Pr✳pel

New Deal for Young People Deliver and Develop Grants June 2023

FREQUENTLY ASKED QUESTIONS

Version 1, 13.06.2023

This document aims to provide some answers to applicants' frequently asked questions. We'll be updating regularly as questions come in, so please check back from time to time to see if there is a new version with additional answers.

If you can't see the answer you're looking for in here, you can contact us directly at info@londonpropel.org.uk . Similarly, if you have access issues and need the Guidance or the Application Form in a different format, or help to fill in an application, please get in touch.

Contents

KEY INFORMATION

- This round focuses on the London Partnership Board's [New Deal For Young People](#) mission.

- In this round, we are seeking to make approximately 25-30 Deliver and Develop grants.

- These grants are for **two years** to expand existing delivery, learn about its impact, and build partnerships to scale approaches that work.

- Grants will be **between £50k and up to £1,250,000** in total.

- There is a **two stage process** for applying for this round of grants. In **Stage One**, applicants will complete an Expression of Interest.

- The deadline to submit an Expression of Interest is **midday on 14th July 2023.**

- Shortlisted applicants will then be invited to **Stage Two**, completing further questions to complete a full application in August & September.

- Following your full written application, applicants will be invited for a meeting to discuss their application with funders and young assessors.

WHO IS ELIGIBLE TO APPLY?

From the Guidance

We can only accept applications from organisations who are:

- A registered, exempted or excepted Charity
- A Charitable incorporated organisation (CIO)
- A Community Interest Company limited by guarantee (CIC)
- A Charitable Community Benefit Society (Industrial and Provident society)

Organisations also need to be:

- Based in, or delivering work in one or more of London's boroughs.
- Have at least three Trustees or Directors
- Able to provide a year of accounts

We can't accept applications from organisations:

- Whose work is not charitable, e.g. CICs limited by shares, or non-charitable Community Benefit Societies.
- Who are not already working with young people.

We will prioritise applications from:

- Equity-led organisations.

Q: I already have a Propel Grant. Can I reapply?

Existing Propel grantees can apply for a second grant. However, we need to ensure there is a diverse reach and range of mentoring provision across the capital which offers support to a wide range of target groups. We are unlikely to fund the same organisation again for a similar project. If you're already funded through Propel, you'll need to set out very clearly how the project reaches different locations and young people in need of support.

Q: I already have a New Deal for Young People Grant. Can I apply?

Existing New Deal for Young People grantees can apply for a second round of funding. However, we need to ensure there is a diverse reach and range of mentoring provision across the capital which offers support to a wide range of target groups. We are unlikely to fund the same organisation again for a similar project. If an organisation funded through the New Deal for Young People reapplies, they will need to set out very clearly how the project reaches different locations and young people in need of support.

Q: Can we apply if we already have a different grant from one of the [collaborating funders](), or are about to apply for one?

Yes. Propel Grants will be considered as separate from existing grants from any of the funders.

Q: Can applicants who were unsuccessful in the first round of Propel use the same application?

Yes, applicants are welcome to reapply for the same project, and reuse answers from previous application forms. You're welcome to copy and paste content from previous forms, although we do encourage that you review feedback from funders, and use this to inform your new application.

Q: Are the grants only available to organisations based in London?

Grants will only fund work benefitting Londoners. If you are not based in London, for example you are a national organisation, or an organisation based outside of London, you will need to make clear how you meet this requirement in your application, and your grant can only be spent on work delivered within London.

Q: We are not one of the organisations that is listed as being eligible to apply – can we still make an application?

No. You may be part of a collaboration, but the lead organisation will need to be constituted as stated above.

Q: We have just become a registered charity and were previously another type of organisation. We don't have a year of accounts as a charity but can provide you with accounts from the previous organisation. Can we apply?

Yes, if you can show evidence linking the two organisations together, funders will accept the accounts from the previous organisational structure.

Q: We don't have three trustees or directors, can we still apply?

If there is a reason why you have fewer than three trustees or directors, you may be able to apply, either directly or apply via a host organisation. Please contact info@londonpropel.org.uk to discuss.

