



TRANSFORM YOUR SPACE – Young People’s Fund APPLICATION FORM

Please fill in this form to provide us with details of your project, guidance notes are given in grey (***Please remove these notes when completing the form***). Give as much detail as you can, the more information we have, the easier it is for us to assess it against the application criteria and to make recommendations to our selection panel. Where you are required to give answers in tables, please add more rows where necessary.

The Transform Your Space - Young People’s Fund offers a max of £1,000 or up to 80%, towards your project. We encourage applications from groups of young people aged 16-24 years.

If you wish to apply as an individual young person the max amount would be £500 or up to 80% towards your project.

Incomplete applications will not be considered.

The form can be completed electronically or by hand. Completed forms can be submitted by post or email to:

Email: dosomethinggood@ealing.gov.uk

Address: Community Management Team, Perceval house, 14-16 Uxbridge Road, Ealing, W52HL

If you have any difficulties filling in this form; would like support filling in this form, or have any further questions about the Transform Your Space – Young People’s fund then please contact the Community Management team via email dosomethinggood@ealing.gov.uk or (telephone) 020 8825 6426 / 020 8825 5818/ 020 8825 8021

The deadline for submission of this form is midnight Sunday 16 February 2020.

You may prefer to submit your application as a 2 mins video that you send to dosomethinggood@ealing.gov.uk or by running a crowdfunding campaign on [Ealing Connects](#)

1. YOUR DETAILS					
Your name:	Please give the name of the young person completing this form. (If you have a nickname please put it in brackets after your name.) We will assume this is the lead person.				
Your contact address:	Please give the contact address of the young person completing this form. The address may be that of your group or organisation.				
Post code:					
Your telephone no:	Please give us the best telephone number to contact you on to discuss this application – this can be a mobile or a landline.				
Your email address:	If you do not have an email address, then please make sure you have given us a telephone number instead.				
The name of your adult project sponsor* (if you are part of a group) Or the names of two referees (if you are applying as an individual) See section 5.7 of Ealing’s Transform Your Space: Young People’s Fund – Eligibility Criteria (*subject to current DBS check where applicable)	Name of adult project sponsor or first adult referee: Contact address: Contact email: Contact telephone no: How do they know you? (Personal Advisor*/ Youth Worker*/ Teacher*/Community Leader* or Other*) How long have they known you? Name of second adult referee: Contact address: Contact email: Contact telephone no: How do they know you? (Personal Advisor*/ Youth Worker*/ Teacher*/ Community Leader* or Other*) How long have they known you?				
The name and address of the group If you are applying as an individual, please type yes (or add a tick) by the question	Please give the name of the organisation or group leading the project. If you do not currently have a name, work together to come up with something that best describes you as a group. Please provide the address where and details of when the group usually meets Applying as an individual?				
Which of the following best describes your organisation/group**?					
Community Centre	<input type="checkbox"/>	Faith Group	<input type="checkbox"/>	School, College, University	<input type="checkbox"/>
Sport Club/Centre	<input type="checkbox"/>	Uniformed Youth Group	<input type="checkbox"/>	Voluntary Youth Group	<input type="checkbox"/>
Youth Club/Centre	<input type="checkbox"/>	Other Voluntary Organisation	<input type="checkbox"/>	Other Community Group (describe)	<input type="checkbox"/>

People involved with planning this project (add more rows if needed)

Full name (Including the Lead young person)	Age (years)	Disability Y/N If yes, would you need support?

Don't forget to ask the people listed above to show their support and encouragement for this project via any of these channels (by 13 January 2020):

- A link on www.dosomethinggood.org.uk to your social media campaign such as Facebook, Twitter, Instagram, as you need at least 20 people with comments of support or improvements
- A public petition or survey with at least 20 different people taking part or responding

2. YOUR PROJECT IDEA

Project Name:

What will you call your project?

The address(es) of your project site(s) / the location of your project:

This must be in the London Borough of Ealing (see section 1 and section 5.1 of Ealing's Transform Your Space: Young People's Fund - Eligibility Criteria)

Where is this project or activity going to take place? Please try to give as many details as possible, including a post code. Show us what the place looks like now; for example, with photos. These can be inserted in this form or attached separately – please remember to label them with your Project Name and the name of the young person completing this form.

Post code:

Landowner/Planning Permissions.

Find some advice and guidance about [land ownership](#)
See section 5.4 of Ealing's Transform Your Space: Young People's Fund – Eligibility Criteria

Please tell us if you have a letter or email from the person who owns the land that they will permit you to use their land, wall etc. to complete your project.

