

Prospectus

Mayor's Youth Empowerment Fund (YEF)

2023 to 2027

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1. Introduction

- 1.1. The Council's vision is to support and invest in a thriving and diverse voluntary and community sector (VCS) to enable it to improve outcomes for Tower Hamlets residents.
- 1.2. The Youth Empowerment Fund (YEF) grant funding programme aims to further support the empowerment of young people aged 11-19 years old (extending up to 25 years old for young people with special educational needs or disabilities and young people leaving care) to design, deliver and evaluate projects that are beneficial to them and other young people in their local community. At the heart of this fund is that it is youth-led. It is all about projects for young people by young people with the guidance from a supporting organisation.
- 1.3. The purpose of this prospectus is to provide you with information on how to make an application to the Youth Empowerment Fund (YEF) grant programme and guidance on how to develop high quality applications.

2. What outcomes do we want to achieve?

- 2.1. The desired outcomes of the Youth Empowerment (YEF) grant funding programme supports the strategic ambitions and outcomes set out in the [Strategic Plan 2022-2026](#). Below are a range of positive outcomes for young people which the grant funding aims to further support young people to achieve:
 - Further developing the aspirations, confidence and skills of young people involved in leading the project.
 - Challenging negative stereotypical mainstream portrayals of young people (e.g. celebrating the positive contributions of young people in the local community).
 - Promoting equality and diversity (e.g. celebrating the diversity of young people in the community and creating a fairer society for young people).
 - Developing peer education programmes whereby young people informally educate other young people about issues which are of priority and importance (e.g. wellbeing, peer influences, finance, inequality, knife crime, personal safety and social media).
 - Promoting the holistic health and wellbeing of young people (e.g. emotional wellbeing, mental health and physical health).

3. Eligibility

- 3.1. Funding is available to:
 - Organisations with an income of below £150,000.
 - Voluntary and community organisations with a constitution.
 - Registered charities, including charitable incorporated organisations.

- Registered not-for-profit companies.
- Registered community interest companies.
- Faith-based groups, where the funding is for inclusive activity that is open to all.
- Organisations that can show a clear connection to Tower Hamlets.

3.2. Funding is not available to:

- Voluntary and community sectors organisations with an annual income of over £150,000.
- Individuals.
- Sole traders.
- Profit making companies.
- Political organisations.

4. How much money is available?

- 4.1. The total budget for the Mayor's Youth Empowerment Fund (YEF) grant programme is £250,000 per year.
- 4.2. Each group of young people can apply for up to a maximum amount of £3,500.
- 4.3. **Please note:** Your organisation can only receive one grant from this theme per financial year, which runs between 1st April to 31st March. However, if your application is unsuccessful, you can apply again in the same year.

5. What can the funding be used for?

- 5.1. Youth Empowerment Fund (YEF) grant funding can be used for:
- Expenses of young people participating in leading the project (e.g. travel and refreshments).
 - Staff wages associated with supporting young people's participation in the planning, delivering and evaluation of projects following a successful application.
 - Venue hire to support the planning, delivering and evaluation of projects.
 - Equipment and resources to support the delivery of projects.
 - Transport to support the delivery of projects.
 - Promotion and marketing.
 - Making projects accessible and inclusive for young people.
 - Insurance.

5.2. **Please note:** If you have an idea of something you would like us to fund and you are not sure if it meets the criteria, then please contact the team by emailing ythlondon@towerhamlets.gov.uk.

6. What can the funding not be used for?

6.1. Funding cannot be used for:

- Projects only planned, delivered and evaluated by adults.
- General operating costs such as rent, utilities or administrative costs.
- Long-term projects.
- Alcohol.
- Capital or major building works.
- General charitable appeals.
- To pay back debt or cover past expenditure.

