CashBack for Communities
Youth Work Fund (2020/21)

Guidance for Applicants
Overview

The CashBack for Communities programme reinvests monies recovered through the Proceeds of Crime Act 2002 to support the Scottish Government’s Justice Outcomes by having a focus on young people at risk of entering the criminal justice system and communities most affected by crime. YouthLink Scotland administers the CashBack for Communities Youth Work Fund on behalf of Scottish Government as part of the wider CashBack for Communities programme.

Fund criteria

We welcome proposals for the delivery of targeted youth work programmes that meet the following criteria. Proposed activity must:

1. Support young people most at risk of being involved in anti-social behaviour, offending or reoffending into positive destinations and support communities most affected by crime.

2. Achieve the following outcomes:
   - Young people build their confidence and resilience
   - Young people develop their physical and personal skills
   - Young people’s health and well-being improves
   - Young people participate in activity which improves their learning, employability and employment options (positive destinations)
   - Young people contribute positively to their communities
   - Young people are diverted from criminal behaviour or involvement with the criminal justice system

3. Provide youth work opportunities (opportunities which supports young people’s personal and social development and in which they choose to be involved, are equal partners in their own learning process and which respond to the expressed needs of young people).

4. Take a proactive approach to ensure the activities are accessible to the target group of young people.

5. Demonstrate a “place based” approach (i.e. add value by taking a more joined up, collaborative approach to services, assets and investments in a place to maximise the impact of combined resources to achieve better outcomes for local people and communities.

Where appropriate consider joint initiatives with other local providers.

5. Support and encourage the involvement of young people in the development, management and running of the project.
**Closing Date for Applications**
20\textsuperscript{th} March 2020

**Award confirmation**
29\textsuperscript{th} May 2020

**Project delivery**
June 2020 - March 2021
Each local authority area has its own allocation of funds and its own local assessment panel. Local panels can only consider applications that will be delivered in that area. We cannot process proposals that cover more than one area. If you plan to offer opportunities in more than one area, please complete a separate application form for each area targeted.

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<thead>
<tr>
<th>Area</th>
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<tr>
<td>Aberdeen City</td>
<td>£ 27,886.06</td>
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<td>Aberdeenshire</td>
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<td>Argyll and Bute</td>
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<td>Clackmannanshire</td>
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<td>Area</td>
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<td><strong>TOTAL</strong></td>
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What we don’t fund

The CashBack for Communities Youth Work Fund does not support the following:

- Proposals that do not fit the fund criteria
- Events and activities that take place out with the period of the fund
- Closed referral programmes
- Curricular school based activity
- Proposals that do not clearly demonstrate youth work processes and outcomes.
- Employment training initiatives that are not embedded within a youth work programme
- Counselling, befriending and advocacy projects
- Training courses for staff and volunteers
- Single activity projects with no youth work outcomes e.g. sports projects & competitions
- Capital costs in excess of 25% of the total amount requested (Capital = property, property upgrades, vehicles, equipment, clothing etc.)
- Overseas projects
- Memberships of private clubs e.g. gyms, golf and bowling clubs
- Proposals that do not offer good value for money
- Excessive management overheads and core cost recovery

Information you will need to complete your application

To complete the form you will require the following information at hand:

- Bank account details
- Programme budget with detailed workings
- Contact details of senior authorising officer from your organisation

Please take care to provide correct email addresses and bank account details

- You will also be asked to upload electronic copies of the following documents
- Annual accounts / receipts and payment statement
- Bank statement (for organisations that have been operating for less than one year)
- A copy of the your public liability insurance certificate
Help with completing the application form

Section 2 – About your organisation

Q1. Organisation name
This should be the formal name of your organisation.

Q5. Tell us about the governance arrangement for your organisation
Tell us about the processes and structures (board/sub-committees etc.) your organisation has in place to ensure the overall direction, effectiveness, supervision and accountability of your organisation and how this supports delivery.

Good governance ensures: compliance with law and regulation; that an organisation is well run and efficient; that problems are identified early and dealt with appropriately; strategic direction; accountability and learning).

