

Youth Led Grants Programme 2018-2020

Ref: BHCC – 024720

Introduction

Welcome to the Youth Led Grants Programme 2018-2020 published by the Families, Children & Learning Directorate of Brighton & Hove City Council.

The Budget Council meeting of 22 February 2018 agreed additional funding for youth work. This funding supplements the funding distributed under the Youth Service Grants Programme 2017-2020 which focussed on key outcomes for the city influenced by the findings of the Youth Work Review 2015 and the independent Fairness Commission.

The priorities and methodology of distribution of the additional funding has been co-produced with young people.

The Youth Cross Party Working Group was tasked with identifying the outcomes and process for distributing the additional funding. This included young people from a range of youth organisations deciding on the priorities that they felt were most important to young people.

To ensure quality of provision groups/organisations are being asked to link with one of the current Youth Grant (2017-20) Lead Providers who have already been through a rigorous tendering process and quality assurance measures.

Funding

The funding period is from 1 October 2018 to 31 March 2020 with two bidding opportunities. This is the **second and final round** for this programme. The programme is seeking bids that offer positive activities for young people, using traditional youth work approaches for young people aged between 11-19 (up to 25 if they have special educational needs); that will:

- Improve their **mental health**
- Will reduce the harm from young people's **alcohol and substance misuse**
- Increase **volunteering and work experience** opportunities
- Increase opportunities for young people to participate in new and challenging experiences

The total amount available is £88,000

The four priority outcomes have been identified by young people from a range of youth groups.

Investment through this Youth Led Grants Programme will be offered for an eighteen month period to align with the funding period for the Youth Service Grants Programme that ran in 2017.

This is the **second bidding round** which will open 11th February 2019 and will close 3rd April 2019, with funds being made available to successful applications in May 2019. The value of grant applications is expected to be in the range of £500 to £5000, although lower or higher amounts may be considered. Please note that although there will be no restrictions on the number of bids made by a group or organisation we are expecting to receive and allocate funding to a wide range of organisations.

Coordinating Youth Interventions

A group or organisation bidding for this funding is required to work in partnership with one of the seven current Youth Grant Programme (2017-2020) lead providers. This is to ensure existing and new partnerships are strengthened and will allow for a coordinated approach to youth work in the city. You will need to make contact with one of the named contacts from the list below.

Please see below for details of providers:

Service Area	Lead Providers	Named Contact	Tel no	Email address
Hangleton, Portslade and West Hove	The Hangleton & Knoll Project	Michelle Old	01273 706469	michelle.old@hkproject.org.uk
Whitehawk and The Deans	The Trust for Developing Communities	Adam Muirhead	07772 269761	adammuirhead@trustdevcom.org.uk
Moulsecomb & Patcham	The Trust for Developing Communities	Adam Muirhead	07772 269761	adammuirhead@trustdevcom.org.uk
Central Hove and Brighton	Brighton Youth Centre	Michael Roe or Helen Bartlett	01273 681368	mike@brightonyouthcentre.org.uk helen@brightonyouthcentre.org.uk
Equalities: LGBTU	Allsorts Youth Project Ltd	Jess Wood or Ryan Gingell	01273 721211	jesswood@allsortsyouth.org.uk
Equalities: BME	Black and Minority Ethnic Young People's Project	Vannessa Crawford	07981 621423	vannessa@bmeypp.org.uk
Equalities: Disabilities	Extratime	Sam Price	01273 420580	sam.price@extratimebrighton.org.uk

If you wish to discuss these options please contact Debbie Corbridge on 01273 292953 or email deborahcorbridge@brighton-hove.gov.uk

For all applications
<p>The following will be key in meeting the eligibility criteria. Your project will:</p> <ul style="list-style-type: none"> • Benefit young people aged 11-19 (up to 25 if they have special educational needs) • Distribution of funding will take account of the geographical areas of the city and groups of young people facing challenges in their lives, particularly around equality issues • Work in partnership with one of the lead Youth Grant Providers listed above • Succeed in encouraging participation with the voice of young people being embedded across all work, broadening the area of influence for young people. Your project will have a clear approach as to how young people are involved in and shape the activities and be part of the offer. • Operate in a manner compliant with the Equalities Act 2010 (see below)

Equalities

The Equality Act 2010 simplifies and strengthens the law around tackling discrimination and inequality. The public sector equality duty ensures that all public bodies play their part

in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their work, and the impact of all their functions, when shaping policy, delivering services and in relation to employees. The Equality Duty covers the following protected characteristics and, by association, those who care for them: Age, Disability, Sex, Gender Reassignment, Race, Religion and Belief, Sexual Orientation, Pregnancy and Maternity, and Marriage and Civil Partnership (in respect of having due regard to eliminate discrimination).

Some groups and communities in the city find it more difficult to have their voices and experiences heard, and therefore may require additional support and resource in order to feed back, participate and help shape and improve local services.

Guidance on the public sector Equality Duty can be found [here](#).

