



Llywodraeth Cymru
Welsh Government

National Voluntary Youth Organisations (NVYO) Grant scheme 2020–2022

Information for grant applicants

August 2019



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Information for grant applicants

1. Introduction

The *National Voluntary Youth Organisation Grant* (NVYO) will provide core funding to support national voluntary youth organisations, to continue to provide and develop quality Youth Work opportunities for young people in Wales aged 11 to 25. This grant could provide;

- general core cost support i.e. support to an organisation's national infrastructure costs in Wales (it is up to the organisation which part of the infrastructure you apply for core funding for); and
- stability to organisations to enable good interventions in Wales to continue

Applications are sought from national voluntary organisations that operate all across Wales providing quality youth work opportunities.

Applicants should ensure they read this entire *Information for Grant Applicants* document, including the annexes, before making an application.

2. Policy framework

Key Welsh Government policies which link to the outcomes of the NVYO grant, include:

- ***Programme for Government***
<http://gov.wales/about/programme-for-government/?lang=en>
- ***National Youth Work Strategy***
<https://gov.wales/sites/default/files/publications/2019-06/youth-work-strategy-for-wales.pdf>
- ***Education in Wales – Our National Mission***
<https://gov.wales/sites/default/files/publications/2018-03/education-in-wales-our-national-mission.pdf>
- ***Youth Engagement and Progression Framework; implementation plan***
<https://gov.wales/youth-engagement-and-progression-framework-implementation-plan>
- ***UN Convention on Rights of the Child (UNCRC) and Rights of Children and Young Persons (Wales) Measure 2011***
<https://gweddill.gov.wales/topics/people-and-communities/people/children-and-young-people/rights/?lang=en>
- ***Cymraeg 2050: Welsh language Strategy***
<https://llyw.cymru/y-gymraeg>

3. Duration and level of grant aid

Subject to the budget review, the NVYO grant will run from 1 April 2020 and end on 31 March 2022.

The proposed budget for the NVYO 2020/22 round is up to £679,000 per annum. In previous years this budget has supported 7 organisations.

4. Application timetable

The timetable for applications is as follows:

20 August 2019	Full application packs available
November 4 th 2019 10:00am	Deadline for completed applications to be received by WG.
	Applications will be considered by a panel who will make recommendations to the Minister for Education
December 2019	Decisions announced by.
April 1 st 2020	Funding period starts.

5. How to apply

The NVYO grant programme is managed by the Welsh Government. Organisations interested in making an application for the NVYO grant are required to complete an application.

We require hard copy applications, they should be posted to:

Rebekah Hurst
Youth Work Strategy Team, B3 front
Welsh Government Offices
Sarn Mynach
Llandudno Junction
LL31 9RZ

There is a maximum word count between sections B to D on the application form, we would ask that you do not exceed the word count for these sections.

6. Organisation eligibility criteria

In order to apply for funding, you must;

1. Be a National Voluntary Youth Organisation operating on an all-Wales basis (active in a minimum of 18 local authorities)
2. Be delivering youth work to young people aged 11-25 in line with:

- Youth Work National Occupational Standards
 - Youth Work in Wales: Principles and Purposes
 - The new National Youth Work Strategy 2019
3. Adhere to the UN Convention on Rights of the Child (UNCRC) and the Rights of Children and Young Persons (Wales) Measure 2011, and the Children and Young People’s National Participation Standards.

7. Types of activities that can be supported with the NVYO grant

This grant is for core costs. Core costs are to provide organisations with stability in Wales, thus enabling Wales to keep quality youth work interventions. Core costs (also known as running costs) are the regular day to day unrestricted activity costs which are necessary for an organisation to operate. Typically they include overall management, administration and support and premises costs that relate to the whole organisation, rather than to individual projects. These costs are often also called indirect, central or support costs.

Typical core/running costs include:

- salaries of core staff such as managers, administrators, finance staff, cleaners and caretakers;
- meetings of the trustees or management committee and their expenses;
- rent, heating, lighting, maintenance and insurance;
- administration and office costs, e.g. stationery, phone bills, postage, photocopying; and
- fundraising for the supporting costs for the organisation as a whole.

8. Completing your NVYO application

Organisations completing the application form for the NVYO grant funding will be required to provide full details how their bid will meet the range of criteria identified in the application form.

