

Prospectus

Mayor's Positive Activities for Young People (PAYP)

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 Positive Activities for Young People (PAYP) grant funding programme aims to further support voluntary and community sector organisations to deliver a diverse range of positive activities and experiences during school holiday periods for 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). This contributes towards providing Tower Hamlets young people with somewhere safe to go, something positive to do and someone to talk with during school holiday periods.
- 1.3. The purpose of this prospectus is to provide you with information on how to make an application to the Positive Activities for Young People 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 Positive Activities for Young People 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 the voluntary and community sector to achieve:
 - Alleviating the impact of the cost-of-living crisis and poverty upon young people and their families during school holiday periods through the provision of access to free positive activities and free healthy foods.
 - Promoting the holistic health and wellbeing of young people (e.g. emotional wellbeing, mental health and physical health) through participating in positive activities and experiences.
 - Creating greater safety for young people vulnerable to being impacted by harm outside the home (e.g. exploitation, violence and crime) by concentrating the delivery of positive activities for young people between the hours of 3-9pm which is the vicinity in which the most serious incidents and offences occur.
 - Increasing the access to and participation of disadvantaged and vulnerable groups including young people who identify as:
 - Black, Asian & Multi Ethnic
 - Girls
 - Lesbian, gay, bisexual and transgender (LGBTQIA+)
 - Special educational needs or disabilities
 - Young people looked after and/or leaving care
 - Young Carers
 - Support young people's post-16 destination and transition into further employment, training and education.

- Reducing social isolation and improving wellbeing through providing opportunities for young people to meet outside of school and with other young people from different backgrounds as part of enabling community cohesion.
- Connecting young people with other accessible services for young people based upon their interests and skills (e.g. sports, dancing, drama, digital etc) beyond the school holidays.

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.
- Religious activities - the Council will not fund activities that propagate a particular faith or faiths.

4. How much money is available?

4.1. The total budget for the Mayor's Positive Activities for Young People grants programme is £250,000 per year.

4.2. You can apply for up to a maximum amount of £6,000.

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. Positive Activities for Young People grant funding can be used for:

- Staff wages associated with the planning, delivery and evaluation of positive activities for young people delivered during school holidays.
- Venue hire to support the delivery of positive activities for young people during school holidays.
- Equipment and resources to support the delivery of positive activities for young people.
- Transport to support the delivery of positive activities for young people.
- Providing positive activities including on-site and off-site activities (e.g. adventures away from home such as residential).
- Food.
- Promotion and marketing.
- Making positive activities 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:

- 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 Positive Activities for Young People Fund will be open for applications 3 times per year. The bidding period for the Positive Activities for Young People fund will be 6 weeks. The timetable for round 1 of the fund is outlined in the table below:

Timeframe	Milestone
	Applications open
	Closing date for applications

Timeframe	Milestone
	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 activities 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 organisation and details related to the positive activities for young people 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 Positive Activities for Young People 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 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, have a base in Tower Hamlets or be able to demonstrate a track record of successful service delivery within the borough.	Provide your registered address, copy of your rental 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.	Pass/Fail
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
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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
Aim & Outcome of Positive Activities for Young People	300 words	Describe the aim and desired outcome(s) your proposed positive activities for young people?	20
Proposal of Positive Activities for Young People	500 words	Describe the detail of the proposed positive activities for young people? (e.g. dates, times, locations, activities, number of participants).	20
Track record	300 words	Describe your organisations experience of delivering simialr activities.	15
Equality, Diversity and Inclusion	400 words	What steps will your organisation take to ensure that the positive activities for young people are inclusive?	10
Workforce	300 words	How will the organisation ensure that the proposed positive activities for young people are facilitated by appropriately skilled and qualified individuals relevant to the activities and needs of young people?	10
Health & Safety	300 words	What steps will your organisation take to ensure that	10

		the relevant health & safety measures have been undertaken (e.g. risk assessments, incident & accident reporting, parents/carers consent)	
Budget and resources plan	250 words	How much funding are you applying for and what will the funding be spent on?	15