Is your project transforming a public space

(see section 2 of Ealing's Transform Your Space: Young People's Fund - Eligibility Criteria)

Indoors?

Outdoors?

Both?

What is your project idea?

See section 5.1 of Ealing's Transform Your Space: Young People's Fund - Eligibility Criteria

What do you want to change, or what difference do you hope to make, to transform the current space to become a safe and vibrant place that can be used by young people or a mix of young people and adults?

A few ideas might be

- Groups of young people decorating pavements with street art
- A team designing a digital treasure hunt to explore points of interest about a place
- An event in a park or a pop-up street performance
- Brightening up a disused or neglected space with plants or sculptures
- Upcycling to re-use unwanted items creatively

Who is likely to benefit from you project and how would you contact them? This is your Communication Plan

(see section 5.1 Ealing’s Transform Your Space: Young People’s Fund Criteria)

Who	How to contact them
e.g. my friends in the (name of) community centre	Face to face, put up a poster in the community centre, sharing through Instagram

Would you say your project does any of these, and if so, how? (These are Future Ealing Priorities)

Helps Ealing have the smallest environmental footprint possible	Helps the economy grow by creating jobs & opportunities for residents to reduce poverty and increase incomes	Helps create strong community that promotes diversity with inequality and discrimination reduced	Helps the borough feel safe and clean where people want to live	Helps people be physically and mentally healthy, active and independent	Helps children and young people to grow up safe from harm and fulfil their potential
Yes/no Explain how	Yes/no Explain how	Yes/no Explain how	Yes/no Explain how	Yes/no Explain how	Yes/no Explain how

How does your project engage other people?

This is your chance to show how you are working with others in the community - getting support and involvement with people you know

For example

- Asking someone you respect/admire to help you with your project because they are good at:
 - o Filling in forms
 - o Digital media
 - o Taking photos or videos
 - o Finding a meeting place
 - o Getting other people along
 - o Talking about your project
 - o Creating art
 - o Making music
 - o Performing/entertaining
- Sharing the project with your family, your neighbours, your school, college, university, youth club or interest group so they can tell others about it and help promote it
- Offering opportunities for people to offer their time to lend a helping hand or volunteer

Don't forget to ask any of these people to show their support and encouragement for this project via any of these channels (by 13 January 2020):

- A link on www.dosomethinggood.org.uk to your social media campaign such as Facebook, Twitter, Instagram, as you need at least 20 people with comments of support or improvements
- A public petition or survey with at least 20 different people taking part or responding

3. PROJECT PLAN: Please set out the list of things that need to be done and when they will take place (or how long you will need). You may also wish to add comments if you feel these are helpful to understand your project. Remember - you will only be able to start delivering your project once you have got all your funding.

See section 5.3 and 5.6 Ealing's Transform Your Space: Young People's Fund – Eligibility Criteria

Activity/Task	Date	Comments
<i>e.g. Secure funding</i>	<i>Nov 2019 -May 2020</i>	<i>Use Ealing4Fundraising, go to Funders Fair 26 November, and check www.dosomethinggood.org.uk</i>
<i>e.g. Recruiting volunteers</i>	<i>May - July 2020</i>	<i>Use FB Page/Do Something Good/ local social media</i>
<i>e.g. Arrange delivery of borrowed and purchased tools/machinery</i>	<i>August 2020</i>	
<i>e.g. Guidance from LBE Parks team on planting scheme</i>	<i>August 2020</i>	
<i>e.g. Agree designed planting scheme with group</i>	<i>May- Sept 2020</i>	
<i>e.g. Digging out area for new plant beds</i>	<i>Sept 2020</i>	<i>To be carried out by volunteer team</i>
<i>e.g. Tree planting</i>	<i>Oct 20-Dec 20</i>	<i>To be carried out by volunteer team</i>

4. BUDGET PLAN/PROJECT COSTS: Explain what the project cost will be used for, providing information on how this money will be spent. See section 5.2 Ealing’s Transform Your Space: Young People’s Fund – Eligibility Criteria

Description/Item	Cost per unit	Quantity	Total Amount
<i>e.g. Timber for raised beds</i>	<i>£50 per pack</i>	<i>3</i>	<i>£150</i>
<i>e.g. Seeds for wildflowers</i>	<i>£2.50 per pack</i>	<i>10</i>	<i>£25</i>
<i>e.g. Container to host equipment</i>	<i>£250 for 6 months hire</i>	<i>2</i>	<i>£500</i>
<i>e.g. Mulch for planting trees</i>	<i>£10 per kg</i>	<i>10</i>	<i>£100</i>
<i>e.g. Skips for removal of litter</i>	<i>£50 per skip</i>	<i>4</i>	<i>£200</i>
<i>e.g. Gardening equipment</i>	<i>Av £5 per item</i>	<i>5</i>	<i>£25</i>
<i>e.g. 25 Trees (in kind/donated)</i>			<i>-</i>
<i>Total Project Cost:</i>	<i>-</i>	<i>-</i>	<i>£1,000</i>

5. FUND RAISING PLAN. This can include in-kind support. The maximum amount you can receive from the Transform Your Space -Young People’s fund is £1,000 if you are a group or £500 if you are an individual, **and** no more than 80% of the total cost of your project.

