



The Young People's Fund Fund guidelines 2022-23

Fund guidelines

About The Young People's Fund

For the third year, Peabody Community Foundation (PCF) is offering the Young People's Fund to support grassroots community groups who are putting youth voice at the centre of their work to tackle violence affecting young people.

Peabody have worked with young people aged 11-25 across London to develop a fund which is designed by, owned by and for the benefit of young people. This co-creation process led to the development of The Young People's Fund.

Peabody will be awarding just under **£150,000** to organisations working with young Peabody residents and the wider community to address the issue of violence affecting young people in the boroughs of Westminster, Southwark, Waltham Forest, Lambeth, and Hackney. Young people must meaningfully participate in the development and design of the project or service that will respond to the issue of violence affecting young people.

Peabody hope to use this fund to demonstrate the value and importance of having strong youth participation and representation in project and service design. As such, Peabody has adopted the Public Participation Framework as a scale to evaluate the level and depth of young people's participation in shaping the project or service that will be tackling their needs. This is explained on page 5.

A panel consisting of young people from across London will make the final decisions about where the funding goes to ensure that their voice is also central to the fund itself.

Fund Criteria

Grants of up to £10,000 per year for 2 years (up to £20,000 in total) are available to organisations working with young people (aged 11-25) in the following boroughs: Westminster, Southwark, Waltham Forest, Lambeth and Hackney.

It is imperative that projects work to tackle violence affecting young people. Projects that do not demonstrate this will not be considered for fund. To meet this goal, projects will be expected to take one or more of the following three approaches:

- Working with young people already affected by violence or criminal lifestyles
- Delivering preventative work
- Addressing the root causes which lead to young people being affected by violence

Projects must:

- Run for no more than two years from the date organisations hear from LCF on the outcomes of the application
- Work with young people living on and around Peabody Estates. Of those you will support, at least:
 - 25% must be Peabody residents
 - 50% must be social housing residents (this can include Peabody and any other housing association)

Organisations must demonstrate in their application that they:

- **Have involved affected or interested young people** in the design of the proposed project. **The IAP2 Public Participation framework will be used to understand the level of young people's involvement (see page 5).** *e.g. consulting with young people to design the project they are applying for funding for (Consult Stage). Or to give young people the power to make decisions on the design and creation of projects (Empower Stage)*
- **Are embedded in their community.** *e.g. engaging with local residents through the project.*
- **Are making a real impact in their community.** *e.g. can demonstrate how they make a real difference to the community they are working in.*

Organisations delivering projects with the following outcomes will be prioritised:

- Developing the personal and professional skills of young people
- Contributing to community cohesion
- Improving mental and physical wellbeing
- Focusing on the last three stages of the Public Participation Framework

Priority will also be given to projects working with young people living on and around the following wards:

Hackney

- Hackney Central
- Hackney Downs
- Haggerston
- Homerton
- London Fields

Lambeth

- Clapham Common
- Coldharbour
- Oval
- Tulse Hill
- Thurlow Park

Waltham Forest

- Chingford Green
- Higham Hill
- Lea Bridge
- Leyton
- Leytonstone

Westminster


- Church Street
- Churchill
- Queens Park
- St James
- Tachbrook

Southwark

- Camberwell Green
- Faraday
- Newington
- North Walworth
- South Bermondsey

Groups who have funding from other Peabody grants, such as the Peabody Community Fund are welcome to make an application to this fund. Additionally, groups who have previously completed a project funded by The Young People's Fund are welcome to apply. We encourage Round 2 grantees to complete their online grant monitoring report as soon as possible, so we can use it to help us see the impact of your work, when we come to assess shortlisted applications in December 2022.

Public Participation Framework and The Young People’s Fund

		INCREASING IMPACT ON THE DECISION 				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Peabody adopted the Public Participation Framework as a method to help organisations define young people’s role in the creation and design of their project to tackle violence affecting young people.

All organisations applying to the Young People’s Fund must refer to this framework to articulate the level of involvement of young people in design of the project. **Applications that demonstrate the first two stages of the Public Participation Framework — Inform and Consult — will not be considered for this fund as these two stages demonstrate minimal input from young people. More weight will be given for applications that demonstrate the last three stages of the Public Participation Framework — Involve, Collaborate, and Empower — as these stages demonstrate the most input, direction, and design from young people.**

We will be asking organisations to demonstrate that a strong youth participation is core to their ethos by involving young people in the application process. We will ask that up to three young people, along with a member of staff from your organisation, attend a panel meeting (virtually or in person). We will ask the young people to talk for five minutes on their involvement in the development and/or delivery of the project. If this is not possible, we will request a pre-recorded video or written statement that can be read by others.

What's on offer?