Q: Is there an upper or lower limit for turnover?

No. Organisations of all sizes can apply, but please see the next section on who will be prioritised for funding.

Q: What is your policy regarding turnover?

Most funders will not fund more than 50% of your annual turnover. For this calculation, funders are likely to take into account any other grants that they have with you. If you are applying to lead a partnership, and some of the grant will be paid out to your partners, funders are likely to only recognise the part of the grant that stays with you when they calculate the 50%.

Q: What is your policy on reserves?

Because there is more than one funder involved in the Propel collaboration, there isn't a single policy on reserves. Most funders will look at whether your reserves are in line with your own organisation's reserves policy.

Q: We're not already delivering , but we'd like to begin, can we apply?

No. You must already be delivering the work that you are applying for and be ready to continue or expand this.

Q: Does 'must already be delivering work in the area' mean geographic area? Could we grow a service into a new area?

Yes, "area" refers to the work you deliver. For instance, if you already deliver mentoring in one borough you could apply to expand it elsewhere.

EQUITY

From the Guidance

Applications from equity-led organisations will be prioritised. By prioritised, we mean that their applications will be assessed first and this will be considered by

funders as part of their assessment process. By equity-led, we mean organisations led-by-and-for marginalised communities, in particular:

- Communities experiencing racial inequity
- Deaf and Disabled people
- LGBT+ people
- Women and girls

We define 'led by' as when more than 75% of an organisation's Trustees and more than 50% of staff members (including senior) are people from the communities that you serve/have lived experience of the issues that your organisation is tackling.

If you serve *more than one* of these communities, then the percentage of your Board or staff team could be from more than one community i.e. the 75% could be made up of people from different communities.

Q: We are not an equity-led organisation, is there still any point in us applying?

In the first round of Propel grants, 87% of the grants went to equity-led organisations.

Applications from equity-led organisations will be assessed first, but funders are likely to still look at applications from other organisations. There is space on the Organisational Information section for you to explain how you prioritise equity and justice in your work (and there is 'help text' on the application form about examples you might give). Funders are looking for organisations that are best placed to respond to community needs. You can also tell us in the application form about how you understand community needs, and your track record of meeting those needs.

Q: Does 'communities experiencing racial inequity' include migrants and refugees?

Yes.

Q: Our Trustee Board is more than 75% women, but we serve a range of communities, are we 'equity-led'?

Many civil society organisations have more women than men on their Boards. If this is because you focus your services specifically on women and girls, then you are 'led by-and-for the communities you serve', and qualify as 'equity-led'. If you are serving a range of different communities, you will need to consider how the lived experience of the range of people you serve is embodied by, or understood by, the people who lead your organisation.

APPLYING AS A PARTNERSHIP OR CONSORTIUM

From the Guidance

We encourage applications from organisations working in collaboration with others, which could include other charities, businesses and public sector organisations including schools.

Q: We're a group of organisations working together in partnership. How do we apply?

One organisation will need to apply as the "lead", responsible for submitting the Expression of Interest.

If your partnership is invited to make a full application, we will provide additional guidance on the information that is required about your partners.

If your application is successful, the lead organisation will hold the grant.

A NEW DEAL FOR YOUNG PEOPLE

From the Guidance on A New Deal for Young People

Deliver and Develop Grants will be for:

Work that focuses on increasing the quantity and quality of mentoring for young people and includes capacity for rapid scale up and to support high numbers of disadvantaged young people. Mentoring includes high quality youth activities that build a trusted relationship over time, is responsive to the needs of the young person, and uses trust to build skills and opportunity for change.

We hope that you will be able to reach **a minimum of 250 young people** during the first two years of the grant. However, we understand that in some cases targeted projects working with a specific, high needs group may not reach this number. Your delivery model will need to adhere to the key New Deal for Young People principles and definitions of mentoring delivery set out below:

- Building a trusted relationship over time (the length of time isn't fixed and must be responsive to the needs of the young person – but as relationships take time to form our view is that longer term is better)

- Using trust to build skills and opportunity for change (the young person's journey should be measurable)

- Be high quality (encouraging development, adoption, and alignment with the standards within the Mentoring Quality Framework).