How to Apply

The Council invites applicants to respond to this Youth Led Grants Programme 2018-2020.

This document sets out the requirements and the criteria to be used in the Council's evaluation of applications and provides information regarding how the evaluation process will be managed.

Item	Detail
SE Shared Services eSourcing Portal	This Grants Programme is being run using the online portal: South East Shared Services eSourcing ("the Portal").
Applicants' request for clarification or further information	Any communication you may have regarding this Grants Programme process must be sent using the messaging facility in the South East Shared Services eSourcing site. If you are experiencing technical difficulties with the site, please contact the SE Shared Services technical support or phone 0845 557 8079.
Application	Completed applications must be uploaded to the Portal by the return deadline stated in the table below. Please ensure you allow sufficient time to upload your submission, particularly if it contains large files, as the Council cannot accept submissions uploaded after the deadline.
Council Point of Contact	Name: Rachel Maddison Job Title: Procurement Specialist Telephone: 01273 291241 Email: rachel.maddison@brighton-hove.gov.uk Please note that all communications should be conducted via the Portal.

Timetable

Please find an indicative timetable below:

Task	Date
Issue of Grants Programme	11 th February 2019
Closing date for applications	3rd April 2019 3:00pm
Notification of decision	19 th April
Commencement of projects	1 st June

We will aim to get funding agreements out to successful bidders prior to project commencement.

Process

Step 1 - Registering on the Portal

You or the Youth Grant lead provider you are working with will register on the Council's e-procurement system (The Portal) which can be accessed via <https://www.sesharedservices.org.uk/esourcing> and will download any bid. The Grants Programme is being run completely on this Portal.

Step 2 - Preparing your application

Please read through this document before you complete your application. Please make sure you are clear on which Youth Grant lead provider you are working with because an authorised worker from this organisation will be required to sign and agree the application.

Step 3 - Submitting your application

A word document which contains the quality questions for the application. This is entitled '**BHCC Youth Led Grants Programme Application Form**'.

Please make sure you complete all sections of the application in full and with the correct details. We cannot consider applications for funding which are incomplete. **All documents need to be uploaded to the Portal by 3:00 pm on 3rd April 2019.** There is a strict word limit for answers and we would encourage you to keep within this limit and use fewer words if possible, especially for bids requesting smaller amounts of funding.

Evaluation

Your application will be evaluated by the Evaluation Panel. The panel will consist of young people from a range of youth groups who will assess how well your application is able to deliver the outcomes, quality criteria and value for money. Please see the evaluation guidance section for a simple description of the weighting criteria associated with each question. Applications will be ranked by their total score.

At the completion of this stage the Evaluation Panel will make recommendations on which applications have been successful.

Notification of Awards and grant agreements will be awarded in April 2019 to all successful applicants. All unsuccessful applicants will receive feedback outlining the main reason for not awarding funding. This is intended to help organisations to make further improvements, which may lead to a successful application another time.

Applications will be evaluated on quality (100%). Ranking will be based on quality per pound of funding. Multiple grant awards will be made per lot up to the limit of available funding.

Quality Evaluation Criteria (100%)

There are three types of question - applicants must ensure they answer each question as part of their submission, even if it is not scored:

- 1. For information only** – these questions are not scored or evaluated but help give the Council more information about applicants.
- 2. Pass/Fail** – these are about criteria that the Council considers essential to perform the proposal. Applicants must pass all of these questions to be considered for full evaluation.
- 3. Scored** – these relate to this specific Grants Programme and allow the Council to differentiate between submissions for the purpose of awarding the grant.

Scored questions are scored on a scale of 0-5, according to the table below:

Score	Performance	Judgement
5	Meets and exceeds expectations	Excellent
4	Meets the expectations	Good
3	Meets the expectations in most major aspects, fails in some	Satisfactory
2	Fails to meet the expectations in most aspects, meets it in some	Unsatisfactory
1	Significantly fails to meet the expectations	Poor
0	Completely fails to meet the expectations	Not to be considered

Scored questions will be assessed by the Evaluation Panel, who will agree on a single moderated score for each question. Scored questions will carry a **weighting**, as indicated in each question.

The formula used to calculate the weighted scores for each scored question is:

$$\text{Question Weighted Score (\%)} = (\text{Applicant's score} / 5) \times \text{Question Weighting.}$$

The weighted scores for each question will then be added together to give an overall weighted score for each submission.

Question	Quality Criteria	Percentage Sub Weighting	Maximum Word Count
1	Tell us about the project you would like funded and how it would benefit young people?	50%	500
2	How were young people involved in writing this bid and how will they be involved in planning and running the activities?	30%	200
3	How will you know if the project has been successful?	20%	100
4	How much money do you need and what will it be spent on (please ensure you consider all of the costs)?	Used to rank bids	100
5	How many young people would benefit from this project?	Used to rank bids	50
6	What area(s) of Brighton & Hove will the project take place in?	Used to rank bids	50