Hertfordshire Crime Reduction through Sport

Contents

Overview

Working in partnership, Herts Sport and Physical Activity Partnership and StreetGames bring forward funding available to support Hertfordshire based voluntary and community sports organisations to carry out targeted work supporting children and young people who are at risk of becoming involved in serious violence. Successful applications will demonstrate a recent track record of working with vulnerable young people using community sport and/or physical activity to create positive outcomes.

There are several key criteria that organisations must meet to be eligible to apply for the fund.

Organisations must:

1. Be able to evidence an existing track record of delivering sport in communities
2. Be working with vulnerable or at-risk young people aged 10-25 years old
3. Provide secondary level prevention activities
4. Have the capacity to deliver a year-round offer that does not significantly change during school holiday periods and is available for young people for a minimum of 50 weeks each year
5. Have clear exit routes into existing year-round provision
6. Currently work with/ or have ambition to work with multi-agency partners from across the local area, e.g., education, children's services, Youth Justice, Police.

A Theory of Change (ToC) written in partnership with Loughborough University forms the evidence base for the criteria within this fund. The ToC outlines how and why sport can impact on enhancing positive outcomes for vulnerable young people within the context of youth offending and serious youth violence.

We strongly recommend that you read this document before completing the application questions as the information will assist you in completing your responses: Theory of Change: Sport, youth offending and serious youth violence
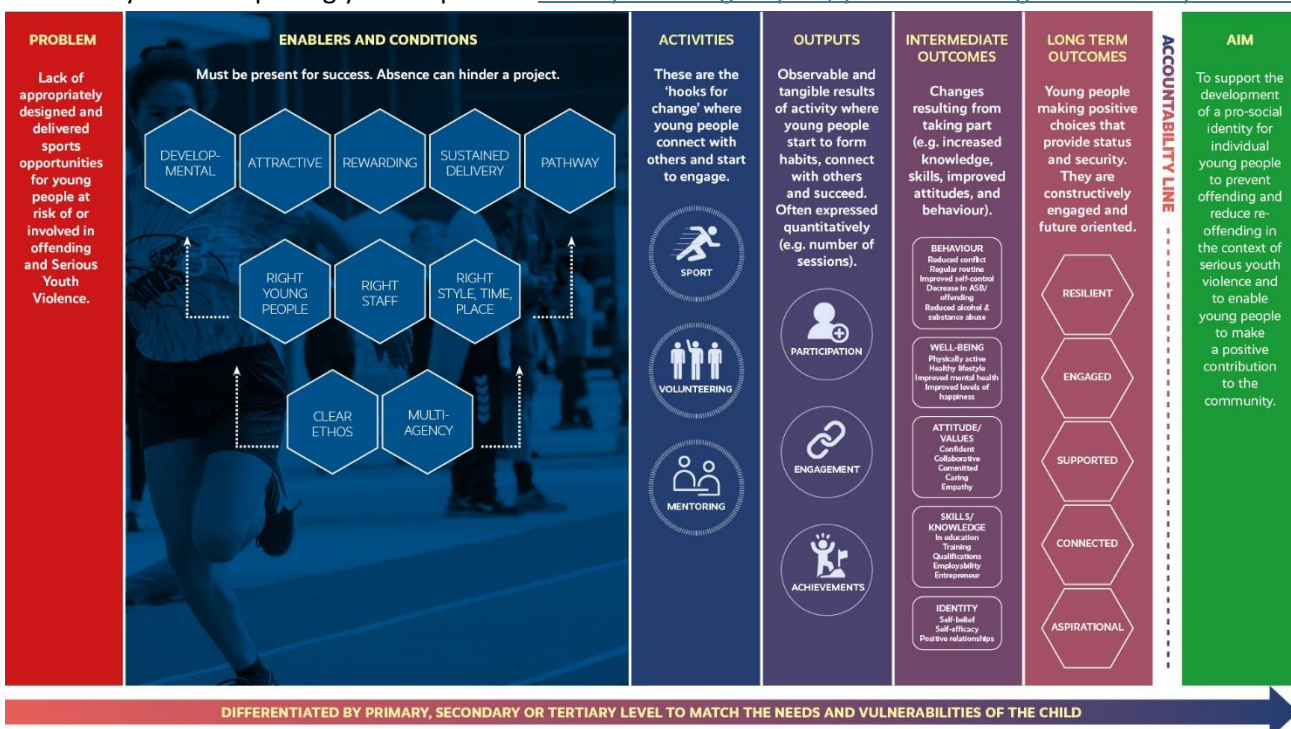
What activities do we want to fund?

Through the work of the Hertfordshire Crime Reduction Through Sport partnership board, objectives have been set around expanding the depth and breadth of secondary tier sport-based interventions in priority communities across the county. Successful providers will offer all year-round sports-based activity at suitable, safe venues, with a trusted adult.

