

Newcastle Youth Fund

Guidance for Applicants

June 2021



NEWCASTLE YOUTH FUND – GUIDANCE TO APPLICANTS – JUNE 2021

1. Introduction

Thank you for your interest in the Newcastle Youth Fund.

The Newcastle Youth Fund is an ambitious new model of delivering youth services. The Fund is intended to ensure a diverse range of high quality youth provision in localities across the city. It is an important way that young people, 13-19 year old (up to 25 with special educational needs and disabilities (SEND)) across Newcastle, have a direct say in the city post COVID-19.

2. About

The Newcastle Youth Fund will support youth activities, or youth support services in localities that can clearly **demonstrate that they have involved, listened to and responded to the needs of young people.**

This application is for detached youth work and/or other youth interventions for 2022-2023. The first year of the fund runs from 2 January 2022 to 1 January 2023 and has a total value of £455,000. The funding for 2022-23 is made up of contributions from the Council, Community Safety and the National Lottery Community Fund.

The Council intends to run this type of funding arrangement over 5 years in total, however the actual funding available for each year will be determined at the point those funds are opened.

Funding will be split equally across four localities as detailed in section 4 PART TWO below – About Your Application. Each locality will have an annual fund of £113,750 split equally between detached youth work and bespoke youth interventions. For each locality £500 will be reserved for youth voice activities

There will be a single application window each year ensuring sufficient time for applicants to be notified and **to begin delivery from January 2nd** the following year. Youth organisations will be eligible to apply for funds of between £10,001 – £25,000, for projects in the localities with a duration of up to 12 months.

An organisation can submit more than one application per locality, however one application must be for detached intervention and the other must be for another type of invention i.e. not detached.

Organisations can submit applications for more than one locality area. Please submit a separate application for each proposal.

Funding can be used to cover a project to include an organisation's revenue costs (such as staff salaries, office overheads, expenses or equipment hire) to enable your project to happen.

Individual awards will be a minimum of £10,001 up to £25,000 for a project lasting up to 12 months and must meet two or more of the Newcastle Youth Fund priorities.

Projects will be monitored and recipients will be required to report on the project's progress at 6 months and at the end of the 12 month grant period.

Failure to comply with the terms and conditions of the grant funding agreement may result in all or part of the funding being reclaimed by the Council.

Newcastle Youth Fund Priorities

Applications must contribute to at least two of the following **priorities**:

- 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 and community connections
- Support young people with SEND.

3. Application Process

The Application Pack is made up of the following documents:

- Newcastle Youth Fund Guidance for Applicants – June 2021
- Appendix 2 – Application Form Template – June 2021 (Please note that this is for information only. All applications must be made [here](#), do not submit paper applications)
- Appendix 3 – UK Subsidy Control Confirmation and Declaration, Appendix 3a Declaration
- Newcastle Youth Fund Grant Agreement – June 2021

Tips for completing an application

- BEFORE COMPLETING THE APPLICATION ONLINE, PLEASE ENSURE THAT YOU HAVE ENOUGH TIME TO COMPLETE THE FULL APPLICATION IN ONE GO, AS YOU CANNOT SAVE THE APPLICATION AS YOU MOVE THROUGH THE SECTIONS
- Appendix 2 shows the different sections of the application form that will need to be completed, and it might be useful for you to print out a copy prior to completing it online, particularly Section 4 Youth Voice which needs to be completed by young people. Please note and abide by the character restrictions for each question were stated.
- Please ensure that you read Appendix 3 and complete and submit the attached UK subsidy control declaration
- Please have your supporting documents with you ready to upload at the end of the application in the 'Attached Supporting Documents' section.
- Once you have completed all sections of the application you will be able to download a PDF of your submission

- Read the application guidance carefully
- Ensure you provide clear and detailed information but do not exceed the stated word limits
- Do not leave any sections blank (unless specified in the application form)
- Provide the information asked for in the correct place in the application form
- Ensure relevant information is contained in your answer to each question, even if you have to repeat yourself
- Supply only the information that is asked for on the application form
- Do not include tables, graphics, appendices or web links
- Please be mindful that young people will be assessing your application and use young people friendly language.

When is the deadline for applications?

Applications must be completed and submitted online by **12 noon, Tuesday 20 July 2021** and can be accessed [here](#). Please note that paper submissions will not be accepted. We will acknowledge receipt of your application form with an email and give you a unique reference number. Any submissions received after the deadline will not be accepted.

