

# Open Grants Programme 2019

*Giving something back.*  
Supporting young people to volunteer.

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**Please use these notes to ensure you complete your application form as accurately as possible.**

The closing date for this programme is the end of **Sunday 17 November 2019**.

Jack Petchey Foundation will notify applicants of the outcome of your application in January 2020.

**Please ensure you are clear, concise and thorough.**

## Introduction

Sir Jack Petchey has long been a strong and vocal advocate of supporting young people to volunteer. In 1999, he set up the Jack Petchey Foundation so that he could give back and support young people. He believes that volunteering is one of the most important things anyone can do – and anyone can! It's a great way to meet new people, learn new skills and gain valuable experience. By helping others, volunteers are also helping themselves.

Central to Jack Petchey Foundation's mission is our aim of stimulating a culture of *Giving Something Back*. Our ambition is to develop programmes that will benefit communities at the same time as contributing to young people's own personal development. Volunteering and 'social action' are central to many of our programmes, including our [Individual Grants for Volunteering](#), our [Achievers Network](#), and the [First Give Programme](#) we support, as well as many of our [other partnerships](#). In recent years there has been significant interest in volunteering, or 'youth social action' as it is often referred to.

We know that young people believe they can make a positive difference, and in so many ways they do. Either in their local communities, or addressing particular cultural, social, regional and national issues. However, research highlights that some groups face barriers to enjoying opportunities to volunteer or to engaging in social action to make a difference. These groups include young people from low income households, those from ethnic minorities, young men and those aged 16-24. There are a range of factors contributing to this, including a lack of awareness of the opportunities available or a lack of opportunities related to young people's ambitions. In addition, volunteering opportunities are generally for individuals and not group based – this makes it less attractive for young people who want to work with their peers.

## The Aims of this Programme

- 1. To stimulate young people to be active in their communities by participating in meaningful social action and volunteering opportunities.**

The Jack Petchey Foundation wants to support schools and youth organisations to enable young people aged 11-25 to volunteer. We want to tackle the problems of young people not having awareness of how they can volunteer, not having opportunities to volunteer as a group with their peers, and not being able to find opportunities that motivate them. We want to work in partnership with organisations that place young people at the centre of their work to define and

develop meaningful volunteer opportunities. By 'meaningful', we mean opportunities that support a culture of giving something back.

## **2. To support schools and youth sector organisations to provide meaningful social action and volunteering opportunities that develop young people's personal skills.**

We are looking to fund a range of one-off, discrete projects that can make a difference to young people and to their local environments and communities. Ideally, some of the grants will be for small initiatives that could be replicated in other areas and by other schools/organisations.

We anticipate making 15-25 grants from an overall budget of £240,000. The maximum budget for each grant is £20,000 and there is no minimum.

We want to work in partnership with organisations that can develop opportunities for:

- Young people to volunteer who would otherwise not have the opportunity to do so
- Schools to provide meaningful volunteering opportunities for young people
- Young adults in the upper range of our age bracket (up to age 25) to be supported to access volunteering opportunities as a means of educational and professional development
- Youth sector organisations to develop specific volunteering opportunities for young people that will benefit the young people as well as the organisation, e.g. through opportunities that support the organisation's own work
- Young people, through volunteering, to develop practical skills for their futures and for the world of employment

## **3. To support organisations that have young people at the heart of their proposal.**

This programme seeks to support organisations that place young people at the centre of their work. We expect organisations to understand the barriers to volunteering and to learn from young people what will make volunteering opportunities attractive to young people and encourage them to give up their spare time.

Organisations will need to involve young people in designing the volunteering opportunities. Organisations will be assessed on having a volunteering offer that

is realistic and is clearly linked to helping others and making a positive difference, as this has been highlighted as the highest motivation for why young people volunteer.

**4. To challenge the often negative portrayal of young people being disengaged from their local communities or social issues.**

This is more than a funding opportunity!

You will already know that the Jack Petchey Foundation offers a range of grants to schools and youth organisations. We also want to work with organisations through this Open Grants programme to understand the difference that volunteering opportunities make. This will help us understand the best way to promote volunteering opportunities for young people on a long-term basis. As part of our contribution, through meetings at our office, we will seek to:

- raise awareness in the youth sector of the benefits of developing meaningful volunteering opportunities
- raise young people’s awareness of how the youth sector can connect them to good causes and support their development and their career or educational progression
- present examples and evidence to redress some of the misconceptions held by adults regarding young people’s commitment and contributions to their communities.

We will do this by bringing organisations together a maximum of three times over the course of the year.

## General Guidance

**Your organisation:**

In order to be eligible for this fund your organisation must be:

Criteria	Guidance for applicants
A state funded secondary school, registered charity or charitable incorporated organisation or are you on the Jack Petchey Achievement Award scheme?	You will need to provide proof of this.