TABLE 1: IDENTIFYING THE APPROPRIATE SPORTS PROGRAMME(S) FOR YOUNG PEOPLE

(adapted from Stephenson et al., 2011)

LOW LEVEL OF SUPPORT NEEDED ← → **HIGH LEVEL OF SUPPORT AND EXPERTISE NEEDED**

PRIMARY Prevention	SECONDARY Early Intervention	TERTIARY Offending/Reoffending
PROGRAMME APPROACH • Universal/Open Access • Neighbourhood/ community level • Developmental provision to improve overall life opportunities	**PROGRAMME APPROACH** • Targeted at those considered at risk of involvement in youth offending • Can be an individual/ family approach and/or targeted at geographical 'hot spot' areas	**PROGRAMME APPROACH** • Targeted intervention for those already involved in offending behaviour ranging from less serious to more serious offending • Can also support rehabilitation programmes
EXAMPLES OF SPORT PROGRAMMES • Regular weekly sports activity sessions • Opportunities for volunteering and training/ qualifications • School holiday activities	**EXAMPLES OF SPORT PROGRAMMES** • Targeted and/or 'hot spot' group sports sessions • Sport-based one-to-one mentoring programmes • Formal sport volunteering opportunities including training and qualifications • Residential trips with outdoor adventure activities • Can be linked to 'primary intensity level' sports programmes to provide additional opportunities if and when appropriate	**EXAMPLES OF SPORT PROGRAMMES** • Sport-based one-to-one mentoring programmes • Targeted small group work using sport • Sport volunteering, training and qualification opportunities • Sport as one element of a more holistic programme run by other agencies • Sport programmes to support rehabilitation • Can be linked to 'secondary intensity level' sports programmes to provide additional opportunities, if, and when appropriate

Building on a young person's strengths and developing a young person's pro-social identity

Success factors for secondary level prevention through sport include:

SportPlus

Effective projects delivering to a secondary cohort will often build in additional elements to a sports-based programme These additional activities support with the development of life skills and self-confidence and often include:

- sport-based mentoring
- sports volunteering
- personal development activities
- supporting children to manage conflict
- training and qualifications.

Pro-Social Approach

- A 'pro-social' approach to sport means using sport to help young people to feel good about themselves, to make positive choices and decisions, to think positively about themselves now and in the future and to feel part of their community.

- A pro-social' approach to the use of sport:
- Builds on young people's strengths
- Offers positive experiences and positive interactions with others
- Provides young people with new roles and opportunities to achieve their potential
- Reinforces pro-social (positive) values, attitudes and behaviours rather than focusing on risk factors or parts of the young person that need to be 'fixed'
- Is valuable for use as the foundation for monitoring and evaluation by offering more appropriate measurements based on areas such as engagement and positive achievements

CHILDFIRST Principles

ChildFirst principles are based on working with children (up to the age of eighteen years) as children rather than as adults, recognising that they are still developing their cognitive abilities, can be impulsive and do not have the

experience of adults. It also emphasises that if they are involved in offending, they should be treated as a child first and as an offender second.

Sport-based interventions based on ChildFirst principles should:

- Be co-created with the young person as it is their journey
- Be responsive to the needs of the young person
- Help them to make positive choices
- Help them to build trust
- Help them to develop self esteem
- Help them to develop their sense of identity – 'who I am'
- Help them to avoid pro-offending behaviour.
- Provide support, hope and guard against bleak expectations

Effective Safeguarding

Safeguarding in the context of those at-risk of youth offending is a complex challenge. Whilst most organisations working in this space will already have safeguarding procedures in place, secondary interventions are likely to require bespoke risk assessments to minimise the potential for harm and unintended consequences for young people, staff/volunteers and the community.

Whilst we intend to fund work being delivered for young people requiring a secondary level of intervention, we recognise that delivery is specific to the group of young people being supported and the locality in which it takes place and therefore expect each applicant to ensure the level of Safeguarding and risk management is appropriate for the young people intended for engagement.

Who do we want to benefit from this fund?

The fund is designed to reach children and young people aged between 10 – 25 years old, presenting with secondary tier needs and vulnerabilities.

The secondary cohort broadly refers to young people who could be at-risk of:

- Risk of school exclusion
- Involvement with the Police
- Involvement in Youth Justice System
- Young people from marginalised groups vulnerable to exploitation
- Young people with complex safeguarding issues or needs
- Currently or historically affected by domestic abuse
- Identified as being at risk of or affected by radicalization
- Association with family/peers who exhibit negative behaviours and/or criminal activity.
- CYP who are violent or abusive in their home, are involved in gangs, weapons carrying, or other high risk-taking behaviors

Where do we want to invest the fund?

When serious violence is prevalent in areas, children and young people are directly and indirectly affected, leading to increased vulnerability to becoming involved in serious violence as a victim or perpetrator. There is an increased likelihood that violence becomes normalised in communities, elevating the possibility that young people will experience trauma and become vulnerable to exploitation. Through data sharing with stakeholders from across Hertfordshire, insight can help identify where vulnerability is likely to be elevated, and therefore children and young people would benefit from *intentionally designed secondary tier* sport-based provision to better meet their needs.

