

An illustration of three young people standing in front of a city skyline. On the left, a young man with a grey cap and a dark hoodie holds a large green sign above his head with both arms. In the center, a young woman with purple hair and a black top holds a white sign with both hands. To her right, a young woman with long brown hair and a yellow top holds the same white sign with her left hand and makes a peace sign with her right hand. The background features a grey city skyline with a prominent tower, green bushes, and a brown ground plane.

**Celebrating
Renfrewshire**

**By Young People.
For Young people.**

Guidance Notes

A guide to applying to the Celebrating Renfrewshire fund.

Celebrating Renfrewshire is a fund designed by and for young people, where young people aged 12-25 will have a direct say on which projects are funded in their local area.

This guide gives you more information about the fund and how to apply.

A group of young people from across all the Local Partnership areas have designed how the fund will work.

The fund will be open for applications between 30th July 2019 and 27th August 2019.

In September, all young people aged 12-25 who live in Renfrewshire can vote on what projects they want to see in their Local Partnership area.

The voting results will then be announced at a special event which will be organised by young people.

Who can apply?

- We want to hear lots of different ideas about what projects would benefit young people, and we particularly encourage ideas that come directly from young people.
- If an individual young person or group of young people have an idea they can apply but they must have the support of a constituted voluntary or community group to submit their application. We can help find a group that might be able to help where this is the case.

What can be funded?

- You can apply for up to £3,000 for projects which benefit young people in your local area. You can apply to more than one Local Partnership area, but applications must be very clear about how they will benefit each area specifically.
- Projects should contribute to one or more of the following priorities: increasing youth involvement and participation, making sport and physical activity more accessible, improving health and wellbeing, creating a positive image of young people and community and road safety.
- There are some rules about what can and can't be funded because the funding is public money. There is more information about this at the end of this document, but if you have any questions please contact the Community Planning team on 0141 618 4168 for advice.

Youth involvement and participation

- Removes barriers for young people to participate

Sport and physical activity

- Sport is more accessible and appealing

Improving health and wellbeing

- Removes stigma and is positive about mental health and wellbeing

Positive image of young people

- Recognises and celebrates the young people of Renfrewshire

Community and road safety

- Tackles anti-social behaviour
- Raises awareness of community and road safety

Figure 1 Priorities for Celebrating Renfrewshire: By young people, for young people

Where can I get help with my application?

We have organised a number of information sessions where you can learn more about the Fund, how to apply, and how the process will work.

- 7th August in Johnstone Town Hall, 25 Church St, Johnstone PA5 8EG 2pm – 5.30pm
- 12th August in McMaster Centre, Donaldson Dr, Renfrew PA4 8LX, 2pm – 5.30pm
- 14th August in the Abercorn Centre, Paisley Campus, Renfrew Road, PA3 4DR, 2pm – 5.30pm

You can book a place to attend your local information session by visiting our Eventbrite page here: <https://celebratingrenfrewshire.eventbrite.co.uk>

Any queries or applications should be directed to rcgrantapplications@renfrewshire.gov.uk or call the Community Planning Team on 0141 618 4168

How it works!

What's your idea?

- Think about your idea for a project and how it will work
- Read this guidance and the application form to make sure you meet the criteria

Prepare your application

- Attend a drop in session for more information or help with your application
- Find a constituted group who can support your idea if you need to

Submit your application

- You can submit your application online, via e-mail or on paper
- The deadline is **27th August 2019**

Voting!

- Young people aged 12-25 can vote on projects in their Local Partnership area using the Young Scot online platform between **16th-25th September 2019**

Results

- Successful applicants will be announced at an event organised by young people at the end of September

Frequently Asked Questions

How will funding award decisions be made?

Young people will vote on the projects that they would like to be funded via the Young Scot online voting platform, available [here](#). Successful projects will be announced at an event organised by young people.

How does the voting work?

In September, all young people aged 12-25 who live in Renfrewshire can vote on what projects they want to see in their Local Partnership area. Young people will need a Young Scot number to register their vote. A temporary number can be obtained from Youth Services if needed. You can contact someone from youth services on 0141 889 1110.

- Young people will choose a partnership area in which they'd like to vote. They can only choose 1 Local Partnership area. This will be based on where they live. Each young person will be allocated a number of votes, which they will cast for the projects they want to see happen.
- Projects with the most votes will be allocated their funding.
- The voting results will then be announced at a voting event which will be organised by young people.

How do I apply?

Fill in the [online application form here](#) or download PDF application form www.renfrewshire.gov.uk/CelebratingRenfrewshire and return a completed paper copy application form to

Office Services, The Hub, 2nd Floor, Renfrewshire House, Renfrewshire Council
Cotton Street, Paisley, PA1 1LQ

What should I include in my application?

You should include all of the information asked for in the application. You should make sure you have thought about the young people's priorities before you fill in your application.

When is the deadline for applications?

The deadline will be 27th August 2019 for projects to be considered as part of the voting process.

When will I hear back?

Successful projects will be announced at an event organised by young people in late September. An invitation to this event will be issued to all applicants. Following this announcement, if you are successful you will receive paperwork to complete and return to release funding.

How much money can I apply for?

You can apply for a maximum of £3,000 per project in a Local Partnership area.

Who can apply?

We want to hear lots of different ideas, particularly ideas that come directly from young people.

If an individual young person or group of young people have an idea they can apply but they must have the support of a constituted voluntary or community group to submit their application. We can help find a group that might be able to help where this is the case.

We work across Renfrewshire, can we apply?

