



The application form has six main sections, and a declaration, which must be signed. We cannot assess your application until we have a complete application form, including any additional information that you need to send with your application and a signed declaration.

This section gives detailed advice about how to complete the application form.

The notes listed below match the numbers in the application form. Please read these notes as you complete the form.

## Section 1 Unique Reference Number (URN)

### 1. URN

We will give your application a unique reference number when we receive it. Please leave this section blank.

## Section 2 Organisation details

### 2a. Organisation name

Enter the name of your organisation as it appears on your constitution or set of rules.

### 2b. Shorter organisation name, if any

If your organisation name is more than 200 characters long (including spaces and punctuation) please enter a shortened version using no more than 200 characters.

### 2c. Contact details

We need to know how to contact you. Please enter the name of the person, who is the main contact for the application, including a contact address and phone number. If the contact has an email address please include the email address as well. If your organisation has a website enter the address here.

### 2d. Description of organisation

From the list in the application form, please tick the box that most accurately describes your organisation's legal status.

If you are a registered charity or a company limited by guarantee provide your Inland Revenue charity registration number or your company registration number.

### 2e. Bank account details

Your organisation needs to have a bank or building society account. Please enter the name of the account, the address of the bank or building society that the account is held with and list the sort code and account's number.

Your organisation needs to have a minimum of two people to sign cheques or make withdrawals. Please list the name and position of each member of your organisation that can sign cheques or make withdrawals.

### 2f. Branch of larger organisation

If you are part of a larger organisation, please tell us the name of that organisation.

### 2g. Previous Lottery funding received

Please tell us about any other applications you have made or intend to make to the Big Lottery Fund or any other Lottery distributor. You should include any applications that were unsuccessful.

If your organisation has never applied for funding from a Lottery distributor leave this section blank.

### 2h. Organisation start date

Please tell us the date that your organisation started. This is the date shown on your constitution, set of rules or memorandum and articles of association.

### 2i. Financial year end

Enter the usual date that your financial (or accounting) year ends as shown on your annual accounts.

## Completing your Application

The questions in the application form allow us to gather the minimum amount of information we need to be able to make a decision about funding for your proposed project. Please make sure you complete all of the questions and checklists and sign off your form correctly. Most of these questions can be answered by filling in the boxes on the application form. However, we want you to be able to let us know about your ideas in the way that suits you and your project best, so there are a number of questions in

the application form which can be answered by including additional information. The questions where you can do this are clearly marked. **If you are unsure about the best way to submit this information please contact us.**

The information you can use to do this might include (but is not limited to) written documents, video or DVD, CDs, electronic documents, photographs, surveys, interviews or profiles, press cuttings, other research, minutes of meetings or similar materials. Where you are sending us a larger document (anything over five pages) you must clearly show which parts are relevant to each question. You must ensure that every piece of additional information you supply is clearly labelled with your organisation name, postcode and the number(s) of the question(s) it is being used to answer. Additional sheets must also be signed by the person who signed the declaration at section 7b of the application form. You must include a list of all additional information submitted with your application form. We may not be able to return this material to you.

## Section 3 Project plan

### 3a. Project description

Describe the activities that you will provide through your project and the people who will work on it. If the project will include staff members include details of any staff to be employed and what they will add to the project. If you need to, you can submit additional information to answer this question this includes simply continuing your answer on a separate sheet.

### 3b. Programme outcomes supported

Your project must address at least one of the outcomes for the Young People's Fund. Please tick the box(es) which describes the outcome(s) of your project.

### 3c. Priority projects

The list describes the types of projects that are a priority for the Young People's Fund. Your project does not need to work to achieve these aims to be eligible to apply, but projects that do meet these aims are more likely to be supported. Please tick the box(es) which apply to your project.

### 3d. Evidence of need

Describe how you know there is a need for the project and what supporting evidence you collected. This could include results of surveys or consultation with young people or evaluation of projects already operating in the area. If you need to, you can submit additional information to answer this question this includes simply continuing your answer on a separate sheet.

### 3e. Role of young people in developing the project idea

Describe how young people have been involved in developing the idea for this project into an application. If the young people you are working with are unable to fully participate in the development of the project explain how their views have been included. If you need to, you can submit additional information to answer this question this includes simply continuing your answer on a separate sheet.

### 3f. Role of young people in managing and delivering the project

Describe how young people will be involved in developing and managing the project. If the young people you are working with are unable to fully participate in the ongoing development and management of the project explain how their views will be included. If you need to, you can submit additional information to answer this question on a separate sheet.

### 3g. Outcome, targets, milestones and timescales

Complete the table to show: the outcomes that will be achieved by the project; how many people will achieve the outcomes; the key milestones that will be passed as the project is delivered; and, when you expect to complete these milestones.

### 3h. Project evaluation

Tell us how you will collect information, from the start of the project through to the end to show that the project is making progress towards achieving its aims. Explain how you will use this information to develop the project and how you will share the lessons you have learnt with others.