Figures relating to the prevalence of serious violence across Hertfordshire over a 12-month period, alongside information telling us where the highest number of children and young people reside, has been merged to underpin this approach.

This investment will focus on communities that have both:

Very High or High population size of children and young people residing within it
AND
Very High levels of serious violence.

To see which communities we are focusing on, please clink on the link below which will take you directly to the Community Sport and Serious Violence Dashboard. The Hertfordshire violence prevention and reduction through sport commissioning layer can be switched on using the instructions below.

1. Open dashboard link below and click the OPEN DASHBOARD button.
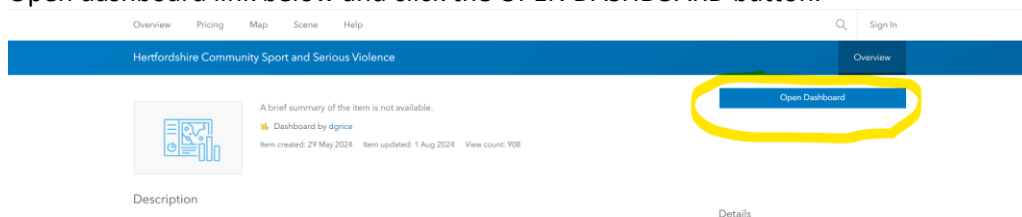
2. Use the layer button in the top right-hand corner of the map to open the layer.
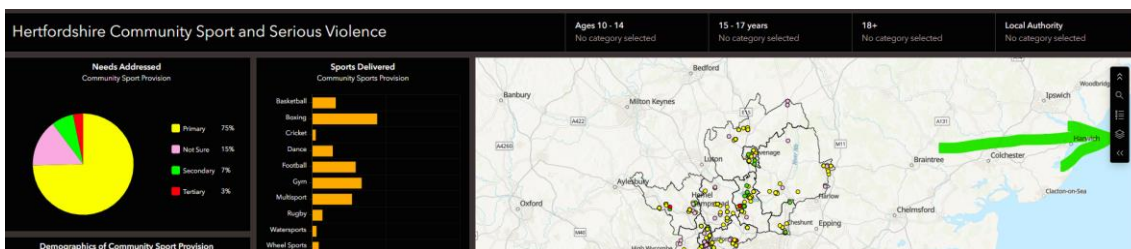
3. When the list of layers appears, select the one named Hertfordshire violence prevention and reduction through sport commissioning layer, click on the closed eye to open the layer on the map.
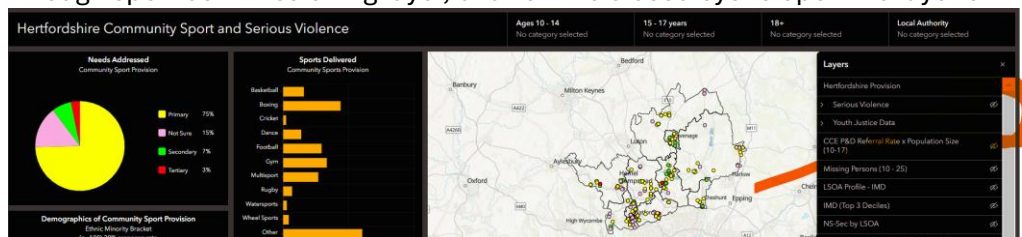
4. All the communities highlighted in blue have high or very high populations of children and young people, aged 10-25 years old and very high levels of serious violence occurring each year. An image of this is below.
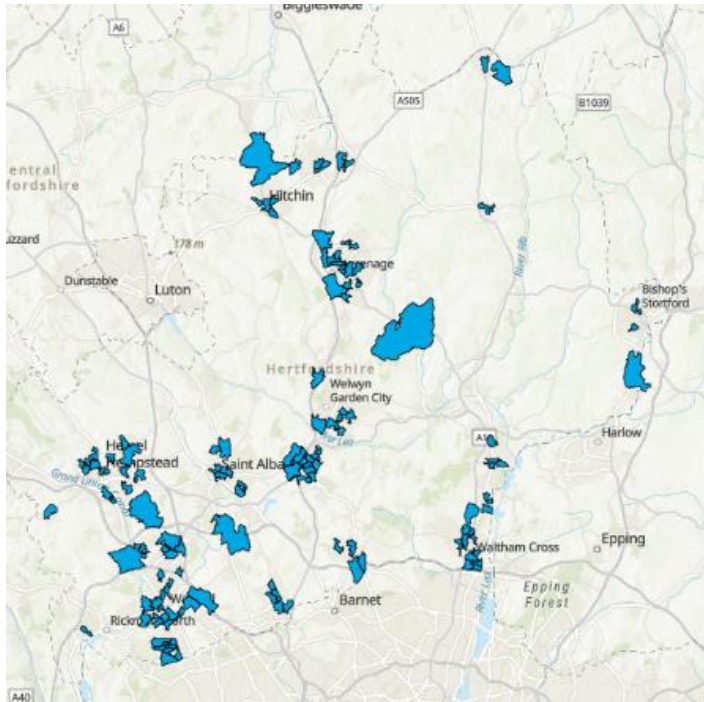
5. You can turn on and off the other layers on the list to find out more information about each community, once you have opened a layer, click on the map on the point of interest and an information box will pop up.
6. To better understand the data that has been used to build each layer, please read the description section.

