



## **YEF COVID-19 Round Application Guidance**

The Youth Endowment Fund exists to prevent children and young people from getting caught up in crime and violence by finding and sharing the best possible ways to support those most at risk.

Social distancing and stay at home measures have seen access to schools restricted and the provision of youth services dramatically reduced. The result is that some of our most vulnerable young people have both lost the support they relied on and become increasingly invisible. Many organisations who are passionate about young people are working hard to find creative ways to address this at a time when their own financial security hangs in the balance.

We urgently need to learn more the best ways to reach and support these vulnerable young people.

Our dual aims with this grant round are to help reach and support these vulnerable children while also learning the best way to provide this support in the present context.

### **What we will fund?**

We will provide funding for work which will support vulnerable young people at risk of youth violence, and that can be delivered whilst adhering to UK government social distancing and stay at home guidelines. We urgently need to find out whether projects being delivered or adapted as a result of social distancing and stay at home guidelines are effective in reaching and engaging vulnerable young people. We know that whilst some face-to-face work continues, an increasing number of organisations are turning to digital and virtual activities to deliver their support. For these reasons we will be focussing this round on two key areas;

1. Digital/virtual delivery of programmes, specifically :
  - Remote/digital/virtual delivery of programmes delivered on a one-to-one basis
  - Remote/digital/virtual delivery of group-based programmes
  - Remote/digital/virtual delivery of guided self-help or interactive content
2. Face to face activity that can be delivered whilst adhering to social distancing/stay at home guideline, specifically:



- Face to face activity delivered within schools
- Face to face delivery of detached youth work

We will fund any costs that you need us to cover in order for you to be able to deliver the activities that you outline in your application. The Youth Endowment Fund provides funding which can be described as 'full cost recovery'; this means that we fund both direct project costs, and proportionate overhead costs required to carry out the work.

Direct project costs are those that only relate to the activity for which you are applying for funding; costs which you will only incur if your application is successful. These could include specific staff costs, expenses or specific equipment needed to deliver.

Overheads are costs that partly relate to and support the work that you are asking us to fund, but that also support other work that your organisation does. Overheads could include a proportion of salaries for core staff, your rent and utilities costs as well as other ongoing costs.

We expect the average grant to be around £50,000. The minimum grant that organisations can apply for is £25,000. There is no maximum, however grants awarded will be proportionate to the turnover of the organisation(s) applying. If you are applying for a one-year grant, we will not award a grant larger than your total income for the previous financial year.

Please note that we will not fund work which is for religious or political purpose. Faith based organisations can apply, but your intervention must be open to people of all or no faith. Our funding can also not be used to help promote any religion.

### **Learning from what we fund**

The Youth Endowment Fund aims to build the evidence base about what works to prevent youth offending. In order to do this, we evaluate everything that we fund. If you are applying for funding for this round you need to be willing to work with the Learning Partner we appoint, and for us to learn from what we fund. We expect that successful applicants will work with YEF and the learning partner to determine how their activity can best contribute to this learning activity. The types of learning activity we envisage include:

- Working with the learning partner to describe how and why your activity will work.



- Participating in webinars and other online learning tools to share experience and learning across the portfolio of activities.
- Participating in qualitative research methods to share your experience about how the activity is working.
- Exploring with the learning partner about the best ways to capture young people's views about the activity.

### **How much funding is available?**

We anticipate awarding grants totalling c.£6.5m in this funding round. 50% of the total funding available will be reserved for charities and social enterprises. For the purposes of this round we are defining charities and social enterprises as being any of the following legal types;

- Registered charity
- Charitable Incorporated Organisation
- Company Limited by Guarantee
- Community Interest Companies
- Industrial & Provident Societies
- Community Benefit Societies

### **Who can apply?**

An application can be made by any legally constituted organisation. This could include

- Charities and social enterprises
- For-profit companies
- Public sector agencies, such as councils, schools, health or police forces

Any organisation applying needs to be operating in England and/or Wales and have a track record of delivery to young people through provision that is specifically designed to improve outcomes and prevent youth violence. This can be either directly or indirectly (for example training youth workers).