Q: What is the age range for Young People, and are there specific target groups?

Grants will support organisations working with disadvantaged young people aged between **10 and 24**. An illustrative, not exhaustive, list of target groups of young people is outlined in the Guidance. There will be other groups of young people that could be targeted based on local need.

Q: Does our work need to focus on mentoring or can mentoring be part of a wider programme, including group work? Could we apply for funding for youth sessions that incorporate a group mentoring activity?

Funders are looking for high numbers of young people supported through quality mentoring activity with a focus on building a trusted relationship over time.

This should be the core of your proposal. We recognise that trusted relationships with young people can be built and maintained in a variety of ways, provided that high quality can be assured. A range of possible examples are shared below:

- In different ways (e.g. 1-2-1 mentoring, group mentoring, e-mentoring, informal mentoring)

- In different places (e.g. education settings, sports & community settings, through youth provision, in workplaces)

- By different people (e.g. peer-to-peer, volunteer mentors, professionally trained mentors)

- And with different objectives (e.g., social/personal development, confidence, skills)

Q: If we offer a mentoring drop-in service (with less emphasis on building a long term relationship between mentor and mentee), would this qualify?

The delivery model for mentoring needs to include time to build a long-term relationship and for young people to benefit from improved outcomes as a result.

Q: If we don't already deliver mentoring, but would like to develop it, will this impact on our chances of securing a grant?

Applicants need to already be delivering mentoring, so they have the capacity for rapid scale up and to support high numbers of disadvantaged young people.

Q: Can mentoring be delivered in a school or in educational settings?

Yes. You would need to explain how your model works, and tell us about the existing relationships you have with schools that would enable you to deliver. You can include schools as partners in your application.

Q: What kinds of organisations are you looking to fund to deliver mentoring?

We will be looking to fund a range of organisations that:

- can demonstrate that they deliver excellent quality mentoring;

- have specialisms in supporting young people with different needs and characteristics (for example an organisation specialising in supporting children with special educational needs or supporting refugees);

- have specialisms in delivering different types of mentoring (for example peer mentoring, careers mentoring, sports-based mentoring, mentoring using volunteers, mentoring using paid staff etc.);

- can deliver at scale; and

- will deliver in different parts of the capital.

Q: Is there a preference for local work or for London-wide work?

We want to fund a balanced programme that supports young Londoners who are most in need across the city and will be responsive to what is applied for.

Q: Will there be capital funding to improve youth facilities?

No. The grants will be restricted revenue grants under this mission.

Q: How much can I apply for?

Organisations can apply for funding between £50,000 and £1.25 million for a two-year period.

Q: What outcomes should our project deliver?

The application form will ask you to identify the outputs, outcomes and impact for your proposed work, in line with the New Deal for Young People mission.

Please refer to the outcomes listed in our shortened form of the Mayor's Violence Reduction Unit Outcomes Framework here. In this we have identified six high level outcomes that align with mentoring and provided suggestions of tools that can be used to measure them. These are:

1. Mental health and wellbeing

2. Socio-emotional learning

3. Relationships

4. Engagement

5. Employment

6. Reduction in harmful behaviours

We would like all projects to deliver at least one of these outcomes.

You can find the full Violence Reduction Unit Outcomes Framework [here](). This includes further guidance and outcomes which may be used.

You can find help and resources about measuring the impact of your project at the Centre for Youth Impact Resource Hub [here]().

Other information you might find helpful

Partnership for Young London have mapped other sources of support and information for London's Youth Sector – you can access it [here]().

APPLICATION QUESTIONS

Q: Are there word counts on the application?

You will need to provide a summary of your request in less than 50 words, but other questions do not have word limits. We do offer suggestions as to how much to write.

Q: Will you offer guidance and examples for each question?

Each question is accompanied by some 'help text' which we hope is useful.