£149,377 is available for grants of up to £10,000 per year over 2 years (up to £20,000 in total). This amount will be allocated across all the boroughs listed in Fund Criteria.

Applicants have the option to either request 1- or 2-years funding.

Who can apply?

Your organisation must meet the following core criteria to be eligible for grant funding:

- **Eligible Legal Structures** – there must be a signed governing document in place appropriate to the legal structure which includes an asset lock (or equivalent clause), and the purpose of all funded activities must be charitable (not for profit):
 - Charitable Incorporated Organisation (CIO)
 - Company Limited by Guarantee (CLG) - may also be registered as a Charity or a Community Interest Company Limited by Guarantee (CICLG)
 - Trust
 - Unincorporated Association
 - Community Benefit Societies (CBS). Ideally, the CBS will also be registered as charitable with HMRC, however this is not essential.
- **Governance:** You must have at least three unrelated members legally responsible for the governance of the organisation; Trustees/Directors/Management Committee as appropriate to your structure. Please note that this refers to the highest level of governance, a Management Committee that sits below a board of Trustees (eg charities, CIOs) or Directors (CLG or CICLG) does not count towards this.
- **Bank account:** A bank account in the same name as the organisation applying with a minimum of two unrelated signatories must be in place by the start of the grant.
- **Safeguarding:** You must have a safeguarding policy in place that has been reviewed in the last two years.
- **Previous LCF funding:** All conditions from any previous London Community Foundation grants must be completed and there is no current outstanding monitoring at the time of application.
- **Registration:** If the income for charitable purposes is more than £5k at the point of application, organisations must have submitted an application to register to Charity Commission or the relevant regulator (e.g., Companies House, CIC regulator or Financial Conduct Authority). If the LCF grant will take the organisation over £5k, please visit [this website](#) for guidance on setting up a charity, including information on legal structures.

Who and what isn't eligible:

- The following types of organisations are not eligible:
 - Companies limited by Shares (including CIC limited by shares).
 - Statutory organisations, such as local authorities.
 - NHS bodies.
 - Co-operative Societies.
- The grant funds cannot be used for:
 - activities that promote religious or political views,

- purely commercial ventures (for profit),
- spending that has already taken place (i.e. retrospective funding),
- individual sponsorship or redistribution of a grant to individuals or other organisations,
- activities where people are excluded on the basis of religion, sexual orientation, sex or ethnicity (unless the issue is group-specific).
- There must be no [personal benefit](#) attached to the grant.
- The organisation must not have two years of late submissions to the Charity Commission/Companies House within the last two completed financial years.
- The organisation must not have two years of net current liabilities within the two most recent completed financial years.
- Organisations where Trustees are paid are not eligible unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document

Applicants must

- Be supporting Peabody residents. At least 25% of those you support must be Peabody residents.
- Have an annual income of up to £500,000.
- Have at least three unrelated members legally responsible for the governance of the organisation; Trustees/Directors/Management Committee as appropriate to your structure. Please note that this refers to the highest level of governance, a Management Committee that sits below a board of Trustees (e.g. charities, CIOs) or Directors (CLG or CICLG) does not count towards this.
- Have a signed Governing Document, i.e. a constitution or Memorandum & Articles
- Have a Bank Account in the name of the group, with at least 2 unrelated signatories – or provide details of another group who will be managing any grant awarded, with a copy of the partnership arrangement.
- Have Annual Accounts, or for smaller groups, an Income and Expenditure Sheet for the most recent financial period. If a group is new with no previous income, they will need to provide an Income and Expenditure forecast and a recent bank statement.
- Have the relevant insurance in place, including public liability (if required) before delivering activities
- Have a Safeguarding Policy. Find our safeguarding checklist here: <https://londoncf.org.uk/apply/lcfs-safeguarding-checklist>

Closing dates for applications

12pm (midday) on Friday 18th November 2022.

Please ensure that your application form and all supporting documents are submitted by then. We are unable to consider applications which are submitted late.

What happens next

All applications will go through an eligibility check by LCF to ensure the organisation meets our standard eligibility criteria outlined above. Applications which best fit The Young People's Fund programme themes and meet the Fund criteria will be shortlisted by Peabody and the young people panel. Shortlisted applicants will be assessed by the Grant Programmes Manager and may be contacted for an informal chat or to request additional information to find out more about the project.

Shortlisted applications will be presented to the Peabody Panel which will be made up of young people and Peabody staff members.

