

# Appendix 2

# Newcastle Youth Fund

Application Form Template  
June 2021



## PART ONE

Please note: This section **will not** be used during the decision making process for your Newcastle Youth Fund application. However, all information must be accurate and up to date in order for your application to be processed and considered for the Fund.

<b>Section 1 Organisation Details</b>	
<b>Name of Organisation:</b>	
<b>Address of Organisation:</b>	
<b>Organisational status (please tick all that apply):</b> Voluntary community sector organisation which is constituted Registered charity Social enterprise	
Date organisation set up	
<b>Name of lead worker:</b> <b>Email:</b> <b>Telephone:</b>	
<b>Name of lead young person:</b> <b>Email:</b> <b>Telephone:</b>	

<b>Section 2 Bank details/Declaration</b>	
<b>Bank details</b>	<b>Please confirm that you have a Bank Account registered in the name of the applicant organisation, which requires at least 2 signatories</b> <b>Bank name:</b> <b>Account name:</b> <b>Sort Code:</b> <b>Account number:</b>
<b>Declarations</b>	<b>Please confirm you have and are able to produce the following documentation on request for your organisation and all delivery partners.</b>

	<ul style="list-style-type: none"> <li>• Where they exist, the last two years of accounts plus a bank statement. YES / NO</li>   <li>• An Enhanced DBS for each of the staff (paid and voluntary) involved in the project (If you are unable to confirm this, please do not submit an application as it will not be considered)  YES / NO</li>   <li>• Public Liability and Employers Liability Insurance.  YES / NO</li>   <li>• Safeguarding Policy which has been reviewed in the last year.  YES / NO</li>   <li>• Health and Safety Policy reviewed in the last year.  YES / NO</li>   <li>• Equality and Diversity policy reviewed in the last 3 years.  YES / NO</li>   <li>• A copy of your organisation's governing document such as Articles of Association or your Constitution  YES / NO</li> </ul>
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**By signing this application form you agree to the following:**

We will use this application and other information you give us for the following purposes;

- To assess your eligibility for the grant
- To provide information to other individuals (young people and support staff) who are helping us to assess the applications and monitor grants, including other organisations that award grants. After we reach a decision, we may also tell them of the outcome of your application and, if appropriate, why we did not offer you a grant.
- If we offer you a grant, we will publish the information relating to the activity we have funded, including the amount of the grant and what the activity is for. The information may appear in press releases, in our print and online and in the publications or websites of any partner organisations who have funded the

activity with us.

### **Data Protection and Freedom of Information**

Newcastle City Council has to comply with the UK GDPR and the Data Protection Act 2018 and as a public organisation the Freedom of Information Act 2000. We have a Data Protection Policy, which is available from our website at [www.newcastle.gov.uk](http://www.newcastle.gov.uk) .

We also have a Freedom of Information Policy at [www.newcastle.gov.uk](http://www.newcastle.gov.uk)

Please confirm that you have read the Newcastle City Council Data Protection and Freedom of Information policies and that you agree with how we will treat your application and other related information if someone asks to see it.

### **Please also confirm that you have completed and returned the UK Subsidy Control Declaration – Appendix 3a**

Newcastle City Council has the right to withdraw any application from the funding process if it is deemed that the information in the application has been presented fraudulently or purposely withheld. Such applications will not be considered by the Newcastle Youth Fund.

I agree to all the above declarations

YES

**Please provide details of the individual in your Organisation who is authorised to submit an application on your behalf, who is taking responsibility for the accuracy and content of this submission.**

**Name:**

**Position in organisation:**

**Date:**

## PART TWO

Section 1 Details
<p><b>Is this application for: (please tick only one)</b></p> <p>Detached Youth Work</p> <p>Youth Interventions</p>
<p><b>Project name:</b></p>
<p><b>Is this a new idea or is it an existing project? (please tick one)</b></p> <p>New</p> <p>Existing</p>
<p><b>When will the project start?</b></p>
<p><b>When will the project finish?</b></p>
<p><b>What is the location(s) of the project?</b></p>
<p><b>Which Locality are you applying for? (please tick only one)</b></p> <p>East</p> <p>North</p> <p>Inner West</p> <p>Outer West</p>
<p><b>Are you applying for more than one Locality? Yes/No</b>            If Yes please state which locality(s), and note a separate application must be submitted for each application</p>

