England

Youth Investment Fund

Chapter one - Programme Guidance
For use in England only
This is the first in a set of three documents.

Your application pack is made up of the following three documents:

**Chapter one** is the programme guidance, which tells you about the Youth Investment Fund, what we hope our investment will achieve, who can apply and what for.

**Chapter two** is your main application form which you should use to tell us about what you are asking us to fund.

**Chapter three** is an organisation details form. We ask you to complete this and return it to us within 15 days of receiving the application pack to confirm your interest in applying to this programme.
Youth Investment Fund

The Youth Investment Fund (YIF) is a £40 million joint investment by the Department for Digital, Culture, Media and Sport and the Big Lottery Fund in open access youth provision in targeted disadvantaged areas. ‘Open access’ is community based provision that young people can go to without referral, including centre based provision and outreach or detached work. It helps young people to develop skills, improve their wellbeing and engage with their communities, through a wide range of activities and support (such as skills development, drop in sessions, sports, arts, culture and social action).

The YIF is supporting voluntary and community sector youth organisations to deliver, create and expand high quality open access provision, so that more young people can benefit. It is also building the sustainability of this provision by helping organisations to invest in their own development.

The YIF was launched in September 2016, and following the initial round of applications, eighty six funding awards were made in March 2017. The disadvantaged areas targeted through the YIF include: Bristol and Somerset, East London, Eastern regions, Liverpool City Region, Tees Valley and Sunderland, and West Midlands.

Some ‘coldspots’ were identified during the initial application round in parts of the Eastern regions and West Midlands. These are local authority areas within the six targeted clusters, which have received little or no investment from the YIF so far, or where YIF investment currently has limited reach geographically in the area.

We are inviting an additional round of applications for funding from organisations and partnerships delivering open access youth services in the coldspot areas. A total of £2 million is available (which is part of the £40 million total for the YIF). Taking a locally nuanced approach to funding youth provision in the coldspots will ensure that young people in these disadvantaged places can benefit from the investment. The following areas are eligible:

**West Midlands Urban**
- Sandwell
- Wolverhampton
- Dudley
- Solihull
- Walsall

**Eastern**
- Peterborough
- Kings Lynn and West Norfolk
- Huntingdonshire
- Fenland and East Cambridgshire

This document is your guide to the investment, including: how to apply, what you can apply for and what our ambition is for the additional funding round of the YIF.
Part one: A brief guide to the Youth Investment Fund

What is it all about?
This additional round of applications for the Youth Investment Fund will support Voluntary, Community and Social Enterprise (VCSE) organisations or partnerships that provide front line youth services in targeted communities in the West Midlands and Eastern regions, to deliver, expand and create, high quality youth services, which result in improved outcomes for young people.

Deliver - By deliver we mean organisations and/or partnerships continuing to provide the services they currently do. We would expect funded organisations and/or partnerships to improve the quality of these services as they are being delivered. We would also anticipate that organisations and/or partnerships would work in collaboration with young people to help them achieve this.

Expand - By expand we mean delivering the services to additional young people, and potentially providing them in additional geographical locations within our target areas, where there is clear evidence of demand.

Create - By create we mean design and deliver new high quality open access services which young people tell you they want. We anticipate this would be done in partnership with the young people and potentially in partnerships with other local organisations. It will be important to consider other locally available services to ensure duplication is avoided and complementary services are delivered.

By open access youth provision we mean provision that includes a range of leisure, cultural, sporting and enrichment activities that usually take place around youth and/or community venues. This provision should not require a formal referral process for young people to be able to access it.

Applicants can apply for three years of funding from 2018-2021. As part of this work we are also looking for organisations and/or partnerships to use this funding to ensure they can sustain the delivery of their services on an ongoing basis. This work may include the following types of activity:

- Identifying new sources of income (e.g. social finance, income generation or match funding).
- Continuing to develop the quality of their youth services.
- Investment in workforce development (including the recruitment and training of volunteers).
- Collaboration with other local organisations, and building strong networks and partnerships in the future.