Dashboard Link: Hertfordshire Community Sport and Serious Violence - Overview (arcgis.com)

This fund will invest in community organisations over a 12-month period to achieve one of the following objectives:

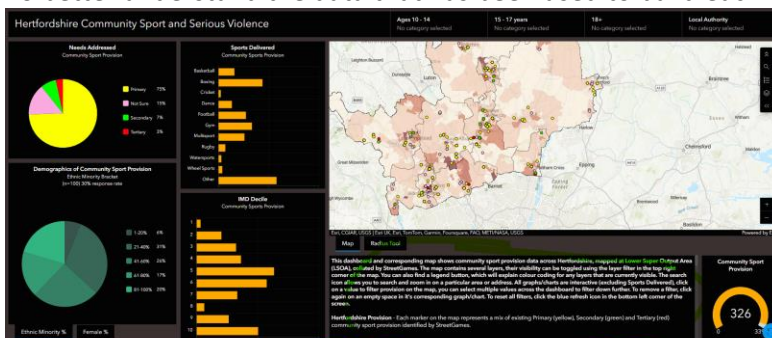1. **Develop existing primary** (universal) provision in priority communities **to meet the needs of CYP presenting with secondary tier** of vulnerability through sport and sport plus activities.

2. **Develop new secondary** (early intervention) provision to meet the needs of CYP through sport and sport plus activities, in priority communities **where no current offer exists.**

What can be funded?

We are looking to fund sports-based provision in local communities that builds upon the enablers outlined in the Theory of Change. We anticipate the grant size to be in the region of £5,000 - £15,000 depending on the nature of the work you plan to deliver.

As well as delivery of sports activities, the fund will facilitate sport plus activities for the cohort including mentoring, volunteering, training and/or personal development opportunities. We understand that working with this cohort will

require a greater level of staff time and therefore staff to young person ratios may be much higher than traditional sport sessions. We will also fund staff time outside of the sports sessions to do any necessary follow up with young people, project management/admin, develop and operationalise referral pathways with statutory safer stakeholders, attend additional meetings and embed safeguarding. In addition to this, workforce development costs can be included as part of this fund.

Monitoring and evaluation is a key element to this programme. We understand that it takes time and resource to do this effectively. Therefore, we encourage you to build into your project budget the necessary funds required (additional time for staff or IT equipment to help).
We are keen for you to network with other organisations, share learning, understanding and practice. Therefore, factor the staff time needed to prepare and attend these meetings.

Items eligible for funding

Core running costs that are incurred through the day-to-day operations of the organisation. These include rent, overheads, salaries, utility bills, insurance payments etc. (up to 20% of the total amount of funding requested)

Costs associated with the delivery of sport and sport 'plus activities such as:

- Equipment (up to 10% of the delivery budget) – e.g. sports equipment or kit
- Staff costs including project management time, coaches, mentors, youth workers, support workers, staff to support group work and 1:1 sessions
- Facility Hire
- Training costs for young people/staff
- Transport costs for referrals / to transport young people to sessions
- Rewards and incentives for young people
- Residential trips included as part of a year round offer
- Volunteer expenses
- Food
- Monitoring and Evaluation e.g. staff time or IT equipment to support monitoring, evaluation & learning.
- We will require you to use a live reporting system throughout the duration of your programme i.e.Views, Upshot, Sales Force. Where you do not have an existing licence to cover the delivery period of the programme, this will be paid for centrally.

Items Ineligible for Funding

- Contingency costs, loans, endowments or interest
- Profit-making or fundraising activities
- VAT you can reclaim
- Religious activities (we can fund religious organisations if their project benefits the wider community and does not include religious content)
- Statutory activities
- Activities that improve educational attainment (PHSE, STEM, English, Maths)
- Overseas travel or projects that take place outside of the UK
- Activities that make profits for private gain.

Who can apply?

Our ambition is to have a range of providers from across Hertfordshire involved in delivering this work.
We expect organisations interested in applying to:

- Be able to evidence an existing track record of delivering sport in communities
- Be working with vulnerable or at-risk young people aged 10-25 years old
- Provide secondary level prevention activities (as described in the 'What is the funding for' section above)

- Be part of a longer term/established offer and/or have clear exit routes into existing year-round provision
- Work with multi-agency partners from across the local area, e.g., education, children's services, Youth Justice, Police.
- Have the capacity to deliver a year-round offer that does not significantly change during school holiday periods and is available for young people for a minimum of 50 weeks each year. Where exceptions may apply, please discuss with StreetGames staff prior to application
- Comply with all MEL guidelines including live reporting, engagement ladders, non-attendance data collection and youth surveys.