Operate in London and /or Essex	This is the geographical remit of the Jack Petchey Foundation.
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**Your project:**

In order to be eligible, what you seek funding for must:

<b>Criteria</b>	<b>Guidance for applicants</b>
Support 11–25 year olds to participate in meaningful volunteering opportunities	<p>Our research in creating this funding opportunity found that there are range of factors and barriers that prevent young people from volunteering. These range from perceptions of the importance of volunteering in comparison to other competing priorities, a lack of awareness of what is available, traditional approaches to volunteering not meeting contemporary requirements as well as socio-economic, gender, and cultural factors.</p> <p>Projects funded through this programme must be shaped by young people. They must engage young people positively through providing stimulating volunteering opportunities, enabling them to invest in their local communities by giving something back. We want to support volunteering that is both meaningful to communities, beneficiaries and to those young people giving up their time. This can be through supporting the delivery of community based projects or playing an active role within a school or youth sector organisation.</p>
Be paid for within a year of the grant being awarded	<p>Successful applicants will be notified by the end of January 2020. We will allow organisations up to six weeks to finalise their project, making sure everything is in place to begin delivery.</p> <p>On confirmation that your project is ready to start and funding has been awarded, organisations will have one year to deliver. We expect all projects to be completed by Friday 29<sup>th</sup> January 2021. During this period, we will conduct a monitoring visit to meet with young people. Separate to our planned social action meetings, funded organisations will be</p>

	required to submit an interim 6-month evaluation and final end of project report, including a case study of a young volunteer.
Which groups of young people?	Our research highlights that there are a range of young people who do not engage in volunteering opportunities for various reasons. One of the aims of this fund is to stimulate volunteering, so we want organisations to tell us why they have identified their target group. We are keen to know how a particular group of young people has actively participated in shaping your proposal, why your volunteering offer will be meaningful to those young people, and what the impact would be for them and beneficiaries.

Please consider the following. These are organisational aims of the Jack Petchey Foundation. Successful projects will **be in line with some or all** of these aims:

<b>Criteria</b>	<b>Guidance for applicants</b>
Inspire and raise the aspirations of young people	This is a key aim for the Jack Petchey Foundation and we expect all the projects we support to work towards inspiring young people and raising their aspirations. This must sit at the heart of your project.
Promote a positive perspective on life	We appreciate that there is negativity in the world but we work to challenge this through positivity. All projects we support must take a positive approach, focusing on strengths and solutions.
Develop young peoples' confidence and promote self-belief	We want young people to recognise their own successes and feel proud of themselves and confident in their abilities.
Affirm, reward and celebrate achievement	We hold over 80 events a year to support this objective ourselves. For more information on how we celebrate achievement see our website.
Motivate young people to take on new challenges	We believe in giving young people the skills, confidence and opportunity to take on new challenges.
Advocate young people's views and put their voice at the centre of our work	We are keen to see projects that are informed or led by young people giving them the chance to have their voices heard. This is integral to two of our

	biggest programmes: the Achievement Award scheme and the Jack Petchey “Speak Out” Challenge!
Be inclusive, working at grass roots and building communities	Lots of our projects work at a grassroots level. We want to ensure you are working well with the young people you aim to support and that they are at the centre of your work.
Promote a culture of ‘giving something back’	One of Sir Jack Petchey’s favourite mottos is ‘Life is a gift! All of us have the responsibility to give something back in life.’
Challenge the often negative portrayal of youth in our society	Bad news sells? JPF is working hard to raise the profile of the vast majority of young people who are making positive contributions and achieving great things. We believe young people’s good efforts should be sung from the rooftops. We will look to support projects doing this too.

Please consider the following. Successful projects will score highly in these areas:

<b>Criteria</b>	<b>Guidance for applicants</b>
Deliver work to high standards	In order to assess your capacity to deliver your project we are interested in your organisational set up. For example, the internal safeguarding processes you have in place. We will also be keen to understand the expertise you have in place to developing stimulating and meaningful volunteering programmes, your experience and your past proven successes. We will want to understand why you think your work is needed and how you will monitor the impact of the work we fund.
Represent good value for money	JPF wants to ensure that our funds are spent as efficiently and effectively as possible.
Promote partnership working with JPF	As a hands-on funder we aim to work in partnership with those we fund. We pride ourselves on supporting your project in ways that exceed simple financial support. There will be opportunities for discussion and sharing best practice with other successful applicants too.