The assessment panel will be looking for **evidence** against the following areas:

- Section A: Information in relation to your organisation
- Section B: Your Application details and purpose. This includes:
 - an overview of your proposal;
 - evidence of your eligibility to apply for NVYO funding;
 - evidence in relation meeting the language needs of young people; and
 - evidence in relation to ensuring the quality of your provision.
- Section C: Managing your proposal. This includes:
 - how you will monitor and evaluate your progress, demonstrate achievements, and mitigate any identified risks.
- Section D: Budget information. This includes
 - detailed information about funding sources, including that funding

- you are seeking from the NVYO grant;
- evidence in relation to value for money, the drawing in of additional resources; and
 - sustainability

Consideration will also be given to the viability of your organisation and proposed activity (including financial viability).

Additional information required in support of your Application Form.

The application includes other areas that you are required to populate, including through the provision of specific documentation (Section E: Advance payments and required documentation)

These include:

- Confirmation if payment in advance is required.
- An organisation chart showing all posts and which also identifies those posts for which grant funding is sought.
- A copy of your Equality Policy.
- A copy of your Safeguarding Policy.
- A copy of your Welsh Language Policy.
- A recent newsletter – if applicable.

Section F of the application form asks you to make relevant declarations and confirm your understanding.

The closing date for receipt of the Application form for the 2020 - 2022 NVYO funding round is 10:00am, 4th November 2019. Any application form received after this date and time will not be considered. You must submit your application form in hard copy. Please note that electronic submissions will not be accepted without a signed hard copy. All parts of your application form must be with us by the above deadline.

We cannot accept responsibility for application forms lost in the post or which arrive after the cut off date for receipt; therefore you may wish to consider sending by recorded delivery.

Applications will be considered by a panel, the panel will include a minimum of 2 Welsh Government officials, and a minimum of 4 Youth Work field representatives.

The panel will assess the applications and supporting documentation against the criteria listed above before making their recommendations to the Minister for Education. Decisions on the disbursement of grant aid from this NVYO Scheme will be the responsibility of the Minister for Education.

We are unlikely to be able to offer a grant to all applicants. If the total amount applied for by all applicants exceeds the grant funds available, applications will be scored by the panel against the criteria, taking into account all the evidence.

Notification of Grant Allocations

Unsuccessful applications will be notified by email on the email address provided as part of the application by December 2019 of the reason(s) why

they have not been successful.

Successful applicants will be notified by email on the email address provided as part of the application by December 2019. Soon after they will receive a grant offer letter. All offers of grant will be subject to the Welsh Government's standard terms and conditions of the grant.

To accept the offer of the grant, the applicant will need to sign the offer acceptance and return the whole document to the Welsh Government and include confirmation that those who have signed the offer letter are duly authorised to do so. Funding can then be released as agreed in the terms and conditions.

10. Monitoring and evaluation

To enable the Welsh Government to monitor individual grant awards and evaluate the effectiveness of this scheme grant recipient organisations will be subject to a mid year and an annual monitoring arrangement as detailed below.

Grant recipient organisations will be required to provide the following information by 31st October 2020 and 31st October 2021:

- Mid-year report (which will be issued by Welsh Government for completion) demonstrating the progress against the agreed objectives and detailing achievements and impact of those achievements. These reports must also include expenditure to date.

Grant recipient organisations will be required to provide the following information by 30th April 2021 and 30th April 2022

- Annual Evaluation reports (these will be issued by the Welsh Government for completion) demonstrating the progress against the agreed objectives and detailing achievements and impact of those achievements.

Organisations will be expected to attend regular (minimum twice a year) monitoring meetings with the Welsh Government's grant manager.

Additional requirements may also be included in the award letter.

11. Payments

On receipt of a valid claim, payments will be made quarterly in arrears each year in; June, September, December and March. Organisations requiring payments in advance will need to complete a payment in advance request form to demonstrate this need. This form can be obtained by successful

applicants on request and will need to be completed before the offer letter is issued.

By the end of May 2021 and May 2022 grant recipient organisations must provide a 'Statement of Expenditure' certificate (a template will be provided), which must be signed to certify that all grant aid provided was expended for the purposes for which it was provided.