## Section 4 Resources

### 4a. Project Lead

Enter the job title or voluntary position of the person who will lead the project and describe what they will do to deliver the project's activities. Tell us how this person will be managed and supported. If you need to, you can submit additional information to answer this question, continuing your answer on a separate sheet.

### 4b. Project contributors

List the job title(s) of other people who will work on the project and describe what they will do to support the project's activities. Please tell us how they will be managed and supported. If you need to, you can submit additional information to answer this question, continuing your answer on a separate sheet.

### 4c. Partnerships

If your project will be delivered by a group of organisations working in partnership, list each organisation's name and describe what they will do in the project. If you are working in partnership with more than one other organisation, list the partners on a separate sheet and describe what they will do in the project. If you need to, you can submit additional information to answer this question, continuing your answer on a separate sheet.

## Section 5 Costs

### 5a. Total project cost

Tell us the total amount of money needed to run the project.

### 5b. Where money will come from

Tell us where you will get the money needed to run the project. List the name of each source of funding and how much you expect them to contribute to the cost of the project. Tell us how much money you want from the Big Lottery Fund.

### 5c. Project budget

Use each of the five budget headings to show the cost of the project for each year. For each year that the project will run you need to complete two columns, one column

that lists the total cost and one column that lists how much money you want from the Big lottery Fund.

Remember that your project year is based on the start date of your project and may not be the same as your organisation's financial year end. Your budget should be based on the project year.

### 5d. Break down of project costs

Provide a detailed breakdown of the cost of the project. This should also include a description of any calculations used to form the budget. For each staff member employed provide a note of the gross salary that will be paid, the percentage of the salary that will be used to pay any pension contribution and the amount payable as National Insurance.

Your application will not be complete unless this breakdown is provided, and we will not start assessment of your project until we receive it. If your project costs more than £200,000 you must submit a business plan.

### 5e. Staff members funded and how

For each person employed in the project list their job title, salary, number of hours worked each week on the project and how much funding the Big Lottery Fund will contribute for each staff member.

### 5f. Sustainability

If the project will continue once the grant funding has ended tick Yes. If the project will stop once the grant funding has ended tick No.

If you ticked Yes, please tell us who will be responsible for raising the money to continue the project, which other sources of funding will you apply to and when you will start making these applications.

If you ticked No, please tell us how this will have an effect on the young people who use the project and how you will deal with this.

## Section 6 People who will benefit

### 6a. Beneficiary numbers by year and in total

For each year that the project will run, enter the number of young people that will benefit directly from your project. Add the numbers from each year to give the total number of young people who benefit from the project.

During assessment of your project you will need to show us how you calculated these numbers.

### 6b. Priority groups

Look at the descriptions of the young people in the list and for each group that your project works with enter the number of young people you expect to work with each year that your project will run for. Add the numbers listed against each group to give a total for that group.

### 6c. Which Local Authority area is project delivered in

Enter the name of the local authority area(s) where the young people who will take part in the project will live.

### 6d. Describe the beneficiaries

We are required to collect data on the people who benefit from our grant. Use the list to describe the people who will benefit from your project (over its whole life) against each category of the list.

We will ask you to provide information on the number of people supported each year based on the categories you select.

## Section 7 Declaration

### Checklist

The checklist provides a summary of the information that you must submit with your application. Ensure that you have ticked each box relevant to your application and provided any additional information requested. You must ensure that every piece of additional information you supply is clearly labelled with your organisation name, postcode and the number(s) of the question(s) it is being used to answer. Additional sheets must also be signed by the person who signed the declaration at section 7b of the application form.

### 7a. Freedom of information and data protection

This section describes the Big Lottery Fund's obligations under the Freedom of Information and Data Protection Acts. By signing the application in Section 7a you are accepting that we may release information if required to do so by law and that we may share information collected with other appropriate bodies.

### Signature of Main Contact

The person listed in Section 2c as the person to contact about your project should sign and date the application form.

### Independent referee

We will use this information to make sure that you have chosen an appropriate independent referee to sign your application. Your application 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.

### 7b. Your declaration

Your application must be signed by either the chair, chief executive or person of similar authority in your organisation. This person must be over 18 years old as we are unable to enter into a contract with any person less than 18 years old. **The person who signs the declaration must not be the same person listed as the main contact in Section 2c.**

# Card 1 – What is the Young People’s Fund?

## What this card tells you

### The Young People’s Fund is

- A £20 million grants programme
- For young people aged 11 – 25.
- You can apply until 31 August 2007.
- It funds local projects, new ideas and activities for young people with special concerns or issues whose needs and concerns are often not understood or recognised.
- Outcomes = long term changes.
- There are three outcomes for the Young People’s Fund: young people will have more opportunities to:
  - gain confidence and skills
  - make decisions about what affects them
  - do things that make them feel good about themselves.
- Your project needs to meet at least one of these outcomes.

### What is the Big Lottery Fund – and what is the Young People’s Fund?

The Big Lottery Fund makes grants using money raised by the National Lottery. Our grants aim to bring real improvements to communities, and to the lives of those most in need. The Big Lottery Fund makes grants on behalf of the New Opportunities Fund.

