

Gloucestershire County Council is commissioning young people's activities via each district and Gloucester City Council has been given £50K to support youth activities in 2016/17.

Who can apply for a Youth Grant?

This funding is targeted at young people aged 11 – 19 and applications are therefore invited from voluntary and community organisations wishing to deliver activities that improve young people's personal, social, emotional and physical health and wellbeing.

Applications should meet one or more of the following:

- 1. Opportunities for young people to participate in youth work activities in youth groups, clubs and projects.**
Examples might include events, activities, trips and visits, outdoor activities, environmental activities, school holiday activities, volunteering or training for leadership roles
- 2. Opportunities for young people to take part in sport and leisure activities.**
Examples might include team sports such as football, rugby, basketball and individual activities such as gymnastics and weight training.
- 3. Opportunities for young people to take part in art, creative and cultural activities.**
Examples might include dance, drama, music and visual arts.

The funding is only for the delivery costs of VCS organisations running a programme of activities, which can include costs of venue hire, equipment purchase and staff costs. If you are an organisation delivering youth activities for the first time then you may also include 'start up' costs in your project budget. These 'start up' costs must not amount to more than £500.

The organisation needs to have a bank or building society account in the name of your organisation which needs at least two signatures on each issued cheque. The two signatories on any one cheque cannot be related or live at the same address.

More than one application per organisation can be made but we will prioritise applications to ensure that there is a spread of projects and organisations funded across the City.

Funding will not be given for:

- Projects that do not meet the above criteria.
- Projects outside of Gloucester City Council boundaries.
- Specific staff posts.

How much can I apply for?

You can apply for a minimum of £500 and a maximum of £2500.

When does the project need to be completed by?

You will need to complete the project and spend the funding by 31st March 2018

What is the deadline for applications?

Completed applications must be received by 31st August 2017

How do I apply?

Go to www.gloucester.gov.uk/grantsandfunding to access the forms. Complete all the sections of the application form electronically and email it to grants@gloucester.gov.uk. **We will not accept applications via the post.**

What happens next?

When we receive your application we will check your application against the following criteria to ensure your project is something we can support.

- clearly show that the project is needed
- there is clear evidence that the programme can be delivered and will work
- clearly show what difference the project will make
- fit strongly with our criteria
- are from organisations not already being funded by Gloucester City Council's Community Grant

We will then use a scoring system to help us decide which projects to fund.

Applications will be prioritised on this basis and will be assessed by a panel of local young people alongside Officers from the Community Wellbeing team and the Cabinet Member for Communities and Neighbourhoods.

What happens if we offer you a grant?

If we offer you a grant it will be on the condition that you accept the terms of our grant aid and that we receive and approve additional documentation that allow us to check how your organisation is run.

You cannot allocate any of our funding to project costs incurred before we have approved these documents. You must therefore send in the documents listed below as soon as possible after a grant offer is made.

The additional information required for a grant to be approved is –

- **Accounts –**
We'll need a copy of your organisation's latest approved annual accounts, or if you've been running for less than 15 months, a 12-month financial projection.
- **Bank form –**
If you have not received a grant from Gloucester City Council in the last 12 months we will send you a 'bank or building society details form' to complete.
- **Bank statements –**
We'll need three consecutive pages of original bank (or building society) statements. The most recent page must be less than three months old. If you use a building society passbook, we'll need copies of three consecutive pages from your passbook, which have been certified by your building society with a stamp and signature as 'true copies of the original'.
- **Governing document –**
Unless you're a registered charity or a company limited by guarantee we'll need a copy of your organisations signed and dated constitution.

- **Equal Opportunities policy –**
We will need a copy of your organisations signed and dated policy, including evidence that it has been reviewed in the last three years.
- **Safeguarding policies –**
We will need a copy of your organisations signed and dated policies, including evidence that they have been reviewed in the last three years.

Celebrating success

Once we've checked everything you send us and confirmed our grant, you can get started and tell everyone about it. We hope that everyone in your community will be proud of your achievement and want to get involved. Remember to use the Gloucester City Council logo on all materials related to your project. Please contact us if you need a copy of our logo.

Monitoring information

We will ask how your project is going 3 months after you have been awarded your grant and expect a completed monitoring form to be emailed to grants@gloucester.gov.uk on Monday 2nd April 2018. Any groups that submit their monitoring forms after this date will not be funded in 2018/19.

Please note all grants are subject to Member Call-In. This is the process whereby non-executive councillors can hold the executive members to account for the decisions they make.