Organisations can apply in partnership with others, but one organisation will need to be the lead applicant. If the lead applicant does not deliver directly to young people you will need to detail who you intend to work with to do this.

Applying in partnership will not mean you are more or less likely to be awarded a grant; what is most important is that you are able to provide evidence to demonstrate why your partnership would be effective in reaching at-risk children and young people.



If your organisation or partnership does not have experience of delivering provision intended to improve outcomes that reduce the risk of youth violence, you should not apply.

Organisations delivering in multiple local authority areas can submit more than one application. However, we will only accept one application per organisation per local authority area. Additionally, if your organisation submits more than one application it needs to be clear why multiple applications are needed. For example, if an organisation applies for funding to work across a local authority area, we will not then expect to receive additional applications to work in towns and cities within that area. Given current UK government guidelines, and the size of grants we are looking to award, we are expecting activities to be locally rooted and specific to the needs of communities.

### **How to apply?**

To apply you will need to complete the application form available on our website [here](#). The form provides instructions on what you need to do, and how you can save it as you are entering information.

### **Timeline**

The application window will be open for 4 weeks, and close at **midday Wednesday 3<sup>rd</sup> June**.

You can submit your application at any point during the application window. In order to provide applicants with quick feedback on their applications, we will be reviewing applications and making decisions on applications requesting less than £50,000 throughout the application window. For these applications we will aim to let you know whether or not we are able to provide you with funding within 3 weeks. Larger applications will be reviewed by the YEF Grants and Evaluation Committee. We will communicate the specific timeframe for decisions for larger grants directly with applicants. At the latest, all applicants will know whether or not we are able to provide funding no later than July 1<sup>st</sup>.

### **Help and Support**

If you have questions about the application, please email [grants@youthendowmentfund.org.uk](mailto:grants@youthendowmentfund.org.uk); a member of the YEF Grants Team will then get back to you to help you with your query. We will also be updating our website with Frequently Asked Questions throughout the application window [here](#) on our website.



## **Application Guidance**

### **Section 1 – Basic organisational information**

This section asks some basic questions about you and your organisation. This includes;

- Who you are, your position at your organisation and your contact details
- Your organisation legal name and registered address
- Your Companies House/Charity Number
- Where you are located
- When you were established
- Your legal structure
- The aim of your organisation and your work with young people
- How many staff and volunteers you have

For most questions, you will need to select one of the options given to you.

### **Section 2 – What you want funding for**

This section provides you with an opportunity to tell us more about what you would like funding for, and how it will support young people within your community. Some questions provide you with options for you to select, and some questions we ask you to answer in your own words. Where you need to write an answer, these do not need to be long and we will not be assessing how the answer is written; we welcome short concise answers to the questions and bullet points providing the information are absolutely acceptable.

#### **1. What will be the primary method for delivering to young people?**

Please choose one of the following options;

- Remote/digital/virtual delivery of programmes delivered on a one-to-one basis
- Remote/digital/virtual delivery of group-based programmes
- Remote/digital/virtual delivery of guided self-help or interactive content
- Face to face activity delivered within schools
- Face to face delivery of detached youth work

#### **2. Where will you deliver the activities?**



Please tell us where in England and Wales your work will be delivered by naming the Local Authority area(s) in which the activities will take place. You can find a list of Local Authority areas here.

**3. Are you delivering these activities on your own or are you partnering with other organisations?**

Please select the appropriate option so that we know whether or not you are partnering with others to deliver this work.

**4. Partner details**

If you told us in question 3 that you are working with others, please tell us the legal names of the other organisations you are partnering with and why you have chosen to work with these organisations.

**5. What are the ages of the young people you intend to work with?**

Please tell us the ages of the young people you will target by entering the lowest and oldest ages of those that will take part.