This fund can also support small scale capital funding (up to £50,000) to assist with the refurbishment of existing youth facilities, the development of new ones, and the purchase of equipment which supports the objectives of this fund.
As part of the YIF, we are investing £1 million in evaluation to develop a shared measurement framework and new data collection tools to improve understanding of impact. Successful applicants will need to demonstrate a commitment to participating in impact measurement and sharing their learning and experience with others.

We see this as an exciting opportunity to directly support the provision of much needed services in this sector and to help applicants build on their strengths so they are “fit for the future”.
Part two: Things to be aware of before you start your application

a) Where are the targeted areas?

The Local Authority areas for this investment have been targeted. Following the first round of awards there were some areas with funding cold-spots. These are now the only areas which are eligible to apply for and receive funding.

**West Midlands Urban**
- Sandwell
- Wolverhampton
- Dudley
- Solihull
- Walsall

**Eastern**
- Peterborough
- Kings Lynn and West Norfolk
- Huntingdonshire
- Fenland
- East Cambridgeshire

The original six target clusters were chosen by considering the available statistics relating to deprivation linked to young people and previous investments by the Big Lottery Fund. Taking this approach will help us to maximise the impact of this investment by targeting areas of greatest need.

Who can apply?

The Youth Investment Fund will support VCSE youth organisations and VCSE led partnerships to provide frontline, open access youth services in the targeted areas.

By VCSE, we mean the following types of civil society organisations:
- a registered charity
- a community benefit society registered as an industrial and provident society
- a community interest company
- an organisation of another type not listed above if you operate as a social enterprise and principally reinvest surpluses for social benefit.

If you have already received a grant from the Youth Investment Fund you are not able to apply in this round of funding.

If you have already applied to the Youth Investment Fund and not received a grant, you can re-apply as a member of a partnership but not as a single applicant.
Applying as a partnership

Your partnership must be led by a single voluntary and community sector organisation. This voluntary and community sector ‘lead’ organisation will be our main point of contact on behalf of the partnership.

This ‘lead’ voluntary and community sector organisation will have legal responsibility for all of the funding we award, and be financially accountable for any funds that are distributed to partners and delivery services. We will expect this organisation to ensure our reporting requirements are being met, whilst working with our external evaluator to agree appropriate monitoring systems and ensure they are being implemented.

Partners will work together to develop and manage the project and will have a role in decision making. They can also deliver services for the project. Local authority or publicly run youth services are able to be a member of a partnership but not lead a partnership. Please speak with your Local Funding Officer to discuss further.

If you are working as a formal partnership and we make a grant offer, you will be required to create a formal partnership agreement. We will advise you on this matter if you are successful. Other organisations may be involved in delivering services for the project, but won’t have a role in steering its direction (and will not be required to sign the partnership agreement).

Eligibility criteria

We will only fund applications from VCSE youth organisations and VCSE led partnerships that provide frontline, open access youth services that can demonstrate:

- You/your partners have the commitment, capacity and resources to manage an investment of this scale, (Total grant £150,000 - £750,000).
- That a significant proportion of you/your partner’s beneficiaries are young people. We consider young people to be those who are 10 - 18 years old (10 - 25 years with a disability or special educational needs). All of your youth beneficiaries should be located in the targeted areas.
- You/your partners have an evidenced track record in delivering frontline services with and for young people.
- You/your partners are based in or be able to demonstrate strong links to the community you intend to support.
- You have at least three unrelated people on the organisation’s governing body.

We anticipate making the first grant payment around May 2018, and for the final grant monitoring to be provided no later than 31 March 2021. As such you need to be confident you can meet these deadlines and start some of your funded activity immediately after receiving your first payment.

For organisations that do not meet the eligibility criteria we would recommend you consider other funding streams, including Big Lottery Fund programmes such as Reaching Communities and Awards for All. Please visit our website for further details.
Part Three: How to apply

a) Pre-application stage

- To manage demand and expectations, the application form is not available on our website.
- To access an application form you will need to speak with a member of our local or central team by attending one of the local Youth Investment Fund drop in sessions. The dates and locations for these sessions are:

**West Midlands:**

- **13th September** - 9.30 - 12.30  
  Chapelhouse Community Centre, 100 Chapelhouse Road, Solihull, B37 5HA
- **14th September** - 10.30 - 13.00  
  One Walsall, Jerome Chambers, 16-16a Bridge St, Walsall, WS1 1HP
- **15 September** - 10.30 - 13.00  
  Landchard House, Victoria Street, West Bromwich, B70 8EX

**Eastern:**

- **25 September** - 11.00 - 14.00  
  Providence Street, King’s Lynn, Norfolk, PE30 5ET
- **27 September** - 11.00 - 14.00  
  Young People March Ltd, City Road, March, PE15 9LS
- **28 September** - 11.00 - 14.00  
  Peterborough City College, Brook Street, Peterborough, PE1 1TU

We may provide additional drop-in sessions if required to meet demand.

