

An illustration of three young people standing in front of a city skyline. On the left, a young man with brown skin, wearing a grey cap, a dark blue hoodie, and grey trousers, holds a large teal sign with both hands. In the center, a young woman with black hair and a purple streak, wearing a black top and pink leggings, holds a white sign. To her right, a young woman with long brown hair, wearing a yellow top and blue leggings, holds the same white sign and makes a peace sign with her right hand. The background features a grey city skyline with a prominent tower, set against a light blue sky with white clouds. The ground is a mix of green grass and brown earth.

**Celebrating
Renfrewshire**

**By young people.
For young people.**

Guidance Notes 2020

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.

The council has worked with members from Renfrewshire Youth Voice to plan the application and voting process for this year.

The fund will be open for applications between 24th August 2020 and 13th September 2020.

From 28th September – 11th October 2020, all young people aged 12-25 who live in Renfrewshire can vote on the projects they want to see delivered in their Local Partnership area. We will do this in Partnership with Colleges, schools and community groups. If you are a group and have young people who wish to vote you can contact youth@renfrewshire.gov.uk for a support pack which will contain a voting number and voting guidance for all your young people.

The voting results will then be announced at an online event which will be organised by young people in October 2020.

Who can apply?

- We want to hear lots of different ideas, to benefit young people aged 12-25.
- 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.
- Renfrewshire schools and their student councils can apply through their parent council for a project which will benefit pupils and the wider community. Only one application per school will be accepted. It is the responsibility of the school to decide which application should go to a public vote.

What can be funded?

- You can apply for up to £2,000 for projects which benefit young people in your local area. You can apply to up to three Local Partnership areas, but applications must be clear about how they will benefit each area specifically.
- Projects should contribute to one or more of the following priorities: Youth Involvement & Participation; Sport & Physical Activity; Promoting positive mental health & wellbeing; Employability & Youth Development and New projects in response to COVID-19
- 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 by email: communityplanning@renfrewshire.gov.uk

Youth Involvement & Participation

- Removes barriers for young people to participate

Sport & Physical Activity

- Sport is more accessible and appealing.

Promoting positive mental health & wellbeing

- Removes stigma and is positive about mental health and wellbeing
- Involve young people and their families when dealing with poor mental health
- Encourage open discussions regarding young people's mental health

Employability & Youth Development

- Develop life skills for employment, budgeting and leading an independent life
- Build confidence, communication and social skills within young people

New projects in response to COVID-19

Figure 1 Priorities for Celebrating Renfrewshire: By young people, for young people 2020/2021

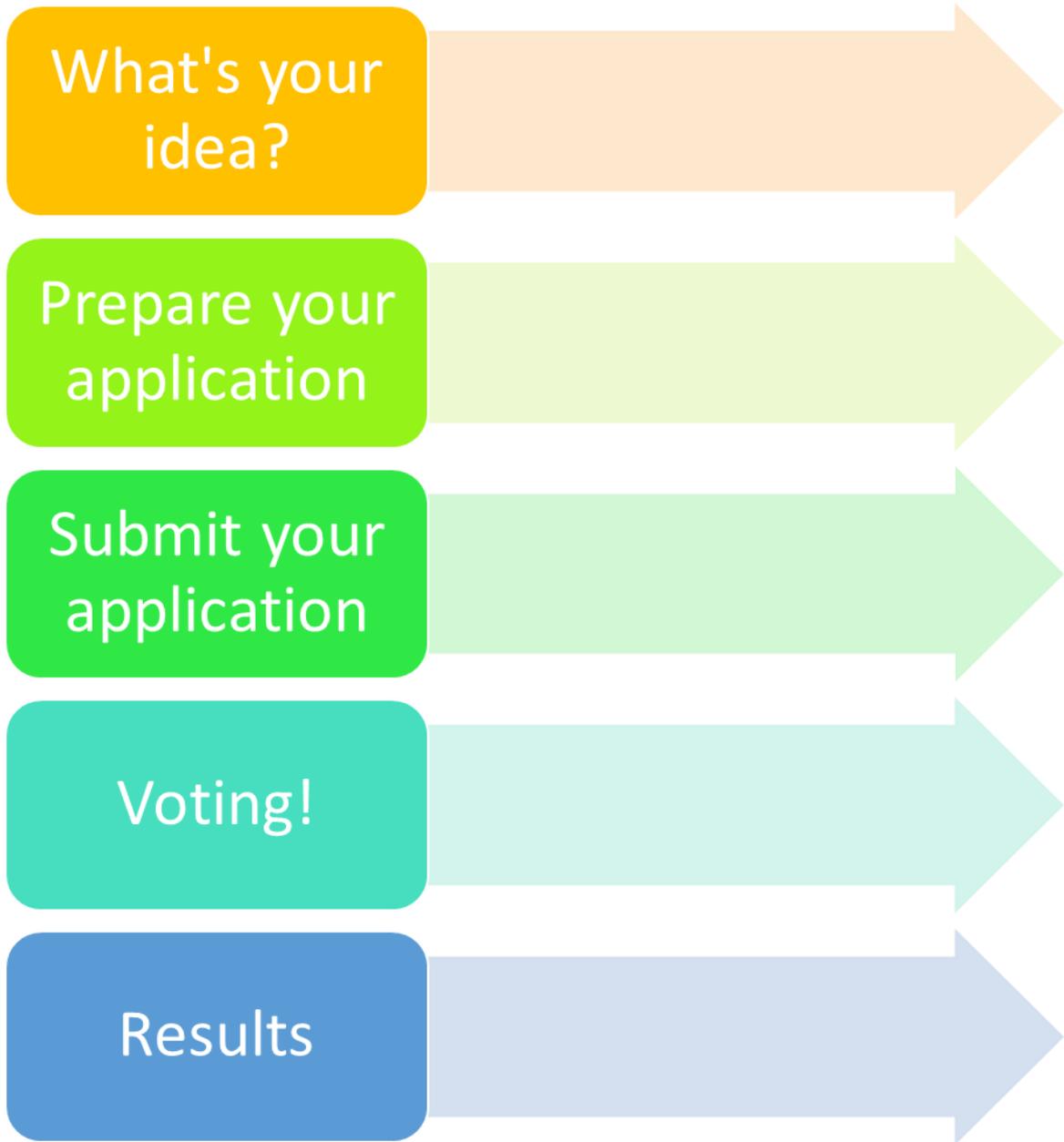
Where can I get help with my application?

