THE

JULIA AND HANS RAUSING

TRUST

YOUTH CENTRE RECOVERY FUND

APPLICATION GUIDANCE

March 2021

AIMS

The Fund has been established to ensure the sustainability of local youth centres that have struggled due to Covid-19, allowing them to remain financially viable and able to re-open or continue to deliver work over spring and summer 2021.

The Fund is open to registered charities in England who run youth centres, to mitigate the impact of lost income due to Covid-19. Funding will cover eligible costs incurred for the period from 1 April - 30 September 2021, meeting one of two aims:

1. Ensuring youth clubs at risk of permanent closure due to lack of income remain viable and are able to remain open or, where temporarily closed, to re-open when possible.
2. Maintaining continuity of youth work and restoring temporarily paused activities (when restrictions allow), where lack of funding would otherwise reduce services.

ESSENTIAL CRITERIA

- Charities offering youth services within a locality and operating out of a fixed space or venue.
- At risk of cutting provision or of permanent closure for financial reasons within six months.
- Financially viable before the impact of Covid-19 (March 2020).

ELIGIBLE ORGANISATIONS

Eligible organisations are those that meet the following requirements:

- A charity registered with and regulated by the Charity Commission (unregistered or excepted charities, or other non-profit forms, are not eligible).
- Is based in and operates in England.
- Runs a physical youth centre, defined as a fixed space or venue within a locality in England within which young people can meet and participate in youth work activities (centres that are temporarily closed due to Covid-19 are still eligible to apply).
- Has as its primary purpose the running of services benefitting children/young people.
- Offers general, non-uniformed youth activities (uniformed youth groups are not eligible).
- Delivers youth work through a range of services/activities (or if focused on one activity, e.g. sport, delivers this within a youth work context that focuses on personal and social development).
- Has at least two sets of published annual accounts.

ELIGIBLE COSTS

Essential business expenditure, such as staff salaries, and fixed/operational costs:

- Rent.
- Utility and insurance costs.
- Facility or necessary equipment hire costs.
- Core staffing costs (including youth workers).
- Equipment to ensure compliance with public health requirements.
- Professional fees (e.g. accountancy).
- Other basic expenses (e.g. travel, marketing, stationary).

INELIGIBLE COSTS

- Retrospective costs incurred before 1 April 2021.
- Operating costs beyond 30 September 2021.
- Redundancy costs.
- Capital expenditure.
- New projects/activity that are not essential to your continued operations.
- Covering costs/losses already supported through other sources, including any Government schemes (e.g. furlough).
- Costs related to campaigning or the promotion of political or faith beliefs.

HOW TO APPLY

Applications should be submitted via the **Online Application System** on the Trust's website.

Once you have registered on the system, you will be able to view all the questions that need to be completed in the online form. You can save and return to your application as many times as needed before completing and submitting it.

As part of the application, you will be asked to attach the following documents:

Letter of application (max. 2 A4 pages; PDF or DOC files)

This is an important part of your application as it is where you are able to demonstrate the impact of your work, which is part of how your application will be assessed. Your letter should cover the following:

- Briefly introduce your charity and youth centre(s) (e.g. when you were established/ your history, how many centres you run, any helpful points on how your charity is structured).
- Outline how you help young people (the activities you offer).
- Explain the difference you make to young people (how your work improves their wellbeing, increases their life chances and opportunities).
- Mention whether the young people you work with are from disadvantaged groups (by income, ethnic minority etc.).

The letter should be on headed paper and signed by a senior representative of the charity (e.g. CEO, Chair, Centre Manager).

Cash flow forecast

You will need to provide a cash flow forecast covering the six-month period from 1 April – 30 September 2021. This should be completed on the Excel template provided on the Trust's website.

Safeguarding policy

You will need to attach your most recent Safeguarding Policy.

Accounts

If accounts are not available via the Charity Commission website, then your most recent set of accounts will need to be attached.

The level of detail expected in applications is proportionate to charity size; very small charities will not be expected to provide the same level of detail as larger ones.

ONLINE APPLICATION FORM TIPS

Some helpful tips for completing the online application are listed below:

- You must complete the current page in order to progress/go back on the form, otherwise error messages may occur.
- You can jump back in the Application Form using the A – H buttons at the top of the page.
- When filling in the form please pay attention to the Question subtext (in italics underneath the question). They detail the character limit of certain questions, and in some instances the format that an answer must be provided in e.g. number only, no symbols.
- Help buttons, which are a Question Mark on the far right of the screen, provide additional information or help to assist you to complete the form.
- The form will strip out most formatting, so please avoid using bullet points.
- The character limit figures throughout the application include spaces, so beware that spaces and additional lines will eat up your character limit.
- You will be given an opportunity to review your application before you submit.

ASSESSMENT

Applications that meet the eligibility criteria and have submitted all requested information, will be assessed against the following:

- Impact: how you help young people, and what difference this makes (i.e. how it improves their wellbeing, increases their life chances and opportunities). How your work remains relevant and responsive to young people's needs (including any innovations to come out of Covid-19 that you might take forward in future). Particular note will be taken of where the young people supported are from disadvantaged groups.
- Sustainability: how your charity is managed (appropriate policies); future sustainability (future income after Covid-19 restrictions are removed); and what you have done to increase resilience (reducing expenditure, taking advantage of emergency funding or government support schemes).
- Financial need: experiencing loss of income or deficits; low free reserves; risk of closure or reducing services for financial reasons.
- Value for money: if you have fundraising costs, what are these as a percentage of total expenditure; how well do you make use of volunteers (ratio of volunteers to staff).
- Demand: number of centre users (pre-Covid); current numbers/waiting lists.

The funds for this initiative are donated through private philanthropy and all funding decisions are at the discretion of Mr and Mrs Rausing. Their decision is final and there is no right of appeal.

GRANT AMOUNT

Charities may request the amount needed to cover eligible costs for the period 1 April – 30 September 2021, where this is not met by other confirmed funding. Successful applicants may not receive the full amount requested. The grant amount will be determined by how well the assessment criteria have been met and the relative financial need across successful applications.

TIMETABLE

15 March	Application submission window opens
31 March	**Deadline for submission of applications (4pm)**
April/May	Assessment of applications
May/June	Announcement of successful applications, formal letters issued, funds paid out
29 October	Grant reports due (guidance will be provided to successful applicants)

Applications received after the **deadline of 4pm Wednesday 31 March** will not be considered.

HELP AND GUIDANCE

In the event of technical problems or difficulties when completing or submitting your application, contact admin@jhrtrust.com outlining the issue and including a contact number.

We are unable to answer any other queries. For further guidance on clarification, please see the answers to **Frequently Asked Questions** on the Trust's website.