

Guidance on how to Successfully Complete the Application Form

General Tips

1. First time users should click on the Register Tab. Enter your email address (this becomes your user name) and create a password (this must be at least 6 characters long and contain at least one special character or number and 1 uppercase and 1 lower case letter)
2. To start a form click on the 'Apply for a CashBack Grant' button. When returning to the form at a later date ensure you open the form in 'Edit' mode
3. Always SAVE your application as you go. **We strongly recommend that you SAVE your application after each section to ensure that you do not lose work that you have already completed.** Navigating away from the page without saving or submitting your form will result in all new information entries being lost.
4. You can SAVE and CLOSE your form and return to it at a later time/date to add more information. When you log in again select the 'View My Saved CashBack Grant Application'
5. Respond to each specific question CLEARLY and CONCISELY. We recommend that you ask someone less familiar to your project to read through your application prior to submission to ensure it provides a clear description of your request.
6. Your application will not SUBMIT until all sections/fields have been completed. If the form does not close automatically when you select SUBMIT then check to see which fields you have missed, they will be highlighted with a red outline. (Many people miss the compliance section at the end) If you still can't submit the form please SAVE your form and then contact a member of the CashBack for Communities Team at YouthLink Scotland on 0131 313 2488 or cashback@youthlinkscotland.org
7. DON'T leave it to the last minute to submit your application. The system is always exceptionally busy on the last few days running up to the deadline due to the volume of traffic on the site it can cause it to operate more slowly.
8. You can view your submitted applications by logging in and selecting the 'View My Submitted CashBack Grant Application'
9. If you want to print a copy of your proposal open your form in the edit mode and click on the email from button on the tool bar. This will send a copy of the form to your email address.
10. Successful applicants will be required to carry out an End of Project Report using this online system. Please keep your login details safe

Section Specific Tips

Section 1: Organisation Details

- Please ensure all **contact details** are entered correctly. Double check that email addresses, telephone numbers and postcodes are correct.
- **What are the management arrangements for your organisation?**

Example: YouthLink Scotland is a Company limited by guarantee and is constituted by its Memorandum and Articles of Association. The Annual General Meeting elects Honorary Office Bearers, being a Chairperson, a Vice-Chairperson and an Honorary Treasurer, all of whom are also elected to serve on the Board. The Board may co-opt additional members provided that the total number of Directors does not exceed sixteen. The Local Authorities and National Voluntary Organisations each have 3 nominated Board members. The Board meets five times per year. The Directors delegate responsibility for the day to day operation and management to the Chief Executive.

- **Please describe the main purpose of your organisation**

Example: YouthLink Scotland is Scotland's national agency for youth work. It is a membership organisation and is in the unique position of representing the interests and aspirations of the whole of the youth work sector, both voluntary and statutory, in order to benefit young people in Scotland. We aim to support the development of accessible, high quality youth work services, which promote the well-being and development of young people.

Section 2: Project Details

- **Please provide a clear description of the proposed project/activity you are planning (300 words max)** Please ensure that you clearly describe what it is you want CashBack to fund. If it is available include your project plan.

Example: We want to create an introductory '*arts n' screen*' hub at our Community Centre to engage young people from deprivation zones in West Dunbartonshire on a Friday afternoon in term time. The programme of activity and the outputs from the young people will contribute towards the mini community film and arts festival held by the Centre each year. For the first time the hub will offer opportunities for young people in the area to engage in creative opportunities with a programme of activity, delivered by professional arts facilitators, and devised by young people; the community centres youth advisory group have already specified film viewing, film making and graffiti art as key activities. Please see attached programme for full details.

- **What are the needs / issues you hope to address with this activity?** Whatever needs/issues you are trying to tackle, you need a logical connection between what you plan to do (your activities) and the impact you are trying to make (your outcomes). Please try to ensure that the needs/issues you use are evidence based.

- **Describe how young people were involved in the development of this proposal**

Example: We have involved young people in the development of this proposal in the following ways

- The Cashback funding programme was discussed with our youth committee and they were asked to consider how the funding might be used to address some of the priority areas highlighted by youth club members as part of the youth club quarterly programme planning and evaluation process.
- Supported by youth work staff the Youth Committee developed and refined their ideas in consultation with members of the youth club

- **What is the community involvement in the organisation/activity?**

Example: The project is supported by a number of local adult volunteers and we work closely with our local CLD Services, Community Police Officer and Community Council to ensure that our programme best meets the needs of the local young people and the wider community.

- **Start date of Activity:** Please ensure you provide the correct day month & year. We use these dates to promote your project at National & Local level so it is vital that these are as accurate as possible. All projects should start no sooner than the 1st April 2019
- **End date of Activity:** Please ensure you provide the correct day month & year. We use these dates to promote your project at National & Local level so it is vital that these are as accurate as possible. All projects should end no later than the 28th February 2020.
- **Local Authority Beneficiaries:** Please highlight which Local Authority area your proposal will cover. If your proposal's primary target group is young people from areas of multiple deprivation please specify those areas.
- **Please provide the name and a postcodffe for the area that will benefit most from this proposal.** If your proposal's primary target group is young people from areas of multiple deprivation please specify those areas. Please use a postcode that best relates the area where the young people are drawn from.

Section 3: Outcomes & Objectives

- **The fund will support projects which focus on providing positive activities aimed at raising participation and community involvement for young people ages 10-24 years old who face one or more forms of disadvantage as listed below.** Please select the type(s) of disadvantage experienced by the young people directly benefiting from this proposal.
 - Living in areas of deprivation
 - Being unemployed, not in education or training

- Being excluded, or at risk of exclusion from school
- Being at risk of being involved in antisocial behaviour, offending/re-offending
- There are six **Mandatory Outcomes** which all proposals must seek to address

1: Young people build their capacity and confidence
2: Young people develop their personal and / or physical skills
3: Young people's behaviours and aspirations change positively
4: Young people's wellbeing improves
5: Young people contribute positively to their communities
6: Young people participate in positive activity

For each of these outcomes you are expected to estimate the number of young people likely to achieve the outcome indicators linked to each outcome. Please be realistic we will expect you to report on these figures in the end of project report.