**6. How many young people do you aim to work with?**

Please tell us how many young people you are hoping to work with as a result of the funding you are applying for, and please tell us what percentage of these will be aged 10 – 14.

**7. Will you be working directly with young people from your community at risk of being drawn into crime and violence? How do you know they are at risk?**

The Youth Endowment Fund exists to work with children and young people most at risk of getting caught up in crime and violence and providing support that will prevent this. We need you to tell us how you know that the young people you intend to work with are at risk of being drawn into crime and violence. Do you know this from previous work? Do you know this because of information that is being shared by other organisations in your area?

**8. Which are the typical characteristics of the children and young people you will be working with?**

Please select from this list any characteristics that you feel young people you intend to support have.

- Has a criminal conviction

- Is receiving services from a Youth Offending Team or similar
- Is a registered Child in Need
- Is a Looked After Child
- Is at risk of school exclusion
- Has been excluded from school
- Is frequently truant
- Has a family member with criminal convictions
- Is at risk of gang membership
- Is in a gang
- Has low levels of educational achievement
- Has diagnosed mental health issues
- Has suffered abuse / early childhood trauma
- Has been a victim of crime
- Displays antisocial behaviour
- Displays high impulsivity/hyperactivity
- Has a history of weapon possession (e.g. knife, gun)
- Has a history of alcohol and/or substance use
- Other (please state)

You can select any or all of these characteristics. The number of characteristics you select will not affect whether or not your application is successful; we need this information so that we can see which characteristics applications are working with.

**9. Please tell us whether the people you intend to work with are already known to you**

Are you working with young people already known to your service, or are you intending to reach out to new cohorts? What are the proportions of new vs. existing clients? Please explain how you have decided that this is the appropriate cohort of young people to work with at this time.

**10. What knowledge do you have of the needs of the young people you wish to work with?**

If the young people you are going to work with are known to you, do you already have background knowledge of their needs that predates the stay at home guidance and is informing your work now? What is this knowledge? How was it collected, and have you sought to update it since the crisis began?

**11. What contact are you maintaining with young people?**

If young people are known to you, have you managed to stay in contact since social distancing and stay at home guidance has been introduced? How have you done so? If you haven't been able to maintain contact with young people, what have been the specific issues that have caused this?

**12. How are you prioritising need amongst the young people that you work with?**

If young people are known to you, have you prioritised need amongst your cohort? How have you done so?

If the young people you intend to work with aren't already known to you, how have you decided that these are the young people that most need support at this time (rather than the young people you usually support)?

**13. How has social distancing changed the needs of young people?**

Are you seeing any patterns of need within your work to date since social distancing and stay at home measures have been introduced? Have these changed from patterns previously observed prior to the pandemic? If so, what evidence do you have of these changes?

**14. Are the needs of at risk young people being addressed during social distancing?**

Through your engagement with young people so far, have you seen signs of the needs of young people at risk of being drawn into crime and violence not being addressed since social distancing and stay at home measures have been introduced?

**15. What needs do at risk young people have that are not being addressed?**

If you have seen any patterns of need, can you briefly tell us what these have been? Where are services not meeting the needs of at risk young people in your view?

**16. How will you reach young people not currently known to you?**

If you are intending to reach out to young people not currently known to your service, please tell us how you will go about your outreach whilst adhering to social distancing guidelines.

If you are working only with young people known to you, please skip to question 18.

**17. How have you prioritised young people not currently known to you?**





If you are intending to reach out to young people not currently known to your service, please tell us how you have established their needs. How have you determined that these are the young people within your area that most need support?

If you are working only with young people known to you, please skip to question 18.

**18. How long do you intend to deliver the activities for?**

Please enter the proposed length of the work you are asking us to fund in months.

