Youth Impact Fund Application Guidance

v01.22

Background

The Forth Valley & Lomond Youth Local Action Group (YLAG) is excited to be running our inaugural Youth Impact Fund. It is a Fund run by young people, for young people, with funding from the Scottish Government.

This year, Forth Valley & Lomond YLAG is responsible for a fund of around £15,000, with the purpose of empowering and supporting young people in their living, learning, and working, within the rural area of Forth Valley & Lomond.

Eligibility

Who can apply:

Any young person living in the Forth Valley and Lomond area, if you are between 16 and 30 years old inclusive, can apply for up to £500.

Any group or organisation working directly with young people in the Forth Valley and Lomond area, can apply for up to £2000. You do not need to have a constitution or a Companies House number to qualify as a group! We simply define a group as three or more people, of any age, working together on a project.

Eligibility criteria:

You can use the funding to pay for items and/or activities related to your project, including paying for others' time and services. However, you cannot use the funding to pay yourself or your group members directly, or for any alcohol or anything illegal. For the full list of eligibility criteria, please see the "***What the Youth Impact Fund cannot be used for***" list at the bottom of this document.

If your application is successful, there are 2 different ways you can receive the funding, which we will decide with you on a case-by-case basis in October:

1) We can send you the funding upfront, based on a quote(s) or invoice(s) you have received, or
2) We can reimburse you after you've made the purchase.

Project criteria:

Projects must meet one or more of our Youth Impact Fund priorities:

1) Inclusivity, building connections and collaborations
2) Connection to nature and climate action
3) Healthy Living (mental, physical, social and financial)
4) Skills development and youth entrepreneurship

5) Supporting cultural activity (arts, heritage, sport)

In addition, every project **must** have an overall positive impact on rural young people in the Forth Valley and Lomond area.

Finally, all projects must be completed by 28th February 2025 at the latest, with all proof of purchase and/or receipts sent to us by 5th March 2025 at the latest, where applicable.

Application Process

Please see the ***Frequently Asked Questions*** chapter at the bottom of this document before filling in your application.

Then, please download the Application Form and use any word editing software or app to complete it. Remember to save as you go!

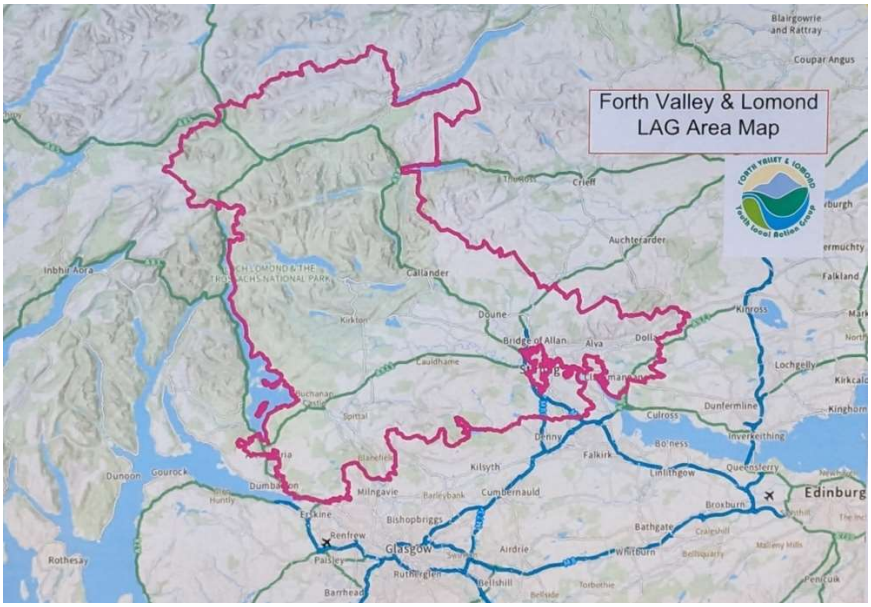
Then, please attach your finished Application Form to an e-mail and send it to us before 11:59pm, 29 September 2024. Our e-mail is: youthimpactfund@fvl.org.uk

We will then regroup to discuss all applications in early October, and we will contact all applicants with their results by the end of October!