7. Timeline

7.1. The Youth Empowerment Fund (YEF) will be open for applications 3 times per year. The bidding period for the fund will be **XX** weeks. The timetable for round 1 of the fund is outlined in the table below:

Timeframe	Milestone
	Applications open
	Closing date for applications
	Notification of whether your application has been successful or not

7.2. **Please note:** Please ensure you apply with plenty of time before your proposed project takes place so you know the outcome of your application before your event is due to take place. Please also consider any permissions you will need to deliver the event and ensure this is part of your planning process.

8. Bidding process

8.1. To apply, you will be required to complete an application form and provide us with information about your supporting organisation and details related to the project that you are requesting to fund.

8.2. All bids must be submitted using online forms via the Council's online portal, Blackbaud Grant Making (BBGM). The Council cannot accept submissions by email, by post or by hand.

- 8.3. Applications will be made on one form which has two sections. The first section is about your organisation and second section is about the project you're bidding for.
- 8.4. To access the portal, click here [\(insert link\)](#). We have produced guidance on how to use BBGM, which is available here [\(insert link\)](#).
- 8.5. The assessment and moderation of the Youth Empowerment Fund (YEF) grant funding programme will be managed by Young Tower Hamlets on behalf of the Council. Each grant application will be assessed by two officers as well as including the participation of a young person's panel in the decision-making process.

9. Organisation Assessment

- 9.1. The organisational assessment is to see whether your supporting organisation meets the standards the Council expects of organisations it supports with public funds.
- 9.2. The organisation assessment is based on an examination of the documents we ask you to provide and questions we ask on the application form. Please provide the most up to date versions of your documents.
- 9.3. **Please note:** The governance, local connection and managing money criteria are pass or fail, so if your organisation fails on any of these criteria, you will not be eligible for funding. However, if you do not have a safeguarding policy, equalities policy or insurance then you will still be eligible for funding, but we will agree a date with you when they need to be in place.

Criteria	Standard Required	Evidence	Scoring
Governance	You must have a Constitution, Memorandum and Articles of Association or other recognised governance document that includes membership details and committee structure.	You should submit a copy of your constitution or other governance document.	Pass/Fail
Borough connection	Your organisation must be registered in Tower Hamlets,	Provide your registered address, copy of your rental	Pass/Fail

	have a base in Tower Hamlets or be able to demonstrate a track record of successful service delivery within the borough.	agreement where you deliver activities (this should cover a period of at least one year) or provide other evidence that you have successfully delivered services in Tower Hamlets for at least two years.	
Managing money	Your organisations must have a bank account in your organisations name.	Name of bank account and sort code and account number.	Pass/Fail
Safeguarding children and adults at risk of abuse	If your organisation works with children and adults at risk of abuse, you must have an appropriate policy.	Submit safeguarding policy.	Pass/Fail
Equality and diversity	Your organisation must have an equality and diversity policy in place.	Submit equality and diversity statement.	Pass/Fail
Insurance	Your organisation must have enough insurance cover for your activities, events, staff, premises, equipment, and vehicles.	Submit copies of insurance certificates.	Pass/Fail

10. Project assessment

10.1. This section sets out the criteria we will use to assess your project proposals. All the questions require a written response.

10.2. **The Council will not consider funding any project which scores less than half the available score in any section or less than 50% overall.**

Criteria	Word count	Scoring guidance	Scores available
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Participation of Young People	250 Words	Describe how young people have led the development of this project proposal?	15
Aim & Outcome of Project	500 words	Describe the aim and desired outcome(s) of your proposed project?	20
Track Record	300 words	Please set out your organisations experince of delivering simialr project	15
Proposal of Project	500 words	Describe the detail of the proposed project? (e.g. dates, times, locations, project description and number of participants).	15
Equality, Diversity and Inclusion	400 words	What steps will you and the supporting organisation take to ensure that the project is inclusive for young people?	10
Health & Safety	300 words	What steps will you and the supporting organisation take to ensure that the relevant health & safety measures have been undertaken (e.g. risk assessments, incident & accident reporting, parents/carers consent)	10
Budget and resources plan	250 words	How much funding are you applying for and what will the funding be spent on?	15