The Young People’s Fund is a £20 million grant programme available to help young people aged 11 – 25 learn new things and take part in healthy and positive activities that make them feel good about themselves. The last date that we will accept applications to the Young People’s Fund is 31 August 2007.

### Making sure young people have a say

We have already invested £1 million pounds to make sure that all over the country, young people have a say in what the Young People’s Fund is spent on. This money has helped to set up a local panel of young people in every local authority area in Scotland. These panels will be made up of young people who will decide which activities (projects) should be considered for funding in their area.

Young people will also be involved in deciding what will be funded throughout Scotland. All the applications for funding will go to a Young People’s Fund Committee, and three quarters of the members of the decision making committee are under 25 years of age. (See: Who makes the decisions? Card 7)

We’ve split the money three ways.

### Local projects

Most of the grants will be made to **local projects**. This money will go to support projects that young people have said really address important local issues. We expect to spend about £11.4 million on local projects that young people have said are important for their area. Please refer to Card 9 to see how much money is available for your area.

### Wider inclusion projects

We are also making around £2.85 million available for **wider inclusion projects** involving groups of young people who share common concerns, experiences or issues but where the projects might not be needed, or have enough support, at a local level. These projects will be spread across more than one local authority area.

### New ideas

We also want to fund **new ideas** – to fund new ways of engaging young people and projects that could have a big impact on young people in Scotland. These kinds of projects might try out new approaches or adapt approaches that have been tried successfully elsewhere. We aim to make grants worth £4.75 million for these kind of new approaches.

# Card 2 – Who is the Young People’s Fund for?

## What this card tells you

- The Young People’s Fund is for all young people aged 11 – 25.
- We want to support projects for:
  - teenage girls
  - young people with no opportunities to volunteer, or facing barriers to volunteering
  - young people dealing with many and complicated problems
  - young people who do not have positive relationships with family, friends or community.
- These are priority groups – you will have more chance of success if your project works with one of these groups.
- You need to check to see if your organisation is eligible.
- Check your activity is one we can fund (card 3).
- Eligible organisations: community and voluntary groups, charities, limited companies, statutory bodies.
- Organisations run by young people need one person over 18 on the management committee.
- Grants are available from £5,000 to £1 million.

## Who is the Young People’s Fund for?

It is for everyone between the ages of 11 and 25. We expect that most of our grants will benefit people in that range, but projects do not need to cover the whole age range. For example, you may choose to involve people who are aged 11 – 18 or 19 – 25. Just tell us why you have chosen whichever age you choose. While we cannot fund projects involving people over the age of 25, people who are younger than 11 can be included in your project, though we will ask you to explain why they are included.

We expect many projects to involve young people taking part in healthy and positive activities that make them feel good about themselves, or increase their confidence or skills, or help them get involved in making decisions about the things that affect them.

However, there are some groups of young people who could benefit most from the Young People’s Fund and your application could have more chance of success if it involves some of these groups. We call these our priority groups.

### Teenage girls

We want to see more teenage girls take part in activities on an equal basis with boys. We would like them to feel more confident and not to face cultural barriers or have to be worried about their safety.

### Young people with no opportunities to volunteer or who face barriers preventing them from volunteering

Often young people do not volunteer to help out in the community because they may not know anyone who has volunteered before, or they may not know how to go about volunteering – or what sorts of opportunities for volunteering exist. There may not be any opportunities to volunteer. They may want to volunteer but cannot afford travel costs or do not have childcare. There may be other barriers: lack of confidence, a feeling that they are not good enough to do voluntary work, shyness or difficulty in communicating. They may need help to overcome these before they can become volunteers.

### Young people dealing with many and complicated problems.

This group of young people could include young people who are homeless, or have health problems, or are misusing drugs or alcohol, young people who have mental health problems, who do not go to school or are excluded from school, or young people who have offended or have been abused.

### Young people who do not have positive relationships with local community, family or friends.

This might include young people who are excluded from school, or not attending school, or not taking part in further education, training or employment. They may have difficult relations with their families and friends or these relationships may have broken down.

## Can you get a grant from the Young People's Fund? How much can you get?

### Who can apply?

We want to fund projects that are run by young people as well as projects run by organisations that work with and support young people. You need to have a constitution or set of rules, and a bank account in the name of the organisation.

If young people themselves run your organisation, we ask that you have at least one person over 18 on your management committee. This is so that you can legally accept our grant. You may need to have three people over 18 on your management committee if you want to enter into other contracts, for example employing staff.

Different kinds of organisations can apply to the Young People's Fund:

- community or voluntary organisations, for example youth clubs
- charities
- limited companies – trading organisations registered with Companies House, including community businesses or social enterprises where any profits go back into the community
- statutory bodies such as local authorities, community councils.

We also want to encourage partnership as a way of strengthening projects, but young people must have a useful role in the management of the project. If more than one organisation is making a joint application, the lead organisation must be eligible and should fill in the application form.

If you are unsure whether you are able to apply to the Young People's Fund, ring our information and advice line on 0870 240 2391.

### How much can I apply for?

Different types of project have different amounts of funding available to them.