We've included some additional guidance below on the questions that we think applicants are most likely to ask about. We'll update this document regularly with additional information if we get requests on other questions as well.

Questions on equity

Both applications ask whether your proposed work will target specific groups that commonly or historically experience structural inequity. The list of groups given in this question is the Diversity, Equity and Inclusion standard developed by funders and equity infrastructure organisations.

Questions on outputs, outcomes and impact

In Stage Two, you'll be asked about outputs, outcomes and impact.

- Outputs are activities. For example: 150 1 hour long 1:1 mentoring sessions will be delivered by volunteer mentors over two years, 10 personal development workshops for 30 young people will be delivered, etc.

- Outcomes are the results of activities. For example: 70% of participants will achieve improved mental health and wellbeing, which we will measure using the Warwick Edinburgh Mental Wellbeing Scale

- Impact is what you are trying to achieve in the long term. For example: because people were able to make their voices heard, they raised the issues they cared about with their local council, who were able to make a more informed decision.

<u>Questions on Learning</u>

The Deliver and Develop Grant focuses on delivering first, on learning about what works, and then on developing your ideas for expanding your work or your partnership. If you are working in partnership with other organisations, you can set out how you will generate learning across your partnership.

YOUR BUDGET

Q: What costs can I apply for?

Please check the guidance for information on what costs are likely to be covered by funders.

The below areas are often forgotten about in budgets, where relevant, you should also include:

- support costs for staff or volunteers who are delivering the work;
- payments to service users or community members who you plan to engage in designing or evaluating your work;
- if you are working in partnership, the full costs of doing so, for all partners.
- time spent on evaluation and reporting.

In putting together your budget, you can add as many lines as you need. Please provide an appropriate amount of detail – if you provide only one item and cost, with no breakdown, your application is less likely to be funded, or further information may be requested of you which may cause delays. The higher the total cost, the more detail you should provide.

You will need to break down these costs across the financial years of the grant.

Q: What should I include in budget notes?

Explain about the costs that you have included in your budget.

For staff costs, please break down as salary (pro rata) x hours per week x number of weeks OR hourly rate x hours per week x number of weeks. For any salaries listed, tell us whether each post is a current or new post.

On support costs, you could include resource for additional management and supervision meetings, encourage informal line-management, check-ins or peer support meetings. You may be considering providing access to external support, whether it be formal support, through training or counselling or less formal, such as, encouraging staff to engage with colleagues in other organisations, creating communities of support for people at all levels of the organisation.

Q: Should we include costs for evaluation?

Yes.

Q: What about time for learning?

Funders are committed to ensuring that learning is resourced as part of this work. For example, you might factor in up to a day a month to focus on internal activity, e.g. Board reports, and external activity, e.g. funder reports, reporting.

Please include time to participate in the Learning Network, which will include three days per year to come together collectively and learn as a community, facilitated by our learning partner, Institute for Voluntary Action Research (IVAR).

HOW TO APPLY

You can make your application at www.londonpropel.org.uk

At this site, you can check your eligibility for this round of funding, set up an account, input the information about Your Organisation, and start answering application questions, stopping, and coming back when you need to.

First, you will need to answer some simple **eligibility questions**.

Secondly, you will need to complete the **Your Organisation** section before you can submit an application. If you have already applied to Propel, you don't need to complete this again, but you can check and update the information you've provided.

There are five parts to this section:

- Contact details: please make sure you enter these carefully, as otherwise funders won't be able to get in touch with you!

- Organisational details: information about how long your organisation has been established, what type of organisation it is, how many people you employ, how many people you support, and where you work.

- Communities served: these are questions about communities you target, the leadership of your organisation, and your approach to equity and justice.

- Financial overview: this is a simple table about your income, expenditure, and reserves.

- Supporting documents: you will need to upload your governing document, your most recent accounts, and your safeguarding policy (if you work directly with service users).

Q: Why do we need to send our safeguarding policy?