Please note that for organisations with charitable status, annual accounts must be prepared in accordance with the guidance provided by the Charity Commissioners' *'Accounting by Charities Statement of Recommended Practice'* or the Commissioners Statements *'Accrual Accounting for the Smaller Charity'* and *'Accounting for Smaller Charities Receipts and Payment Basis'*, dependent on the organisation's annual income.

The organisation will be responsible for all claims and receipts of payment and the above detailed related payment requirements with the Welsh Government.

You will be required to return grant money not used for the approved purpose.

We only pay grant funds for what you actually spend.

We will ask you to return any overpayment.

The Welsh Government must be acknowledged in any publicity about the work assisted by our grant.

12. Eligibility of expenditure

Evidence that the costs have been incurred and paid will be required by the Welsh Government to support any claims under the grant.

ELIGIBLE PERIOD

Expenditure is eligible under NVYO if it has been actually incurred and paid out between the 1st April 2020 to the 31st March 2021 and between the 1st April 2021 and 31st March 2022, on activities described in the application, and subsequently approved by the Welsh Government.

All expenditure incurred prior to the 1st April 2020 will be considered ineligible.

VALUE ADDED TAX

Value Added Tax (VAT) which is recoverable, by whatever means, is ineligible, even if it is not actually recovered by the applicant.

Non-recoverable VAT can be included in the project application as an eligible cost.

At payment stages applicants will be required to supply confirmation that only non-recoverable VAT costs have been included in the NVYO application and then claimed during implementation.

INELIGIBLE EXPENDITURE

The following costs are **ineligible** for support under NVYO: This list is not exhaustive;

- costs incurred prior to the 1st April 2020;
- bank charges on accounts;
- charges for financial transactions, foreign exchange commissions and losses, and other purely financial expenses;
- loan charges;
- interest or service charges – arising on leases and hire purchase arrangements;
- costs resulting from the deferral of payments to creditors;
- bad debts arising from loans to employees, proprietors, partners, directors, guarantors or shareholders;
- fines, financial penalties and expenses of litigation;
- payment for gifts and donations;
- entertainment costs;
- repairs and maintenance unless directly related to project delivery;
- costs incurred by individuals in setting up and contributing towards private pension schemes, or the setting up of such schemes by organisations in receipt of structural funds;
- redundancy costs; and
- payments for unfunded pensions.

13. Review meeting

Grant recipient organisations will be required to attend a minimum of two evaluations meeting with officials of the Welsh Government to review progress, these meetings will take place during September 2020 – May 2022. Grant aided organisations will be required to provide their respective outline operational plans, for the next financial year, prior to the meeting and amend them in response to agreed improvements.

14. Failure to comply with reporting requirements

Failure to fully comply with the terms and conditions in the grant award letter, may result in payment of NVYO grant being delayed or stopped, and processes set in motion to recover any grant monies already paid. If an organisation experiences any difficulties they should contact the Welsh Government as soon as possible so that a solution can be found.

15. Complaints procedure

The Welsh Government does its utmost to ensure that the Scheme is administered to the highest standard and that all applicant organisations are treated fairly. If an organisation has a complaint or comment about any aspect of the Scheme, they should contact the Welsh Government in writing. The Welsh Government will aim to respond within 15 working days.

<https://gov.wales/complaints>

16. General advice and guidance

It is important that organisations remain independent and do not become over reliant on government funding. Organisations must be able to demonstrate that they are making every effort to raise funds or increase their income from non-governmental sources.

Officials from the Youth Engagement Branch will provide advice and guidance on the application process during the open bidding round. Officials will be unable to engage in discussion with respect to individual applications. Enquiries about the NVYO Grant Scheme or the application process and completed applications should be directed to:

Rebekah Hurst
Youth Work Strategy,
Sarn Mynach
Welsh Government
Llandudno Junction,
LL31 9RZ

Telephone 0300 062 5815
E-mail youthwork@gov.wales

General voluntary sector youth work support, is available from:

Paul Glaze
Chief Executive
Council for Wales of Voluntary Youth Services (CWVYS)
Baltic House
Mount Stuart Square
Cardiff Bay
Cardiff
CF10 5FH

