

# Youth Chex

Year of Young People 2018 Edition



year of young people  
bliadhna na h-óigridh  
2018

## *Planning Your Project* Guidance Notes 2018

**These Guidance Notes have been designed to help you  
to complete a successful application**

*Funded by*



*Supported by*



## Welcome to Youth Chex 2018 funding.

Using a participatory budgeting approach, Youth Chex is a young grant-makers scheme in the Scottish Borders. Youth Chex is open to groups of young people from across the Scottish Borders aged 8 to 26 who can apply to receive funding for events or projects they would like to run in the Year of Young People 2018. More information on the Year of Young People 2018 and planned activity can be found below and on [www.yoyp2018.scot](http://www.yoyp2018.scot). In this round of funding we have **£5000** to allocate to groups with a maximum application limit of £1000.

### About the Year of Young People

2018 will be the Year of Young People (YoYP), a year aimed to inspire Scotland through our young people, celebrating their achievements, valuing their contributions to communities and creating new opportunities for young people to shine locally, nationally and on the international stage!

#### What does YoYP 2018 aim to do (the objectives for the year)?

- Provide a platform for young people (aged 8-26 years) to have their views heard and acted upon
- Showcase the amazing talents of young people through events and media
- Develop better understanding, co-operation and respect between generations
- Recognise the impact of teachers, youth workers and other supporting adults on young people's lives
- Provide opportunities for young people to express themselves through culture, sport and other activities.

#### What do we want the YoYP 2018 to achieve?

- Young people to have a greater say in decisions that affect their lives
- To improve the public perception of young people
- To provide more opportunities for intergenerational work and conversations
- For young people to have more opportunities to take part in positive activities and experiences

#### What are the themes for the YoYP 2018?

- **Participation** – looking at how young people can influence public services and decisions which affect their lives
- **Education** – creating a stronger role for young people in shaping their learning
- **Health and Wellbeing** – supporting young people to lead healthier, active lives and have opportunities to learn about and improve their mental health and resilience
- **Equality and Discrimination** – broadcasting the value of young Scots, challenging negative perceptions of young people, and supporting young people to take leading roles in challenging discrimination in all its forms
- **Enterprise and Regeneration** – celebrating young people's role in innovation, entrepreneurship and the Scottish economy as well as making Scotland a greener and more pleasant place to live
- **Culture** – celebrating young people's talent and contribution to Scottish culture and arts.

# Youth Chex : It's All In The Detail

Youth Chex is a grant making programme for young people by young people. Youth Chex funds projects in the Scottish Borders which are LED by YOUNG PEOPLE and meet our CRITERIA. In this round of funding we have £5000 to allocate to groups. There is a maximum limit of £1000 that can be applied for.

There are a few Youth Chex rules to help you make a successful application:

- **BENEFICIARIES:** Your project must benefit young people aged 8 up to 26 years old and their community in the Scottish Borders.
- **APPLICANTS:** Applications must be made by young people aged 8-26 years old.
- **PROJECT/EVENT—** your idea should have a start and end date, take place during 2018, and meet at least one of the YOYP2018 themes. A project is an idea, event, or a piece of work that is something extra or new to what your group already does.
- **PROJECT SUPPORT WORKER:** Young People applying must be supported by a Project Support Worker/trusted adult aged 21 or over, who represents the organisation with the bank account – this may be a teacher, youth worker, leader, coach etc.
- **BANK ACCOUNT:** Young People applying must have access to an organisation's bank account (a non personal account which requires more than one signature to operate). You should have the permission of the organisation to use their bank account before you make your application. If you are in a school you must ask the Head Teacher/School Business Manager to sign the section of the form which relates to the bank account.
- **DEADLINE:** We must receive your application no later than 5pm on Wednesday 31<sup>st</sup> January 2018. We cannot guarantee that applications received after this time will go to the public vote.
- **VOTING:** All applications will go through a public vote with Young people aged 8 to 26 from across the Scottish Borders having the chance to vote and choose which application best meet the themes of the YOYP2018. This vote will take place in February 2018 with winners announced at the end of the voting process.