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

You can book a place to attend your local information session by visiting our Eventbrite page [here](#)

Any queries or applications should be directed to youth@renfrewshire.gov.uk or call the team on 0141 618 2855

How it works!



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 in October. Applicants will be sent an invitation in due course.

How does the voting work?

Between 28th September and 11th October, all young people aged 12-25 who live in Renfrewshire can vote on what projects they want to see delivered in their Local Partnership area. Voting will take place on the Young Scot voting platform. Information on the projects that can be voted on will be available in advance to make sure everyone can make an informed choice. Young people will need a Young Scot number to register their vote. If you are in school in Renfrewshire, you will be sent a number to your GLOW account in advance to make sure you can take part when voting opens. Youth Services will also be making these numbers available to service users of Renfrewshire's Youth Work Network partners by arrangement and anyone else eligible to vote can do so by contacting Youth Services at youth@renfrewshire.gov.uk

Young people will choose a partnership area in which they'd like to vote. They can only choose one partnership area. This can be based on whether they live there or use services there.

- Each young person will be allocated between 3-5 votes (to be determined).
- 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.

As a thank you for taking part, young people can collect Young Scot Rewards points by watching and reading about the projects on the run up to voting and also by casting votes.

How do I apply?

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

Youth Services
C/O West Primary,
Newton Street Paisley,
PA1 2RL

What should I include in my application?

You should include all 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 13th September 2020 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. An invitation to this event will be issued to all applicants. Following this announcement, if you are successful you will receive official paperwork to complete and return to release funding.

How much money can I apply for?

You can apply for a maximum of £2,000 per project in a Local Partnership area. You can only apply to a **maximum of 3** Local Partnership areas.

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 up to three Local Partnership areas, but applications must be clear about how they will benefit each area specifically.

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. It is still based on the population of each area.

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 web site [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 through its parent council for a project which will benefit pupils and the wider community. Only one application per each school will be accepted. It is responsibility of the school to decide which application should go to a public vote.
- 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.
- Your application must consider Scottish Government guidelines and comply with restrictions on project delivery as outlined in a Route Map which sets out plans for easing Scotland's coronavirus (COVID-19) restrictions in four phases. Please visit government's site for more information [here](#).
- You cannot apply for costs of activities that have already happened.
- If you received funding from Celebrating Renfrewshire in year 19/20, you **MUST** submit and evaluation of last years project before you submit your application form 20/21.
- 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 name of the group. 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> <p>Engage Renfrewshire info@engagerenfrewshire.com 0141 887 8808</p> <p>Renfrewshire Youth Services 0141 618 2855</p>
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 if you have you received Celebrating Renfrewshire Funding last year.
1.11	If yes, please tell us if you have submitted and evaluation of last year's project. If you haven't you should contact communityplanning@renfrewshire.gov.uk
1.12	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.
1.13	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 2021.
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	<p>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).</p> <p>You are encouraged to create a short video (no more than 30 seconds long) outlining your application so voters can see and hear from you, so please consider this when you start to apply. Videos will need to be uploaded to your groups YouTube channel, if you have one and the link to your film can be sent to youth@renfrewshire.gov.uk</p> <p>If you do not have a You Tube channel we can provide you with information on how to set one up, Contact us at communityplanning@renfrewshire.gov.uk</p>
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 £2000.
2.9	If your project exceeds £2000 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.

