

# Clarion Futures Community Youth Grants

## Application Guidance

**2022/23**

<b>Applications Open</b>	<b>Application Deadline</b>	<b>Decision Released</b>
<b>09:30 Monday 12 September 2022</b>	<b>12:00 noon Thursday 20 October 2022</b>	<b>From early December 2022</b>

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## About Clarion Futures...

We are a charitable foundation that gives Clarion residents access to the support, services and tools they need to make their goals and ambitions a reality. We provide opportunities, so that everyone who lives in a Clarion home, irrespective of their background, can create their future.

We'll be investing £150 million over the next 10 years to deliver one of the biggest social investment programmes in the country, helping to create more opportunities for people living in our homes and communities.

Clarion Futures is part of Clarion Housing Group. The Group comprises Clarion Housing, a social landlord and the country's largest housing association. It provides quality, well managed and sustainable homes. It also contains Latimer by Clarion Housing Group which delivers homes for private sale. It operates as a social business that invests all its profits into helping support our residents and communities.

# Application form checklist

- ✓ Your **charity or company number**, if you are a registered charity or company
- ✓ The **year** your organisation was **established**
- ✓ The **total annual income** for your organisation over the last financial year
- ✓ The **number of staff**, management committee members and volunteers in your organisation
- ✓ Your **project plan** including aims, tasks and activities, beneficiaries and impact objectives
- ✓ A **clear project budget** – the application will require a breakdown of all project costs
- ✓ Your **project timeframe**

## Supporting documents

- ✓ A copy of your Governing Document
- ✓ A copy of your most recent Annual Accounts, or record of income and expenditure, or if you are a new group a spending plan and recent bank statement
- ✓ A copy of your Safeguarding Policy for working with children under 18/vulnerable adults
- ✓ A copy of your in-date Employer and Public Liability insurance certificate
- ✓ A list of the names and addresses of your management committee / trustees
- ✓ A copy of your COVID-19 Secure Delivery Risk Assessment

*This can be submission of your existing documentation or you can complete our template assessment matrix which can be accessed in the application form.*

**Top Tip...** when completing your application make sure you demonstrate:

- Your **knowledge of the local area**
- Your knowledge of **what other provision is available** to the community
- A clear plan for **engaging Clarion residents** to participate in your activity

# About Community Youth Grants

Grants of between **£1,000 and £5,000** are available to organisations **working in Clarion Communities** seeking to **support young people** (aged 25 and under) with activities which:

- ✓ **Empower young people**
- ✓ **Support young carers**
- ✓ **Support youth mental wellbeing**
- ✓ **Deliver youth social action initiatives**
- ✓ **Deliver intergenerational connections**
- ✓ **Improve access to opportunities, career planning, training and skills**
- ✓ **Develop resilience and support young people through times of transition**

**We would be interested in receiving applications in these areas as well as any other innovative work which supports young people thrive as part of vibrant, connected and sustainable communities.**



## **A note about engaging our residents...**

The Clarion Futures Team will be available to help applicants who would like to discuss their application or develop their project idea. If you are unsure whether your project is operating in a Clarion Housing area, the Clarion Futures Team can talk to you about engaging our residents. Please contact [grants@clarionhq.com](mailto:grants@clarionhq.com)

# Our funding priorities

We are interested in applications that can demonstrate understanding of what is already going on in the community, and how the grant funded activity will, for example:

Make the most of existing provision in an area, **add value**, i.e. **reach new participants**

**Address gaps in local provision** - where there is no similar/existing offer in the area

Make the **best use of other local services**, partnerships or networks

## Funding will be prioritised for:

Projects and activities which seek to support young people who are considered to be from **marginalised groups**, for example, including but not exclusive to, those that may be missing out, who are considered hard to reach, or are considered socially excluded.

Projects which have **involved young people in the design and delivery** of the proposed activities. (This can be formally as part of a co-design method or informally as part of service user consultations and feedback).

## Who can apply?

**Not-for-profit organisations including constituted community groups, registered charities, companies limited by guarantee, PTA or Friends of School groups, social enterprises or Community Interest Companies (CICs) are eligible to apply.**

Organisations must meet the following **eligibility criteria** before submitting an application:

- ✓ Delivering a project aimed at supporting Clarion residents and the wider community
- ✓ Delivering a project which is predominately for the benefit of young people aged 25 and under
- ✓ Projects must have a clear plan for engaging Clarion residents and the wider community
- ✓ Have at least three (3) unrelated management committee members
- ✓ Have a governing document
- ✓ Your group's annual income last year was less than £500,000, unless your organisation is the managing body for a Clarion Community Asset
- ✓ Have an organisational bank account in the name of the constituted group with at least two (2) unrelated signatories
- ✓ Have a record of income and expenditure or set of accounts
- ✓ If you are a new group you will need a bank statement and an income and expenditure forecast
- ✓ Have a safeguarding policy if working with young people (under 18) or vulnerable adults
- ✓ Have the relevant insurance in place, including public liability and employer liability where required, before delivering activities
- ✓ Have a COVID-19 Secure Delivery Risk Assessment

If you are **not** working to benefit Clarion residents or you have no clear plan for how to benefit Clarion residents, you will not be eligible to apply.