For local projects, the minimum grant is £5,000. There is no maximum grant size but you need to be aware of the amount of money available for your local authority area. (See card 9)

For wider inclusion projects we expect to make 20 grants ranging between £10,000 and £50,000, 10 grants between £50,000 and £100,000 and five large grants between £150,000 and £500,000.

New ideas and projects carrying out groundbreaking work which will make a big impact on young people in Scotland can apply for grants between £200,000 and £1 million, though we expect most grants to be in the region of £300,000.



### What is the Young People's Fund trying to achieve?

We are aiming for three outcomes from the Young People's Fund. By outcomes we mean long-term changes in communities and in people's lives. If you are applying to the Young People's Fund, we will ask you what changes you expect your project to bring to your community.

We would like to see the grants made through Young People's Fund make changes in any one of three different ways:

- young people will have more opportunities to gain the confidence and skills and support they need to deal with changes in their lives and to contribute to their local communities
- young people will have more – and better – opportunities to be involved in making decisions about issues and policies that affect them in their communities
- young people have more – and better – opportunities to take part in activities that make them feel good about themselves.

Your project must show how it will meet at least one of these outcomes.

If you would like more information about outcomes please contact us on 0870 240 2391 or download the outcomes guide from our website.

There are certain types of activities or projects that we think are most likely to bring about these changes or achieve these outcomes (Card 3). We also think that there are some groups of young people who could benefit most from the Young People's Fund (Card 2). These types of projects and these groups of young people are our priorities. If your project involves any of these groups, or if it is the sort of project we are describing here, then it has more chance of success. Your project does not have to match these priorities, but it will have more chance of success if it does.



# Card 3 – What kind of projects do we fund?

## What this card tells you

- A project = new activity or expanded activity.
- Projects can be funded for one, two, three or four years.
- We can meet 100 per cent of the running costs of the project you want funded.
- Some types of projects we'd particularly like to fund.
- You have more chance of success with projects like these.

## What kind of activities will we fund?

When you are starting a new activity, or expanding an activity that already happens so that you can include more people, or different groups of people, we call this a project. We will fund many types of projects, but we would especially like to fund some of the activities or projects that we describe here. These are projects we think will best achieve the outcomes we want to see for the Young People's Fund. You will have more chance of success if your project covers some of these activities.

They could be local projects, they could be projects working with specific groups of young people over a wider area or they could be projects that are pioneering new approaches to working with young people.

We will fund projects to run for one, two, three or four years. We can meet up to 100 per cent of your project costs.

### **Projects that help young people gain confidence and skills to become active citizens**

These projects might focus on building self-esteem and confidence, or on improving life skills such as decision-making, taking responsibility, exercising rights, dealing with relationships or helping young people achieve personal goals and ambitions.

### **Projects that bring young people together from different backgrounds and experiences**

Projects could bring together young people from different backgrounds and experiences so that they can learn about their diversity, share their experiences and learn from each other. Projects of this sort could help young people deal with prejudice, racism, bullying and harassment if they experience these things.

### **Projects that help young people adopt active, healthy and positive lifestyles**

These could be projects that provide young people with the opportunity to take part in sports and physical activity and encourage them to carry on participating and being physically active. Young people might require information and advice to help them choose an active, healthy and positive lifestyle. Or it could include information, advice and sources of help on health issues, such as pregnancy, sexual health, alcohol, drugs, nutrition, keeping fit and mental health, or on education, training, employment or managing money.

### **Projects that encourage teenage girls to access activities**

Projects might help teenage girls overcome barriers to taking part in activities they want to join in, or provide activities which are not already available to them.

### **Projects that remove the barriers to volunteering or increase volunteering opportunities**

This could mean running a project that provides young people with the opportunity to take part in voluntary work or learn new skills that may be useful for future education, training or employment. Projects should include the opportunity for young people's voluntary work to be formally recognised and accredited.

### **Projects that encourage young people to make positive changes in their behaviour**

This might include alcohol, drugs or substance misuse, irregular attendance or non-attendance at school, exclusion from school, offending and intimidating or disruptive behaviour likely to cause alarm or distress to others. Projects might encourage young people to take part in constructive activities, possibly building on existing leisure interests. Or they might examine and challenge the behaviour in question by looking at its consequences for the young people concerned and for others affected by it.

### **Projects that support young people through periods of transition**

Young people often go through changes that affect their social or physical environment. They may face changing family circumstances, such as their parents separating or remarrying or they may become parents themselves. For some young people, the move from primary school to secondary school can be difficult. For others, taking on adult responsibilities, such as those associated with work, training or further education, may be problematic. And there are other groups of young people – those leaving care, or custody, or those with disabilities – who need support to make the transition to independent living.

### **What we will pay for**

We can meet all the running costs of these projects, for example, the cost of staff, premises to run the project from, heating, lighting, stationery and so on. However we cannot meet the everyday running costs of your organisation – unless it is a new organisation set up to run your project.

We provide extra guidance notes if your project involves:

- developing land
- buying land, or a building (not leasing or renting)
- building, altering, refurbishing or extending a building.

