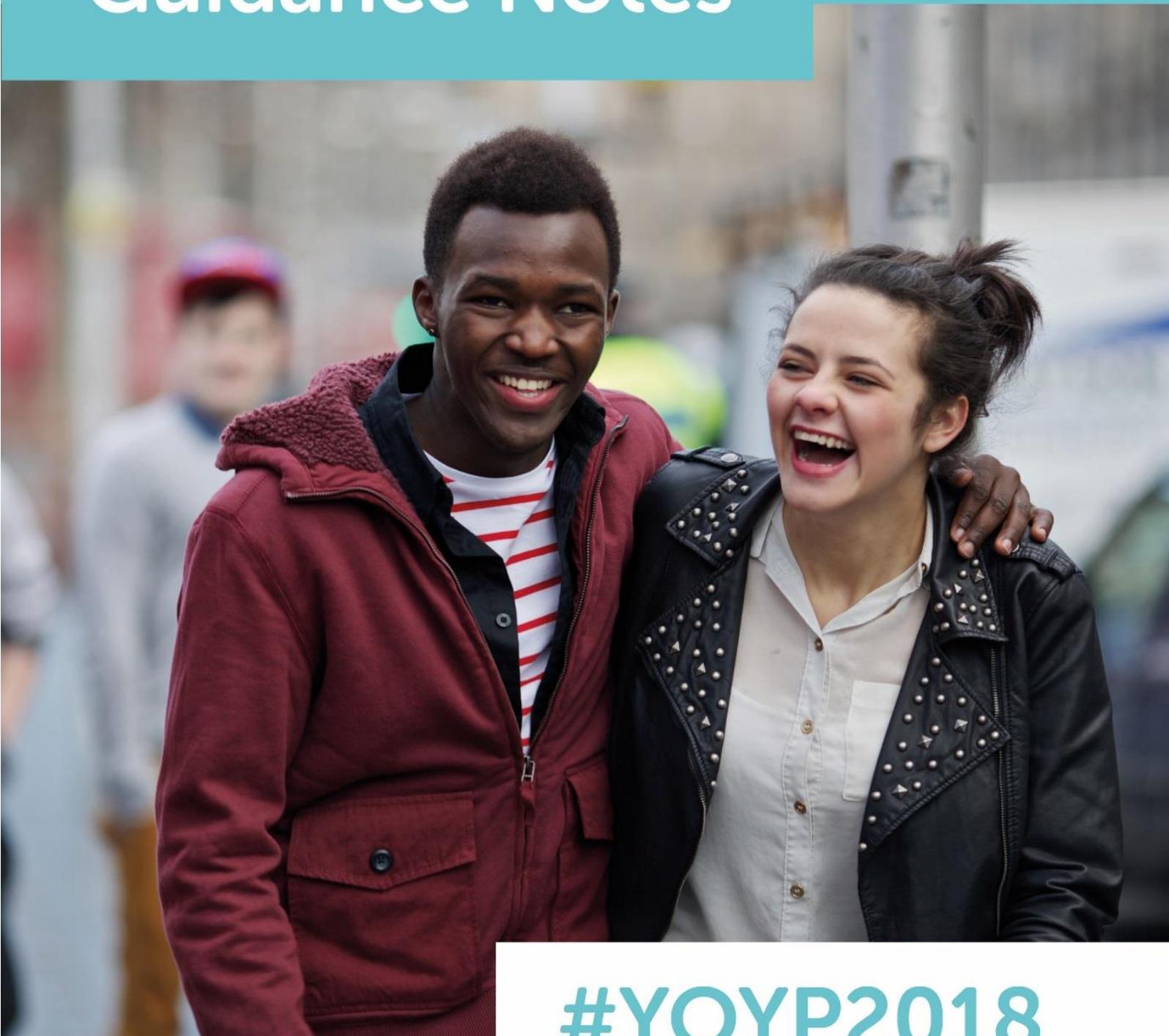


Create18 Fund Application Criteria and Guidance Notes



#YOYP2018

EventScotland™



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This guide will tell you about the Create18 Fund, who can apply, what types of events can be funded and help on how to complete the application form. It is important that you read this document before you fill out the application form.

If you need more information or copies of this guide then please get in touch with us at:

Email: create18@young.scot

Free Phone: 0808 801 0338

Our website: www.young.scot/yoyp2018

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About the Year of Young People and Create18

2018 will be the Year of Young People (YoYP), a year aimed to inspire Scotland through our young people, celebrating their achievements, valuing their contributions to communities and creating new opportunities for young people to shine locally, nationally and on the international stage!

An opportunity has arisen for Young Scot to work in partnership with EventScotland (the organisation responsible for delivering the events and festivals programme to celebrate the year) to establish a new, exciting fund. Create18 is open to groups of young people from across Scotland aged 8-26 who can apply to receive funding for events they would like to run in the Year of Young People 2018.

Create18 is a unique opportunity to create your own special events in your community which will sit alongside a programme of major 'signature' events with young people at the very heart of them!

More information on the Year of Young People 2018 and planned activity can be found on www.yoyp2018.scot.

What does YoYP 2018 aim to do (the objectives for the year)?

- Provide a platform for young people (aged 8-26 years) to have their views heard and acted upon
- Showcase the amazing talents of young people through events and media
- Develop better understanding, co-operation and respect between generations
- Recognise the impact of teachers, youth workers and other supporting adults on young people's lives
- Provide opportunities for young people to express themselves through culture, sport and other activities.

What do we want the YoYP 2018 to achieve?

- Young people to have a greater say in decisions that affect their lives
- To improve the public perception of young people
- To provide more opportunities for intergenerational work and conversations
- For young people to have more opportunities to take part in positive activities and experiences



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What are the themes for the YoYP 2018?

