue after the end of the grant.

We will review our grant making from Reaching Out periodically to ensure that we fund a range of projects from different parts of Wales that cover all the programme's aims.

Please call the Big Lottery Fund in Wales on 01686 611 700 to make sure you have up to date information on the type of projects we will fund, average grant awards and the amount of money left.

If you are successful

We will write to you within ten working days of the programme committee meeting to advise you of the decision. If your application is successful, this will be an 'in principle' offer letter along with:

- Standard conditions of grant – This is a list of responsibilities relating to the grant and what will happen if you fail to meet them.
- Terms of grant – Terms are specific requirements relating to the grant, and vary depending on the circumstances of each grant. We cannot release payments until specific terms of grant have been met.

If we give you a grant you will have to start the project within six months of the date we tell you about our decision. You need to be sure that you are able to do this and this should be clear from your project plan.

Monitoring and evaluation

If your full application is successful and you accept our offer of an award, you will be required to submit regular monitoring information to us. We may also make monitoring visits to the project. The details of our monitoring requirements will be sent with the grant offer letter.

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The Fund will also conduct an evaluation to determine how well the programme has achieved its objectives and what impact it has had. We may ask you to co-operate in that process.

Advice and Support

You may have questions about how to apply or on planning your project. There are many sources of advice and help:

- Contact the Wales Big Lottery Fund office with any questions you have.
- For up-to-date information and to download application materials, visit our website at: www.biglotteryfund.org.uk
- There are also local organisations that work with young people who may be able to help you develop your project. To find out whom to contact locally, get in touch with the Wales Big Lottery Fund office.

Complaints about the process

If you have a complaint about the way your application was processed, you should follow the Big Lottery Fund's complaints procedure. For further information on this complaints procedure, please contact the information line on 0845 4 10 20 30 or look on our website www.biglotteryfund.org.uk. However, you should note the programme committee's decision on your application is final.

Your comments and questions

We are committed to giving you the

information you need in the best way possible. If you would like to make comments or suggestions for improving our publications or procedures, please let us know. We will listen to all feedback and act upon identified improvements and best practice.

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2nd Floor Ladywell House
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SY16 1JB.

Phone: 01686 611700

E-mail:
youngpeoplesfund.wales@biglotteryfund.org.uk

We look forward to receiving your application.

Appendix A

Project examples

Anti-bullying project

Project description

A project to help young people who are at risk of being excluded from school or bullied by other pupils. They will learn new skills and gain confidence through workshops tailored to their needs. Participants can receive counselling and anger management sessions, attend relationship and sexual health workshops and acquire skills through health and beauty classes or car maintenance and driving lessons.

Project outcomes

The young people will have:

- improved confidence and self worth as well as being better able to cope with issues affecting their lives. (meets the aim – to enjoy life and achieve their potential)
- more educational and employment opportunities (meets the aim – to develop skills and contribute to their communities).

Lone teenage parents

Project description

The project employs a development worker who brings together young people who are unemployed and are bringing up a young child or children on their own. It offers free childcare so that they can try out new experiences to build their confidence and discuss their problems. It also allows them to gain skills in independent living through practical projects in the community linked to healthy eating, managing money, painting and decorating.

Project outcomes

The young people/parents have:

- improved self-esteem, physical and mental health (meets the aim – to enjoy life and achieve their potential)
- gained practical skills and got involved in the local community (meets the aim – to develop skills and contribute to their communities).

Outdoor space for young people

Project description

The project targets two communities where the residents' quality of life is affected by the anti-social behaviour of some young people. The aim is for young people to create a dedicated outdoor space for the type of activities they would like to use. They will gain an understanding of planning, negotiation, teamwork, environmental issues and practical skills such as construction, landscaping and developing a project.

Project outcomes

- Young people gain new skills and are not engaging in anti-social behaviour (meets the aims – to choose positive activities which discourage anti-social behaviour and to develop skills and contribute to their communities).

Appendix B

Can you apply checklist

This section outlines which kinds of organisations can apply to Reaching Out. We decide whether or not an organisation is one that we can fund by looking at its constitution, set of rules or governing document.

Please use the checklist below to check whether your organisation is one that can be funded through this scheme.

Question	Answer	Comments
Question 1		
Are you a statutory body?	Yes	You are eligible to apply and do not need to continue with this checklist.
	No	Continue to Question 2
Question 2		
Are you an organisation with a governing document? (constitution or set of rules)	Yes	Continue to Question 3
	No	If you are not an organisation with a governing document we cannot fund you.
Question 3		
Is your organisation a registered charity or a company limited by guarantee?	Yes	Tell us the charity number and/or the company registration number on the outline proposal form. We may ask for more information later.
	No	Continue to Question 4
Question 4		
Do you have at least three people on your management committee?	Yes	Continue to Question 5
	No	You cannot be funded under this scheme.
Question 5		
Is at least one member of your management committee over 18?	Yes	You can apply but we will need to check. Please send us a copy of your current governing document with your outline proposal.
	No	You cannot be funded under this scheme

If, at the end of the checklist you find you cannot be funded, please contact our offices for further advice.

Appendix C

Consulting young people checklist

The Young People's Fund will not fund a project which is being planned without the input of young people. There are a variety of ways of involving young people in the planning and delivery of your project, as well as in the evaluation of how successful it has been. If you have never before involved young people in planning, then we strongly suggest that you seek advice.

When we assess your application we will be looking closely at how well you have consulted with young people.

The checklist below is an essential tool for you to use in planning your project. It sets out the key points we will be looking for. If you answer no to any of these your project may not be well enough planned for us to fund it.

Question	Yes or No
Do you know what information you want to get from your consultation with young people?	
Have you thought about the role young people will have in the consultation?	
If you have not consulted with young people before, have you found out how other groups have done this successfully?	
Will the consultation you have planned provide you with all the information you need from the young people?	
Are you using sufficient and different methods to enable all the young people to give you their views?	
How do you know that you will get the views of different types of young people?	
Will young people want to take part? <ul style="list-style-type: none"> • Are you going to places that young people use or using venues where they will be comfortable? • Are the materials you are using appropriate? 	
Have you worked out: <ul style="list-style-type: none"> • what you will need? • how long this will take? • what it may cost? • who will do the work? 	
How will you complete the consultation? <ul style="list-style-type: none"> • How will you let young people know what you have found out? • How will you thank or reward the young people for their contribution? 	

If you have answered no to any of the questions, you may not have planned the project well enough. If you need advice on any of the above please contact our offices.