If you need a copy of these notes, you can get the information you need by downloading it from our website or by phoning 0845 606 1199



## Card 4 – Case studies

### What this card tells you

Examples of projects that have made a difference to the lives of young people in Scotland and make the kind of changes we would like to fund.

- YMCA Glasgow's Calm project
- Loft youth cafe
- Young Scot e-roadshow

### YMCA Glasgow's Calm project

Young people with problems can feel the lack of someone to turn to, which is why the Calm project in Pollok was set up with Lottery funding in 2002.

Calm befriends young people and over a 12-month period helps restore their confidence and self-esteem. The befrienders are often young people themselves. Calm, which was set up after consulting with local young people, helps about 25 people a year.

Natalie, 18, describes the impact Calm had on her life: "Before being referred to the Calm Project, I had never heard of befriending and I didn't know how it worked. When everything was getting on top of me, I couldn't cope and I felt like giving up on life, I would sit down with my befriender and have a long talk about things. We covered loads of issues including depression, stress, self harm, panic attacks, confidence, self-esteem. We also talked about future plans such as leaving school, moving out of my house, money and budgets and how moving out would affect me and my family.

"Talking about all of these things helped me a lot. Instead of looking at the bad things that were happening and getting down about it, I was taught to look at how I could deal with it and how to help myself.

"Befriending has helped me in a lot of ways. I knew that I had someone who I could open up to, to tell them how I felt and try to figure out all of the stuff that was going on in my head. It made me feel safe to know that.

"Now I feel that I can handle things a lot better and I'm improving every day. Befriending was a good experience for me and I think that without it I wouldn't be here today."



## Loft youth cafe

Young people in Keith, Moray used to struggle to find a place to go to. Over the last three years The Loft has changed that. Two years ago, with the help of a Lottery grant, The Loft bought the function suite of a former hotel in the town centre where they now welcome young people from all over the town.

Youth worker Tommy Lee has been with The Loft since it started. "Young people in Keith were concerned that the only place they could go to was a community centre on the outskirts of town," said Tommy. "It had limited opening hours and very set activities. So when The Loft was being created young people were asked if they even wanted a youth café and, if so, what they wanted it to do.

"At first we simply offered a place for people aged between 12 and 24 to come to as they were fed up hanging round street corners, being stereotyped and told what to do by 'adults'."

There is now a core group of 35 young people who make the decisions about The Loft. They fundraise for it and are largely responsible for maintaining the building. Six young people hold positions on the management committee, including the Chair.



Tommy said: "They set the agenda for what we do here from the times we open to the activities we put on. Now there's a real variety, from taking part in the Jamie Oliver Food Challenge to running the dry bar or simply hosting Friday nights with pool and music."

## Young Scot e-Roadshow

The internet is a fantastic resource, but only if you can access it. Since 2003, the Young Scot e-Roadshow has been offering young people all over Scotland the chance



to log on. The e-Roadshow is a specially furnished satellite van that can access the internet from anywhere. So far it has covered over 35,000 miles, allowing more than 15,000 young people free access to its 30 laptops.

Every week the e-Roadshow visits schools and youth organisations, running sessions on topics relevant to young people. It also attends places like shopping centres and public events. This gives young people the chance to access the 2,000 pages of valuable information on the Young Scot website, [www.youngscot.org](http://www.youngscot.org), as well as the chance to surf the web for valuable information sources which they would not otherwise be able to see.

The e-Roadshow team also features three young trainee engagement officers, all under 26 themselves, who help to run the sessions.

Arran, 16, a pupil from Auchenharvie Academy in North Ayrshire said: "How many satellite vans do you see travelling around Scotland with the sole commitment of promoting a fantastic opportunity – Young Scot – that gives lots of young people in Scotland a voice and a say?"

"The team in charge are fantastic – and easily get the young people involved. It should definitely stay on the road and keep on providing us, the young people, with the opportunities and advice they currently do so well!"

# Card 5 – Applying to the Young People’s Fund

## What this card tells you

- You can phone us on 0870 240 2391 for information and advice at any time between 9 and 5 (Mon-Fri).
- You should use the help notes to fill in your application form.
- Look out for any roadshows or information meetings in your area.
- We will give you the name and phone number of the grants officer who is assessing your application.
- There are certain things Lottery money cannot be used for.
- If you are unsure whether we can fund your project ring us on 0870 240 2391.

## Applying to the Young People’s Fund.

There are three main stages in getting a grant:

- making an application
- having your application assessed and agreed
- managing your grant.

### Making an application

These guidance notes generally accompany the application form. However, you can also get an application form by phoning 0845 606 1199 or downloading one from our website ([www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)). Make sure you get the Scotland application pack.

The application form has help notes alongside each question, but if you need more information about what the questions mean, you can phone our information line on 0870 240 2391. We also run information meetings throughout Scotland where you can meet our staff and ask questions about your idea for a project.

Your application is in competition with others. All the applications we receive are measured against assessment criteria – the things that allow us to make decisions on the applications we will fund. The assessment criteria provide a framework that we can apply fairly to every application we receive.