## Can I apply if I already hold a grant from Clarion Futures?

If you have received a grant under any other Clarion Futures grant programme which is either still active or pending the submission of your End of Grant Report **you are eligible to apply.**

If you do hold an existing Clarion Futures grant award this will be taken into consideration when our panel makes its funding decisions. Whilst you are eligible to apply, we are not always able to offer multiple grant awards to the same organisation in the same year.

We recognise that organisations offer a range of activities and services within our communities. As such, we welcome applications from existing partners, as well as organisations new to Clarion Futures.

## What costs can I include?

Grants of between **£1,000 and £5,000** are available towards your **project and activity costs**, these can include, for example:

- ✓ In person and remote delivery costs
- ✓ Activity materials
- ✓ Resources/equipment to deliver in-person or remote activities
- ✓ Project delivery staff time
- ✓ Venue hire
- ✓ Volunteer expenses
- ✓ Publicity and marketing materials
- ✓ Overheads at a standard rate of up to 10% of your project total
- ✓ Purchase of PPE or cleaning equipment to enable COVID safe delivery

### A note on grant support for salary costs:

- a) In all cases where the Grant Amount is supporting partial or total costs in relation to a salaried post(s) Clarion Futures will not take on any employment obligations or become an employer of the post holder(s) or any third party as a result of the provision of the Grant Amount.
- b) For the avoidance of doubt, the Recipient will remain responsible for all employment costs including (but not limited to) those costs associated with maternity, paternity, adoptive or extended sick leave, severance or redundancy costs in line with the Recipient's standard organisational policies.

# What costs can't I include?

We cannot consider funding for the following:

- Statutory organisations such as local authorities and schools
- Any party political activity
- Purely commercial ventures (for profit)
- Spending that has already taken place (retrospective funding)
- Individuals or projects run by individuals as opposed to an organisation
- Activities promoting religious beliefs
- Activities where individuals are excluded on religious grounds, ethnicity, gender, sexuality
- Organisations with overdue or incomplete monitoring on a previous grant from Clarion Futures
- Activities which require staff or volunteers to deliver in-home support
- Any other costs considered unreasonable or non-essential for delivery of the proposed activity.

## How to apply

**Applications must be submitted via the Clarion Futures online grants portal (Flexi-Grant).** Applicants are required to register on the system before starting an application form <https://clarionfutures.flexigrant.com/default.aspx>

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### Grant Payments - Important Note

When planning your project schedule please be aware your grant payment will only be released once your grant agreement has been executed and any grant conditions have been satisfied. We will then ensure your organisation is set up on our finance system and raise a PO for you to invoice us for 100% of your approved grant amount, unless an alternative payment arrangement has been agreed in writing.

Please note there will be a short delay to payments processed over the festive break. We will be sure to update successful applicants of payment run dates for late December 2022 and early January 2023.

# How do we make our decisions?

All applications submitted by the deadline will undergo an **initial assessment** by our Grants Team.

All eligible applications which align with the programme priorities will be shortlisted.

Shortlisted applicants may be contacted by the Clarion Futures Team to gather any additional information about your project and/or organisation as required.

Shortlisted applications will be presented to a **Grants Panel** who will assess each application based on the information provided in your form and who will make the final funding decisions.

Successful and unsuccessful applicants will then be notified of the decision in writing, via email.

**Please note all funding decisions are made at the discretion of Clarion Futures and are final.**

## Reporting Requirements

**Groups in receipt of a grant will be expected to maintain regular communication with Clarion Futures, and will be required to complete an End of Grant report outlining how the grant was spent and demonstrating the impact of the grant.**

A Clarion Futures Officer will be allocated to each funded project and will be able to offer support on monitoring and evaluating your work.

### **Key areas to monitor when running your project**

- ✓ The extent to which the project met the anticipated objectives
- ✓ The number of participants in the project, including the number of Clarion residents
- ✓ Learning gained when delivering the project, success stories and any unanticipated results/ outcomes

### **Key data to capture when running your project**

To help us monitor the impact of our grant funding we ask all grant recipients to record the following data (where applicable to the individual project).

- ✓ number of beneficiaries
- ✓ demographic information of beneficiaries
- ✓ outcomes and positive onward progressions such as sustained volunteering or employment

Further information, tips and templates for monitoring the impact of your work can be found at:

**NCVO - <https://www.ncvo.org.uk/help-and-guidance/strategy-and-impact/>**

**NPC - Take your first steps into impact practice <https://www.thinknpc.org/starting-to-measure-your-impact/>**

# Further help and resources

## COVID-19 Secure Delivery Resources

Clarion COVID-19 Secure Delivery Risk Assessment – *template can be accessed within the application form*

[Click here for the Charities Aid Foundation's hub for COVID guidance and support](#)

## Application form support and general queries:

For support completing your online application form, queries regarding deadline, criteria and submitting your proposal can be sent to [grants@clarionhg.com](mailto:grants@clarionhg.com)