Frequently Asked Questions

Q. What is the Forth Valley and Lomond area?

A. See the map below. It is also in our YLAG Handbook which we encourage you to read ☺



Q. What if my project does not fit any of your project criteria, can I still apply?

A. Please get in touch by e-mail: youthimpactfund@fvl.org.uk. We are looking to support as many quality projects as possible, and no idea is too big or small, so let's try to work something out!

Q. Can I make an application on behalf of my friends, classmates, teammates, neighbours or other sort of group? Is it OK if some of them are older than 30?

A. Yes absolutely! We created this Youth Impact Fund because we know a lot of other funding pots can be very restrictive, especially for young people without fundraising experience. If your project has a goal to have positive impact on the lives of young people in the rural Forth Valley and Lomond area, we want to hear about it!

Q. I don't live within the Forth Valley & Lomond area, but I still care about the area. Can I still apply?

A. Short answer is yes ☺ Long answer is we might ask you some questions to clarify the situation, because we want to make sure we prioritise projects which have a positive impact on young people in the Forth Valley and Lomond area.

Q. What if my project will not be finished by 28th February 2025?

A. Unfortunately, we can only fund activities that will be finished before the date above. Send us an e-mail at: youthimpactfund@fvl.org.uk and let's try to work something out.

Q. I'd like to use this fund but am not quite clear about my ideas yet, what should I do?

A. Don't be shy! Send us an e-mail at: youthimpactfund@fvl.org.uk and we'll talk through your ideas and help you out!

Q. What evidence do I need to submit with the application?

A. If applying for materials (e.g. sports equipment) or training (e.g. a first aid course) please include a link to a website that shows the price of the item. Please make sure to check if there is a cheaper price somewhere else – if there is a cheaper price elsewhere, but you don't want that for any reason, please tell us what that reason is.

Please remember to include postage and VAT in your cost. Don't worry if the costs increase between now and our funding decision in October – there will be time in October to discuss this with you and double-check the prices again.

Whether you get the funding upfront or as a reimbursement, it is **very important** that you send us the proof of purchase or the receipt for the item! Otherwise, we will get in trouble with the Scottish Government which will refuse to give us the money to pass on to you! So make sure to ask for receipts, and then e-mail them to us as soon as you receive them.

Q. After I finish my application, what happens next?

A. In October, our YLAG members will meet and discuss together which applications are successful. We will contact applicants with questions and, ultimately, our final decision. So please make sure to check your e-mail inbox regularly in October!

If your application is successful, we will send you an Offer Agreement which includes information on how you will receive the funds (up front, or as reimbursement) You will need to sign and return this Offer Agreement before we can proceed. If you don't sign this Offer Agreement within a week, we will sadly have to choose someone else to give the money to.

If in October you've changed your mind about your project or things have happened outside your control, we will hopefully be able to accommodate minor changes to your project. However, if there are big changes, we will discuss with you first if this means your application

is no longer valid. It is best to e-mail us as soon as possible at youthimpactfund@fvl.org.uk if anything changes.

Q. What happens after I've finished the project?

A. First of all, we'll congratulate you! Then, we'll ask you to make sure you've sent us all the proofs of purchase / receipts / invoices related to the project, so we can tie things up from our end too.

Then, we will ask for pictures, video, or a small writeup about your project and how it went, so we can share your story on our social media, website, and other outlets!

Finally, we will invite you to join us for a Celebration Event in spring 2025 (date tbc) as a fun way to share your experience, meet other young people, and hear about other inspiring Youth Impact Fund projects!

What the Youth Impact Fund cannot be used for:

1. Any items or activities which will not result in any documents showing proof of purchase.
2. Any items or activities which are not clearly defined and listed in the fund application. For instance, we cannot fund "contingencies" or "miscellaneous".
3. Any costs which occur prior to signing the Offer Agreement of the Youth Impact Fund.
4. Any costs directly towards accredited qualifications or education, such as college and university courses.
5. Any costs towards alcohol, prizes, and gifts. This is because those are not usually central to the project's impact which we are trying to support.
6. Any payments towards salary, expenses, commissions, etc. for yourself and/or others in your group.
7. Any financial charges such as bank / credit card / loan charges / foreign exchange commission, etc.
8. Any activity taking place outside the eligible area.