Q8. What is the vision/mission of your organisation? [200 words max]
This is your opportunity to demonstrate that the mission/vision of your organisation and how these links with the fund criteria.

Section 3 – Previous funding

Please note that if you received funding last year you must submit your end of project report (to be eligible for a further award) if your project is complete. If your funded project is not complete please tell us how it is going. If you need to speak to us about reporting or project delivery please contact us at CashBack@youthlinkscotland.org

Section 4 – About your project

Q1. Name of the project you would like us to fund
Please give your project a name.

Q2. Please provide a short overview of the project you would like us to fund
Tell us what you want to do. You should ensure that it is clear to assessors how the proposed activity meets the 5 fund criteria set out in section two of this document.

You should ensure that you set out a logical connection between what you plan to do (your activities) and the impact you are trying to make (your outcomes).

Q3. Please provide a summary of the project (for promotional material)
Please give us a short version that we can use in promotional and reporting material.

Q4. What evidence do you have that there is a need for this project?
Tell us how you know that there is a need for this project both in relation to the expressed need of young people and local priorities and issues.

You should ensure that you set out a logical connection between what you plan to do (your activities) and the identified need.
Q5. Please describe the youth work approach that underpins the project.

The CashBack for Communities Youth Work Fund supports youth work opportunities for young people and the assessment panel will consider whether the proposed activity is underpinned by a youth work approach/principles and values. You can find our definition of youth work [here].

1. Describe how young people were involved in the development of this proposal.

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

- We discussed the Cashback funding programme with our youth committee and they considered 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.

2. Describe how young people will be involved as partners in the delivery of this project.

Youth work involves young people as equal partners in their own learning process. How will young people be involved in agreeing learning outcomes and shaping the learning experience?

Q6. Start date of project/end date of project

Projects must be delivered between June 2020 and the end of March 2021.

Q7. In which local authority area will the project be delivered?

Please choose one. If you would like to apply in different local authority areas you must submit a separate application for each area.

Q8. CashBack for Communities monies should benefit young people facing multiple deprivation and those communities most affected by crime.

- Please provide the name of the area that will benefit most from this proposal.
- Please provide the postcode for the area that will benefit most from this proposal (please provide one post code only).

Each local authority area is allocated a set budget (Glasgow is split into three areas: Glasgow NW, Glasgow NE and Glasgow South) Project proposals must be specific to one area only. The CashBack Fund cannot support proposals that cover multiple areas.

You may plan to deliver in multiple areas and you can tell us about this in Q1 and 4 (section 4) but please tell us the name and postcode of the (one) area that will benefit most from your project.

CashBack for Communities supports activities that will benefit communities most affected by crime.

continues on next page
Help with completing the application form

Section 6 - CashBack for Communities outcomes and objectives

Projects are expected to achieve and report on all of the six mandatory outcomes.

Please note that some of the outcome indicators may not be applicable to your project but you should choose ALL of the indicators that are relevant in order to demonstrate the fit between your project and CashBack for Communities priorities.

Applications will be assessed in relation to fund criteria (including fit with outcomes).

Please give a clear description of the evaluation methods you will used to gather the evidence required to demonstrate that the project has achieved the expected outcomes.

Section 8 – Finance

1. Please detail the funding you require from CashBack (please refer to the section 5 of this guidance for information on eligible costs):

Q1. Total amount requested

Please detail what funding you require from CashBack: 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 are another costs not covered by these heading include this under ‘Other’.

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.

Further Support

Online applicant support sessions are available on the following dates. You do not need to register or let us know in advance just use this link to join the session on your chosen date and times:

https://zoom.us/j/9569486534

Tuesday 18th Feb
10.30-11.30am
1.30-2.30pm

Thursday 27th Feb
10.30-11.30am
1.30-2.30pm

Thursday 4th March
10.30-11.30am
1.30-2.30pm

If you have any questions or require further support, please contact us:
Roisin Bathe, grants administrator:
rbathe@youthlinkscotland.org