Eligible organisations include

- Constituted community, voluntary, and not for profit social enterprises
- Community Interest Companies (CIC) limited by guarantee
- Charitable organisations
- Educational Establishments (as long as your project is out of school hours/not an after school club, and benefits and involves the communities around the school)
- Local Authority (as long as your project benefits and involves local communities and does not replace core services that should be delivered by the local authority)
- Leisure Trusts (as long as your project benefits and involves local communities, and is free at the point of access for young people).

All eligible organisations must have a constitution or other relevant governance document, have a management committee/board of directors/trustees of at least three unrelated people, have a bank account under the name of the group with at least 2 unrelated signatories.

We are not able to fund:
- Individuals
- Private Business
- Companies Limited by Shares
- Companies with one person with significant control
- Organisations not established in the UK and not delivering in the UK.

Programme Monitoring Requirements

All organisations that receive funding via this programme will be required to capture and share monitoring & evaluation data and learning (MEL).
The MEL approach for this intervention, will focus on capturing a mix of:
- key output data (linked to the Theory of Change)
- key outcomes (linked to the Theory of Change)
- key learning (i.e. did it work? Why? What could be improved? etc.)
-

In summary, this will mean that all successful organisations will be required to capture and share:
- Monitoring data (Outputs) via Views/Upshot monitoring system, in terms of:
- The total number of individual young people engaged via this programme
- Demographics relating to each individual young person engaged via this programme (e.g. age, gender, ethnicity, disability, postcode)
- Referral routes (where applicable) i.e. via statutory agencies or informal routes and criteria such as: at risk of school exclusion, recent arrest etc.

Sessional attendance registers (Outputs) via Views/Upshot monitoring system:
- The delivery site and venue type
- The total number of sessions/hours provided during the delivery period

- The type of activities provided at each session (sport & 'plus' activities)
- Attendances – to show which sessions each young person attended
- Non-Attendances – where possible, it would be beneficial to know why participants miss sessions or stop attending your programme

· Participant Engagement levels (Outputs) via Views/Upshot monitoring system:
- Delivery staff will be asked to monitor and record individual participant engagement levels (using the guidelines shown below in the Engagement Matrix). Ideally this will need to be undertaken every 4 weeks . We recommend attempting to record engagement levels soon after initial engagement (first 1-3 sessions), to mitigate for absences, sudden drop-outs from sessions, etc.
- The Engagement matrix includes five different 'levels' of engagement: (1. Disengagement, 2. Curiosity, 3. Involvement, 4. Achievement, 5. Autonomy)
- Coaches and mentors use the descriptors provided for each level to assign a level to their attendees and assess these for each participant at different points within the programme (as a minimum at the start and end) to assess progress. The Views monitoring system can be used to record this.

Level 1 – Disengagement	Level 2 – Curiosity	Level 3 – Involvement	Level 4 – Achievement	Level 5 - Autonomy
Sit out and ignore activity	Watch activity	Join in with others	Complete tasks	Initiate tasks
Encourage disputes	Dip in and out	Respond to instruction	Communicate with staff outside the activity	Help plan and run activities
Walk out	Listen to staff and peers	Enjoy good relationships	Celebrate work publicly	Praise work of others
Make negative comments	Comment on activity	Share facilities	Make connections beyond the project	Deal with conflict
Destroy/damage facilities	Talk to others about activities	Handle conflict with maturity	Receive accreditation and gain qualifications	Volunteer
		Try on own	Attend Regularly	Make 'career' choices
				Employment

More details and full guidance on the Engagement Matrix will be found in the MEL brief.
Project Leader Feedback (Learning) via an online survey:
- The Project Leader (or one lead member of staff) from each organisation will also be required to complete two on-line learning and feedback surveys.

Participant Survey
- To capture intermediate outcomes (linked to the Theory of Change), we request that coaches/leaders aim to periodically collect survey responses from the young people attending these sessions. All questions included in this survey have been selected with purpose, including many validated questions that act as 'markers' for key outcomes and that have been tried and tested from nationally recognised surveys and question banks.
- Given the 12-month delivery period of this programme, we recommend collecting survey responses every 3 months from the baseline, to ensure the best possible data return (at least one start and end point), mitigating for absences, young people moving on from sessions or 'dropping out'.

Case Study Material (Outcomes)
- We hope to capture some stories through the communities of learning and views and the one-off project leader survey at the end of the programme. These may be specific achievements of young people, positive success stories or any learning shared around negative experiences or why things didn't work as planned –

this is all really valuable information. We aim to stay connected to your organisation throughout the delivery period, as such please let us know if you have any stories or new opportunities you would like to share.

Application process

All organisations will need to apply for grant funding through the StreetGames Project Portal:

Application Link

[Hertfordshire Violence Prevention & Reduction through Sport](#)

The application portal opens on Friday 13th December 2024 and the deadline for submissions is 5pm on Monday 13th January 2025. Unfortunately, we will not consider any applications received after the deadline.

- ➤ If it is the first time you have accessed the portal, you will need to create an account. This can be done by selecting 'new applicant' and registering your email address and creating a password. This will then act as your log in details for the portal.