The Grant Programmes Manager from LCF will contact you to arrange up to three nominated young people to attend a panel meeting to present a 5-minute presentation on their involvement in the project, followed by a ten-minute question and answer session with the panel. There are three options for the young people to present their experiences with the project. These options are as follows:

1. Present remotely via Zoom.
2. Present in-person, assuming government and organisation restrictions allow this. Groups will be provided with travel compensation to make this a more viable option.
3. Present via recorded video or written statement that can be read by others. This option may be more appropriate for particularly vulnerable young people who need a different way to take part.

Detailed guidance for the panel meeting will be provided in December 2022. The date for the panel meeting will be Saturday 14th January 2023. A staff member or Trustee of your organisation who is over 18 and has a full DBS check will also need to attend the meeting along with the young person to ensure they are fully supported.

Successful and unsuccessful applicants will be notified of the decision in writing by **the end of January 2023**.

Monitoring and evaluation

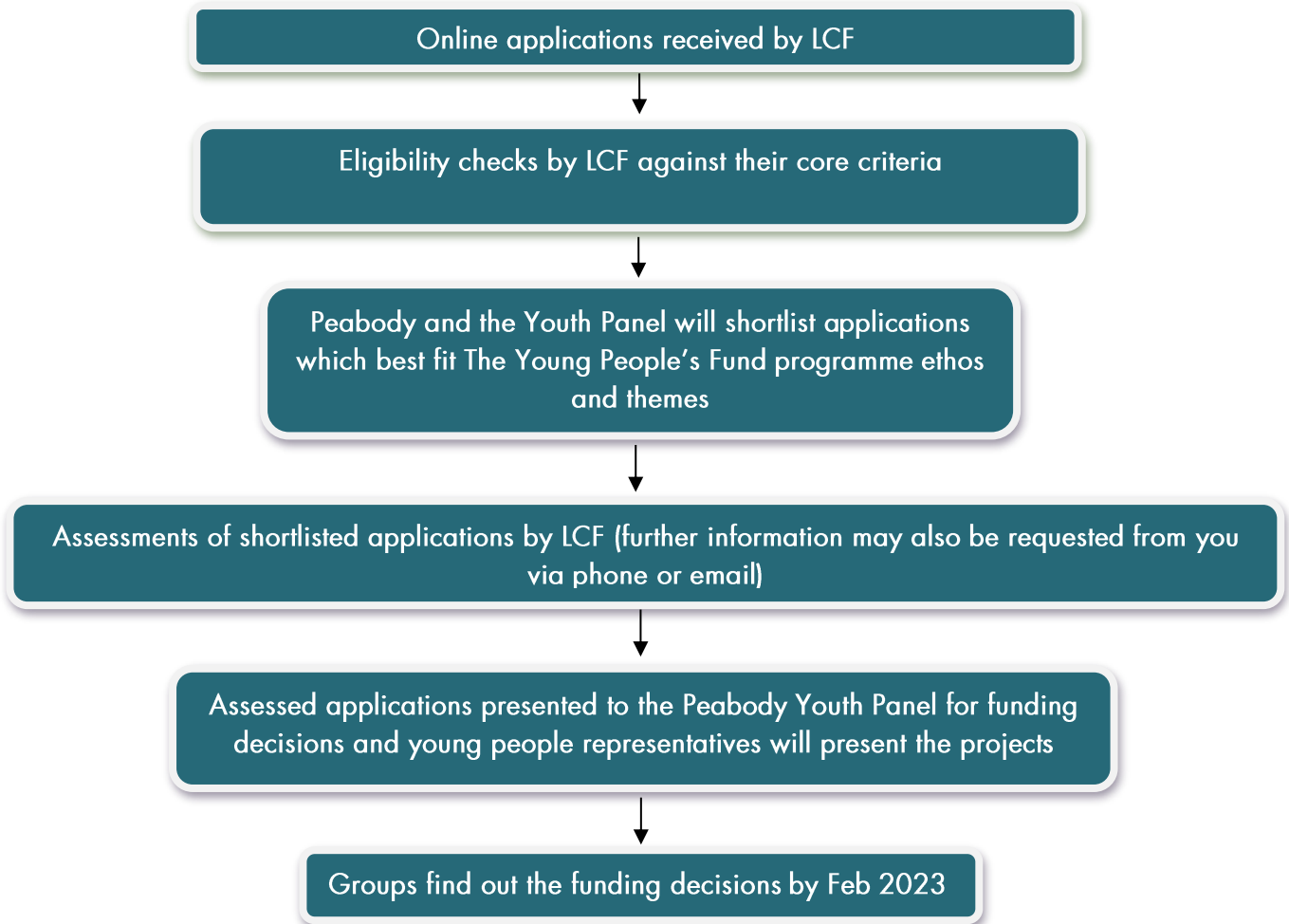
Groups in receipt of a grant will be required to complete a short form outlining how the grant was spent and highlighting the benefits for young people. If you are successful with 2-year funding, you will need to complete an interim report 11 months after the first payment. You will be provided with the links to the online forms when awarded funding and you will also be reminded a month prior to each report deadline.

