**Strategic Voluntary**

**Youth Work Organisation**

**(SVYWO) Grant**

**2023-2025**

**Application form**

CLOSING DATE FOR APPLICATION FORMS IS:

10:00am Thursday 11 April 2023

Before completing this Application form please read the Information for Grant Applicants related to this SVYWO grant programme for information on the types of activities that can be supported and completing your application form. Incomplete forms will not be assessed. There is a maximum word count in some areas of the form, we would ask that you do not exceed the word count for these sections.

Please Note: You must submit your Application Form with original signatures, in hard copy. Please ensure that all electronic submissions are supported with an original signed Application Form hard copy. All parts of your Application Form must be with us by the above deadline.

Please return your electronically signed copy to youthwork@gov.wales

Please confirm the name of the person completing the form and their details in the boxes below:

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| Name of Person completing the form: |
| Signature: |
| Role or Title in Organisation: |
| Contact details (telephone and e-mail): |
| Date: |

Please confirm that you are eligible to apply for the SVYWO grant by confirming the below:

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| **Eligibility** (you will be asked to provide evidence against these areas in Section B) | **Yes / No** |
| * 1. You are a National Voluntary Youth Organisation (NVYO) operating on an all-Wales basis (actively engaged in a minimum of 18 local authorities)   and/or  Your organisation deliver specialist youth work services which aimed at young people with protected characteristics or from a disadvantaged socio-economic background which is not widely provided elsewhere and which would be of strategic relevance to the youth work strategy by increasing equality and diversity of opportunities.  Or  You are submitting a joint bid between a NVYO and specialist youth work organisation which would satisfy the above criteria. |  |
| 1. You are 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 |  |
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| 1. You are adhering 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. |  |

**Section A: Basic information**

**This section tells us who you are and how we can contact you**

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| Name of lead organisation: |
| Type of organisation: NVYO / Specialist (please select one) |
| Company registration number: |
| Charity number: |
| Address:  Postcode: |
| Contact name: |
| Telephone number:  E-mail: |
| Brief background information about the organisation, when it was founded/started and main activities (no more than 200 words): |
| Organisation website address: |

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| Name of second organisation: |
| Type of organisation: NVYO / Specialist (please select one) |
| Company registration number: |
| Charity number: |
| Address:  Postcode: |
| Contact name: |
| Telephone number:  E-mail: |
| Brief background information about the organisation, when it was founded/started and main activities (no more than 200 words): |
| Organisation website address: |

Please provide details of key personnel, (including: finance officer, Chief Executive Officer, Company Secretary, Treasurer, Owner) – please note this is only required for the lead organisation

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| Name | Position |
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Please provide details of directors/ trustees/ stakeholders/ board member highlighting any potential conflicts their role represents as a result of grant funding. Any conflicts should be detailed for both organisations.

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**Section B: Your application details and purpose**

Please provide details of your proposal and include the following:

* What is your planned activity? Detail the aims, how you will achieve those aims and what the outcomes for young people will be.
* How you recognise young people’s progression through accreditation
* How your organisation/s will benefit.
* What are your objectives and how will they be monitored, for example: “Increase the number of members achieving a formal qualification. Currently have 10 members, aim to have 15.”

(1500 words max)

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**Eligibility Criteria 1**

If a NVYO, please name the local authorities in which you currently operate and briefly describe how you are working towards improved partnership working with local authority services. Include how this funding will enable you to broaden your reach across Wales, which could include a blended approach of digital working and face to face.:

If a specialist organisation please name the local authority areas you are currently operating in highlighting current relevant partnership working, provide detail of what specialist youth work services you will seek to provide specifically targeted towards young people from poor socio-economic backgrounds or protected characteristics, and how this funding will enable you to broaden your reach across other areas of Wales.

(500 words max)

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**Eligibility Criteria 2**

Please provide evidence that outlines, or shows how your organisation/your proposal is working towards the delivery of 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
* Adhering to the UN Convention on the 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.

(Max 800 words)

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**Eligibility Criteria 3**

Please provide details of how you will meet the language requirements of the young people you work with.

(Max 300 words)

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**Eligibility Criteria 4**

Please provide confirmation you will attend best practice and information sharing sessions, and provide details of how your organisation can share skills and promising practice developed through this grant to enable increased inclusion and equality of youth work opportunities in Wales.

(300 words max)

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**Eligibility Criteria 5**

Please detail how you currently engage with young people in the development and delivery of your services, and provide a brief outline of ways in which you could identify further opportunities to ensure participation of young people from a broad range of backgrounds to support inclusivity.

(300 words max)

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**Additional information**

Please provide evidence that outlines, or shows how your organisation/your proposal, is supporting quality youth work provision (to include how you will be working towards the principles of the Quality Mark for Youth Work in Wales – Bronze level or a suitable alternative Quality Mark)

(300 words max)

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**Section C: Management**

How will you monitor and evaluate your progress, and be able to demonstrate achievements? This must include how young people will help you to evaluate.