It is up to applicants to determine how long they wish to deliver activities for. In this round we will provide funding for work running for a minimum of 3 months and a maximum of one year from the point of award. However, you will need to be able to run the activities as outlined in your application for this length of time regardless of how social distancing guidelines in the UK evolve. You won't be able to modify your delivery timeframe or type of activities based upon the changing government guidelines. This is because The Youth Endowment Fund is mandated to evaluate everything that it funds and assess its effectiveness in preventing young people from being drawn into crime and violence. As such, knowing what you will do and over what time period you will do it will be a crucial part of our evaluation plans.

However, we will work with successful applicants to understand the challenges and possible consequences should social distancing guidelines change.

**19. What activities do you intend to conduct? Why have you chosen these activities?**

We need to understand what you are going to do and how you are going to do it. So, please describe the activities will you be undertaking to achieve the aims you have described, and the timeframes for them. Please also tell us who will be overseeing and implementing the activities. If you wish to submit a one-page Gantt chart to show the activities and timeframes this can be uploaded with your application (however, this is not compulsory).

**20. What activities do you intend for the young person to participate in?**

We need to understand what the activities will look like for the young people taking part in it. What activities do you intend for the young person to participate in? What is the aim of these activities and what outcomes are you trying to achieve for the young people that you will work with? What is the frequency and the duration of these activities? How long will a single young person participate in the activities?

**21. What experience do you have of delivering these activities to young people?**

Please tell us to what extent have you delivered this activity and/or worked with this type of young person before through similar activities. If the information is available, please describe the outcome of any previous work.

**22. How will these proposed activities be delivered under present UK government social distancing guidelines?**

We need to make sure that everything we fund will meet current UK Government guidelines on social distancing. So please tell us how you can deliver your activities and adhere to these, both for the welfare of staff and the young people involved. We also need to understand whether the activities proposed would need to change if guidelines change. For example, if social distancing measures were removed completely, would this impact your ability to deliver the activities as planned?

**23. How do you know that these activities will help vulnerable young people within your community?**

We need to understand why you think that these activities will make a difference to the vulnerable young people that you are trying to reach. Why are the activities that you are describing going to make a difference to these young people? Does it relate to specific issues within the community, or specific challenges the young people themselves are facing? Ultimately, we want to understand your thinking as to why you think you will be successful in deterring at-risk young people from becoming involved in violent crime.

**24. What existing safeguarding procedures do you have in place and how do you intend to address safeguarding issues for these specific activities?**

Please tell us how you intend to address any particular or contextual safeguarding issues for this specific project.

We will be funding organisations to help vulnerable young people. As such, it is essential that all successful applicants have appropriate policies and procedures with regards to safeguarding and are compliant with all laws relevant to them. Additionally, we need to make sure that you have thought about the additional safeguarding needs that both your activities and the current situation have created. For example, have you considered how young people may be put at greater risk if your activity is moved online?

Please note that we may ask for copies of relevant documents to support this as part of the assessment process.

**25. Are you aware of any evidence that would support the likelihood of this work deterring young people from involvement in violent crime?**

The Youth Endowment Fund will assess the evidence base for your proposed work and likelihood for success. You do not need to do this. However, if you are aware of existing independent research that would point to your likelihood of success in implementing your activities, as well as their potential outcomes, please tell us about it. This could be your own research or that of others.

**Section 3 – The organisation and impact of COVID-19**

This section asks for some information to help us understand the impact of the COVID-19 crisis on your organisation. The answers you provide here will not affect whether or not your application is successful but will help us to understand your current situation. Most of the questions provide you with an option to select, and we will share this data with government bodies and other funders in order to help demonstrate/understand the impact of COVID-19 on organisations.

**26. What impact has the COVID-19 crisis had on your ability to deliver services to young people?**

We understand that the current crisis will have affected your organisation in many ways. But please tell us how the current crisis has specifically affected your ability to deliver services to young people. Has it meant that some services have already had to switch to online delivery? Have some services been cancelled altogether? Has it made it harder to engage with young people in your community? We want to understand the challenges that are specific to you and the young people that you work with.