- During your conversation with a central or local team member, you will be asked a series of questions relating to your experience in both managing grants and working with the youth sector in your area. [This link will show you the questions that you will be asked](#)

- If you have demonstrated in the conversation that you meet the eligibility requirements of the YIF, then you will be invited to apply and will be provided with an application form.

- If you are unable to attend one of the drop in sessions, then you can contact our local team directly. We recommend that you make contact with us as early as possible to have this conversation. The contact details for our central and local teams are:

**Central Team Email:**  
youthinvestmentfund@biglotteryfund.org.uk

**West Midlands Local Officer, Manisha Patel:**  
Tel 0121 345 7721 or email manisha.patel@biglotteryfund.org.uk

**Eastern Local Officer, James Dove:**  
Tel 07920535201 or email james.dove@biglotteryfund.org.uk
b) Full application: Completing the form

- This is your opportunity to tell us about the work you want to do in your own words. You may well find bullet point replies are clearer and make best use of the space available.
- Please ensure you have answered every question and read your application before you send it to us. Email your form to youthinvestmentfund@biglotteryfund.org.uk putting the name of your organisation into the email subject line.
- We much prefer to receive application forms by email, but if you don’t have access to email please post your application to: Youth Investment Fund, Big Lottery Fund, 3 Embassy Drive, Calthorpe Road, Edgbaston, Birmingham B15 1TR.
- Your application must reach us by 20th November 2017 and we are unable to accept any applications after this date.
- We recommend you submit your application form as soon as you are happy with it.

c) Help with your application

If you have any questions about the Youth Investment Fund, or completing this application form, or if you need it in a different format (for example, large print), please contact our Advice Team on 0345 4 10 20 30 or email us at youthinvestmentfund@biglotteryfund.org.uk

Our website at www.biglotteryfund.org.uk/youthinvestmentfund and www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding has further information, advice and tips to help you complete your application. It also provides information on sources of local support that give advice on funding.

How will we assess your application and what would stronger applications look like?

We expect the strongest applications will feature the following:

- Even if applying as a single organisations we would expect to see local collaboration and partnership working with other organisations to reduce duplication and produce a connected network of services for young people.
- Young people play a significant part in every stage of this work.
- A clear link between the work being done and improving outcomes for young people.
- Systems are in place to be able to demonstrate the impact an organisation is having, in a language which is recognised by the youth sector.
- A detailed understanding of local communities within an organisation’s area, and a strategy to ensure each are appropriately supported and prioritised.
- Use the strengths the applicant, community, and young people have, to make the changes you want to make.
- Working collaboratively with other initiatives funded by the Youth Investment Fund by sharing learning, best practice, and supporting each other during the duration of this funding and into the future.
- Be able to secure additional resource for your organisation such as match funding, social investment and support from volunteers and local businesses.
- Contribute to the programme evaluation and any local evaluation work.
• Delivering high quality provision and continually looking to improve on this.
• Plan for the future and develop a sustainable delivery model.

What might a strong partnership look like?

All partnerships will be different depending on the partners and how they have agreed to work together. Each partnership should be able to demonstrate the collective skills, experience and capacity to manage and deliver their proposed project.

• The partnership has a suitable mix of organisations to enable the successful management and delivery of the project.
• The partnership should have a common interest and commitment in the successful delivery of the project.
• You should agree on how key decisions should be made and communicated.
• The roles and responsibility of each of the partners is clearly set out and agreed.
• The partnership should be committed to developing and creating a sustainable and futureproof network.
How will we assess your application?

We will assess your application against the following criteria:

Idea

1. **Opportunity**: The extent to which needs of young people and the locality and the development potential of the organisation have been evidenced.