TYS-YPF Table of examples		
Total project cost (£)	Funding Target to raise 20% (or more) from non-council sources (£)	TYS -YPF could give you up to 80% or max £1,000 (£)
20	4	16
50	10	40
100	20	80
200	40	160
400	80	320
500	100	400
625	125	500 (capped for individuals)
800	160	640
900	180	720
1,000	200	800
1,250	250	1,000
Anything > 1,250	Need to raise more than 20%	1,000 (capped for groups)
e.g. 1,600	600 (37.5%)	1,000
e.g. 2,000	1,000 (50%)	1,000

Let us know about any funding you have already raised for this project; your plan must be able to raise at least 20% of the total costs - you should aim to raise as much funding as possible.

Please note - your project may also be eligible to receive funding from other council sources. To help the council share this fund as fairly and widely as possible, if this is found to be the case, the amount offered from the Transform Your Space – Young People’s Fund may be reduced.

Your Total Project Cost (£)	
Your Funding Target (£) <i>from non-council sources</i>	

Fund raising activity/name of funder – please list all below	Amount of funding secured/bid for Resources secured as in-kind support	Date of deadline of submission or expected replies from other funders
<i>e.g. cake bake sale</i>	<i>Secured £75</i>	
<i>e.g. Heathrow Community Fund</i>	<i>Bid for £1,000</i>	<i>Reply expected 28 February 2020</i>
<i>e.g. Trees for cities</i>	<i>In-kind 25 trees</i>	

6. SAFEGUARDING AND QUALITY ASSURANCE – to be completed by the adult person(s) named in section 1 (adult project sponsor or adult referees)

<p>Will you work with vulnerable people e.g. children and young people, older people, people with disabilities or mental health issues, etc?)</p>	<table border="1"> <tr> <td data-bbox="967 285 1177 323">Yes</td> <td data-bbox="1177 285 1362 323"></td> </tr> <tr> <td data-bbox="967 323 1177 361">No</td> <td data-bbox="1177 323 1362 361"></td> </tr> </table>	Yes		No	
Yes					
No					
<p>If you work with vulnerable people, please confirm what safeguarding measures you have in place. The Community Management Team may ask proof of these before considering your application</p>					
<p>Disclosure and Barring Service checks for all staff and volunteers working with vulnerable people</p>					
<p>Children/vulnerable adult policies and procedures in place</p>					
<p>Safeguarding policy or other measures in place. Please provide details (if needed) of</p> <ul style="list-style-type: none"> - risk assessment documents that cover occasional, temporary, or non-regular, contact and third-party organisations' involvement - consent forms for use of photographs or videos of children under 18 - communication protocols to inform participants how photographs and videos may be used 					
<p>General Data Protection Regulations – policies and ability to store, use and destroy people's contact details</p>					
<p>Health and safety risk assessment. Advice and guidance is available https://www.dosomethinggood.org.uk/help-advice/health-safety/risk-assessment</p>					
<p>Signature of project sponsor or referee (date)</p>					
<p>Signature of second referee (date)</p>					

7. DECLARATION

Once the form has been completed, the lead person (the person completing this application form) should sign in the box below and include the date to confirm agreement to the following:

- All information provided in the form is correct to the best of your knowledge.
- The project has been published at www.dosomethinggood.org.uk under 'Got A Project?'
- The information provided in the form will be used to assess your application by Ealing Council and other organisations and individuals who are assisting in the assessment process.
- Ealing Council may hold information from the form on its databases for statistical purposes.
- If we offer you (acting as /on behalf of the 'Recipient') a contribution Ealing Council may publish information about you relating to the activity funded, including the amount of the grant and the activity it was for.
- If we offer you (acting as /on behalf of the 'Recipient') a contribution, Ealing Council will require you to comply fully with the Council's Conditions of Transform Your Space Funding and use all funding monies only for the purposes specified in the Funding Conditions.
- If we offer you (acting as /on behalf of the 'Recipient') a contribution, Ealing Council will require you to provide monthly updates on the numbers of people involved in your project as volunteers, or participants, including those aged 16-24 years
- If we offer you (acting as /on behalf of the 'Recipient') a contribution, Ealing Council will require you to provide an impact report in the format specified by the council, showing what you have delivered and what you have learned
- If you are a newly formed group** of young people without a bank account or legally binding arrangements for the handling of money, and we offer you (acting as /on behalf of the 'Recipient') a contribution, Ealing Council will pay your contribution to the Young Ealing Foundation who will administer it to you (acting as /on behalf of the 'Recipient') as set out in the funding agreement. The Young Ealing Foundation (YEF) is an independent registered charity (register no. 1171554) established in 2017. Working under the above remit of the Young People's Foundations, it focuses on supporting the children and young people's sector in the borough of Ealing.

If you are completing this electronically, please just type your name into the signature box.

Signed:		Date:
---------	--	-------

CONDITIONS OF TRANSFORM YOUR SPACE FUNDING

SCHEDULE 1

Definitions:

- 1.1 Funding means such monies as may be approved for payment to the recipient from the Transform Your Space -Young People's Fund;
- 1.2 Application Form means the Council's Transform Your Space -Young People's Fund application form submitted to the Community Management Team;
- 1.3 Community Management Co-ordinator means the officer(s) appointed by the Council to co-ordinate the Transform Your Space fund and has responsibility for monitoring the purpose (i.e. activities) of the funding.
- 1.4 Excluded Services means that funding will not be given if the organisation is a political party, has the nature of a political party or is engaging in campaigning for a party-political purpose or cause, or is proposing to use the funding primarily for the furtherance or propagation of a religious faith;

The Recipient shall:

- 2.1 Use the Funding wholly and exclusively for the purpose(s) set out in the Application Form completed by the Recipient, unless some other or contrary purpose is specified Appendix 1 below and subject to any special conditions specified in the same Appendix or outlined in the Funding Agreement.
- 2.2 Keep proper and up to date records indicating how the Funding and any past assistance from other funding bodies have been used; provide the Community Management Co-ordinator with such periodic progress reports and other information as may be required by the latter and forthwith keep the Community Management Co-ordinator fully informed at all times of all matters relating to the need for and use of the funding and all parts of it; and to notify the Community Management Co-ordinator in writing immediately there is any material change affecting finances or activities or other factors stated in the Recipient's Application Form;
- 2.3 Accept that payment of Funding is subject to the Council receiving and assessing a revised budget authorised by the Recipient's management committee which conforms with a format prescribed beforehand by the Council and that, thereafter, if the Recipient wishes to substantially revise its budget, the recipient must obtain the written agreement of the Community Management Co-ordinator before doing so;
- 2.4 Take all reasonable steps to seek and obtain from sources other than the Council, Funding for the recipient's activities and keep the Community Management Co-ordinator informed of any such funding; if alternative funding is obtained for activities which are the subject of this funding, the Funding or such part thereof as may be specified by the Council shall forthwith either not be paid by the Council or, if already paid, shall become repayable on demand;
- 2.5 Accept that payment of Funding shall only be made in respect of actual costs properly incurred by the Recipient (i.e. those costs included in the Recipient's revised budget); the level and purpose of funds accumulated

from other sources is taken into account when deciding, at any time, on the level of funding to be given to the Recipient (the Council's current policy on balances/reserves/accumulated funds is as follows: certain reserve funds or balances will be disregarded if they are being retained for specific purposes and for use within a given timescale; a level of "working balances" up to 25% of the estimated expenditure will also be disregarded with the added provision that balances of less than £200 will be disregarded and no amount of less than £50 clawed back); the Council may be prepared to agree to funds being retained for other purposes in exceptional and appropriate cases; otherwise any unspent balance of funding will be subject to repayment to the Council. Payment of Funding or such part thereof shall not be made, where in the opinion of the Community Management Co-ordinator, in consultation with the Head of Finance of the Place Directorate, the Recipient is able to and should reasonably meet the costs from other funds then available to the recipient;

2.6 Accept that payment of the Funding to the Recipient is limited to the amount and for the period specified referred to above and does not imply any commitment or agreement to fund the recipient more than that amount or for any further period or otherwise;

2.7 If applying as part of an organisation or group, have a formal constitution with clearly identified aims and objectives and inform the Community Management Co-ordinator in writing immediately there is any change made to it (subject to this not applying where the recipient is a person rather than an organisation); as soon as practicable submit to the Community Management Co-ordinator minutes of the most recent Annual General Meeting;

2.7a If applying as a newly formed group of young people without a bank account or legally binding arrangements for the handling of money, the Young Ealing Foundation will receive and administer the funding wholly and exclusively for the purpose(s) set out in the Application Form completed by the Recipient, unless some other or contrary purpose is specified Appendix 1 below and subject to any special conditions specified in the same Appendix or outlined in the Funding Agreement.