- ➤ Please note that you only need to access the application form link once to start your application and for access to any existing work you should always log in to the portal via the StreetGames Website or [StreetGames Project Portal](#) . Accessing the application link multiple times will create and start a new blank application form each time.

- ➤ If successful, organisations will be issued with a partnership agreement which they will be required to sign and upload on to the portal along with a recent copy (within the last three months) of the organisation's bank statement. Payments will only be made to a business/society account in the name of the applicant organisation, and will not be paid to a personal account.

Payment Profile

Funding will be paid in a staggered format as detailed below, format once a signed funding agreement has been received by StreetGames.
The funding schedule release with associated timeframes are;
• 80% February 2025 - on receipt of a signed funding agreement
• 10% August 2025 on receipt of interim review of delivery of programme and assessment of monitoring data.
• 10% April 2026 – Final monitoring and evaluation, Project leader survey return & project financial reconciliation return.

Timescales

This is a continuous 12-month delivery programme - see below for significant dates to be aware of:
• Fund opens Friday 13th December 2024
• Application Portal opens Friday 13th December 2024
• Funding Information Webinar: Thursday 19th December 2024 / Monday 6th January 2025
• Application Portal closes 5pm on Monday 13th January 2025
• Successful organisations informed w/c 20th January 2025
• Project delivery to start as soon as possible and no later than w/c 3rd March 2025
• Final project monitoring deadline and reconciliation of spend by April 2026

Frequently Asked Questions:

Who is funding and commissioning Programme?
Funder – Herts Sport and Physical Activity Partnership: **Herts Sport and Physical Activity Partnership**
Commissioning organisation – StreetGames: [StreetGames](#)

How many hours should we plan to work with young people referred on the programme? This will vary depending upon the individual needs of those on the programme, children and young people experience different levels of vulnerability across the continuum. It may be appropriate for some young people to take part in two hours each week, whilst others may require a much higher number of contact hours.

Does your offer need to have additional elements of delivery beyond sport?

Yes, we would expect that all secondary tier provision builds in an appropriate level of additional activities that can support personal development opportunities for the children and young people referred in to the programme.

Can I apply if my CIC is limited by shares rather than guarantee?

Unfortunately not, we can only fund 'not for profit' organisations that have no share capital and are unable to pay profits/dividends.

Do I have to spend all the funding by the 31st March 2026 or can we carry funding forward into the next financial year

Unfortunately, all funding has to be spent by the 31st March 2026. You will be asked to submit a financial reconciliation of expenditure.

What classifies as a conflict of interest and why would I need to register one?

For any applicants who are currently employed, or related to a member of staff employed by StreetGames or Herts Sport and Physical Activity Partnership will need to register this as a conflict of interest. This will not necessarily preclude your organisation from accessing the fund, the application will be reviewed on its own merit and a judgement made upon the appropriate management of any conflict of interest.

Do we need to gain consent to share participants personal details with StreetGames? StreetGames and Herts Sport and Physical Activity Partnership acknowledge that the collection, storage and submission of vulnerable young people's data should be done responsibly. Please collect and handle sensitive data accordingly, in line with your own policies. You will be required to sign a data sharing agreement to be part of this programme ensuring that all data, including the processing of referrals, is managed in accordance with this agreement.

During the monitoring process, and once shared with StreetGames, data will only be analysed in an aggregated format, no data will be analysed on an individual level. To clarify, StreetGames will not analyse personal details such as names and for reporting purposes will only access total numbers relating to total participants, demographics, sessions, etc.

All data uploaded and stored within Substance Views accounts will be secured by your organisation's login details, two-factor authentication (should you enable it), and data protection/anonymisation features within the account. Should you wish to view it, you can find the Substance privacy policy here: https://www.substance.net/privacy-notice/

What training might we consider?

We will carry out a training needs analysis with all successful applicants to identify where we can support you with this. Courses such as Advanced Safeguarding, Exploitation, Trauma Informed Practice, Mentoring may be ones to consider.

The following FAQs relate to the grant application portal:

Are you able to save and finish your application at a later date?

Yes, of course you can. Please just make sure that you press save before leaving the portal. To continue your existing application later, please make sure to log in via the StreetGames Website/Portal (StreetGames Project Portal) and not via the application link.

I've forgotten my password; how can I access the portal?

Please click the forgotten password link on the log in page of the StreetGames Website/Portal Failing that please get in touch with our Network Support Team at network.support@Streetgames.org

I've lost my saved application, where has it gone?

Please only use the application link to start your first application. If you access the application link more than once, you will open and start a blank application form. To check or access any saved progress, please log in via the StreetGames Website/Portal and not the application form link.

My application isn't showing as submitted?

Please check that you have pressed the submit button. You can check this by logging in via the StreetGames Website/Portal (StreetGames Project Portal).

Please make sure that when you are ready to submit your application that you press the 'submit' button.

How do I view my submitted application?

You can do this by logging into the StreetGames Portal (StreetGames Project Portal) and accessing 'submitted applications' on the drop-down menu on the right-hand side of the applications page.

