



## **National Voluntary Youth Organisations Support Fund 2019-20 Guidance Notes and Terms and Conditions of Grant**

### **Purpose of the Fund**

The fund has been set up by the Scottish Government to support National Voluntary Youth Organisations to contribute to the achievement of the National Youth Work Strategy 2014-2019 ambition that “All young people, in every part of Scotland, should have access to high quality and effective youth work practice.”

### **Funding Criteria**

Applications must demonstrate that the proposed activity will lead to one or more of the following outcomes being achieved.

- Improved support and engagement of volunteers
- Increased access to workforce development opportunities for paid staff and/or volunteers
- Increased access to leadership development opportunities for senior managers and/or senior volunteers
- Improved strategic leadership
- Improved strategic partnerships with local authorities which are supporting the delivery of the national youth work strategy outcomes.

### **Eligibility**

This fund is open to national voluntary youth work organisations that are involved in the management and delivery youth work across Scotland. Local branches of national voluntary youth organisations or voluntary youth organisations that do not have a national remit are not eligible to apply

**Please note that recipients of the NVOSF grant are expected to engage in the collaborative process required to create an emerging youth work strategy.**

### **Timescales**

All programmes must be delivered **between 1<sup>st</sup> August 2019 and the 31<sup>st</sup> March 2020.**

### **Limitations**

Organisations can apply for **grants up to £30,000 per annum** (multiple smaller applications will be considered)

### **Application Deadlines**

The deadline for grant applications is 12.00pm on **Friday 5<sup>th</sup> July 2019**

## Guidance on how to Successfully Complete the Online 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 Grant' button
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 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. If you still can't submit the form please SAVE your form and then contact either Roisin Bathe or Jane Dailly at YouthLink Scotland on 0131 313 2488
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 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