

CashBack for Communities

Small Grants Scheme

Grants of up to £2,000 to support local youth groups to provide big opportunities for Scotland's young people



What is this grant fund? (version3)

Cashback for Communities is a Scottish Government initiative that uses funds recovered from criminal activity to support positive activities for young people.

The Cashback for Communities Small Grants Scheme has been established to support local volunteer led groups or units, who may not previously have had access to external funding, to enhance their programmes for young people and get positive projects off the ground. The Cashback for Communities Small Grants Scheme is aimed at units and youth groups that predominantly work with young people aged between 10 and 19 years.

Copies of the application form can be downloaded from our website – www.youthscotland.org.uk

Developing an Application to the Small Grants Scheme

Who can apply?

This pilot scheme is being managed by a partnership of six national, volunteer-led youth organisations; The Scout Association, Girlguiding Scotland, Boys Brigade, The Girls' Brigade in Scotland, Clubs for Young People (Scotland) and Youth Scotland, the network of Youth Clubs and Groups in Scotland.

Local units or youth groups which meet all the following criteria can apply:

- Led and managed by volunteers (If your group has paid staff, then they should apply to the YouthLink scheme www.youthlinkscotland.org/Index.asp?MainID=11384)
- Have members which include young people aged 10 or over,
- Based in Scotland, and
- A member of one of the six partnership organisations listed above.

This last requirement is to ensure all groups awarded a small grant have the appropriate national organisational support, with clear operating policies in place, and are properly constituted.

If you are an independent non-uniformed group that is not a member of one of the organisations, but would like to apply for the Small Grants Scheme, you may be interested in joining either Youth Scotland or Clubs for Young People (Scotland).

What will the scheme fund?

The fund aims to grow local provision for young people by:

- Providing the start up costs of a unit or youth group (up to £1,000), particularly in areas of deprivation or need.
- Supporting existing local groups to meet the costs (or part of the costs) of a particular project or programme of activity (up to £2,000) which can include the purchase of equipment.

Key features of the Small Grants Scheme.

- Applicants must meet the criteria (see **Who can apply?** above)
- Applicants must demonstrate that they meet the aims of the Scheme (see **What will the scheme fund?** above)
- Units or groups can apply for a **start up grant** (maximum £1,000) within the first six months of a new group being started. (Groups that have received a start up grant must wait for at least 12 months before making an application for programme funding).
- Applications for **programme funding** (maximum £2,000) can be applied for if a unit or group has been established for at least 6 months.
- Applications for both the start up grant and the programme grant can include the purchase of equipment.
- The minimum that can be applied for is £100. No match funding is required
- Applicants must be able to demonstrate how they will increase provision for young people in their local area.
- A typical application might include: the purchase of equipment and programme materials; travel costs to an activity; promotional material; venue hire; and tutor/instructor costs for a particular activity.
- It is unlikely (except in exceptional circumstances) that a grant will be made for travel outwith the UK.
- Any funded programme must promote a positive image of young people.

What will happen if your application is successful?

- You will be informed whether or not your application is successful within 21 days of the closing date.
- You will be required to properly record the expenditure of the unit or youth group's grant. You will also be required to submit detailed information about your expenditure at the end of your project.
- The Scottish Government is keen to demonstrate the impact of this project on the lives of young people in our communities. The monitoring and evaluation strategy for this programme of funding will be simple and straightforward. You will however, be required to collect specific data and feed this back as part of the monitoring and evaluation strategy. You may also wish to submit a case study of your success story. If your application is successful, then simple templates will be provided for your use.
- You will be required to accept and sign up to the terms and conditions of grant which will be sent with your offer of grant letter. These terms will include:
 - The submission of an end of project monitoring form, finance form and, if requested, copies of receipts or invoices.
 - Ensuring that the activity being carried out is run in line with good practice relating to inclusion, child protection and health and safety.
 - Taking an equalities focussed approach through the project delivery.
 - Branding all activities as part of the Scottish Government's CashBack for Communities Scheme. Logos will be provided.
 - Agreeing to the terms under which funding could be withdrawn.
 - The details of your grant will be publicised through the WOW website and you may be approached to support appropriate PR for the wider scheme.

