

Warwickshire Youth Fund Small Grants Scheme

Terms of Reference

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1. About this document

- 1.1 This document should be used by youth work organisations and Warwickshire County Council (WCC) staff to understand the terms of reference in relation to the Warwickshire Children and Families Youth Work Fund Small Grants Scheme.

2. About the Warwickshire Youth Work Fund Small Grants Scheme

- 2.1 The Warwickshire County Council Youth Work Fund Small Grants Scheme is aimed at community and voluntary groups that provide youth work services for 11-18-year-olds in Warwickshire. Its main purpose is to increase and/or enhance youth work capacity and capability in Warwickshire, including to support existing youth work provision currently not delivering.
- 2.2 The Small Grants Scheme aims to support small projects which tackle local and county issues and can provide long-term, sustainable and demonstrable improvements in outcomes for young people in Warwickshire.
- 2.3 The funding awarded is to support the delivery of weekly(or more frequent) projects for a minimum of 12 months from a start date of September 2021. Delivery must not be exclusive to school holidays or for short term projects. All project delivery must be completed by March 2023 and full project reporting complete by May 2023. The funding will be for staffing costs and, in exceptional circumstances, revenue funding will be given for contributions to rental costs.
- 2.4 Applicants must outline in their proposals, their intention and ability to affect positive change and work towards positive outcomes in at least one of the following key themes:
- a. Reduction in anti-social behaviour
 - b. Increase in prevention work around alcohol misuse
 - c. Support for those at risk or already experiencing admissions to hospital for alcohol related issues
 - d. Increase in prevention work around bladed article use
 - e. Increase in prevention work regarding county lines and child exploitation
- 2.5 All the above contribute to the reduction in young people entering the Youth Justice System. Additional likely outcomes could be identified in addition to the above. Grants provided to successful organisations, whilst focusing on the outcomes above, should support universal youth work provision.

- 2.6 Universal youth work is inclusive and equitable for all young people who wish to access it. It should not exclude specific groups of young people aged between 11 and 18.
- 2.7 The projects **MUST** be for young people to access themselves. There should be no referral system for young people to access the provision.

Fund details

- WCC are seeking applications from existing voluntary and community groups who run youth work services for young people aged between 11-18
- They must be constituted 'not-for-profit' community and voluntary organisations in Warwickshire who provide youth work services for young people aged between 11-18
- Individual organisations can make bids between £3000 and £5000
- It will **NOT** be for capital but will be for revenue costs. The revenue costs will be for staffing costs. In exceptional circumstances, revenue funding will be given for contributions to rental costs.

The following cannot apply for this fund

- Organisations who do not currently offer youth work provision (except those who have recently been forced to suspend provision)
- Organisations who have received funding as part of the larger WCC Youth Work Fund
- Party political/lobby groups
- Individuals
- Statutory organisations
- Schools
- Organisations that solely provide alternative education provision.

What will not be funded by the WCC Youth Work Fund

- Projects that promote religious or party-political beliefs
- Projects for personal profit or personal gain
- Costs relating to anything prior to the award of grants
- Loans or debt repayments
- Activities that are part of statutory obligations
- Existing contractual arrangements with WCC
- Any building or equipment maintenance
- Any projects that exclude groups of people
- Any project that does not provide universal youth work provision (available for all) to young people aged between 11-18
- Vehicles

- Running costs of existing buildings
- Leasing buildings or renting office space
- Outdoor activity equipment
- Electronics, televisions, ICT equipment etc
- Residentials
- Conferences

What may be funded by the WCC Youth Work Fund

- Youth worker staffing and associated costs to address the following themes:
 - a. Reduction in anti-social behaviour
 - b. Increase in prevention work around alcohol misuse
 - c. Support for those at risk or already experiencing admissions to hospital for alcohol related issues
 - d. Increase in prevention work around bladed article use
 - e. Increase in prevention work regarding county lines and child exploitation
- Room hire to deliver youth work – only in exceptional circumstances

Costs can be discussed with Helen Jones (Senior Youth Worker – helenjones@warwickshire.gov.uk)

All projects must follow national legislation, guidance and good practice in relation to equality and diversity; health and safety; safeguarding and the current COVID-19 guidance.

3. Application process

- Organisations should apply using the Warwickshire Youth Work Fund [Small Grants Scheme application form](#). The deadline for submission is Monday 9th August.
- Applications will be evaluated and scored by a panel (see below for panel members) and a decision will be made on each application.
- Unsuccessful organisations will be notified via a letter. Successful organisations will be contacted by the senior youth worker.
- WCC will endeavour to notify both successful and unsuccessful organisations within 2 weeks of the funding decision.
- Successful applicants will be duly notified of arrangements for receipt of funding. Funding will be provided to organisations on an agreed payment schedule as stated in individual funding agreements.

4. Bid scoring - Warwickshire Youth Fund scoring criteria

All applications will be scored out of a total of 18 points against the following criteria, based on the information provided in the application form. Projects will gain marks by clearly demonstrating they meet the criteria as detailed.

Criteria	Maximum points
1. Project clearly demonstrates how it increases youth work capacity in Warwickshire	1
2. Evidence that the project meets one or more of the priority categories for the Youth Fund <ul style="list-style-type: none"> • Reduction in anti-social behaviour • Increase in prevention work around alcohol misuse • Support for those at risk or already experiencing admissions to hospital for alcohol related issues • Increase in prevention work around bladed article use • Increase in prevention work regarding county lines and child exploitation 	1
3. Project clearly demonstrates that young people's voices have been listened to and considered.	1
4. Project clearly demonstrates how it will be inclusive and equitable for all young people who wish to access it. It takes careful consideration of equality and diversity.	1
5. Evidence of need for the project from within local community/communities	1
6. Evidence that the project will provide a lasting benefit to the local community and that sustainability beyond the funding period has been considered	1
7. Evidence of a constitution and the ability to pay staff	1

Scoring range	
Criterion not met = 0 points	Criterion met = 1 point

- a) The maximum score for applications is 7 points.
- b) Any applications scoring 6 or lower will not be considered.

4.1. Panel membership

Name	Role/service
Dave Jones	Operations manager – WCC Targeted Youth
Hollie Hutchings	Team leader (South) – WCC Targeted Youth
Louise Hargreaves	Team leader (North) – WCC Targeted Youth
Marina Kitchen	Service manager – WCC Early Help and Targeted Support
Councillors TBC	Elected member
TBC	Young people reps x 2

5. After bids have been successful

5.1. Spend monitoring and evaluation

- Successful applicants will be required to submit regular performance reports as agreed with the senior youth worker and an end of project report by 31st May 2023.

5.2. Additional requirements

All organisations will be required to:

- Attend the Youth Work Alliance Group (this will be discussed with the senior youth worker)
- Ensure that project staff attend training opportunities provided by the Youth Work Fund
- Ensure that all staff and volunteers have a valid DBS certificate