

# The Gannochy Trust Youth Panel Fund

## Guidance Notes for Applicants

### The Gannochy Trust Youth Panel Fund

#### About the Gannochy Trust Youth Panel

The Gannochy Trust Youth Panel are 12 young people aged from 14 to 26 recruited through Perth and Kinross Strategic Youth Work Partners and care experienced youth services. They have designed The Gannochy Trust Youth Panel Fund aims and outcomes and have delegated responsibility from the Board of Trustees for assessing applications and approving funding of up to £120,000 per year. The Youth Panel will meet four times each year with a budget of circa £30,000 at each meeting.

#### ELIGIBILITY GUIDANCE

- To be eligible to apply for a Youth Panel grant, you must be a charity that is registered with OSCR, the Office of the Scottish Charity Regulator.
- Beneficiaries of a Youth Panel grant must be resident in Perth and Kinross and aged from 11 to 26 (inclusive).
- Applications should be for project funding only. (Capital works and Core running costs are not eligible)
- Charities that already hold a Gannochy Trust grant are eligible to apply to the Youth Panel Fund and vice versa, but you cannot apply to both funds for a contribution towards the same project budget.
- Charities can only hold one Youth Panel grant at one time. Successfully submitting your Grant Report will allow you to reapply.
- The Youth Panel will consider repeat applications for similar work, but will expect the request to be significantly lower in subsequent requests to ensure that funding is available for new applicants.
- It is expected that applications for funding to the Youth Panel will be in the region of £5,000. In exceptional circumstances, the Youth Panel can make awards of up to £10,000. There is no lower limit.
- Applications can only be made for projects that will complete within one year of the grant being awarded. Multiyear applications will not be considered.
- Applications must demonstrate delivery of up to three of the Youth Panel outcomes listed in [Section 3](#) below.
- Applications that demonstrate the voice of and empowerment of young people are particularly welcomed.
- The Youth Panel Fund will accept applications for 100% of project costs.
- Some questions have a word limit on them. We don't count your words, so please use this as a guide.
- The exclusions in the Gannochy Trust Grant Strategy also apply to this fund and are included on [Page 5](#) of these notes.

#### GENERAL GUIDANCE

- You should answer every question however if there is a section that does not apply to you then please insert N/A (not applicable) in the space.
- The application form has been designed to be flexible to allow you to insert additional lines as required (within the budget element) and the narrative boxes will expand as you type within them.

#### YOUR ORGANISATION INFORMATION

##### Legal Name of organisation/Name that you are known by

This is the name on your governing document that matches the name on your accounts and bank statements, and your Office of the Scottish Charity Regulator (OSCR) or Charity Commission entry. If you are commonly known by another name, please tell us.

##### Charity Number and Year Established

To apply for funding from the Gannochy Trust you must be a charity registered with the Office of the Scottish Charity Regulator (OSCR). Please provide your charity number, which we will check with OSCR, and the year in which the charity was established. Please also provide your Company number if applicable.

## Organisation Main Office and Website Address

The main office address for the organisation together with your postcode, telephone number and website address (if applicable).

## Main Contact

Details of the person who will be our main point of contact and answer any queries during the assessment process. We will also need their address if different to that of the organisation (they may work out of a different office), direct telephone number and email address. Depending on the size of the organisation this may be a Trustee, Chief Executive, Manager or Fundraising staff.

## Board of Directors/Trustees

We expect your organisation to have a minimum of 3 directors or trustees that hold regular meetings. Please provide us with their name and position on the board/committee. Add rows to the table as needed.

## YOUR ORGANISATION

### 1. Give a brief description of your organisation and who it supports (Your beneficiaries)

This section provides an opportunity for you to tell us about: your organisation and its main aims; who your beneficiaries are; and describe the range of services you provide to support them. (200 word limit)

### 2. Please state the number of people involved in your organisation

**Staff:** Please tell us the number of full-time and part-time staff that are employed by your organisation. Please include sessional staff in your part-time numbers.

**Volunteers:** This is the number of people that help your organisation to deliver services without payment.

## OUTCOME/S THAT YOU WILL BE ACHIEVING

### 3. Which of the Youth Panel outcome/s are you applying under?

The Gannochy Trust Youth Panel members have developed three aims for the Youth Panel Fund: Youth Activity; Youth Voice; and Youth Health and Wellbeing. Within these aims are a selection of outcomes that they expect to see delivered through this Fund. You should select up to three outcomes by ticking the boxes on the application form.

Please note that you do not need to address more than one outcome, only select outcomes that you are confident that you can deliver. Having more than one outcome will not strengthen your application if they are not all clearly demonstrated.

Here are the aims and outcomes with some examples of what the Youth Panel might expect to see.

### Youth Activity

- **Providing groups of young people with the opportunity to experience travel and new environments (Care experienced young people need not travel as part of a group)**

This outcome should offer young people new experiences in locations that they haven't visited as a group before. Developing social skills and sharing experiences with others is key. For care experienced young people, this outcome will support their travel to experience a group work social event and they may be travelling on their own.