## Examples of things you may want to consider:

We hope to see lots of ideas for events which incorporate at least one of the YoYP 2018 themes. We are particularly keen to see events which:

- provide a platform for young people's voices to be heard on issues that are important to them
- celebrate achievements and contribute towards your studies or extra-curricular activities
- promote a healthy lifestyle (for example sports competitions and raising awareness on topics such as loneliness/isolation or mental illness)
- highlight equality issues and celebrate diversity
- showcase and celebrate unique and innovative ideas
- highlight the importance of nature and protecting our environment and brings together your local community
- provide cultural experiences and showcases the skills of young artists.
- Promotes Children's Rights

## The money bit:

Applications must include a budget breakdown. You can send your own budget template with your application form – the more detail you can include, the better! Please be realistic with your costs and any additional income - we recommend you get quotes or research costs before putting them in your budget. Any items over £50.00 should be itemised.

A strong application will demonstrate additional funding or income (cash and goods/services for free) from other sources - for example, income from ticket sales (which should be affordable for young people), sponsorship, free venue hire, donations or fundraising activities. Please note, if there is a fundraising element to your event, you must ensure funding given to you by us does not count towards your fundraising target – this should be raised independently (for example from any profits made through ticket income or raffles can be reinvested into your youth group or given to a registered charity).

### Example Budget Breakdown Template

ITEM and DESCRIPTION	QUOTE(S) PROVIDED BY :	QUANTITY	COST (PER ITEM)	TOTAL COST

<b>TOTAL AMOUNT APPLIED FOR (Maximum £1000)</b>	<b>£</b>
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# YOUTH CHEX: £££

## Unfortunately Youth Chex (Group Awards) CAN'T fund... 🙅

- Anything not essential to the project – you must tell us WHY you need all the things you have applied for
- Bank and loan charges, debt payments
- Existing running costs for youth organisations, including youth workers pay
- Money spent on the project before the funding has been received, including project planning costs (e.g. renting of space, stationary, research time)
- Existing rent costs of applicant organisation (e.g. if a project is to be based in a youth club, the youth club could not apply for rent costs)
- Presents or Gifts
- Any activities that happen outside of the UK
- In school classroom activities
- Routine or historically recurring school residential activities or trips
- Anything Youth Chex has previously funded your organisation for
- An Individual
- Events/projects that conflict with any of the themes, objectives or ethos of the YOYP2018
- Events which demonstrate any form of political bias

## Your application will be scored against the following criteria : 👍

- Evidence of a Youth Led project
- Innovation – something new or different than what happens already/before
- Value for Money – something worth investing in and benefits a lot of people
- The Difference it will make – to young people and your wider community
- Application being completed well – providing all the answers to all the questions and to the best effort of the youth applicants
- Project meeting the criteria of the YOYP2018 themes

# Youth Chex : What you need to know

## ☑ Be prepared

- Applications must be clear, easy to understand and well thought through.
- It can take time to write a good application. It is unlikely that you will be able to write your application in one go.
- Make sure your application is fully completed, this can be hand written or typed.
- Keep a copy of your application for your own information, just in case we phone and ask questions.
- Make sure you get your application in before the **deadline!**

## ☑ Adults aren't *always* wrong!

- There **MUST** be a Project Support Worker (who is over the age of 21) for the application, but young people should take full advantage of adult help with research for their idea – i.e. reports, what's already been done, and statistics.
- The adult named in the application should also understand the application and have worked with you on it.
- **BUT**, we will contact the main Youth Applicant – you should know your application well and be able to chat about your idea with others.

## ☑ Where is the Need?

- Applicants must prove that there is a demand or 'need' for the project, and that it will be well used.
- This could be in the format of a survey, a mapping exercise, a report that has been done, or a petition from young people in the area who support the project and would use it.