Child protection and safeguarding is of paramount importance. You must upload your safeguarding policy in order to demonstrate that your organisation has robust processes for safeguarding and protecting children. Your safeguarding policy should include how you:

- respond to concerns about a child's wellbeing (including disclosures)

- respond to allegations of abuse made against a child

- recruit the right people to work and volunteer with children

- prevent and respond to bullying

- respond to concerns about online abuse

- ensure data, photographs and images of children are taken, stored and shared appropriately;

- named Safeguarding officer/s

The links above will take you through to full guidance from the NSPCC.

Once you have completed Your Organisation section, you can begin the two stage application process:

- A short **Expression of Interest** form to give assessors an idea of your project.

- If successful at EOI stage, you will be invited to complete **a full application and budget**. You'll also have a clarification discussion with a funder as a chance to ask one another questions and share further information.

Q: What is the assessment process for this round of Propel?

The assessment of applications is a two-stage process. Initially, organisations will be asked to submit a short expression of interest form (EOI). Shortlisting will be carried out by funders, young assessors and equity partners.

Shortlisted applicants will then be invited to submit a full application. Questions will remain similar to the application form used in the first round of Propel. Once the full

application has been submitted, all applicants will be invited to a clarification meeting with a funder and a young assessor.

Q: How long do I have to complete my Expression of Interest?

The application window is four weeks long (13th June – 14th July 2023)

Q: How long do I have to complete my Stage Two application?

If you've been invited to apply for Stage Two, you'll have a six week window (14th August – 22nd September)

Q: Can I have a meeting with the funder to ask questions during the application phases?

We unfortunately don't have the capacity to meet individual applicants, however are hosting two online information sessions, which you can book via the links below:

- [Friday 16th June, 10am](#)

- [Thursday 22nd June, 4pm](#)

We can also answer specific questions via [email.](#)

Q: Can I get the guidance and application forms in a different format?

If you need any of the documents in a different format (large print, audio, or easy read) please get in touch with info@londonpropel.org.uk.

You can download Word copies of all the forms in advance so that you can see what we will be asking from you before you start. You can also use the Word documents to draft your answers before you upload them.

SUBMITTING YOUR APPLICATION

Q: We're halfway through making an application – if we save it, how do we access it again?

When you save your application, you are emailed a link which you will need to save in order to access your application again.

Q: We can't upload all of the documents required at the end of the application form. What should we do?

If there is a technical issue with uploading documents, please contact info@londonpropel.org.uk and we'll help you.

Q: We've completed our application – if we submit, will we get a copy of the final application?

Yes, you'll receive an immediate email confirming submission, and a pdf of your application. Don't forget to check your junk folder!

Q: We've completed our application, but it won't let us submit – help!

Sometimes the website gets very busy on deadline days. Try to submit your application with enough time to allow for any issues. If you still can't submit your application, get in touch with us info@londonpropel.org.uk.

Q: We'd like to give you some feedback on the application process, how do we do that?

In the email confirming that your application has been submitted, there will be a link to a feedback survey where you can let us know how we can improve the application process for the next round.

AFTER YOUR APPLICATION IS SUBMITTED

Applications are submitted through the Propel Portal, supported by London Funders.

Q: Can I change my application once I have submitted it?

No. Please make sure you're happy with your application before pressing 'submit'.

Q: Who will see my application?

Applications will be available to view by funders collaborating on Propel.

Q: How will my application be assessed?

Applications will be assessed by a panel of funders and young assessors, against the eligibility criteria and guidance.

Shortlisted applicants will also be invited for a clarification meeting with the funder team and young assessors. You'll receive questions in advance to help you to prepare, and be able to ask any questions that you have, too.

Q: Who will make decisions on applications?

The final decisions will be made by individual funders.

Q: When will decisions be made?

Applicants will be notified about the outcome of Expressions of Interest by mid August 2023.

Those invited to Stage Two will be notified about the outcome in November 2023.

Q: What is the success rate?

The success rate for grants in the first round of Propel was 15%.

For applicants invited to submit a full application, we anticipate a success rate of around 50%.