**27. Impact on staff capacity – has your ability to deliver services been impacted by staff self-isolating, unwell or unable to work due to vulnerability?**

Please select one of the options;

- No change to staff capacity
- Capacity decrease up to 25%
- Capacity decrease by 50%
- Capacity decrease up to 100%

**28. % of staff in a vulnerable group – can you estimate what percentage of staff that are in the vulnerable categories designated by the government (over 70, with underlying health conditions, pregnant)?**

Please select one of the options;

- No staff in vulnerable group
- Up to 25% of staff in vulnerable group
- Up to 50% of staff in vulnerable group
- Up to 100% of staff in vulnerable group

**29. Impact on volunteer capacity – has your ability to deliver services been impacted by volunteers self-isolating, unwell or unable to work due to vulnerability?**

Please select one of the options;

- No Volunteers/No change in volunteer capacity
- Capacity decrease up to 25%
- Capacity decrease by 50%
- Capacity decrease up to 100%

**30. Covid-19 Impact on ability to pay staff without governmental support – has the crisis had a direct impact on your ability to pay staff without accessing government support packages (e.g. furlough or small business loans)?**

Please select one of the options;

- Able to pay staff for the foreseeable
- Unable to pay staff in 6 months
- Unable to pay staff in 3 months
- Imminent difficulties in paying staff

**31. Covid-19 Impact on ability to pay operational costs without governmental support – has the crisis had a direct impact on your ability to pay operational costs without accessing government support packages?**

Please select one of the options;

- Able to pay operational costs for the foreseeable
- Unable to pay operational costs for 6 months
- Unable to pay operational costs for 3 months
- Imminent difficulties in paying operational costs

**32. How has the crisis affected your cashflow, and how long is it until cashflow becomes critical?**

Please select one of the options;

- Cashflow will become critical in more than 12 months
- Cashflow will become critical in 6–12 months
- Cashflow will become critical in 3–6 months
- Cashflow will become critical in 1–3 months
- Cashflow will become critical in 0–4 weeks

**33. Which of the following support schemes have you applied for?**

Please select all that apply

- Statutory Sick Pay refund
- Government business support grant funding – e.g. the Retail, Leisure & Hospitality Grant Fund or the Small Business Grant Fund.
- Coronavirus Job Retention Scheme
- Other non-government coronavirus emergency support funding

**34. For which of the following support schemes have your applications been successful and are you either already accessing or expecting to access shortly?**

Please select all that apply

- Statutory Sick Pay refund
- Government business support grant funding – e.g. the Retail, Leisure & Hospitality Grant Fund or the Small Business Grant Fund.
- Coronavirus Job Retention Scheme
- Other non-Government coronavirus emergency support funding

**Section 4 – Financial information**

This section allows you to tell us about the funding you are requesting, as well as a little about your organisation's financial history.

**35. Grant amount requested**

Please tell us how much funding you are requesting.

The minimum amount you can apply for is £25,000. There is no maximum, however grants awarded will be proportionate to the turnover of the organisation(s) applying. If you are applying for a one-year grant, we will not normally award a grant larger than 50% of your total income for the previous financial year.

**36. Have you secured any other funding for this work?**



Having secured other funding will not affect whether or not you are successful in being awarded a grant, we just need to know whether you already have other funding to put towards the work or whether you are requesting the full costs in this application. Please answer yes or no to this question.

### **37. Details of funding secured**

If you answered yes to question 26, please tell us about the funding you have already secured. This should include amounts secured, the name of the funder, the date of the funding award and the period that funding has been awarded for.

### **38. Grant budget**

Please list the individual items that you would like us to fund. You can list up to 12 budget categories, and need to provide the total cost for each

Please remember that if you need to pay VAT on any of the items you are asking us to fund, you should enter the cost inclusive of VAT. We will not add VAT to your budget when awarding your grant.

### **39. Previous financial information**

If available, please provide a summary of your organisation's finances for the last two years using the table provided. You do not need to have two years financial information to be eligible to apply for a grant, but if you do have this information, we would like to see it.