Section 4: Evaluation

- Please give a clear description of the evaluation methods you will use to gather the evidence required to demonstrate that the project has achieved the expected outcomes.
- If you do have a good evaluation report from previous work that you wish to share with the Assessment Panel you can attach a copy of this to your application using the 'attach file' option on the tool bar at the top of the form (To attach the file using a Mac first close the form then select your application by ticking the box on the left hand side, once selected activate the attach file icon)

Section 5: Participant & Programme Details

- This is a straightforward series of short questions confirming the numbers of young people directly benefiting from this investment. Again please be realistic about the numbers involved.

Section 6: CashBack Target Groups

The Assessors are looking for evidence that you are proactively promoting your activities to all young people in your defined community. Please answer these questions by considering how you might best promote your activity to young people from ethnic groups, young people with additional support needs and young people who are disadvantaged through;

- Living in areas of deprivation (priority will be given to projects working in communities within the top 20% SIMD)
- Being unemployed, not in education or training; and/or
- Being excluded, or at risk of exclusion from school; and/or

- Being at risk of being involved in antisocial behaviour, offending/re-offending
Also give consideration to the type of activity and delivery approach used.

Section 7: Attainment Opportunities

- This is a straightforward series of tick box questions. Please select all that apply

Section 8: Finance

- **Please detail what funding you require from CashBack:** We do not need to know the total cost of delivering the programme ONLY provide details on the elements that you are seeking CashBack funding for. If the total project costs £15,000 but you only need £1,000 from CashBack then we only need to know about the £1,000. There are three main budget headings Project Staff Costs; Venue Costs and Activity Programme Costs. Please use these to detail your request. If there is another costs not covered by these heading include this under 'Other'

- In the finance section only enter the amount (do not include £ signs or commas)

- **Provide a Breakdown of These Costs Only** for all items requested

Example: Project Staff Costs based on 2 staff for 2hrs/week for 24 weeks @ £10.75/hour = £1032. Venue Costs based on £26.00/sessions for 24 weeks = £624
Activity Programme Costs e.g. Purchase of fruit for healthy eating session £20,
Minibus hire @ £15/session x 24 sessions £360

- **Does the amount applied for represent 100% of the total cost of the programme?** If you are asking CashBack to support the full costs of the programme tick YES. If CashBack is not supporting the full delivery costs select NO
- **Is the balance of the funding secured?** If you have responded YES to the question above we would expect you to have the balance of funding in place in order to deliver the programme. If you are seeking 100% of the costs from CashBack then select NO
- **Total amount of match funding (where applicable)** If you are receiving match funding (cash) from elsewhere to deliver other aspects of the proposed activity please detail the total amount secured here
- **Total amount of in-kind funding (where applicable)** If you are contributing or receiving in-kind support to deliver the proposed activity please detail the total value of that support here

Section 9: Bank Details

- Please ensure you provide the correct bank details. Our funding is paid by Bank Transfer, an error in this section will result in a delay in payment of funds
- When entering the Account Number and Sort Code do not include any spaces or dashes e.g. Sort Code 123456 Account Number 12345678

Section 10: Sustainability

- **What will you do to sustain the activity or ensure a legacy once your Cashback for Communities grant ends?** The Assessors are looking for projects which offer a legacy beyond the funded activity. That might include plans for continuing the programme; it might be that the project delivers a community asset e.g. Community Garden; or it might be that the legacy relates to the skills developed by the young people and the paths that they take as a result of being involved in this opportunity.

Section 11: Referees

- You are required to provide details of three referees. One should be a senior officer within your organisation. The second should be an independent referee (please note this person should not be directly involved in your organisations activities). The third is a young person who has been directly involved in the development of the proposal and is familiar with the content.
- All referees will receive an automated email on submission of your proposal asking them to confirm that they are aware and supportive of the proposal.
- Please ensure all contact details are entered correctly. Double check that email addresses and telephone numbers are correct.

Section 12: Related Documents

- You will be asked to attach electronic copies of the following document(s):
 - Audited Accounts/Receipts and Payments Statement (this a requirement of all organisations which have been established for over a year)
 - A copy of your latest bank statement (this a requirement of all organisations established within the last year)
 - A copy of the organisations Public Liability Insurance Certificate
 - Previous Project Evaluation Report of the project (Optional)
 - CV's of the artists delivering the programme

Use the 'attach file' option on the tool bar at the top of the form (To attach the file using a Mac first close the form then select your application by ticking the box on the left hand side, once selected activated the attach file icon)

If you have any difficulties uploading attachments please SAVE your form and then contact a member of the CashBack for Communities Team at YouthLink Scotland on 0131 313 2488 or cashback@youthlinkscotland.org Do not submit your application without the necessary attachments as the Assessors will not then be able to access these documents.

Section 13: Compliance

- This is a straightforward series of tick box questions. Please ensure that you respond to all 4 questions in order to complete the form.

N.B. this section is often overlooked, you won't be able to submit until this section has been completed.

WHEN YOU SUBMIT THE FORM PLEASE BE PATIENT AND ALLOW THE CHANGES TO UPLOAD, THE SCREEN WILL APPEAR WHITE UNTIL THE CHANGES HAVE BEEN SAVED. NAVIGATING AWAY AT THIS STAGE WILL RESULT IN ALL CHANGES BEING LOST