2. **Outcomes & Impact**: The quality of outcomes and impact on young people, the organisation and its partners (where applicable) and the potential for learning and best practice.

Delivery

3. **Approach**: How effective the proposed work will be in delivering high quality, open and accessible services which involve young people in a meaningful way and result in increased local networking and influence.

4. **Capability**: The extent to which the organisation (and partners) has the track record, skills and resources that are needed to successfully deliver its plan.

When completing your application you need to ensure there is a clear link between the need for your work, the activities you are planning to carry out and the results they will achieve. This consistent approach will help to develop a strong application.

If you have identified service providers within your application form, we will not require you to undertake a tendering process for the purchase of services. We will need you to tell us how you have identified the provider and how you have determined that the allocated contract cost represents value for money.

If you have not identified service providers within your application form, but intend to subcontract work totaling more than £10,000, then you will need to undertake a tendering exercise.

How much is available?

The YIF investment is valued up to £40 million. We have just over £2 million to spend in these cold spot areas.

Based on applications for three years funding grants will be between £50,000-£250,000 per annum (£150,000-£750,000 in total). We anticipate the average grant size will total around £400,000.

State aid

Our funding is regarded as a state resource, so if it could give you a competitive advantage over other organisations offering similar services, it is likely to be deemed as State Aid and you will need to consider your State Aid position. There are exemptions for State Aid (e.g. de minimis) but these are applied on a case-by case basis.

Should you have any State Aid concerns, we recommend that you obtain a formal legal opinion in order to ensure your project is State Aid compliant. A legal opinion should set out:
1. how our funding would affect your (or other organisations) competitive or financial position in relation to other organisations providing similar goods or services
2. the amount of funding you’ve received in the last three years that was classed as State Aid and whether this was classed as de minimis.

For more information about State Aid visit - [www.gov.uk/state-aid](http://www.gov.uk/state-aid)

What can you apply for?

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<thead>
<tr>
<th>What our funding will pay for:</th>
<th>What our funding wont pay for:</th>
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<tbody>
<tr>
<td>[✓] costs associated with expanding existing services and developing new services. We would see this as a priority</td>
<td>[✗] general appeals, endowments or fundraising</td>
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<tr>
<td>[✓] current services and activities for the target beneficiary group</td>
<td>[✗] anything you start to spend money on or agree to spend money on before we confirm our funding</td>
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<tr>
<td>[✓] costs associated with developing your organisation to enable you to sustain the delivery of your new and existing services, on an ongoing basis e.g. identify and obtain new sources of income, develop the quality of your services, or staff development</td>
<td>[✗] feasibility studies</td>
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<td>[✓] proportionate overheads and staff costs e.g. if you have 10 staff working full time on the funded activity out of a total staff of 20, we would fund up to 50 per cent of total overheads, and all the costs of the 10 full time staff</td>
<td>[✗] items that only benefit one person</td>
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<td>[✓] up to £50,000 to assist with the refurbishment of existing youth facilities, the development of new ones, and the purchase of equipment, which will support the aim of this funding. You must own the freehold of the land or building, or hold a lease that your landlord cannot end for at least five years. This should be in place before you apply to us. We will not fund work on buildings which require planning permission.</td>
<td>[✗] loans or interest repayments</td>
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<td>[✗] activities to promote religion or belief</td>
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<td>[✗] political activities</td>
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<td>[✗] travel outside the UK</td>
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<td>[✗] used vehicles.</td>
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What happens when?

The key dates are:

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>11 September 2017</td>
<td>Youth Investment Fund opens and applications commence (10 weeks to submit an application)</td>
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<td>20 November 2017</td>
<td>Deadline for submitting applications</td>
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<tr>
<td>March 2018</td>
<td>Assessment of applications and funding decisions made</td>
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<tr>
<td>March 2018</td>
<td>Applicants informed if they have been awarded funding</td>
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<tr>
<td>April/May 2018</td>
<td>First Payments made</td>
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<tr>
<td>October 2018</td>
<td>Six monthly monitoring and draw down of funds</td>
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<tr>
<td>February 2021</td>
<td>Final grant report</td>
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