Telephone 029 2047 3498
E-mail paul@cwvys.org.uk

17. Publicity

The arrangements for the National Voluntary Youth Organisations (NVYO) Grant Scheme have been publicised through direct mailing, a Welsh Government press release and via the Welsh Governments website: <http://www.gov.wales>

18. How does Welsh Government use your personal Information

With regards to all grant application and the General Data Protection Regulations “GDPR”, we have published a new Grants Privacy Notice. This is to make it easier for you to find out how we use and protect your information within the Welsh Government, when you enquire about or apply for funding. We won’t be changing the way we use personal information, but the new notice will provide you with additional details such as:

- Your increased rights in relation to the information we hold about you
- The legal grounds for how we use your information

The Grants Privacy Notice will apply to any grants or funding we provide to you. There are no changes to the terms and conditions of your grant funding.

How to find out more

The Privacy Notice was effective from 25 May 2018 and you’ll be able to view it at <https://beta.gov.wales/privacy-notice-welsh-government-grants>

The Grants Privacy Notice makes sure we continue to comply with privacy law and regulation.

Annex

Salary Costs

Staffing costs are eligible for personnel directly engaged in project delivery, whether full or part time. Applicants must provide a rationale for the basis of costs in the application form. Staff costs include gross salary, employers' national insurance contributions and may include employers' pension costs where there is an established pension scheme which applies to all staff.

Reasonable costs arising from the contract of employment including expected increases in grade or pay scales can be included as eligible costs in the application.

Applicants should identify the most appropriate method of apportioning the staff costs and provide a rationale for the basis of the costs in the application form.

Staff recruitment costs may be eligible.

Sick, Maternity, Paternity or Adoption Pay

Sick, maternity, paternity or adoption pay may be eligible if it is in line with the organisation's staff policy or contained within the individual's contract of employment. Statutory sick pay or statutory maternity pay recovered from HMRC, even if it is not actually recovered by the applicant, is ineligible. The value should be off set against the value of staff costs applied for. Applicants must provide a rationale for the basis of costs in the application form.

Costs relating to the provision of temporary staff to cover for staff on long-term sick leave or maternity leave during implementation may be considered eligible project costs, however, no additional NVYO funding will be provided by the Welsh Government. These costs will be considered on a case by case basis by the Welsh Government.

Travel & Subsistence Costs

Travel & Subsistence costs can be considered eligible where they relate only to the NVYO proposal and are considered reasonable by the Welsh Government. Applicants must provide a rationale for the basis of costs in the application form.

Daily allowances and accommodation costs will need to be in line with the employing organisation's standard policy in respect of subsistence. The Welsh Government will consider these costs during the project assessment to ensure reasonableness.

Mileage rates should be in line with the statutory rates set by the Approved Mileage Allowance Payments Scheme – these rates can be accessed via the

following hyperlink: Use of vehicle: mileage rates from 6 April 2002 – <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>

Staff Training Costs

The cost of staff training in connection with project activity can be included in the application, although it is expected that all organisations who submit an application have appropriately qualified staff to deliver the project. Only staff training costs for training that relates to the acquisition of **specialist knowledge** to enable them to effectively deliver the NVYO project should only be applied for. The cost of providing a training provision for staff personal development is ineligible. Applicants must provide a rationale for the basis of costs in the application form.

Training costs for the Level 2 or 3 youth work qualification will not be considered as these courses can be accessed through the YMCA Wales Community College and Local Authorities.

Staff Bonuses & Incentives:

- The following are **ineligible**:
 - Tax-free bonus payments or other allowances.
 - Golden handshakes.
 - Exceptional or extraordinary provision of pension rights.
 - Bonus payments.
 - Loans.
 - Company cars.

- The following are **eligible** where they are **taxable**:
 - Childcare or crèche payments.

Professional/Consultancy Fees and Sub-Contractors Charges

Expenditure for work carried out by a consultant or sub-contractor is eligible if the work is essential to the delivery of the project and the costs are, in the Welsh Government's opinion, reasonable. Applicants must provide a rationale for the basis of costs in the application form.

Where consultancy fees and contractors charges have been subject to an approved tender process, the market rate resulting from that exercise may be included in the application provided the original tender is no more than 3 years old.

Consultancy fees could include legal, accountancy and audit services which are required for the delivery of the project.