You can apply to more than one Local Partnership area, but applications must be clear about how they will benefit each area specifically.

Where does this funding come from?

The Youth Challenge Fund is Renfrewshire Council funding, which used to be distributed by Local Area Committees.

In 2018, Local Area Committees were replaced with Local Partnerships, and it was decided that young people should have a direct say on how this money is spent in their local area. This is called Participatory Budgeting.

Participatory Budgeting is a democratic process in which community members decide how to spend part of a public budget. It is recognised internationally as a way for people to have a direct say in how local money is spent.

Is the total amount of funding the same as the old Youth Challenge funding from LACs?

Yes, the total amount of funding is the same. The amount of funding in each Local Partnership area is based on the population of young people living there.

If I am unsuccessful, where can I find other sources of funding?

Useful information about accessing alternative sources of funding is available on the Local Partnerships website [here](#)

Renfrewshire Council's Economic Development team can assist you with sourcing external funding. If you would like to speak to someone about your organisation's funding requirements, you can contact Kam Kaur on 0141 618 6881 or email on Econdev.community@renfrewshire.gov.uk.

Engage Renfrewshire can carry out a GRANTfinder search on your organisation's behalf. GRANTfinder is a web based funding directory containing information on over 8,000 funding schemes. You can book an appointment to access this facility by contacting Stuart at smiller@engagerenfrewshire.com

Eligibility Criteria

Who can and cannot apply?

- Your project must be for the benefit of young people aged 12-25 years.
- If an individual young person or group of young people have an idea they can apply but they must have the support of a constituted voluntary or community group to submit their application.
- Schools can apply as long as projects benefit the wider local partnership area and not just the school.
- Organisations that provide services to young people in Renfrewshire can apply.
- Community Planning Partners can submit applications for funding, but Council services cannot. Community Planning partners should not submit applications for projects that are regarded as core functions.
- Projects should be able to demonstrate real benefit to the local area by improving or complementing existing service provision.
- You cannot apply for costs of activities that have already happened.
- You cannot apply for your total running costs. You can apply to part fund running costs though.
- The Fund will not support projects that exist mainly to further religious or political beliefs.
- Your application must encourage equality of opportunity.
- You cannot apply to fund either a trip abroad or hospitality to other organisations.
- If you receive a grant, it must usually be spent within this financial year.
- Awards are one-off and are not intended to provide ongoing funding for the same or similar activities on an annual basis.
- Successful applicants must accept and comply with the Council's grant conditions. It is also expected that you report back on the impact the project has had once the funds are spent.

APPLICATION FORM GUIDANCE NOTES

SECTION 1

1.1	This should be the same name that appears on your Constitution. Please note your Constitution, annual accounts and bank account must all be in the same name.		
1.2	This is the registered address of your organisation.		
1.3	The person should have authority to submit the application for the organisation and be contactable throughout the duration of the application process.		
1.4	This should be the role of the person within the organisation I.e. chairperson, Secretary etc.		
1.5	This should be a number that the contact name is easily contactable on.		
1.6	As above.		
1.7	<p>Group Guarantor—An application can be made by an individual or a group who are not constituted but they MUST have a guarantor in the form of a constituted group who have a bank account in the group’s name. If you are an individual and you need help to identify a constituted group to work with, then you can contact Engage Renfrewshire or Renfrewshire Youth Services for support;</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Engage Renfrewshire info@engagerenfrewshire.com 0141 887 8808</td> <td style="width: 50%;">Renfrewshire Youth Services 0141 889 1110</td> </tr> </table>	Engage Renfrewshire info@engagerenfrewshire.com 0141 887 8808	Renfrewshire Youth Services 0141 889 1110
Engage Renfrewshire info@engagerenfrewshire.com 0141 887 8808	Renfrewshire Youth Services 0141 889 1110		
1.8	Provide a brief statement of the overall purpose of your organisation. Please use no more than 100 words.		
1.9	Your legal status—Please tick all that apply.		
1.10	Please confirm you have the documents by ticking each box that applies—you will be asked to produce these documents if your application is successful.		
1.11	Please tick the partnership area in which you will deliver your project. Please choose only 1.		

SECTION 2

2.1	Please tell us the name of your project.
2.2	Please tell us when you estimate your project to start and finish. The project MUST be completed by 31 March 2020.
2.3	Please tell us the purpose of your project and how it meets the priorities for Celebrating Renfrewshire. Please include how this project will benefit young people in the community. Please use no more than 100 words.
2.4	Please tell us how you identified the need for your project I.E using Data or local plans. We would also like to hear how you have involved young people in the development of your project.
2.5	In this section we encourage you to write a short summary that ‘sells’ your project idea using no more than 100 words. The decision making for this fund will use a participatory budgeting approach. This means that young people will vote on the projects that they feel are needed in their community. This section will be the key information young people are provided with to help them cast their vote(s).
2.6	Celebrating Renfrewshire Priorities—Please tell us how many of the priorities your project will contribute to. Please tick all that apply.
2.7	This is the total cost of your project.
2.8	Please tell us how much you want from Celebrating Renfrewshire fund for your project. The maximum you can apply for is £3000.
2.9	If your project exceeds £3000 then please tell us how you plan to make up the outstanding amount.

SECTION 3—DECLARATION

Section 3	should be completed on behalf of the organisation that is applying for the funding, and by someone who has the authority to submit the application.
‘On behalf of’	should be the organisations name as it appears on the constitution.
A Young Referee	is a young person who knows your organisation and supports the project idea for which you are applying for.