How do I return my Partnership Agreement?

All approvals and Partnership Agreements will be issued via email and must be returned via the StreetGames Portal (StreetGames Project Portal) .

Once logged in, you will be able to do this by accessing the 'requirements tab'. Details on how to do this are also included in your approval email and at the end of your Partnership Agreement.

For any further support/guidance on the StreetGames Portal please don't hesitate to get in touch with our Network Support team at network.support@streetgames.org

Guidance to support completion of Grant Application Form

As part of the application process, we will ask you a series of self-declaration questions relating to safeguarding & DBS checks, relevant insurances, health & safety and data protection and will expect robust policies and practices to be in place that are appropriate to the intended delivery.

The following section has been prepared to guide applicants through the application form and provide support to answer the questions. It is best read in conjunction with the application form itself.

Introduction

This part of the application form provides an overview of the Fund and its aims and objectives as set out at the start of this information pack. It also sets out the key eligibility criteria for the fund and will ask you to confirm that you meet these requirements through simple tick box questions:

1. Can you evidence an existing track record of delivering sport in communities?
2. Does your organisation work with vulnerable or at-risk young people aged 10-25 years old?
3. Does your organisation provide secondary level prevention activities (as described in the 'What is the funding for' section)?
4. Is your project an established offer that has exit routes and opportunities into other appropriate offers once the project period comes to an end.
5. Do you work with multi-agency partners from across the local area, e.g. education, children's services, Youth Justice, Police?
6. Do you have the capacity to deliver a year-round offer that does not significantly change during school holiday periods and is available for young people for a minimum of 50 weeks each year?

If you cannot tick yes to all of the above questions you may want to reconsider whether this fund is right for your organisation at this time. Demand for this funding is expected to be high.

Part 1: Your Organisation & Partners

This section of the application form requires you to detail standard information about your organisation including:
1. Name & Address
2. Type of organisation including relevant registration numbers (Charity / Company number)
3. Organisation Turnover
4. Website / social media details
5. Main contact number
6. Main contact person for this project, including email and telephone number
7. Name of any partners you intend to work with

You need to declare any potential conflicts of interest. e.g. For any applicants who are currently employed, or directly related to a member of staff employed by StreetGames or Herts Sport and Physical Activity Partnership you will need to register this as a conflict of interest. This will not necessarily preclude your organisation from accessing the fund, the application will be reviewed on its own merit and a judgement made upon the appropriate management or any conflict of interest.

Inform us about any 'Supporting Partner'/s that could endorse the work that your organisation undertakes working with secondary level cohorts in the community. For example, youth justice manager, children's services, education, community safety manager, neighbourhood police inspector. Your supporting partner should be from outside your organisation, and not a Trustee or Board member. The application form asks for contact details should we require an endorsement. Please make sure that the organisation from which you are asking for endorsement, knows you have put them forward and that somebody from the Funding team might be in touch.

Part 2: Delivery Plan

This section is all about your intended delivery. If it is helpful, please condense your answers down into a series of concise bullet points. Where appropriate, a diagram can be up-loaded to illustrate your answer.

Please select which of the two objectives your application aims to address:

This fund will invest in community organisations over a 12-month period to achieve one of the following objectives:
1. **Develop existing primary** (universal) provision in priority communities **to meet the needs of CYP presenting with secondary tier** of vulnerability through sport and sport plus activities.

2. **Develop new secondary** (early intervention) provision to meet the needs of CYP through sport and sport plus activities, in priority communities **where no current offer exists.**

(N.B – should your application include both tiers of delivery from the beginning, please select option 2).

Q1. Please tell us about the purpose/ethos of your organisation and what you do? (approx. 250 words)
This will help us to understand your aims and objectives and why you are interested in accessing this fund.

Q2. Please describe the project activities you are requesting funding for (approx. 350 words).
Be as specific as possible about what you plan to deliver.
Please do not tell us about the need for your project in this section.
➢ All projects must have **sport** as the central focus from which positive outcomes can be achieved.
➢ As a guide, the sort of information we are looking for within your answer is:
➢ Tell us about the timings of the programme, when will sessions be delivered? How long do the sessions last?
➢ What activities do you intend to offer to young people? Please include details of both the *sport* and *'sport plus'* offer that wraps around this core provision i.e., mentoring, personal development, volunteering opportunities, qualifications etc.
➢ How many young people do you plan to engage with? How long will they stay in the programme? Where do they go next?
➢ Will the activities be delivered in groups or one-to-one?
➢ What is the staff to participant ratio for each area of the programme? I.e. sport activities, mentoring, leadership qualification's etc
➢ How are the activities tailored to meet the interests and needs of young people?
➢ How will the sessions be structured to create a safe space for vulnerable children and young people? i.e., Trauma Informed Practice
➢ Have you considered safety for the young people to get to and from the venue.