Timescales for Application

Completed application forms from Youth Scotland Unit/Groups should be sent to Youth Scotland headquarters. You should make sure that the application is received by the dates given below. If your application is successful you will receive notification within 21 days of the relevant submission date. Application deadlines are:

• 1 June 2011	• 1 December 2011
• 1 September 2011	• 1 March 2012

Completing the Application Form

The questions asked in the application form will help the grants committee gain a picture of your unit or youth group, the proposed activities covered by the application and whether the activity and target group matches the criteria set down by Scottish Ministers. Please **complete all questions** carefully.

Section 1 – Organisational Details

Name of Group	This is the name of your local unit or youth group
Contact Name	This should be someone that we can contact during office hours (if possible) if we need to clarify any details in your application.
Position in Group	We need to know if this person is a committee member, leader, voluntary helper, member or holds some other position. It helps us to make sure we are asking the right person the right question.
Correspondence Address	This should be premises where the Royal Mail can deliver mail and it is picked up on a regular basis by a responsible person. If the contact person put their home address in this section they should tick the box to indicate that this is the case.
Post Code	This is the post code linked to the correspondence address.
Telephone Numbers	This should be a number where we can reach the contact person. Daytime, home and mobile should be given.
Local Authority	This is the local authority of where the group is based/regularly meets
Email Address	As we contact organisations mainly by electronic means, please supply a current, valid email address.

Section 2 – About the proposed activities

Please ensure that you know exactly what you want to do and that you can do it within the timescale. Be realistic about what you can achieve.

How many people will benefit?	It is very important that you are accurate in identifying the young people who will benefit from this funding. Be realistic. It is better to exceed your target than place your organisation under pressure to perform beyond its capabilities.
Description of Events and/or Activity	What activities will happen as a result of this funding? If you have planned to introduce a range of activities over a period of time please feel free to attach a summary programme plan rather than trying to describe it in this box. Do not attach more than two pages.
Post Code	This is the postcode of the regular meeting place of your group ie where your group meets on a weekly, fortnightly or monthly basis. It is NOT where the activity is taking place.
What impact will this funding have?	This should be a statement on what you hope to change as a result of this project for the young people and the community in which they live. You will be expected to provide information and data on this as part of the monitoring and evaluation strategy
How have you identified the need for this project?	Did you survey the young people? Were there regular requests for this activity? What made you think you needed this new group or needed to extend or improve the programme?
How will you record what you have achieved?	Describe the methods you will use to record what you have achieved.
Did you consult young people?	How were young people consulted and how have they made a direct input into this application.

How will you record what you have achieved?	Describe the methods you will use to record what you have achieved. Will young people gain an award? Will you provide a case study? What creative ways will you use to record young people's views?
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Section 3 – Finance and Budget

We need to know what the unit or youth group intends to spend the funding on – especially if it is part of a wider project that is funded from other sources. We do not expect you to provide written estimates of these costs but we do expect the individual and collective estimated costs to be realistic. You could jeopardise your chances of receiving funding by over-estimating the costs.

If you are not applying for the full cost of the start up or programme of activity, please tell us where you expect to find the income from other sources and the amount that you expect to receive.

A Simple Example

Item of Expenditure	Estimated Cost £
Hire of sports hall for 8 x 3 hour sessions at £10 per hour (24 x £10)	£240
Hire of instructor for 8 x 3 hour sessions at £15 per hour (24 x £15)	£360
Hire of minibus for 8 evenings at £30 per night	£240
Totals (A)	£ 840
LESS income from other sources (B)	£ 240
Grant Requested (C)	£ 600

Note: A - B = C

If you have attracted income from other sources ((B) above) please tell us about this below

Income from other sources (B)	Is the funding confirmed?	Amount £
Grant from community council	Yes	£240
Total		£ 240

You must enclose a copy of your most recent set of annual accounts for us to ensure that you are financially viable and know how to manage funding. It is understood that accounts may not be

available for new units or youth groups in which case you should provide details of the units or youth group's bank account and confirm that it requires at least 2 signatures.

If your application is successful you will receive notification within 21 days of the relevant submission deadline

Section 4 – Declaration and Referee

Your declaration must include two signatories. One must be the unit leader or youth group worker while the other must be a suitable management committee member or senior volunteer who is not a leader but who has some responsibility or oversight of the unit or youth group e.g. Chair of the management committee