We explain these criteria on Card 6: Assessing your application.

The application form enables us to collect the basic information that we need. However, we also need some detailed information about your project. So as well as filling in the form you can also send us information that will help us learn more about your project and answer our questions. This can include films and photographs, survey results, minutes of meetings you have held, press cuttings, or electronic documents. Make sure everything you send us is clearly labelled with your organisation’s name, address and contact details. We may not be able to return things that you send us.

You should send your application to the Big Lottery Fund’s address in Glasgow. We are at Number 1, Atlantic Quay, Glasgow, G2 8JB. When we receive it we will check to make sure it is complete before we do anything else with it.

When we receive your complete application we will send you an acknowledgement letter. This will include the name and phone number of the grants officer who will be responsible for assessing your application. At this stage we will look at the details you have sent about your organisation, your project, and its activities to make sure it is trying to achieve at least one of the outcomes we want the Young People’s Fund to deliver (see Card 1). This stage will take about a week.

## What we cannot fund

There are certain things which Lottery money cannot be used for:

- activities that take place outside the UK (unless they can be shown to offer as good value for money as equivalent activities in the UK, and to offer at least as high standards of safety)
- activities which mainly promote religious belief
- paying for staff time to develop and write applications
- projects intended for private gain or to buy goods or services for which the applicant would make a profit (this does not mean that commercial companies cannot apply, for example as part of Public/Private Partnership arrangements)
- grants that contribute directly to the profits which a company distributes to shareholders
- endowments: money that is invested so that the interest can be used to fund other activities
- funds to build up a reserve or surplus
- retrospective funding (you cannot use any of the funding for projects for which you have already started, or for which you have entered into a contractual commitment)
- funding shortfalls on existing approved Lottery funded projects
- projects that duplicate services of statutory agencies
- loan repayments
- duplicate funding – we cannot fund expenditure already being funded by another organisation or ourselves or that is already budgeted for.

If you need any help understanding what we mean by this, or if you think that your project might fall into one of these categories, you can get more information by phoning our information and advice line on 0870 240 2391.



# Card 6 – Assessing your application

## What this card tells you

- We will assess your project just from your application form, over the phone or with a visit to your project.
- Two “assessment criteria” help us make fair decisions on which projects to fund.
- Projects can be judged excellent, good, potentially problematic or unsatisfactory.
- Local projects should have the support of the local panel.

## Assessing your application

We begin the process by deciding whether your project is a local project, a wider inclusion project or a project about new ideas. We make this decision – you do not have to work that out.

A grants officer will decide on how to assess your application. That will depend on how complex your project is, the types of young people that the project involves and the size of the grant you are looking for. There are three ways we can assess your application:

- we can assess your application on the information you have already submitted
- we can phone you
- we can visit your project.

If your application is for more than £200,000 you must send us a business plan with your application. We have extra guidance on how to prepare a business plan so please contact us on 0870 240 2391 if you would like to receive this. This can also be downloaded from our website. At any stage during the assessment we may ask you for more information. If we need to ask for more information, it may take us longer to decide on your application.

## Two things to consider

‘Assessment criteria’ are the things we take into account to enable us to make fair decisions on which applications will be funded. They provide a framework that we can apply to every application we receive.

There are two criteria that we will use to assess your application. However, if your application is for a local project, we will also send your application to be considered by a panel of local young people. This panel will decide if your application meets local priorities or addresses issues that have been identified and agreed by young people in the local authority area where the project will be delivered. Normally, if your application is to succeed, the local panel will have to support your project.

The grants officer who assesses your application will make a judgement, based on what you have told us, about how well your project meets the two criteria for the programme. We will grade your application against each of the two criteria. The range of grades is excellent, good, potentially problematic and unsatisfactory.

### **Criterion 1: How well does the project help us achieve the outcomes we have set for the Young People's Fund?**

When looking at your application, the grants officer will ask some questions:

- Will the project have a long-term positive impact on young people who take part in the project?
- How well do the activities meet one or more of the outcomes of the Young People's Fund (see Card 1)?
- Are the young people participating in the project one of the priority groups for the Young People's Fund (see Card 2)?
- Have young people been consulted when identifying the need for a project and how well does the project address the needs they have identified?
- Are the outcomes of the project clear and realistic and can they be measured?

### **Criterion 2: Does the organisation have the ability and the experience to deliver the project well and achieve the project outcomes? Within this criterion we will also ask if the project represents value for money.**

In assessing your application against this criterion the grants officer will ask:

- How closely are young people involved in all stages of the project's development, including planning, making it happen and seeing how well it is working?
- Can the organisation show a commitment to equal opportunities and does it have policies in place to show that young people are protected and supported?
- Does the organisation have previous experience of delivering similar activities to young people?
- Is the organisation well run and does it have in place plans to monitor the project and see how well it has worked?
- Do the organisation's staff and management committee have the right sort of experience to deliver the project well and do they reflect the community they serve?
- Is the project thoroughly planned and do the outcomes for the project – the changes it will bring about – represent value for money?
- If the project is to continue beyond the life-time of our grant, how will this be achieved? If it is not to continue beyond that time, are there plans to wind it down?



