****

**Young Person’s Guarantee Grants**

**Application Form**

 Grant funding to support Stage 2 programmes for school leavers across the City of Edinburgh.

Over July-Sept 2021, the Young Person’s Guarantee Grants will fund the delivery of innovative Stage 2, skills-based projects that have clear alignment & progression into the [Joined Up for Young People’s Strategic Skills Pipeline](https://www.joinedupforjobs.org/service-providers/joined-up-for-young-people). Focusing on engaging hard to reach school leavers, organisations should look to support them to actively engage in a programme during the summer months to identify their strengths to increase their confidence & employability skills whilst thinking about their future goals and aspirations.

There is a total amount of £10,000 available. Organisations can apply for between £500 - £1500 **per** application. Organisations can submit a maximum of 2 applications to this fund – in this circumstance separate applications should be completed for two distinct project ideas.

* This funding is for projects that will be delivered in The City of Edinburgh.
* The projects funded should support school leaver (from this academic year) who want to progress into education, volunteering, employment, or training in the future.
* Organisations can apply for a minimum of £500.00 to a maximum of £1500.00 **per** application.
* Maximum of **2** applications per organisation.
* Organisations should aim to spend the grant within 6 weeks of receiving it.
* Projects should provide support that is consistent with the current government and NHS guidelines for COVID-19.
* Capital City Partnership (CCP) will collect information on projects for monitoring and evaluation purposes.
* Applications will be reviewed for eligibility and CCP may get back to organisations for further clarifications.
* Priority will be given to those projects that can demonstrate strong evidence of need for school leavers.
* The deadline to apply this fund is the 19th of July 2021.

|  |
| --- |
| 1. **Name of applicant Group/Organisation**
 |
|  |



|  |
| --- |
| 1. **Organisation’s contact details**
 |
| **Main Contact Name** |  |
| **Position** |  |
| **Address**  |  |
| **Post Code** |  |
| **Local Authority Area**  |  |
| **Contact Number** |  |
| **Email** |  |
| **Website**  |  |
| **Organisational Governance** |  |
| **OSCR Registration Number** (If applicable) |  |
| **Companies House Reg (**NumberIf applicable) |  |
| **Health & safety Policy** | Yes / No |

|  |
| --- |
| 1. **How would you use the Young Person’s Guarantee Grant?**

**Project Description/Outline** (400 words max) Please tell us your idea and what school leavers would benefit from engaging in the project. Include detail of current needs and barriers school leavers face in the area you will deliver in and provide evidence of need where appropriate. Please include details on how your project will engage hard to reach school leavers and how it will be delivered in line with COVID19 restrictions.Scored question 0/1/2 |
|  |

|  |
| --- |
| 1. **Project Costs**

Provide a breakdown of costs for the project: Scored Question: 0 / 1 / 2  |
| **Item** | **£** |
| e.g. Activity Materials |  |
| e.g. Mobile Phone Costs  |  |
|  |  |
|  |  |
|  |  |
| **Total Cost** | **£** |
| **Grant Requested**Where a project costs more than the grant requested please include detail on how other costs will be met below. | **£** |
| **Target number of people supported** How many people do you anticipate will benefit from this funding? |  |
| **Cost per head** | **£** |

|  |
| --- |
| **5. Work with children and/or vulnerable adults**If your organisation undertakes work which involves working with children and/or vulnerable adults, please indicate if you have policies and procedures to minimise risk of any abuse. |
| Child Protection Policy & Procedures | **YES / NO** |
| Adult Protection Policy & Procedures | **YES / NO** |
| Please delete as appropriate |

|  |
| --- |
| 1. **Monitoring and Evaluation**

We ask that successfully funded projects comply with the monitoring and evaluation in place for Young Person’s Guarantee Grants. As this funding comes from the Scottish Government’s Young Person’s Guarantee, successful applicants will be asked to use Caselink to report on starts, activity for each young person on their project. Organisations will also be asked to complete a short end of project report highlighting the impact of delivery and the progression routes for young people through the Joined Up for Young People’s pipeline. |
|  |

|  |
| --- |
| **7. DECLARATION** |
| All applications must be signed by a representative of your organisation. One of these people must be a board/management committee office bearer.You are being asked to declare that:* You have read and will comply with the Young Person’s Guarantee Grants funding conditions;
* To the best of your knowledge the information contained in this application and any accompanying documents is accurate;
* By typing your name in this document and submitting it by email this is the legal equivalent of your manual signature on this declaration.
 |
| **Signatory** |
| Name:  |  |
| Position:  |  |
| Signature: |  |
| Date: |  |

|  |
| --- |
| **Please return this form electronically to:** |

ypg@capitalcitypartnership.org

**Please ensure you read the terms and conditions of the grant and complete the bank details form below.**

**CONDITIONS OF GRANT**

1.1 You must provide confirmation that your organisation is properly constituted.

1.2 You must only use Young Person’s Guarantee Grant funds for the purposes agreed in your Funding Agreement and spend the funds within a period of six weeks from the receipt of funding.

1.3 If the total cost of the funded project is less than the amount awarded, any unspent funding must be returned to Capital City Partnership.

1.4 Funds will only be paid into a bank account in the name of the organisation submitting the application.

1.5 Successful applicants must agree to add all young people and details of support given on Caselink and submit an End of Project Report Form once funding has been used.

1.6 Financial records of the spend must be kept – copies of receipts or invoices must be made available to Capital City Partnership.

1.7 Capital City Partnership reserve the right to withdraw any grant agreements or request repayment in the event of the following occurrences:

* Failure to carry out the project
* Failure to comply with any terms and conditions contained in this document, except where the prior written agreement of Capital City Partnership has been obtained to the waiving of the term and conditions in question
* The group ceases to function or is suspended or closed (or ceases to operate for the purposes outlined in their constitution)
* The group becomes apparently insolvent
* Any information supported in connection with the grant application is found to be false or misleading, or it is found that relevant information has been withheld.

If you have any questions relating to this application please contact:

Lucy.Pearson@capitalcitypartnership.org

We aim to let you know whether you have been successful by the 30th of July, someone will be in contact with you to let you know the outcome of your application. Successful applications will receive a formal offer of grant letter.

**Bank Details Form**

**CAPITAL CITY PARTNERSHIP – BANK DETAILS AND AUTHORISED SIGNATORIES**

|  |  |
| --- | --- |
| **ORGANISATION NAME** |  |
| **ORGANISATION ADDRESS** |  |

**BANK DETAILS**

|  |  |
| --- | --- |
| **BANK NAME** |  |

|  |  |
| --- | --- |
| **BANK ADDRESS (INCLUDING POSTCODE)** |  |

|  |  |
| --- | --- |
| **BANK ACCOUNT NUMBER**  | **XXXXXXXX** |
| **BANK SORT CODE**  | **XX-XX-XX** |

**AUTHORISED SIGNATORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME (IN CAPITALS)** | **DESIGNATION**  | **SAMPLE SIGNATURE**  | **DATE**  |
|  |  |  |  |

Please provide an electronic signature in the ‘sample signature’ box