



## Young Start programme guide

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Phone 0300 123 7110  
Our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

If you are hard of hearing or have a speech impairment, you can contact us by text relay on 18001 plus 0300 123 7110.

### Accessibility

Please contact us to discuss any specific communication needs you may have.

### Our equality principles

Promoting accessibility; valuing cultural diversity; promoting participation; promoting equality of opportunity; promoting inclusive communities; reducing disadvantage and exclusion. Please visit our website for more information.

### We care about the environment

The Big Lottery Fund is working towards sustainable development and the use of sustainable resources.

### Our mission

We are committed to bringing real improvements to communities and the lives of people most in need.

### Our values

We have identified three values that underpin our work: making best use of Lottery money, using knowledge and evidence and being supportive and helpful.

You can find out more about us, our values and the funding programmes we run by visiting our website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

The Big Lottery Fund is committed to valuing diversity and promoting equality of opportunity, both as a grantmaker and employer. The Big Lottery Fund will aim to adopt an inclusive approach to ensure grant applicants and recipients, stakeholders, job applicants and employees are treated fairly.

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# Young Start

This guide will tell you about Young Start, who can apply, what types of projects can be funded and what costs can be included in applications. It is important that you read this before you fill in the application form.

If you need more information check our website

[www.biglotteryfund.org.uk/youngstartfund](http://www.biglotteryfund.org.uk/youngstartfund) or contact us on 0300 123 7110.

If you're unsure about any terminology used in this guide or the application form check the jargon buster on page 9.

## Where does the money come from?

Young Start is a grants programme run by the Big Lottery Fund to distribute money from dormant accounts.

## What are the aims of Young Start?

We want Young Start to create opportunities for children and young people to help realise their potential. All children and young people, and the communities they live in, have something to offer which we want to tap into, build and develop. We recognise that some children and young people face barriers to achieving their potential and we want Young Start to help overcome these.

Young Start can support projects across Scotland working with children and young people between 8 and 24 years old that meet one or more of the following programme outcomes:



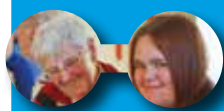
### CONFIDENT

Children and young people have more confidence and skills.



### HEALTHY

Children and young people have better physical, mental and emotional health.



### CONNECTED

Younger and older generations are better connected and have more understanding and respect for each other.



### ENTERPRISING

Young people are better prepared for getting a job or starting a business.

## What types of projects can be funded?

We believe that young people and their communities have a lot to offer. This could be:

- experience or skills
- a hobby or interest
- energy or creativity
- a community centre or village hall
- the volunteers who live there and give up their time to help others.

Young Start can help by funding projects that aim to build on existing resources as well as fill the gaps or address issues in local communities to help young people overcome barriers and realise their ambition and potential.

Examples of the types of project that could be funded include:

### Confident

- ▶ Using local artists in a creative arts project to improve young people's confidence.
- ▶ Peer support project providing buddies and mentors for children and young people.

### Healthy

- ▶ Youth workers providing support to young people with mental health issues.
- ▶ Getting young people involved in sport through the use of local sports facilities.

### Connected

- ▶ Older people teaching young people about the history of their area or skills such as cooking and gardening.
- ▶ Young people teaching older people how to use technology and try new activities such as using the internet, social networking and gaming.

### Enterprising

- ▶ Work experience tasters with local employers.
- ▶ Volunteering placements with local social enterprises.

We are interested in projects that have been designed to ensure that everyone can take part, as well as projects that focus on specific groups of children and young people.

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:

- they meet at least one of our programme outcomes well
- evidence that the project will meet a gap or help overcome an issue in the area
- young people have been meaningfully involved in the development, design and delivery of the project
- plans to make the most of existing resources within their community.



## Who can apply?

### Third sector organisations

Third sector organisations can apply to Young Start. This includes voluntary organisations, community groups, social enterprises, housing associations, sports organisations, co-operatives and charities.

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

Organisations in poor financial health are unlikely to be funded.

Organisations with existing Lottery grants can apply to Young Start but organisations can only have one Young Start grant at a time.

The organisation filling in the form must be the same organisation that will receive the grant and manage the project. We will not consider an application made by one organisation on behalf of another.

### Branches of organisations

Independent branches of larger organisations can apply directly to us if they have their own governing document and are allowed to manage funds and staff without getting permission from another body. Dependent branches may also be able to apply directly to us but should contact us first for advice.

To apply all organisations must have:

- ▶ A written governing document such as a constitution. We expect organisations with a membership to be open to all and allow anyone to join.
- ▶ At least three unrelated people on their governing body or management committee.
- ▶ Recently approved annual accounts, signed and dated by a chair, secretary or treasurer, and by an auditor or independent examiner where appropriate (new organisations will require a spending estimate for the first year of the grant).
- ▶ A UK-based bank account in the name of the organisation that submits the application to us and which will carry out the project. This account must require two people who do not live at the same address and are not related to sign cheques or make a withdrawal.