We anticipate that we will be able to award around 26-30 grants in this round.

Q: Will we get feedback on our application if it's not successful?

Yes, you'll receive specific feedback on your application.

IF YOU ARE OFFERED A GRANT

Q: If we're successful in getting a grant, what reporting will we need to provide?

If you are successful, you will be contacted by the funder who will offer you a grant. At this point, they will set out any reporting requirements or other contractual obligations.

Each funder is likely to have specific reporting requirements. The funder who provides your grant may have their own evaluation questions they want you to answer. You will be able to discuss any such requirements with them.

Q: What is the learning network?

The Propel programme has a big focus on learning. We'll be asking you to join a Learning Network with funders and other grantees to consider together what we are learning about how change happens.

The Learning Network will meet periodically during the lifetime of the grant to learn together about how change happens, and to understand how funders can best support this.

In order to engage with the whole system around an issue, we will be learning together as we go about where and how individual projects are contributing to systems change within their Mission areas, what it means to collaborate within and across sectors, and the impact this has on addressing structural inequalities for Londoners.

London Funders have appointed the Institute for Voluntary Action Research (IVAR) as the learning partner to support us in this work. Grantees will be asked to give additional time to participating in activities such as learning workshops with funders, other grantees and programme stakeholders, as well as participating in interviews and discussion groups. There will also be drop-in sessions for grantees to meet others doing similar work, share challenges and progress, and to develop your own learning framework. Funders will expect to cover the costs of participating in these activities, so please factor this into your budget.

CAN I GET HELP WITH MY APPLICATION?

We will be holding workshops and webinars to give an overview of this funding programme and answering key questions about how to apply. You can see the dates and sign up here https://londonpropel.org.uk/webinars-workshops/.

Afterwards, we'll make recordings, including captions, available on our YouTube channel.

For any questions regarding your application, please contact a member of the team at info@londonpropel.org.uk.

Should you have mentoring specific questions, or wish to discuss the Mentoring Quality Framework, please contact newdealforyoungpeople@london.gov.uk.

If you require further support for this application and your organisation group is led by one of the communities listed below, our Equity Partners would be happy to speak with you.

Applicants from LGBT+ organisations/communities

- LGBT+ Consortium – briony@consortium.lgbt

Applicants from organisations/communities facing Racial inequality

- The Ubele Initiative – ali.ahmed@ubele.org

Applicants from Deaf and Disabled-led organisations

- Inclusion London – Tracey.Lazard@inclusionlondon.org.uk

Applicants from Women and Girls centred organisations/communities

- Women's Resource Centre - viv@wrc.org.uk

Applicants from organisations/communities working on intersectional issues

- HEAR Network – Christine@hearequality.org.uk

Q: Can I submit my application in audio or video format?

If you have requested the guidance or application form in a different format, and are unable to complete the online application form, you can submit an audio or video application. You will need to ensure you have responded to the questions set out in the application form.

Please get in touch with info@londonfunders.org.uk if you would like to do this.

WHAT DO WE MEAN BY SYSTEMIC CHANGE?

From the Guidance

Propel is about enabling civil society organisations to engage with long term, systemic change.

Q: What do you mean by 'systemic change'?

This means understanding and tackling the root causes of issues facing our capital, not just dealing with their consequences. These might be issues like poverty, inequality, or youth violence.

Q: When you talk about systems change do you mean organisational systems? Or community systems?

We mean the systems that exist around an issue – this might be policies, relationships between different organisations, how power and resources are shared (or not), and the values and behaviours of the people operating in the system. Systemic change is the process of altering underlying structures and supporting mechanisms which make the system operate in a particular way.

Q: How can civil society organisations make systemic change happen?

We don't expect civil society organisations to be able to solve systemic issues alone, but we do believe that you have a unique perspective on how they affect communities and what the solutions might be.

That's why Propel is getting grants to civil society organisations, particularly those that are led-by-and-for the most marginalised communities: you bring the expertise and the lived experience, and funders will bring resources (grants) and help you to get the right people around the table.