Q3. How will you recruit young people onto the programme? (approx. 200 words)
As a guide, the sort of information we are looking for within your answer is:
➢ Do you have a waiting list of secondary cohort young people.
➢ Do you currently deliver primary provision which includes secondary tier young people? Would they benefit from additional opportunities that can be provided through this fund?
➢ Are you working with secondary young people who may not meet the thresholds set in place for other projects.
➢ Is there an emerging need in the area?
➢ Do multi-agency partners signpost young people to your session?
➢ Do young people self-refer?

Q4. Why is the project needed? (approx. 300 words)
➢ Use this question to tell us about the needs and vulnerabilities faced by the **local community** and the **young people** who live within it.
➢ Where possible, statistics can help to demonstrate the needs of the local area and support your explanation. The link below may support you in this process.

➢ Use the guidance in the briefing document to explore whether the community you are interested in delivering in has been identified as a priority in the commissioning layer.

Hertfordshire Community Sport and Serious Violence - Overview (arcgis.com)

➢ Make sure that you are aware of other provision in the area, tell us how you fit into the wider picture and how you are adding value or filling a gap in provision.

Q.5 Please tell us about the staff who will deliver on this project. (approx. 250 words)
Use this question to tell us about the staff and/or volunteers who will be working with the young people on this project.
As a guide, the sort of information we are looking for within your answer is:

➢ How many staff will be delivering on the programme.
➢ What is their skillset?
➢ What qualifications/training/experience do they have which makes them suitable to deliver on this programme?

Q.6 We know that connecting to local partners and networks can enhance the quality of work with vulnerable young people. Please describe any partnerships and networks you/your organisation are involved in and tell us how these benefit your work with young people (approx. 250 words)

➢ Where applicable, please include details of any partners that are directly involved in the application.

Q.7 Please provide examples of any similar projects you have managed in the past 2 years. (250 words)
Example 1

Grant/Project Funder
Delivery Period
Participants
Demographics
(age, gender, ethnicity)
Project Design
Activities (sport/sport plus)
Outcomes/
Achievements

Q.8 Considering your response to the question above, please select from the list the most significant challenges you face when delivering sports provision to secondary tier cohorts of children and young people.
(NB: please note, this question does not contribute towards your final score and has been included to allow us to better understand the challenges faced by the sector and how we might design the capacity-building support that accompanies the programme)

Q.9 Finally, please explain how you have considered continued participation and positive pathways for the young people taking part in this project? (250 words)
As a guide, the sort of information we are looking for within your answer is listed below:
➢ Describe potential exit routes available for young people to continue their engagement in sport-based activity sessions (consider both internal and external opportunities).
➢ Do you have exit strategies that allow young people to step down to primary provision when/if appropriate. How will you eventually embed the young person back into their local community sport provision?

> ➢ Does the project develop partnerships with local agencies to build trust between young people and other agencies?

Part 3: About the beneficiaries

In this section we are interested to find out information linked to your target audience of young people. We understand that providing secondary level activity for vulnerable and at-risk young people can be more challenging and therefore you may be working with smaller numbers of young people.

Questions relate to:
- ➢ The venue where activity will be delivered
- ➢ The total number of individual young people that you are likely to engage via this programme (recognising that this will be an estimate) – weekly and in total
- ➢ On average, how many hours do you intend to deliver sport activity per week
- ➢ On average, how many hours you intend to deliver personal development activities, e.g. mentoring, volunteering, qualification, one-to-one support etc.
- ➢ Demographics relating to the cohort (e.g., age, gender, ethnicity, disability,)
- ➢ Referral routes (*where applicable)*
- ➢ Staffing and volunteers within your organisation
- ➢ Current data capture methods.

Part 4: Budget

Please tell us how much funding you require to deliver your project. Please include how you have come to these figures by showing any simple workings.

For example: Staff – 15 hours @ £20/hour (including oncosts) x 10 weeks = £3000

Funds are available for:
- ➢ Core running costs that are incurred through the day-to-day operations of the organisation. These include rent, overheads, salaries, utility bills, insurance payments etc. (up to 20% of the total amount of funding requested)
    - o Costs associated with the delivery of sport and sport 'plus activities such as: • Equipment (up to 10% of the delivery budget) – e.g. sports equipment or kit
    - o Staff costs including project management time, coaches, mentors, youth workers, support workers, staff to support group work and 1:1 sessions
    - o Facility Hire
    - o Training costs for young people/staff
    - o Transport costs for referrals / to transport young people to sessions
    - o Rewards and incentives for young people
    - o Volunteer expenses
    - o Food
    - o Monitoring and Evaluation e.g. staff time or IT equipment to support monitoring, evaluation & learning. We will pay for a Views licence for each organisation for the duration of the project. Please indicate if you require a Views licence or if you already have one.

PART 5: Review & Declaration

Part 5 of the application form contains a series of self-declaration questions relating to:
- ➢ Health and safety policy and procedures
- ➢ Public liability insurances
- ➢ Holding a business bank account
- ➢ Safeguarding & child protection policies & practices

- Staff & volunteer codes of conduct
- DBS checks
- Data protection.
- We expect each applicant to ensure the level of Safeguarding and risk management is appropriate for the young people intended for engagement.