If you're successful we'll ask you to send us information such as annual accounts, bank details and governing documents. We'll provide full details with your offer letter. However, if you want details before you apply please contact us at

[enquiries.scotland@biglotteryfund.org.uk](mailto:enquiries.scotland@biglotteryfund.org.uk)



## How much can I apply for?

Organisations can apply for a total Young Start grant of between £10,000 and £50,000 for up to two years.

Young Start can fund 100 per cent of project costs. However, we can also fund part of a larger project if you have other funding in place. If we are only funding part of a project, the total project cost should be no more than £100,000.

If you are using Young Start to fund part of a project, you will need to tell us when you expect the other funding to be secured. Many types of funding including Lottery funding can be used to part fund a Young Start project.

## What can Young Start pay for?

In your application you will need to tell us what the grant will be spent on. When we assess your application we may ask for further information about your costs.



Here are some examples of what a grant can pay for:

- staff costs
- activity costs
- training costs
- venue hire
- purchase or leasing of a new vehicle
- other transport costs including travel expenses
- materials or equipment such as IT equipment for use in the project
- publicity and marketing costs related to the project
- equipment hire or purchase
- VAT that you cannot recover
- organisational overheads (proportional to the project)
- volunteer expenses
- minor refurbishment of premises required to deliver the project.

But we won't pay for:

- the purchase of, or major refurbishment to, land or buildings
- costs or expenditure incurred before you accept our grant offer
- any costs which are solely for the benefit of people living outside Scotland
- any costs which someone else is paying for
- travel outside the UK
- loan repayments
- contributions to general appeals/fundraising
- any equipment which is not essential to the project
- costs of activities which promote religion (or no belief) or costs of political activity where this is the sole reason for the project or where this is of a party political nature
- purchasing or leasing of second hand vehicles.

If you're unsure whether a cost is eligible then please contact us at [enquiries.scotland@biglotteryfund.org.uk](mailto:enquiries.scotland@biglotteryfund.org.uk)

# How can I get funding?







## How will you check that my project is succeeding?

At the start of your grant we will agree the information you will need to collect and report to us during your project and we may visit or phone you to check how things are going. Once you have completed the project you'll need to complete an end of grant report to confirm what the grant was spent on and what you've achieved. Make sure you keep all receipts as we may ask to see them.

## Jargon buster

**Assessment** – A review of the information that we have asked you to provide on the application form. We'll decide using certain criteria to determine whether the project is eligible for funding under the programme's specifications and if it is of good enough quality to receive a grant.

**Conditional grant offer** – This is a provisional offer made to a successful applicant. The offer, along with the terms and conditions, need to be accepted and signed by the organisation before funding can be confirmed.

**Constitution** – This is the legally binding document that contains all key agreements made by the group's members and will define how the organisation will work. It should include the purpose and objectives, who will benefit from the work and state how the organisation will work, its broad principles, basic structures and financial information.

**Dormant Accounts** – Dormant accounts are deposits of money in bank and building society accounts where there has been no activity for 15 years or more.

**End of grant report** – A report that you will need to complete at the end of the project. It will allow you to tell us how you have met the outcomes and provide feedback on both the success and struggles you have had with your project.

**Indicators** – Information that shows whether something is happening. This should be something you can observe/measure and collect information about consistently to show whether something has happened.

**Monitoring** – Collection and recording of information in a routine and systematic way to check progress against plans and to enable evaluation.

**Outcomes** – The changes, benefits, learning or other effects that result from what the project makes, offers or provides.

**Overheads** – The ongoing administrative expenses of the organisation, such as rent and utilities, which cannot be attributed to any specific project activity, but are still necessary for the business to function.

**Part funding** – Sometimes called match funding. Refers to money from other sources or your own funds which contribute to the costs of the project you want Young Start to fund.

**Terms and conditions** – The legal rules and requirements that form the grant contract.

## Customer care

We aim to be efficient, polite and supportive in everything we do but if you think you have been treated unfairly or have been given incorrect information and wish to complain please see our complaints procedure

[www.biglotteryfund.org.uk/pub\\_complaints.pdf](http://www.biglotteryfund.org.uk/pub_complaints.pdf)

If you have any questions or communication needs (such as Braille or large print, screen reader, audiotape, sign language or a community language) please:

- visit our website:  
[www.biglotteryfund.org.uk/youngstartfund](http://www.biglotteryfund.org.uk/youngstartfund)
- call our advice line: 0300 123 7110
- send us an email: email address  
[enquiries.scotland@biglotteryfund.org.uk](mailto:enquiries.scotland@biglotteryfund.org.uk)
- contact us by text relay on 18001 plus 0300 123 7110 if you are hard of hearing.