- **Providing a safe place for young people to meet and socialise**

The costs of a hall let and/or staffing to provide somewhere for young people to meet and socialise. There need not be a structured programme of activities – just a safe place for young people to socialise.

- **Opportunities for young people to explore music and/or art**

The cost of a tutor, or equipment to deliver a music or art session that is in addition to your core programme could be included.

- **Activity that delivers positive environmental change**

This could support any aspect of young people's involvement in improving the urban, natural or rural environment.

Consultation on green space development, activity that supports urban wildlife, bird/bat box projects, or addressing dog fouling issues could all be possibilities.

## Youth Voice

- **Empowering young people and ensuring that their voices are heard**

Costs for involving youth in a forum that hears and responds to young people's opinions. A youth advisory panel for a charity, or accessing training for young people to become more confident in voicing their opinions.

- **Supporting youth leadership in local communities**

Any project that supports young people in taking a lead role in community activity.



## Youth Health and Wellbeing

- **Provision of free or affordable meals**

Activity that provides food and/or cooked meals for young people facing food insecurity that is free or subsidised. There is no expectation that food insecurity is means tested.

- **Development of independent living skills**

This could include training in home economics, household budgeting, or practical skills in cookery.

- **Activity that is focused on improving mental health**

We recognise that any type of activity can contribute to improving mental health and wellbeing. This outcome should be used where the primary focus of the activity is improved mental health and wellbeing for young people.

- **Improved access to the outdoors**

Activity that supports new opportunities for young people to participate in outdoor activities. Costs could be for transport, clothing, equipment, or participation/entrance fees.



## PURPOSE OF FUNDING

### 4a. Purpose

Please provide a one-line description of the purpose of the funding which we can use in correspondence with you. Examples might be:

- "Organising a youth group exchange trip"
- "A youth consultation event"
- "Listening events for youth mental health"

### 4b. Description of the work or activity, who the beneficiaries are, and any collaboration/partners

This must be linked to the outcome/s that you selected in Question 3 and should clearly demonstrate that the work or activity that you wish us to fund meets the Youth Panel outcome/s.

We want to understand what you plan to deliver, and this could include information about:

- The type of service(s), activities or facilities that you will provide
- Who will deliver the service (e.g. counsellor, volunteer, advice worker, youth worker)
- Who the beneficiaries are and the frequency of contact (e.g. one off event, 1 day a week for 12-weeks; etc)
- How have the beneficiaries been identified

The Youth Panel is keen to support collaborative work/partnerships that deliver a better service, improve efficiency and/or effectiveness and lead to better outcomes for beneficiaries of this funding. It also helps us to see how you link with other organisations in the community. If your work or activity will be delivered with partners, please provide details within this section.

### 4c. How have you identified the need for this project or activity? Who have you consulted and how have you included the views of your beneficiaries in this?

This is an opportunity to demonstrate how your project or activity contributes towards a solution to a particular

need. The Youth Panel expect that young beneficiaries will not just be consulted in the process of developing this application, but that they are directly involved or leading the writing of it. Please tell us here how young beneficiaries have been directly involved in writing this application.

**4d. How will you know that you have achieved the outcomes selected in question 3.**

We would like you to identify the targets or indicators you will use to measure how well you have met the intended outcome(s). These may be tasks, services or activities. Examples include: running groups, courses or programmes of activity; producing and distributing information; access to and use of facilities. It is useful to use action words to describe what you will do such as: to provide, to run, to organise, to produce, to recruit, to support, to promote etc. We would also like to know the number of people that you aim to involve and benefit from your activity. The activities should clearly link to a more detailed description within Question 4b. of your application.  
(Up to 100 words)

**5. Please state the number of young people that will directly benefit from your proposed work.**

Please provide the numbers of those that will directly benefit in the 11 to 21, and 22 to 26 age categories. This specific split is required so that the results can be incorporated into the wider Gannochy Trust impact reports. We also appreciate that these numbers may need to be estimates.

**6. When would you like this funding to start and finish**

This should be a realistic timescale. Depending on when your application arrives with us, it can take up to 4 months from its receipt to a decision being made and advised to you. Youth Panel Fund grants should be spent and reported on within 12 months of receipt.

**7. The Youth Panel expect that young people that may benefit from your application will have been directly involved in writing this application and would like to hear from them in a video lasting no more than 3 minutes. Please provide a link to the video or provide an email address which will be given access to a SharePoint folder to upload it to.**

Please ensure that you share your video securely and give permission for [grants@gannochytrust.org.uk](mailto:grants@gannochytrust.org.uk) to access it. We will not be judging the quality of your video production, but the Youth Panel do want to hear directly from young people about why they have identified the need for the project and how it will help them or other young people. If you are struggling to share your video, provide an email address and we will email permission to access a secure folder where the video can be uploaded to.

Should your video include any young people under the age of 16 or vulnerable people for any other reason, you should follow your own organisation's policy on Protecting Vulnerable Groups. Only Gannochy Trust staff, trustees and youth panel members will view the video and it will be deleted after the assessment process is completed.