Eligibility Criteria

- The target beneficiaries must be young people from Newcastle
- Must be for young people aged 13-19 (up to 25 for young people with special educational needs or disabilities)
- Organisations must be based in Newcastle
- Organisational status – constituted voluntary community sector organisations, registered charities or social enterprises*
- Funding can be used to cover a project including an organisation's revenue costs arising specifically from the project (such as staff salaries, office overheads, expenses or equipment hire) to enable your project to happen
- Must demonstrate that young people are involved in the design and delivery of the project, and that their ideas have been reflected in the application
- Must increase opportunities for young people's participation, and provide youth support opportunities for young people/bespoke interventions
- Must have in place safeguarding policies and procedures
- Must have in place health and safety policies and procedures
- Must not duplicate provision
- The fund cannot currently be used exclusively for activities that only operate during school holidays (due to the NCC Holiday Activities Fund (HAF))

*Those organisations currently working with young people who do not currently meet the organisational status requirements can receive support from Connected Voice to secure eligible organisational status.

UK Subsidy/EU State Aid

The proposed grant is a subsidy under the UK Subsidy Control regime. It is a subsidy as:-

- it arises as a result of the grant of resources of the Council and National Lottery;
- it confers an economic advantage on one or more economic actors;
- it benefits certain economic actors over others in the provision of services; and
- has or could have an effect on trade between the UK and other countries.

The subsidy is therefore subject to subsidy control under the UK-EU Trade and Cooperation Agreement, the Withdrawal Agreement, the Northern Ireland Protocol, the World Trade Organisation Rules and Trade Agreements between the UK and non-EU countries.

Subsidies under €325,000

Where the total amount of subsidy is no more than €325,000 Special Drawing Rights over a 3 year period, this amount can be granted without full compliance with the additional provisions of the UK Subsidy Control regime. Applicants will be required to consider the attached letter (Appendix 3) and complete and return the declaration (Appendix 3a) when submitting their application.

Please note that amounts of State Aid awarded under De Minimus during the last 3 years must be declared. If the cumulative effect is that the De Minimus amount, any other SDR and the current subsidy would exceed €325,000, the grant cannot be made under this provision.

Subsidies over €325,000

Where the total amount of the subsidy is more than €325,000 SDR or the De Minimus level has been reached as a result of other aid, the Council on receipt of such a claim will apply the Common Principles of the UK Subsidy regime to the claim.

The Common Principles require that:-

1. subsidies pursue a specific public policy objective to remedy an identified market failure or to address an equity rationale;
2. subsidies are proportionate and limited to what is necessary to achieve the objective;
3. subsidies are designed to bring about a change of economic behaviour of the beneficiary that is conducive to achieving the objective and that would not be achieved in the absence of subsidies being provided;
4. subsidies should not normally compensate for costs the beneficiary would have funded in the absence of any subsidy;
5. subsidies are an appropriate policy instrument to achieve a public policy objective and that objective cannot be achieved through other less distortive means;

6. subsidies positive contribution to achieving the objective outweigh any negative effective, in particular, the negative effects on trade or investment.

Where the Common Principles apply, the Council may make a subsidy payment. In such cases, the Council is obliged to post the following information on individual awards within six months onto the Transparency Database:

- the legal basis, policy objective and purpose of the subsidy;
- name of the recipient;
- date of grant of the subsidy, duration and any other time limits; and
- amount of the subsidy/budget.

Any interested party may request information, using the database or by any other means, on the application of the Common Principles. Such requests must be answered by the Council within 28 days.

4. About your application

PART ONE

Please complete all sections as requested.

If your bid is successful, the application form will be part of a legally binding grant agreement between your organisation (applicant) and Newcastle City Council. Ensure that the application is completed by someone authorised to sign on behalf of your organisation (applicant). An electronic declaration is sufficient at application stage.

We will then require you to sign the Newcastle Youth Fund Grant Terms and Conditions. A final version will be provided to you at that time.

PART TWO

Please complete all sections as requested.

Section 1 Details

Please clearly identify what type of project you are seeking the funding for.

The Newcastle Youth Fund locality areas are as follows and the area of project delivery must be stated in this section:

East Walker Walkergate Byker Ouseburn	Inner West West Fenham Benwell & Scotswood Wingrove Elswick
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Heaton Monument South Jesmond	Arthurs Hill Blakelaw
North Manor Park North Jesmond Dene & South Gosforth Gosforth Parklands Kenton Castle Fawdon & West Gosforth	Outer West Callerton & Throckley Chapel Denton & Westerhope Lemington Kingston Park South & Newbiggin Hall

Section 2 Beneficiaries

Please state the breakdown of beneficiaries for the project.