Shared Road project, funded by the Prince's Trust

# Card 7 – Who makes the decisions and what happens next?

## What this card tells you

- We will send applications for local projects to the local panel.
- All applications will go to the Young People's Fund Scotland committee for decision.
- Three quarters of the committee members are under 25.
- If you are successful we will write to you saying what we will fund and for how long.
- There will be conditions attached to your grant.
- We will help you manage your grant for as long as it lasts.
- We will ask you to evaluate your project.
- If you are unsuccessful, we will explain why.

## Who makes the decisions?

### The local panel

The Young People's Fund involves young people in deciding what should be funded, how the programme should be run and in promoting it to other young people. Young people are also involved in the decision-making process.

We realise that young people who live in different parts of Scotland want and need different things so we are involving more than 100 young people in helping us decide which projects we should fund in their area. Our partners in the Young People's Fund have helped us get these panels up and running and are supporting them in their work.

If you make an application to have a local project funded your application will be considered by the local panel for that area. This is made up of young people between the ages of 11 and 25 who live in the area and the panel will meet in the area. The panel will tell us if the project fits in with the priorities and needs of local young people. This will play an important part in our assessment. The panel will also decide what priority they think the application is for their area, taking into account their own understanding of local needs and the amount of money available for their area.

If your project is not supported by your local panel, it is not very likely to be funded. Wider inclusion projects and projects putting forward new ideas do not need to be considered by the local panel.

### The Young People's Fund Scotland Committee

All applications – including those that have been endorsed by a local panel – go to the national committee to be decided. Because the Young People's Fund is an open programme and applications are in competition with one another, it is quite likely that the national committee will have to make choices among the projects that could be funded. Once we have assessed your application, we give a report to the national committee. This committee will make the final decisions on what will be funded.

When we launched the Young People's Fund, three quarters of the members of the committee were aged between 11 and 25.

### What happens when you get a grant?

If your application is successful, we will write to you to let you know. Our letter comes in the form of a grant offer. This offer tells you:

- how much money your project has been awarded and the length of time we will fund it for
- what the money will pay for
- the conditions that apply to your grant (we have conditions that apply to every grant that the Big Lottery Fund makes. If you want to have a look at terms and conditions before you apply, go to our website at [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk))
- how to accept or decline the grant we have offered you.

We will tell you how to go about claiming your grant. We expect everyone who receives a grant to provide regular updates on the progress that their project is making towards achieving the outcomes that were agreed during assessment. We will only release future payments of your grant if you send us this information within the timescales we request.

We ask successful applicants to evaluate their project and tell us how well it has achieved what it set out to do. If it has not achieved what it set out to do, we want to know that too. We can learn from what goes wrong as well as what goes well.

We will carry out an evaluation of the Young People's Fund as a whole and appoint independent consultants to do the evaluation. The evaluation will explore what works in the programme, who it works for, and how and why it is working. Some projects will be asked to be part of this evaluation, for example through case studies or surveys. We will be in contact with the grant holders to discuss this further as the programme develops.

Not all applications will be successful. But even being unsuccessful can help you learn how to make a stronger bid for funding. If your application is unsuccessful we will send you a letter explaining why we are not able to fund your project. If we suggest that you can re-submit your application, you must tackle the reasons you were unsuccessful before you can re-submit your application.



# Card 8 – Important things to think about

## What this card tells you

- You should aim to involve young people in running your project.
- Your project needs to be accessible to everyone who wants to take part.
- There may be legislation which affects your project – check the relevant websites.
- If you have any questions about what you have to do, phone us on 0870 240 2391.

## Some things you must take into account

There are some important things which you should think about before applying to the Young People's Fund. When planning, delivering and evaluating your project we expect you to take into account:

- Involvement of young people. This is a key aim for the programme. Your project should demonstrate how young people have been involved in all stages of the project, from planning, through to evaluating how well the project has worked.
- Accessibility – projects must be accessible to all, including people with disabilities and special communication needs. You must take all reasonable steps to make sure that there are no cultural or physical barriers to your project and you should try to create a safe environment where anyone who wants to can take part. For more information about making projects and places accessible visit <http://www.capability-scotland.org.uk>
- Equality – projects must comply with equalities law in all aspects of their planning, development and delivery, including the recruitment of staff. To find out more about equalities legislation visit <http://www.eoc.org.uk>  
<http://www.cre.gov.uk>  
<http://www.drc-gb.org>  
<http://www.dti.gov.uk>

- Legal requirements – projects should comply with legislation in all aspects of their planning, development and delivery, for example the law on employment, health and safety and working with vulnerable young people. To help you understand some of the legislative issues visit <http://www.hse.gov.uk> and <http://www.disclosurescotland.co.uk>

When we assess your project we will expect you to have shown that you have considered all of these issues. If you are awarded a grant, we will expect you to report on these issues regularly.

