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| **YHFF Small Grants Fact Sheet 2021 – 2022**  |
| Total grant pot: £50,000; Awarded in sums of; £5,000 and £2,500 **Please specific the amount you are applying for in your application/ budget**  |
| Window for applications: open on 1st November, closing at 12noon on 7th January 2022﻿﻿***IMPORTANT -****﻿if we receive a high volume of applications, we might have to close early but we will make every effort to give members as much notice as possible if this happened.*  |
| For information – visit [www.yhff.org.uk/grants](http://www.yhff.org.uk/grants) or email Hannah@yhff.org.uk |
| **Application Process & Criteria** |
| * Applicants must be a member of YHFF (contact @annie@yhff.org.uk for more information on membership).
* The grant must be used for opportunities and activities for children and young people in the borough of Hammersmith and Fulham.
* Your must be able to evidence a safeguarding policy.
* All staff and volunteers working with children must have a DBS check and appropriate training.
* You must provide a copy of your recent audited accounts and/or a recent bank statement.
* Applicants must have a turnover of £250,000 or below to apply. NB If your annual turnover is below £750,000 but your turnover in H&F is below £250,000 you will be eligible to apply.
* Applicants who have previously received a small grant should have provided an update/written narrative of their progress with the previous grant. YHFF may choose to prioritise those who have not received small grants previously, in the event that a high volume of applications are received.
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| **How can my organisation apply for a small grant?** |
| As part of the application process, you will be asked to upload a short video (max 2mins) from applicants, so that we can get an idea of your project and vision. We want to see youth involvement in the film and hope it’s a great opportunity to involve your young people in the branding, marketing and fundraising of your organisation.We want this application to be as quick & simple as possible, whilst supporting our members with ideas for creating engaging videos of their own to promote on social media channels.Your video can be as creative as you like and can feature one or two people telling us about your project idea. You may choose to involve some young people in your video too.**Submit a 2-4 minute video (files exceeding 5 mins will not be considered)** Please include: * + A brief outline of your organisation and your role within it
	+ What will your project and who is the project aimed at?
	+ What difference will your project make to young people in the borough?
	+ What will your project achieve?
	+ How will you run your project – when and where will you run it?
	+ A brief breakdown of what you would spend the money on
	+ How does your project fit in with some of the YHFF’s themes of;
		1. Healthier Lifestyles
		2. Mental Health & Emotional Wellbeing
		3. Youth Justice
		4. Education & Life Skills
		5. Employability
	+ How will you be sure that your project is inclusive of young people’s diverse needs?
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| **Grants panel & decisions** |
| **What criteria will be used to decide on my application?** |
| A grants panel of local young people will meet to decide how grants will be awarded. This will take place in January 2022, with decisions being emailed to applicants in February. The Partnerships Director will inform those who have been awarded funding and may be in touch with you for additional information. Grants will be paid by March 2022 (T&C’s will be provided if awarded) The criteria on which decisions will be made:* Does your application answer the questions above?
* Does your project meet one of our five themes (above?)
* Is it clear what you will be doing and how you will do it?
* Is there a clear benefit to young people?
* Have you submitted a clear budget and financial information?

**Please note, you will not be assessed on the quality of your video! If you cannot submit a video for any reason, please email** **Hannah@yhff.org.uk** **or** **nadia@yhff.org.uk** **to make alternative arrangements.**  |
| **Monitoring and Evaluation** |
| * Monitoring and tracking tools will be sent out once decisions are made by the panel, and applicants have been notified. Monitoring should be submitted at the end of the programme.
* Each project will receive a visit and/or phone call where appropriate and agree with the Grants Officer an evaluative approach which suits the project delivery.
* Grant recipients must commit to completing our members’ annual survey.
* Small grants recipients must submit by the end of the project:
	+ A short video which can be shared amongst members/online of what they have learnt or how their project is progressing.
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