Section 3 Proposed Project

Consider how evidence can demonstrate the need for your activity, young people's involvement, consultation around their ideas, and also include local and national research. Be clear how your activity links to or complements other activity in the area without duplicating it.

Section 4 Youth Voice – TO BE COMPLETED BY YOUNG PEOPLE

The voice of young people is a key element of this Fund and this section in particular should be completed by young people involved in the project development. It should highlight the involvement of young people in the design and delivery of the project.

Section 5 Skills, Knowledge and Experience

All skills, knowledge and experience relevant to the delivery of the project should be included that show the suitability of the organisation and staff to provide the proposed activity, this is not restricted to formal qualifications.

Section 6 Priority Themes and Outcomes

Please select as least **TWO (or more)** of the Newcastle Youth Fund priorities which best represent your overall activity. Describe how the priorities will be met.

Please provide detail about the outcomes that will be achieved as a result of this project.

Section 7 Costs

Please include how much funding you are applying for and include details of any matched funding.

Section 8 Monitoring and Evaluation

Please detail how the project monitoring and evaluation will be undertaken and the role young people will play.

Checklist

Please ensure that the checklist is completed before submitting your application.

5. Decision Making Process

- NCC pre-evaluation checks – 20-30 July 2021
- Young People’s Panel Assessments (1 per Locality) – 9 August-27 August 2021
- Review Panel – w/c 30 August 2021
- Applicants informed of decisions – mid/end September 2021

All eligible Newcastle Youth Fund applications will be assessed by a Young People’s Panel during August 2021. Prior to the commencement of the Young People’s Panels, Council officers will undertake pre-evaluation checks to ensure that applications meet the eligibility criteria and that due diligence is undertaken regarding health and safety, safeguarding, valid insurance certificates and to ensure eligible in compliance with the UK subsidy control regime.

Young people will be trained and supported to interpret information, form opinions and debate with the group and fully assess the bids with the support of an external support organisation.

The applications will then be assessed by Young People’s Panels in August each year. Panels will be facilitated by independent moderators and observed by council officers. Young people can be involved in both the application process and the decision-making panels, and they will assess funding applications from a different locality to avoid any influence or bias over an application.

Feedback from the Young People’s Locality Panels will be reviewed and considered by a Review Panel comprising of representatives from the 4 Young People’s Locality Panels, external support organisations, NCC officers and funders. The Council will make final decisions on the successful applications based on the recommendations from the Review Panel.

Successful applicants will be informed in September 2021.

6. Scoring

The Assessment Process

The Young People’s Panels will assess all applications that meet the eligibility criteria. Your proposed activity will be scored using the framework below:

Criteria	Score out of 0-5
Part 2	
Section 2 Beneficiaries	
Section 3 Proposed Project	

Section 4 Youth Voice (to be completed by young people)	
Section 5 Skills, knowledge and Experience	
Section 6 Priority Themes and Outcomes	
Section 8 Monitoring and Evaluation	
Total	

Scoring Criteria

0 No response	No response
1 Unsatisfactory	No real evidence
2 Poor	Requirement not met and unacceptable
3 Satisfactory	Not met exactly but acceptable
4 Good	Most aspects of requirement are met
5 Excellent	Meets requirement exactly

Assessment will be objective and transparent, and scores will be presented to the Newcastle Youth Fund Review Panel who will make final decisions about successful applications.

Who should I contact if I have a query regarding Newcastle Youth Fund or I need additional support?

If this guidance does not answer your query and you still require further support please email the officers below:

- Jo Taylor (Play and Youth Specialist Lead) joanne.taylor@newcastle.gov.uk
- Shamsun Choudhury (Commissioning and Procurement Officer) shamsun.choudhury@newcastle.gov.uk

What will happen if you are successful?

Your organisation will be awarded the amount agreed and you will be notified in writing via email by the end of September 2021. You will undertake your project monitoring and evaluating as you go along. You will have to provide 6 monthly monitoring submissions, including any materials produced by young people. Your organisation will be asked to give us an account of how the money was spent and must provide all receipts/invoices/timesheets.

How will the grant be paid?

As all the awards will be over £10,001, in line with the Newcastle Compact, they will be paid in four instalments, and the payments will be made in advance.

What will happen if we are unsuccessful?

You will be contacted directly via email and you can receive feedback from Jo Taylor or Shamsun Choudhury on behalf of the Young People's Panel. Feedback will be based on the assessment marks and young people's feedback. **The decision of the Youth Fund Review Panel will be final.**

Appendix 1

Newcastle in 4 Localities