(300 words max)

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Have you identified any risks to your proposal, if so what mitigating action is proposed to offset them?

(300 words max)

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**Section D: Outline budget**

For your application proposal, we recognise that you may not be requesting 100% funding from the SVYWO grant. Therefore in relation to your application, please provide full details of all funding sources (including any intended contribution from your own budget, funding sought from other external sources and in-kind contributions and the % provided by other sources).

\* Where funding is being secured from other sources please identify if the funding has been secured (Y/N). Where non-SVYWO funding has not yet been secured please provide details of the current position in the box below the table.

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| **For the SWVWO funding being sought, please give details of how that would be spent below:** | | | |
| **Item**  (add more rows if needed) | **2023-24 (£)** | **2024-25**  **(£)** | **Funding source**  **Secure: Y/N?** |
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| Total funding applied for - 2023-24 | £ |
| Total funding applied for - 2024-25 | £ |

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| \*Use this box to provide details of the current position where you have identified sources of funding that are not yet secure |

Please confirm how you have considered Value for Money in relation to your planned costs and your proposal overall, including how the funding will support you to draw in additional resources (financial/human).

(400 words max)

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What sustainability plans do you have after this SVYWO grant aid funding period has finished and detail what might happen if your application is unsuccessful?

(400 words max)

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Any additional comments in support of your application

(400 words max)

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**Section E: Advance payments and required documentation**

**Payment in Advance**

The Welsh Government policy is to make payments in arrears. However, it recognises that most Third Sector organisations do not hold large reserves and do not have the resources to undertake work and receive payment afterwards. Provision of funding for committed expenditure may be considered in advance of payment but only where evidence of need is clearly established.

In light of the above statement, does your organisation require payment in advance?

Yes No

If you have answered ‘yes’, a ‘payment in advance’ form will be issued to you. This should be completed and returned with the required evidence. The information and evidence that you provide will be assessed to determine whether we can make payments of grant awarded to you in advance.

**Document checklist**

You need to send a number of documents with your completed application; if they are not received by the closing date your application will not be processed.

Please ensure that the following documents are attached with your Application. Partnership applications must include the following documents for the lead partner only, failure to enclose all the listed documents will result in your application being rejected.

* Equality Policy.
* Safeguarding Policy.
* Welsh Language Policy.
* A recent newsletter (if available)
* For partnership bids – a copy of your proposed partnership agreement
* Organisation staffing structure (highlighting the staff that this grant will support)

Please note:

* Incomplete or poor quality applications will not be assessed.
* Where there is a maximum word count we would ask that you do not exceed the word count for these sections.
* Please be aware that information contained within your application maybe shared within the Welsh Government and other bodies and credit checks made for due diligence.

**Section F: Declaration and understanding**

Please confirm that your organisation has the power to enter into and to perform the activities for which funding is being applied for.

☐ YES ☐ NO

Please confirm that no litigation or arbitration is current or pending or, so far as you are aware, threatened, which have or could have an adverse effect on your ability to perform the activities for which funding is being applied for?

☐ YES ☐ NO

Please confirm that you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your organisation (both current and prospective) or which ought to be provided to any person who is considering providing grant to you?

☐ YES ☐ NO

Please confirm that you have agreed the staffing estimates/resources required in order to deliver the actions required under the funding and that you are confident that they are realistic and achievable*.*

☐ YES ☐ NO

If you have answered **NO** to any of the above, please give details on a separate piece of paper. This does not necessarily affect your chances of obtaining grant funding.

**Please read this carefully before signing**

I am content for information supplied in this application, including the declaration and understanding to be shared in confidence with any individuals who may be involved in considering the case for application or who are involved in any part of the administration or evaluation of the scheme. This may include accountants, external evaluators and other organisations or groups involved in delivering the project.

I understand that if I give any information that is incorrect or incomplete, grant may be withheld or reclaimed and action taken against me. I declare that the information that I have given on this application form is correct and complete. I also declare that, except as otherwise stated on this form, I have not started the project which forms the basis of this application and no expenditure has been committed or defrayed on it.

I understand that any offer may be publicised by means of a press release or social media publicity giving brief details of the project and amount of grant award.

I understand theDepartment may use data collected to investigate cases of alleged fraudulent use.

I understand that applications must be signed by an authorised signatory. I confirm that I am authorised to sign this application.

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| Signed |  |
| Date |  |
| Name (*block capitals)* |  |
| Position in organisation |  |
| Telephone |  |
| Email |  |

**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 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. The 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.

**How to find out more**

The Privacy Notice was effective from July 2021 and you’ll be able to view it at [Privacy notice: Welsh Government grants | GOV.WALES](https://gov.wales/privacy-notice-welsh-government-grants)

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

**Any application form received after**

**10:00am on Thursday 11 April 2023**

**WILL NOT BE CONSIDERED**