

Youth Led Grant Guidelines

It is important you read these guidelines before completing your application.

The aim of this Youth Led Grant is to support a range of small volunteering projects and activities, led and carried out by young people.

This is a grant for volunteering projects and activities that take place in the Vale of Glamorgan area only.

The aim of the grant In 2023/24 across Wales will be striving to support the [Wellbeing of Future Generations Act \(2015\)](#) by improving practice and funding youth-led projects that contribute towards one or more of the wellbeing goals.

- [A prosperous Wales](#)
- [A resilient Wales](#)
- [A more equal Wales](#)
- [A healthier Wales](#)
- [A Wales of cohesive communities](#)
- [A Wales of vibrant culture and thriving welsh language](#)
- [A globally responsible Wales](#)

How much grant can be awarded?

You will be able to apply for a maximum grant of £1500 and a minimum of £100 to support volunteering or set up a volunteering activity.

Who can make an application for funding?

If organisations are funded they **must**:

- be legally constituted with a governing document that is signed and adopted; (the objectives of the project must fit with the constitution);
- be independent of government and private sectors;
- have a bank account, in the name of the organisation, which requires at least two signatures

It will be necessary for all projects to comply with the terms and conditions of the grant. In some circumstances special conditions may be placed on a project.

- The Closing date for receipt of written applications is midday on **27th October 2023**
- If successful, your grant must be spent by the **29th March 2024**, and all receipts and paperwork submitted to Glamorgan Voluntary Services (GVS), by **12th April 2024**.

How to apply for funding

Complete the application form and return all paperwork by the deadline.

For more information regarding the fund please email **enquiries@gvs.wales**

What MUST be included?

1. Completed application form signed by two members of the group.
2. A copy of the groups/supporting organisations constitution.
3. Copy of the groups/supporting organisations most recent bank statement
4. Quotes/estimates and/or other evidence of costs (e.g. copy of catalogue pages)

If GVS does not receive the above requested information by the deadline your application will not be considered.

Eligibility

All projects must meet the following eligibility criteria:

- Projects must involve volunteering activities by young people
- Projects must have a community benefit to the Vale of Glamorgan
- Projects outcomes must contribute to one or more of the *Wellbeing of Future Generations Act* goals listed above.
- Projects must be led by 14-25 year olds
- The leader of the group must be a young person between the ages of 14-25
- Applicants can be individuals, groups, or groups connected to organisations (e.g. youth clubs, schools, charities, clubs)
- Projects cannot be for the direct benefit of a school but school groups can apply
- Private organisations cannot apply
- Projects should be different to those already provided in the area
- Any profit made from projects must be for a charitable or community cause

Please also note these essential guidelines:

- The minimum that can be applied for is £100
- The maximum that can be applied for is £1500.00.
- Successful applicants must be able to spend money by the **29th March 2024** and provide evidence (receipts). Failure to adhere to this will result in withdrawal/retrieval of funding
- An End of Project Report and Case Study on your project must be submitted by the **12th April 2024**

Filling in the Application Form

Please keep these help notes beside you and refer to them while you complete the application form.

Section 1 – Contact Details

1.1 Name of your project – This should be the name you have given to your project idea

1.2 Main Contact Person – This should be a group member who has been designated as the main contact person for your project (or your own details if you are applying as an individual) **Please make sure the contact person is reachable via email or phone for the duration of the project**

1.3 Alternative Contact Person – Please put the name and contact details of an alternative person in your group to be contacted if the main contact is unavailable; if you are applying as an individual this can be left blank.

1.4 Organisation Contact Details – If your project is linked to an existing organisation (E.g. school, youth club, charity or other organisation) please put the name of the host organisation's main contact person here, and the organisation contact details.

1.5 Appropriate Adult; if neither of those named in 1.2 and 1.3 are over 18, and there is no host organisations at 1.4, please provide details of someone over 18 who is happy to be associated to your project (parent/guardian/teacher etc)

Section 2 - About your Project

2.1 Please tell us about your group. How do you know each other? (E.g. are you in an existing group or club, friends or an individual?) Please fill in number of people in total that will be involved in your project, and the number in that total aged between 14 and 25 at time of application.

The Youth Led Grant panel members may wish to carry out a visit to your project to see the progress made

If you do not have appropriate insurance in place, or are unsure about this we can assist you in making arrangements for this, or you can add the cost of this to your budget.

2.2 Please tell us what you would want the money for. What will your group actually be doing? What volunteering activities would this project

include? Please explain if this is a one off or an ongoing project. **Please try and give as much information as possible in this section.**

2.3 What community benefit will your project have? What do you hope to achieve?

Will your project improve your local environment/ help a certain group of people/ improve community facilities etc? What is the main aim of your project?

2.4 Which of the Wellbeing of Future Generations Act goals does your proposed project address?

Tick all those that apply.

2.5 How will you know that your project has worked or been successful?

The Youth Led Grant Panel members would need feedback on the progress of your project. Would you be able to provide us with personal statements of those who have participated or benefited from your project, photographs or other evidence of your project? How will you know that the community benefit specified in 2.3 has been achieved? The Panel members will also be monitoring your project throughout the project either via making a visit if you have ticked Yes on your application form or via email/telephone.

2.6 How much money do you need?

Eligible activities: Eligible items of expenditure could include stationery, cost of renting a room for meetings, equipment e.g. computer, tools, postage, expenses e.g. telephone, travel, publicity costs, insurance etc.

Exclusions: You cannot use this grant for loan payments or goods or services you have ordered or received before your grant is awarded

Please specify the total you are applying for.

Please make sure that the amount you ask for is based on real and accurate costs and represent good value for money. You should list each item and its cost. Make sure that all the costs listed add up to the total.

Where items over £20 are specified please send estimates or quotes with your application. If you have obtained prices from a catalogue or website, please send copies of the relevant pages with items and prices marked.

For costs such as postage, volunteers expenses (travel etc), telephone calls, please show how you have worked out the amount. The following example may be helpful:

Postage = (72p x 20 members x 5 meetings per annum)	£72.00
Travel expenses (bus fares at £1.50 x 65 journeys)	£97.50