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**Essential Life Skills**

**Grants for young people**

**Directly investing in young people**

**These grants are to help young people to develop and deliver Essential Life Skill opportunities to themselves and others aged 11-19** (and up to 25 with disability)

**Guidance Notes**

 **2019**

**Background to these Grants**

# The Essential Life Skills grants are offered as part of the Bradford Opportunity Area. This means that Bradford gets some money from the Department for Education to help young people who live in Bradford to improve social mobility.

Bradford has got this money as the Department for Education recognises that not everyone has the same opportunities, and they want to change this. Essential Life Skills have been identified as a key contributing factor achieving to academically and accessing rewarding careers.

Bradford Opportunity Area has already distributed money to schools to support their delivery of Essential Life Skills, but are eager to provide funding for young people to deliver activities that they feel will impact social mobility and that are developed and delivered by young people themselves. The Youth Empowerment Grants are designed to empower young people to support themselves and their peers.

The Opportunity Area Partnership Board are interested to see the impact their money has had, so any groups who are awarded a grant will be asked to complete a return, detailing what they have done and what difference this has made.

# Essential Life Skills Criteria

The Essential Life Skills Programme has a list of example Essential Life Skills. Applications would be welcomed that contribute towards the participants and/or other young people achieving some of the skills outlined below, whilst improving the social mobility of those participating and/or others in Bradford:

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| Resilience, perseverance and persistence |
| Hard work, self-control, discipline and good timekeeping |
| Self-confidence, leadership and team working |
| Honesty, integrity and engaged citizenship |
| Attitude, respect and empathy |
| Curiosity and problem solving |

**GUIDANCE NOTES FOR APPLICANTS**

1. There will be 2 rounds of grants. The first round was launched on 24th January and is open for activity to take place between February 2019 and May 2019. The Second round will launch on 11th March 2019 and will be for activity to take place between April 2019 and July 2019.
2. Applications will be considered by Constituency based Youth Grants Panels. The panel will have a total of £10,000 per constituency to allocate for round 1 and a further £10,000 to allocate for round 2.
3. This fund is administered in Constituency areas, applicants should apply to the area either in which they live (for independent applications) or the area their project operates in (for group applications)
4. Applications may be made for amounts up to £1,000.
5. Applications must be made by young people themselves (organisations can support, but young people must be able to articulate what they want the money for and what they expect the benefits to be)
6. The grants are to support young people to develop and deliver Essential Life Skills and have a positive impact on social mobility in the Opportunity Area.
7. Each group of young people who want to make an application is required to have the support of either an employer, an educational establishment or a voluntary organisation.
8. The employer, educational establishment or voluntary organisation who are supporting young people should assure themselves that the things detailed in the application will contribute towards improving social mobility and Essential Life Skills as outlined above.
9. The supporting employer, educational establishment or voluntary organisation would also need to be prepared to hold any awarded grants for young people and ensure the spending was made in line with the application.
10. Only one grant can be running at any one time, but applications can be made into each round of the grant scheme.
11. Beneficiaries of this grant must be in the age range 11-19 (up to 25 years with disability) and must live in the Bradford District
12. Any awarded grants have to be spent within the specified period (with the activity delivered / completed). For grants awarded in round one these would be required to be completed by the end of May 2019, for round 2 would this be required to be completed by the end of August 2019.
13. All applications will be considered by a panel that is made up of local young people who are linked with the Constituency area. They will make recommendations for allocating the funding and will report to the Constituency Grants Advisory Group.
14. It is important that any young people carefully read this guidance document and the criteria before making an application for a grant – be sure when you do make application that you have filled in all the questions and that your idea meets the criteria of the grant.
15. You should only provide information requested in the Application Form. Any additional information provided, for example promotional literature or cross-reference to any web-based material, will not be considered as part of the evaluation process.
16. We would expect all funded provision to:
* Contribute towards improving social mobility.
* Contribute towards the participant’s development of Essential Life Skills.
* Provide opportunities for young people have their voice heard.
* Be prepared to share their experiences within the area.
* To identify learning and achievements and if possible link this to accreditation opportunities.
* Meet minimum safeguarding standards as outlined by the Bradford Safeguarding Children’s Board and be able to evidence this. (or be in a position to do this before delivery commences)
* Projects that are funded would be expected to comply with monitoring requirements for work undertaken. For the groups this will include asking those who participate to sign up to a privacy notice at the start of your project outlining why we are collecting their data, what it is used for, who it is shared with and how long we will keep the data.

 **Submission Requirements**

1. Please respond by completing and returning the application form on or before the stated deadline of 10th March 2019 (round 1) or 31st March (round 2)

 **PLEASE NOTE : we will not accept late applications (what ever the reason)**

1. The Authority requires one electronic copy of the completed application to be submitted to: jackie.fawthrop@bradford.gov.uk

 **Instructions for Completion**

1. All monies awarded to a project/organisation must be accounted for in full (e.g. copies of account and/or receipts detailing how the money has been spent must be retained and submitted as requested).
2. The supporting organisation must have the appropriate safety and support documents, as outlined within the application form checklist, and any activity they are supporting should comply with these for the duration of the project lifetime.
3. The evaluation panel will assess and decide which applications will be funded based on which proposals best meet the outcomes outlined previously, and provide value for money, are creative, sustainable, realistic and viable.
4. Decisions reached by the grant panel will be final; there will be no appeals process.

**Proposed Timetable**

Set out below is the proposed timetable for the grant scheme. This is intended as an indicative guide and, whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any stage.

**Round 1**

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| --- | --- |
| Stage in Grant Process | Target Date(s) |
| Grant Applications available | 18th February 2019  |
| Deadline for submission of Applications | 10th March 2019 |
| Successful Projects (Grant) earliest start date | 11th March 2019  |
| Successful Projects (Grant) latest completion date | 31st May 2019  |

**Round 2**

|  |  |
| --- | --- |
| Stage in Grant Process | Target Date(s) |
| Grant Applications available | 11th March 2019  |
| Deadline for submission of Applications | 31st March 2019  |
| Successful Projects (Grant) earliest start date | 1st April 2019  |
| Successful Projects (Grant) latest completion date | 31st July 2019  |

Please note that some of the data collected as part of this application process may be shared with internal and external partners. Details of the funded work may be publicised electronically, in funding reports, in the media and other methods of distributing the information. It is also possible that this information may be released under any Freedom of Information request. Funded ideas should ensure they have the required GDPR permissions in place if they are awarded a grant.

Check with your supporting organisation if you need more information on what this all means.

As part of the grant monitoring we will want to know who has benefited from taking part in the funded activity – if your application is successful your support organisation will need to help you ensure you capture the details we will need you to report on.