Should you be unable to provide a video for any reason, please contact [grants@gannochytrust.org.uk](mailto:grants@gannochytrust.org.uk) to propose alternative arrangements for how the opinion of young people could be heard by the Youth Panel.

**8. Any additional information you wish to share with us about your application.**

If required, please use this section to tell us anything else that you think it would be useful for us to know in support of your application. (Up to 150 words)

## BUDGET

**9. Budget guidance**

- You may insert as many additional lines within the budget template as required.
- The budget should include all the costs of your project or activity and a contribution towards overheads, if applicable.
- Full cost recovery (both the direct costs of the project and the relevant portion of overhead costs) will be considered by the Youth Panel where the calculations are considered to be fair, reasonable/proportionate and associated with the project or activity being applied for.
- If your budget includes salary costs you should indicate if this is a full or part-time post and include the employers NIC and pension costs.

**Expenditure**

- We would expect this to be a project budget rather than your annual organisational budget.

- Please provide as much detail as you can. This will give us confidence that you have thought about all the costs that will be involved, and that your project is likely to be a success.
- If you are expecting “in kind” support, include the cost of this as both expenditure and income. Be as realistic and reasonable as possible.
- The Youth Panel will fully fund project applications, but other contributions are encouraged and may enable you to offer a larger project.
- It is expected that applications for funding to the Youth Panel Fund will be in the region of £5,000. In exceptional circumstances, the Youth Panel can make awards of up to £10,000. There is no lower limit.

#### **Income**

- The Trust would expect to see a contribution towards the project costs from the charity’s own funds where possible.
- This section should also include confirmed income from other sources detailing the funder and the amount.
- Youth Panel Fund applicants should be ready to implement the project or activity following the Panel’s approval. For this reason, projects should not be reliant on unconfirmed other funding applications.
- Ticket sales or other attendance fees can be included as anticipated income.
- If you need other funding, please leave the Youth Panel application until this is confirmed.

#### **Request to the Trust**

This should be the amount you are applying to the Trust for, i.e. the projected shortfall.

#### **Any comments you would like to make on the budget?**

This is an opportunity for you to provide an explanation on the financial information that you have provided within the budget template (if required).

### **GOVERNANCE, POLICIES AND PROCEDURES**

#### **10. Governance**

The Trust is receiving a growing number of applications where a trustee is also a paid employee. The Trust will accept applications from these organisations where they can demonstrate compelling reasons why it is in the best interest of the charity, that their governing document allows for this, and they have a policy in place to mitigate any conflict of interest.

#### **Policies and procedures**

The Trust is committed to ensuring that the beneficiaries of our funding are kept safe from harm. We expect you to be able to meet the requirements outlined in Question 10 and you may be asked to provide evidence or copies of appropriate policies. Please do not send these to us with your application – if we require them as part of the assessment process then we will contact you.

### **DECLARATION**

**11.** The application form should be signed by one of the following people - Chair, Vice-Chair, Treasurer, Secretary, or Chief Executive Officer. The grant application form must be submitted electronically in MS Word format, and we will accept an electronic signature.

### **CHECKLIST**

**12.** Please ensure that you submit a copy of your most recent signed annual accounts with the application form.

If you are a new charity, we will require a copy of your constitution or governing document together with a copy of a recent bank statement and a projected cashflow statement for the first year of operation.

### **EXCLUSIONS**

To ensure that you do not spend time and effort unduly, there are some things that we do not fund. The list below outlines the areas of work that, while worthy, are excluded from our current funding priorities. If you have any doubt about whether your work falls into an exclusion area please contact the Trust Office for advice.

#### **General**

- Applications from individuals

- Work for the benefit of people out with Scotland
- Applications from statutory bodies or endowment funds
- Anything that is considered a statutory provision in health and education
- Universities, academic research, colleges, schools, and the independent education sector
- Medical care, research, or equipment (with the exception of palliative care in Perth and Kinross)
- Political activity or lobbying
- Projects that are solely for the promotion of religion
- Animal welfare charities
- Minibuses
- Retrospective funding

**Organisations/Charities that:**

- Have an excess of operating costs within their free reserves (typically more than 12 months)
- Are Umbrella organisations which do not provide a direct service
- Collect funds for onward distribution to constituents (unless the project has been initiated by the Trust)

## HELP AND SUPPORT

Your completed application and accompanying documents should be emailed to [grants@gannochytrust.org.uk](mailto:grants@gannochytrust.org.uk)

The Application Form is available to download [HERE](#).

<https://www.gannochytrust.org.uk/our-grants/applying-for-grant-funding/youth-panel-fund/>

If you have any queries, please do not hesitate to contact the Grants Team:

**Telephone: 01738 620653**

**Email: [grants@gannochytrust.org.uk](mailto:grants@gannochytrust.org.uk)**

**Address: The Gannochy Trust, Pitcullen Crescent, Perth, PH2 7HX**

**Scottish Charity Number: SC003133**