Section 2 Beneficiaries - How many Young people will be involved in this project?				
	Male	Female	Other	Total number of young people
<b>Aged 13-14</b>				
<b>Aged 15-16</b>				
<b>Aged 17-19</b>				
<b>SEND</b>				
<b>BAME</b>				
<b>LGBTQ+</b>				

**Section 3 Proposed Project**

**Please describe your proposed project, considering the types of support and activities young people have asked for, why this is needed, and how it may complement other activities in the locality? (Max 1000 characters)**

**In addition to the young people highlighted above, who else will benefit from this project and how? (Max 200 characters)**

**How often will this project take place? (e.g. sessions per week) (Max 200 characters)**

**Please tell us who you are going to work with to deliver/enhance the impact of this project? (Max 200 characters)**

**How many young people have been involved in putting forward their ideas for the project? (Max 200 characters)**

**How were they involved? (Max 200 characters)**

**Please tell us how you will continue to ensure the voice of young people is embedded in the project and the difference this will make? (Max 1000 characters)**

**What will happen once the funding for this project ends? (Max 400 characters)**

**Section 4 Youth Voice – TO BE COMPLETED BY YOUNG PEOPLE**

**What will young people get out of this project? (Max 1000 characters)**

**How does this organisation generally support your ideas and involve you in decision making? (Max 1000 characters)**

**Section 5 Skills, Knowledge and Experience**

**Please tell us how the structure, experience, skills and knowledge of your team will enable you to deliver the project. Include volunteers and opportunities for community involvement as appropriate. (Max 1000 characters)**

**Section 6 Priority Themes and Outcomes  
(Max 200 characters per priority )**

**How does your project contribute to at least two of the Priority areas?**

- **Support young people’s emotional health and physical wellbeing**
- **Support individual and community resilience**
- **Increase aspirations, promote education, training and employment**

- **Reduce risk taking behaviours - (Exploitation, County Lines, anti-social behaviour, violence, drugs and alcohol and sexual health)**
- **Support for BAME/LGBTQ+ young people**
- **Reduce social isolation and create opportunities for young people to build friendships etc**
- **Support young people with SEND**

**How will you achieve the outcomes you have highlighted above? (Max 1000 characters)**

### **Section 7 Costs**

**How much will this project cost in total:**

**How much are you asking for from the Newcastle Youth Fund?**

Breakdown of cost (i.e. staff, activities, resources, training, travel, running costs for the activity etc)

<b>Heading</b>	<b>Amount</b>

**Please tell us if any matched funding is pending or secured?**

<b>Funder</b>	<b>Amount</b>	<b>Duration</b>	<b>Pending/Secured</b>



**Section 8 Monitoring and Evaluation**

**How will you monitor the progress and success of the project? (Max 1000 characters)**

**How will you involve young people in the evaluation and monitoring of the project? (Max 1000 characters)**

## CHECKLIST

I have included the following in my Newcastle Youth Fund application:	
<b>Part One – All sections must be completed</b>	Yes / No If no, please explain
<b>Part Two – All sections must be completed</b>	Yes / No If no, please explain
<b>Attached supporting documents-</b>	
<ul style="list-style-type: none"> <li>• Where they exist, the last two years of accounts plus a bank statement.</li> </ul>	Yes / No
<ul style="list-style-type: none"> <li>• Staff, both paid and voluntary, working at the start of the project have an up to date Enhanced Disclosure and Barring Service Disclosure Check</li> </ul>	Yes / No
<ul style="list-style-type: none"> <li>• Public Liability and Employers Liability Insurance.</li> </ul>	Yes / No
<ul style="list-style-type: none"> <li>• Safeguarding policy which has been reviewed in the last year.</li> </ul>	Yes / No
<ul style="list-style-type: none"> <li>• Health and Safety policy reviewed in the last year.</li> </ul>	Yes / No
<ul style="list-style-type: none"> <li>• Equality and Diversity policy reviewed in the last 3 year .</li> </ul>	Yes / No
<ul style="list-style-type: none"> <li>• A copy of your organisation's governing document such as Articles of Association or Constitution</li> </ul>	Yes / No
<ul style="list-style-type: none"> <li>• <b>UK Subsidy Control Declaration</b></li> </ul>	Yes/No

**All sections must be completed to be considered by the funding panel.  
The deadline for submission of application is 12 noon Tuesday 20 July 2021**