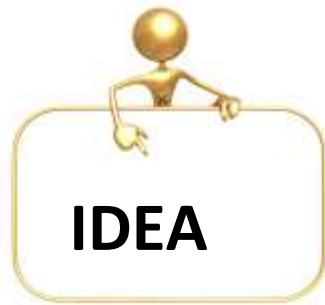
## ☑ Do something new!

- Projects should be a new idea as much as possible. We will not repeat fund something that has happened before, especially by your group or organisation.

## ☑ And Finally...

- Take time to explain your idea, not everyone will know what you mean. Show us pictures, photos, websites, to help us understand how your project will work and how it will benefit young people. Don't forget to include all the extra evidence required – incomplete applications may be returned to you.

# Youth Chex : The Super Process



Read the application form online at:  
<https://scotborders.citizenspace.com/children-and-young-people/youth-chex-2018>  
If you require a paper copy then Email:  
[youth@scotborders.gov.uk](mailto:youth@scotborders.gov.uk)

**MEET WITH OTHER YOUNG PEOPLE & YOUR PROJECT SUPPORT WORKER**  
to discuss and complete form, remember to gather all your evidence of costs and why your project is needed.

**SUBMIT YOUR COMPLETED APPLICATION**

Through the online application at

<https://scotborders.citizenspace.com/children-and-young-people/youth-chex-2018>

or

**Post to:** A Miller, Youth Chex, Education & Lifelong Learning, Scottish Borders Council HQ, Newtown St.Boswells, TD6 0SA

**FINAL APPLICATION DEADLINE: 31<sup>st</sup> January 2018**

**YOU WILL RECEIVE AN EMAIL TO CONFIRM YOUR APPLICATION HAS BEEN SUBMITTED**

**DECISION-MAKING**

Will be made by public vote during February 2018

**UNSUCCESSFUL APPLICATIONS WILL RECEIVE A LETTER**

**MONEY**

Transferred direct to your bank account

**SUCCESSFUL APPLICATIONS**

Receive award letter & Funding Agreement - you must sign both copies of Funding Agreement and return one copy and Invoice.

**DOING YOUR PROJECT**

You must complete your project by the end of 2018

**PROJECT MONITORING & EVALUATION**

You will be sent a pack to evaluate your project – this must be sent back by no later than the 31<sup>st</sup> January 2019. Failure to return your evaluation pack may result in a reclaim of you grant and/or any equipment you have purchased.

## Planning Ahead – Youth Chex Checklist!

*These checklists will help you when you are completing your application form, make sure you have all the information ready. Have you considered all of these points; is there any work still to do before you can complete the application form?*

	Youth Applicant	Adult Group Supporter
Young people completed the application to the best of their ability	<input type="checkbox"/>	<input type="checkbox"/>
We have completed all questions in the application form	<input type="checkbox"/>	<input type="checkbox"/>
We have provided a true costing for our project and evidence of the costs for every item over £50 and reasons for our choice	<input type="checkbox"/>	<input type="checkbox"/>
We agree to keep all invoices and receipts for everything spent	<input type="checkbox"/>	<input type="checkbox"/>
We have kept a copy of this application for our own records	<input type="checkbox"/>	<input type="checkbox"/>

<b>ESSENTIAL</b>	Youth Applicant	Adult Group Supporter
We have attached a photograph of the young people who are applying for funding (with parental/carer permission)	<input type="checkbox"/>	<input type="checkbox"/>
We have shown evidence of the project need, with pictures, consultation or surveys	<input type="checkbox"/>	<input type="checkbox"/>
We have identified essential costs and purchases for our project and attached evidence of these costs	<input type="checkbox"/>	<input type="checkbox"/>
<b>DESIRABLE</b>	Youth Applicant	Adult Group Supporter
We have attached photographs of our group working together to plan the project and complete the application form (with parental/carer permission)	<input type="checkbox"/>	<input type="checkbox"/>

*You are now ready to complete your application form!*

**GOOD LUCK**

