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| **Youth Led Grants Programme**  **2020-2021**  **Round Three**  **Ref: BHCC – 030915** |
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**Introduction**

Welcome to the Youth Led Grants Programme 2020-2021 published by the Families, Children & Learning Directorate of Brighton & Hove City Council.

£90,000 was available for the first two rounds of this programme; at the Council’s full budget meeting in February 2020 an additional £40,000 was agreed, taking the total amount available in 2020/21 to £130,000. This funding supplements the funding distributed under the Youth Service Grants Programme 2017-2021 which focussed on key outcomes for the city influenced by the findings of the Youth Work Review 2015 and the independent Fairness Commission.

Due to the impact of Covid-19, it has been agreed that there will be two rounds of funding in 2020/21, both for £65,000. Young people will be involved in both rounds, as this is a key principle of this funding. Two rounds will ensure young people are fully involved with the process.

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

Youth Wise (previously known as 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 Service Grant (2017-21) Lead Providers who have already been through a rigorous tendering process and quality assurance measures.

# Funding

The funding period for Round Three is from to 1st July 2020 to 31st March 2021. Round Four funding will be launched later this year in the autumn term. 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:

1. Provide additional informal youth support for young people that will improve their

**mental health**

2. Increase opportunities for young people to participate in new and challenging

    experiences

3. Provide additional, informal youth support that will reduce the harm from young

    people’s **alcohol and substance misuse**

4. Increase v**olunteering and work experience** opportunities

5. Support with recovering from **impact of Covid-19**

Round three funding available - £65,000

Round four funding available- £65,000

The first four priority outcomes have been identified by young people from a range of youth groups. Covid-19 has been added due to the impact the pandemic may cause and bids should state clearly how the activity you are proposing supports with this.

This is the third bidding round which will open 5th May 2020 and will close 11th June 2020 at midday, with funds being made available to successful applications by the end of June 2020. The value of individual grant applications is expected to be in the range of £500 to £5,000, although lower or higher amounts may be considered. Please note that although there are no restrictions on the number of bids that can be submitted by a group or organisation, we are expecting to 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 (2017-2021) 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, considering the noted Service Areas.

Please see below for details of providers:

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| **Service Area** | **Lead Providers** | **Named Contact** | **Tel no** | **Email address** |
| Hangleton, Portslade and West Hove | The Hangleton & Knoll Project | Joanna Martindale | TBC | [joanna.martindale@hkproject.org.uk](mailto:joanna.martindale@hkproject.org.uk) |
| Whitehawk and The Deans | The Trust for Developing Communities | Adam Muirhead | 07772 269761 | [adammuirhead@trustdevcom.org.uk](mailto:adammuirhead@trustdevcom.org.uk) |
| Moulsecoomb & Patcham | The Trust for Developing Communities | Adam Muirhead | 07772 269761 | [adammuirhead@trustdevcom.org.uk](mailto:adammuirhead@trustdevcom.org.uk) |
| Central Hove and Brighton | Brighton Youth Centre | Michael Roe | 01273 681368 | [mike@brightonyouthcentre.org.uk](mailto:mike@brightonyouthcentre.org.uk) |
| Equalities: LGBTU | Allsorts Youth Project Ltd | Katie Vincent | 01273 721211 | [katievincent@allsortsyouth.org.uk](mailto:katievincent@allsortsyouth.org.uk) |
| Equalities: BME | Black and Minority Ethnic Young People’s Project | Vannessa Crawford | 07918 621423 | [vannessa@bmeypp.org.uk](mailto:vannessa@bmeypp.org.uk) |
| Equalities: Disabilities | Extratime | Sam  Price | 01273 420580 | [sam.price@extratimebrighton.org.uk](mailto:sam.price@extratimebrighton.org.uk) |

If you wish to discuss these options, please contact Tracie James on 07813805875 or email [tracie.james@brighton-hove.gov.uk](mailto:tracie.james@brighton-hove.gov.uk)

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| **For all applications** |
| **The following will be key in meeting the eligibility criteria. Your project will:**   * Benefit young people aged 11-19 (up to 25 if they have special educational needs) * Ensure distribution of funding takes into account 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 Service 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**](https://www.equalityhumanrights.com/en/advice-and-guidance/public-sector-equality-duty-guidance).

# How to Apply

The Council invites applicants to respond to this Youth Led Grants Programme 2020-2021.

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.

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| **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](mailto:support@in-tend.com) 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: Edward Barfoot  Job Title: Strategic Procurement Manager  Email: edward.barfoot@brighton-hove.gov.uk  **Please note that all communications should be conducted via the Portal.** |

# Timetable

Please find an indicative timetable below. We reserve the right to amend the timetable if required:

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| **Task** | **Date** |
| Issue of Grants Programme | **5th May 2020** |
| Closing date for applications | **12:00 on 11th June 2020** |
| Notification of decision | **25th June** |
| Commencement of projects | **1st July** |

# 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 Service 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>. The Grants Programme is being run completely on this Portal and documents can be found on the 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. Note, electronic signatures are permitted due to ongoing COVID-19 restrictions.

**Step 3 - Submitting your application**

A word document is available on the Portal 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 12:00 on 11th June**. 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 issued in June 2020 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 initially evaluated on quality (100%) and then ranked.

If multiple bids are scored equally on quality, ranking may also be based on quality per pound of funding, the number of young people impacted by the project and/or the area the project will be delivered in Multiple grant awards will be made up to the limit of available funding. We reserve the right to award partial funding to projects.

### Quality Evaluation Criteria (100%)

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

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| **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:

Question Weighted Score (%) = (Applicant’s score / 5) x Sub Weighting.

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

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| **Question** | **Quality Criteria** | **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 in ranking bids | 100 |
| 5 | How many young people would benefit from this project? | Used in ranking bids | 50 |
| 6 | What area(s) of Brighton & Hove will the project take place in? | Used in ranking bids | 50 |