We have other publications to help you plan and evaluate your project. Please call our information line on 0870 240 2391

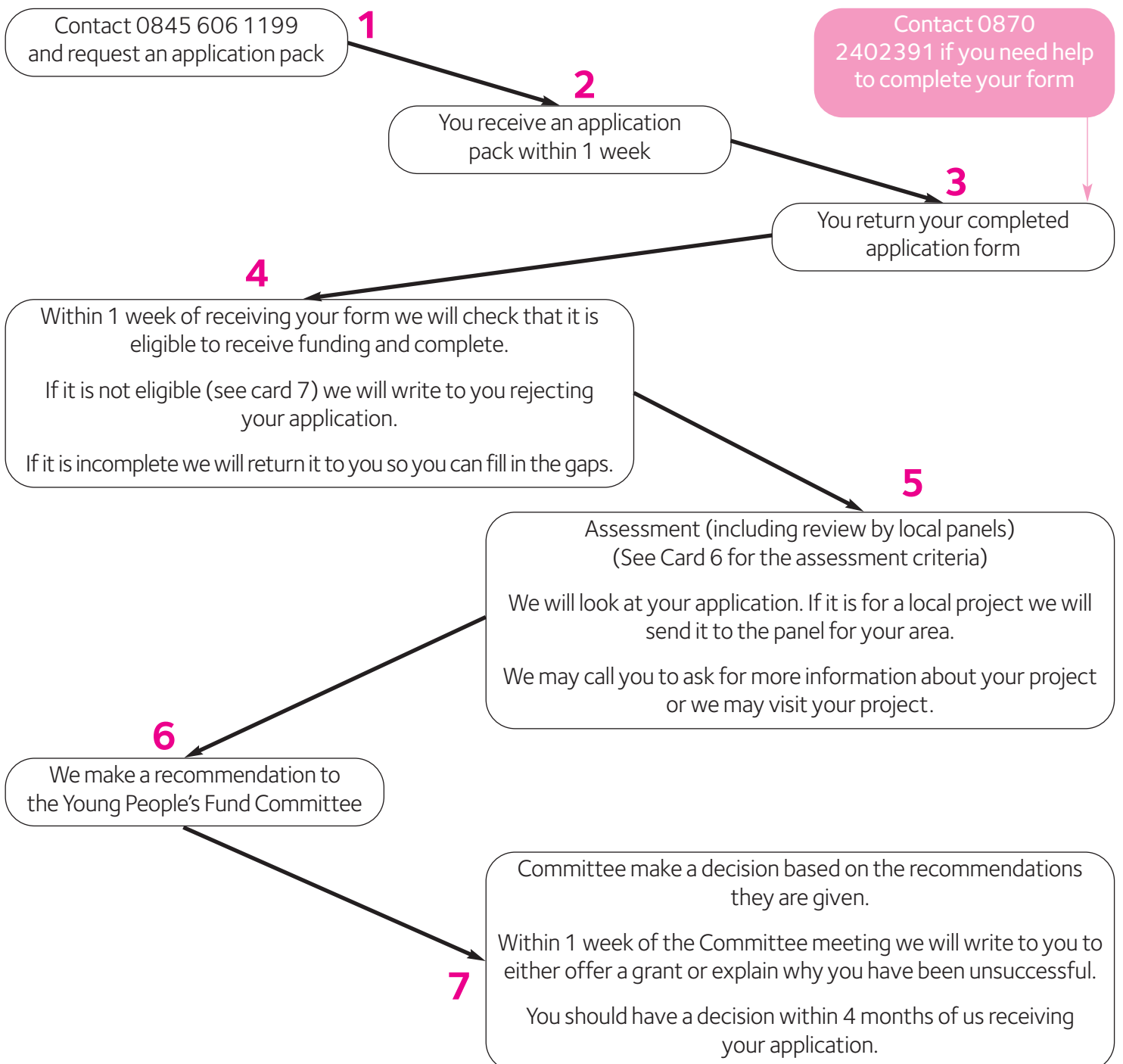


# Card 9 – Other information

## What this card tells you

- The journey of an application.
- Funds available in each Local Authority Area.

## The journey of an application



These are the funds that are available to support local projects.

Local Authority Area	Allocation	Local Authority Area	Allocation
Aberdeen	419,000	Highland	366,000
Aberdeenshire	345,000	Inverclyde	268,000
Angus	235,000	Midlothian	201,000
Argyll & Bute	211,000	Moray	195,000
Clackmannanshire	190,000	North Ayrshire	358,000
Dumfries & Galloway	283,000	North Lanarkshire	740,000
Dundee	439,000	Orkney Islands	119,000
East Ayrshire	312,000	Perth & Kinross	255,000
East Dunbartonshire	234,000	Renfrewshire	390,000
East Lothian	192,000	Scottish Borders	214,000
East Renfrewshire	210,000	Shetland Islands	125,000
Edinburgh	791,000	South Ayrshire	256,000
Eilean Siar	130,000	South Lanarkshire	592,000
Falkirk	339,000	Stirling	233,000
Fife	635,000	West Dunbartonshire	290,000
Glasgow	1,481,000	West Lothian	336,000
		<b>Total</b>	<b>11,384,000</b>