## Specific Guidance for Application Form Questions

Question	Guidance for applicants
Section 1 - You and your organisation	<p>This section is designed to let us know more about your organisation and your work. Please ensure you make it clear to us how your organisation's aims are in line with the Jack Petchey Foundation's vision, mission and strategic aims.</p> <p>More details are found in the earlier sections of these notes, as well as on our website.</p>
1.4	<p>Please submit a short, simple video outlining your organisation's approach to designing and delivering stimulating and meaningful volunteering opportunities for young people. Alongside your application, please use this as an opportunity to tell us what a young person will gain from participating in your volunteering offer.</p> <p>Your video should be a maximum of four minutes long, but can be shorter than this. This can be a simple head and shoulders video, taken using a smartphone or any other suitable device.</p> <p>Please note that we are unable to receive e-mails with video attachments. Please let us know how you are transferring this video to us. We suggest using WeTransfer - <a href="http://www.wetransfer.com">www.wetransfer.com</a> – which has a maximum file size of 2GB to send the video to <a href="mailto:opengrants@petchey.co.uk">opengrants@petchey.co.uk</a>. Please explain the method you are using to send the video here, as well as in your application e-mail to ensure that we can match it to your application.</p>
<b>Section 2: Your proposal</b>	
2.1	Please tell us how you will use a Jack Petchey <i>Giving Something Back</i> grant?
2.2	Projects that have young people at their centre, actively engaged in their design will be viewed favourably.
2.3	Jack Petchey Foundation understands the challenges in delivering projects, so please use this section to summarise if there are any potential challenges your organisation could face in delivering its proposal. E.g. target group not engaging with opportunities, difficulties getting target group to commit to timings.
2.4	This is to ensure we fully understand how your organisation will support young people to participate in volunteering opportunities.



2.5	Please tell us what benefits young people will have from participating in your project.
2.6	Please tell us who will be responsible for managing and delivering your organisation's project. We are interested in knowing what experience they have in overseeing and managing potential challenges as outlined in question 2.3.
2.7	We want to learn from projects and what impact your project has on young people. Please tell us what monitoring procedures you will have in place, and how this will be used to track and measure the impact of your project.
2.8	We are interested to know whether you expect there to be any longer-term impact as a result of the young people being involved with your project.
2.9	Jack Petchey Foundation are keen to ensure the positive work of young people is sung from the rooftops so please let us know all the ways you plan to publicise your project. We are also mindful that young people live in a digital world. Please let us know the channels of communication you are choosing and why you think they are the best way to deliver your work.
2.10	Acknowledging and celebrating young people's contributions and achievements is one of our strategic aims. Please tell us how you will highlight young people's participation and contribution to achieving your project's aims and objectives.
<b>Section 3: Your project/programme/initiative</b>	
3.1	Please tell us how many young people you estimate will be actively involved in meaningful volunteering opportunities as part of this project.
3.2	Please tell us how many hours on average a young person will be volunteering.
3.3	Please tell us what the average duration will be for a young person to volunteer (i.e. number of sessions, days, weeks or months).
3.4	Please tell us which specific age range of young people will be actively involved in meaningful volunteering opportunities.
<b>Section 4 - The costs</b>	
4.1	This is the total cost of the whole project. We appreciate this may be larger than the amount you are requesting from the Jack Petchey Foundation.

4.2	This must not exceed £20,000 but can be significantly less. We are looking to fund a range of projects, including projects with very small budgets.
4.3	<p>We want to understand what you need the money for. If you are successful in being awarded a grant this is the budget we will use to monitor your project so please try and be as accurate as possible.</p> <p>We are happy for you to represent all costs relevant to the delivery of this project/programme/initiative.</p> <p>If you are not asking JPF to fund the whole project, then please clearly highlight the parts you are asking to be funded by us. If you are demonstrating a level of commitment by contributing to some of the delivery costs, please let us know. If you have secured matched funds, or gifts in kind from others involved, please make this clear. The Foundation has long had a preference for 50:50 investments and therefore projects that can also demonstrate an element of this will be viewed favourably.</p> <p>Please also note that any funds awarded are restricted to the purposes outlined in your proposal and so you will be expected to return any funds that are not spent.</p>
4.4	<p>Jack Petchey Foundation is committed to investing funds effectively. Please let us know why your project is good value – note this does not necessarily mean that your project is cheap to run.</p> <ul style="list-style-type: none"> <li>- You may refer to indirect beneficiaries of the project here</li> <li>- You may refer back to the long term impact of the project</li> <li>- You may be able to provide information to explain how you have saved expense through the method / practice used, or how you have pooled resources to gain better value</li> </ul>

### **Section 5 – Organisational detail**

This section is to provide practical information that will help us to ensure your organisation is properly regulated and has the infrastructure to deliver this project successfully.

Please note in regards to Q 5.2, if you have more than 3 months' running costs in your unrestricted reserves we will expect you to be contributing something yourselves to the costs of the programme.

Please ensure you attach the documents requested in 5.8, 5.9, 5.10 to your application email.	
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5.11	Please let us know if your organisation has previously received funding from Jack Petchey Foundation
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## **Data Protection**

The Jack Petchey Foundation will always keep your personal information private and hold it securely. We are committed to being open and honest, to acting with integrity and to complying with the spirit, as well as the letter, of data protection law.

Our Privacy Policy sets out how we collect, process and store personal data, and how you can let us know if you want us to change the way we store and use your personal data. It is available on our website at

<https://www.jackpetcheyfoundation.org.uk/privacy/>

We will use the information you provide in this application form to process your request for a grant. We will keep your details on file indefinitely, unless you request otherwise.