2.8 Satisfy the Community Management Co-ordinator that it is able to operate on a viable basis, has adequate expertise to carry out and manage the activities for which the funding is given, and has the ability to meet any appropriate statutory requirements relating to staff and premises in which the activity is provided, and the activity itself;

2.9 Comply with all statutory requirements and all relevant rules, regulations and orders pertaining to its operation and all matters associated therewith;

2.10 Not undertake, support or promote any activity or organisation intended to provide or engage in excluded services;

2.11 Agree that:

(a) if the Recipient is an organisation or a group that is dissolved, wound up, disbanded or otherwise ceases to operate (whether the subject of formal proceedings or not) the Funding, or such part thereof as may be specified by the Council, shall forthwith become repayable on demand;

(a)(i) if the Young Ealing Foundation has received the funding to administer to the recipient and the Young Ealing Foundation is dissolved, wound up, disbanded or otherwise ceases to operate (whether the subject of formal proceedings or not) the Funding, or such part thereof as may be specified by the Council, shall forthwith become

repayable on demand; and the Council will undertake to make any outstanding payment to the recipient by other means;

(b) if the Recipient ceases to operate for the purposes in respect of which the Funding was paid, the Funding, or such part thereof as may be specified by the Council, shall forthwith become repayable on demand;

(c) if it appears to the Council that the Recipient has failed to carry out the undertaking set out herein or any part thereof, pay to the Council the amount of the Funding, provided that no sum shall be repayable unless the Council has first served on the Recipient a demand specifying the amount which is repayable, the breach of the condition or other ground giving rise to the demand; such demand shall be sent to the Recipient at the address specified for the purpose in the Information Form and in the absence of evidence to the contrary shall be deemed to have been received on the day following dispatch by ordinary first class post;

2.12 Accept that where a Funding is made for the purchase of a piece of equipment or furniture, payment of Funding could be subject to receipt of invoices properly certified and where the funding level is for £1,000 or above, the Recipient should not dispose of the same within 3 years from the date of purchase without the written consent of the Council; and on disposal of the equipment or furniture within 3 years of the date of purchase repay to the Council forthwith on demand such part of the Funding as the Council may determine provided that such sum shall not exceed the sum which the Community Management Co-ordinator considers to be equivalent to the market value of the piece of equipment or furniture;

2.13 Accept that where Funding is made for building works or the purchase of property, not dispose or part with possession of the premises or any part thereof or any interest therein within 10 years of the date of purchase, or 10 years if conversion, without the written consent of the Council: and on disposal of the premises or part thereof or of any interest therein with the Council's consent, repay to the Council forthwith on demand such part of the funding as the Council may determine; where a Funding is made for building works, carry out the works to the Place Directorate's satisfaction and complete them within a period to be determined by the Place Directorate; where Funding is made for building works or the purchase of property, keep the premises insured against loss or damage with a reputable insurer or underwriter in an amount equivalent to the full reinstatement value of the premises and professional fees (see detailed Conditions for Capital Funding);

2.14 Take out any necessary insurance to provide for any risks, which may occur, e.g. losses arising from fraud, thefts or fire or additional expenditure due to professional negligence, employer's liability or third party damages and produce evidence of such insurance if required to do so: the Council cannot be held liable for any such losses;

2.15 Acknowledge the support of the Council, where appropriate, in all printed materials (for example annual reports, accounts, advertisements);

2.16 Accept that where Funding is made for transport costs or a vehicle, this funding is conditional upon the sharing or pooling of these resources: Ealing Community Transport would be able to advise informally on these issues;

2.17 Accept that no part of the Funding money may be used for meeting the cost of compensation or redundancy payments for any workers, whose activities are terminated, unless the Council has given its prior approval in writing;

2.18 Accept that the London Borough of Ealing is a multi racial and multi cultural Borough; the Recipient should seek to eliminate all forms of discrimination, both as an employer and a provider of services; activities should be

undertaken with due regard to the Equalities Act 2010, the most recent equalities needs assessment and the principles contained in the Council's equality objectives 2016-20 ; failure to demonstrate compliance with the above may result in termination of Funding;

2.19 If an employer, undertake to follow good employment practice, including positively encouraging membership of an appropriate Trade Union.