Monitoring and evaluating the projects funded by our grants enables your group and us to better understand the impact of the grant. It helps us to more fully understand community needs, enables your group and us to learn from your project and can also help you put together information that can help to inform future plans. It will also help us to evaluate the success of this fund.

It is also recommended that organisations should collect valuable information on how people benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to future funders the value of your work. For further information and tips on monitoring your work, there are several useful websites, such as <https://knowhownonprofit.org/organisation/impact> and <http://www.evaluation.org.uk/>

If successful, applicants will be expected to host a visit from Peabody members of staff once during the grant period so that they can learn more about the project and see the young people in action. This will also be an opportunity for Peabody and the partner to explore further opportunities for partnership working. In addition, organisations will have to attend a post-project event hosted by Peabody which is designed to explore the outcomes, capture feedback and evaluate the success of this fund, in order to improve it for future rounds. If the event to be conducted in person, applicants will be reimbursed for their transportation costs for attending.

Funding Decision Process



How to apply

Please note this is an online application form.

To apply for a grant, please visit the 'Peabody The Young People's Fund' page under the 'Available Grants' section of LCF's website at www.londoncf.org.uk/grants/the-young-peoples-fund.

Please read the instructions carefully, tick to say you agree and have understood, enter your e-mail address and click on the "Send e-mail and continue."

Once you have done this you will be sent an e-mail with a link to your unique online application form. You should receive the e-mail within a couple of minutes (please check your spam folder). If you do not receive an email, it may be that you have not entered your email correctly – please be careful and check the address before submitting.

The supporting documents you will need to provide are:

- Your signed Governing Document, i.e. your constitution or memorandum and articles
- Names and addresses of your Management Committee
- Annual Accounts or Income & Expenditure (I&E) Sheet for your last financial period for smaller groups. For new organisations with no income, please provide a I&E forecast, and a bank statement
- Safeguarding Policies

If you are having problems with the form, you can send your supporting documents via e-mail to: applications@londoncf.org.uk

Or post to: *The London Community Foundation, Unit 1.04, Piano House, 9 Brighton Terrace, London, SW9 8DJ.*

If you are e-mailing your documents, please state your organisation's name in the subject line along with the fund name, i.e. *Joe Blogs Foundation, The Young People's Fund application*. Where possible, please try to send all your attachments in one e-mail by zipping your documents. However, if you need to send more than one e-mail, please number them, i.e. *1 of 2*. Please note if your e-mail is too large it will not be accepted by our e-mail system – try to keep all of your e-mails to below 2MB.

If you have received funding from The London Community Foundation within the last two years, you need only submit your most recent accounts (or income & expenditure information for smaller groups), unless any of your policies have been updated during this period.

Please contact us if you would like help.

Some top tips for applications

- Draft your responses before completing the online form
- Make sure that every question has been answered in full (the online form will prompt you)
- Be clear about how you propose to reach residents specified in the Fund Criteria
- Ensure your budget section has a clear breakdown of all the costs associated with your project
- Get somebody to read through the application before sending, preferably someone who knows nothing about the project. This is a great way to pick up on any mistakes or lack of information, and rectify it before submitting
- Explain clearly how young people participated in the development of the project and how you are planning to engage them in the delivery. Applications that demonstrate a stronger engagement with young people are more likely to be rated higher throughout the decision-making process.

Need help?

Please do not hesitate to contact The London Community Foundation Programmes Team if you would like to discuss your proposal prior to making an application if you need help with completing the form or providing the supporting documents.

The London Community Foundation: applications@londoncf.org.uk / 020 7582 5117

Peabody: The Community Mobilisation Team will also be available to help organisations who need support developing their application. For support please contact: communitygrants@peabody.org.uk

Q&A Online Webinar – Know more about The Young People’s Fund

Peabody will be holding an online Q&A event in cooperation with LCF. This is an opportunity for organizations to find out about:

- The Young People’s Fund and violence affecting young people
- Why we are investing funding into tackling violence affecting young people
- Why we want projects to be adopting the Public Participation Framework and how to use it
- Examples of successful youth projects that reflect different stages of public participation
- The application form and decision-making process, including how your young people will participate in the interview panel stage if shortlisted
- Ask any question about the fund

Date: Tuesday 11th October 2022

Time: 17:30 - 19:00

Location: Zoom

Registration Link:

<https://us02web.zoom.us/j/82555914993?pwd=OGR3UUJFRVcxRXdYRFQyT0JQS0JMZz09>

Meeting ID: 825 5591 4993

Passcode: 540024

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