- **Participation** – looking at how young people can influence public services and decisions which affect their lives
- **Education** – creating a stronger role for young people in shaping their learning
- **Health and Wellbeing** – supporting young people to lead healthier, active lives and have opportunities to learn about and improve their mental health and resilience
- **Equality and Discrimination** – broadcasting the value of young Scots, challenging negative perceptions of young people, and supporting young people to take leading roles in challenging discrimination in all its forms
- **Enterprise and Regeneration** – celebrating young people’s role in innovation, entrepreneurship and the Scottish economy as well as making Scotland a greener and more pleasant place to live
- **Culture** – celebrating young people’s talent and contribution to Scottish culture and arts.

What types of events can be funded?

Create18 events could be anything from film festivals, gigs, theatre and dance performances, to art exhibitions, sports competitions, fashion shows and nature trails. We can’t wait to hear your ideas!

We hope to see lots of ideas for events which incorporate at least one of the YoYP 2018 themes above. We are particularly keen to see events which:

- provide a platform for young people’s voices to be heard on issues that are important to them
- celebrate achievements and contribute towards your studies or extra-curricular activities
- promote a healthy lifestyle (for example sports competitions and raising awareness on topics such as loneliness/isolation or mental illness)
- highlight equality issues and celebrate diversity
- showcase and celebrate unique and innovative ideas
- highlight the importance of nature and protecting our environment and brings together your local community
- provide cultural experiences and showcases the skills of young artists.



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All events must take place in Scotland in 2018 and be for an audience and open to the public so that your community can attend and enjoy. They must celebrate and engage young people and be led by young people who will be at the heart of the decision making process, including the creation, development and delivery of the proposed event. We will fund new events or existing events that are going to be enhanced as a result of receiving this funding for YoYP 2018. If you want to chat through your idea with us the please just get in touch. Our contact details are at the end of this document.

What will Create18 not fund?

Applications will **not** be considered if:

- Events proposed are closed/private events such as functions, workshops or parties are therefore not open to your community to attend
- Applicants seek funding for capital costs or projects. This means that funding cannot be used to buy equipment that would be for your own personal use or gain, or to buy goods or services for projects which are not related to your event activity (for example to purchase musical instruments or laptops)
- Applications seek replacement funding or to use this fund to fill budget gaps created by the withdrawal of another funder
- Events conflict with any of the themes, objectives or ethos of the Year of Young People 2018
- Events align with any partners or sponsors which would be viewed as inappropriate for the age-range of the participants or audience attending your event
- Events which demonstrate any form of political bias.

Who can apply?

Funding is available only for groups of young people living in Scotland. Groups are classed as three or more people and all members of a group should be aged between 8-26 years. Details of all group members and their roles need to be included in the application form. When thinking about assigning roles and tasks, consider what each of your strengths are and what you are interested in learning more about.



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Completing your application form

Applications must clearly be completed by young people. Applications received from professional organisations acting on behalf of young people will not be accepted.

An application form is available online at www.young.scot/yoyp2018

Paper copies can be requested from create18@young.scot or by phoning the free Young Scot InfoLine on 0808 801 0338.

You can also use these contact details above if you have any questions or need some advice or support on completing the application form, or if you require any other formats.

We can also put you in touch with the YoYP 2018 Communic18 Team who are on hand to provide support with developing your ideas. This is a team of young people recruited by Young Scot, Children in Scotland and the Scottish Youth Parliament to ensure all activities for the YoYP 2018 have young people at the centre - they would be happy to [help!](#)

Who is the Project Support and what is their role?

Each group must appoint a Project Support, a trusted adult aged 21 or over who agrees to support the group throughout the process and take overall financial responsibility. Ideally, this person must be someone who's normal job is to work with young people – for example a teacher, youth worker, college lecturer, a person working for a uniformed organisation etc. and they must have a relevant PVG certificate. However, if the members of the group are all over 18 and are no longer in education or members of a youth group, then the Project Support could be an employer (for example your Line Manager or Company Director) or an adult in a position of responsibility within the community who is aged 21 or over. PVGs are not necessarily required if all young people in the group are aged 18 or over.

The Project Support must:

- Agree to support the group throughout the process, from application and delivery to final evaluation and reporting
- Provide financial accountability for the grant



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- Provide appropriate bank account details to receive the funding
- Ensure all necessary insurances are in place for running the event
- Ensure all necessary child protection and safeguarding policies (where relevant) and procedures are adhered to, including ensuring all consents are obtained.

The Project Support will be required to sign a funding agreement form which will be emailed to them to complete before you receive your funding.

Your Project Support must also provide the details of a Second Project Support Person within the funding agreement in case we need to get in touch and your main Project Support isn't available due to holidays, sickness etc. This person must be able to fulfil the roles and responsibilities of the main Project Support when necessary.

Please note, the Project Support and second Project Support person should not be a family member.

How much money can you apply for?

The minimum amount you can apply for is £250 and maximum is £1,000.

Applications must include a budget breakdown. The budget template in the application form can be expanded, or you can send your own budget with your application form – the more detail you can include, the better! Please be realistic with your costs and any additional income - we recommend you get quotes or research costs before putting them in your budget. Any items over £50.00 should be itemised.

A strong application will demonstrate additional funding or income (cash and goods/services for free) from other sources - for example, income from ticket sales (which should be affordable for young people), sponsorship, free venue hire, donations or fundraising activities. Please note, if there is a fundraising element to your event, you must ensure funding given to you by us does not count towards your fundraising target – this should be raised independently (for example from any profits made through ticket income or raffles can be reinvested into your youth group or given to a registered charity).

Successful applicants to Create18 are not eligible for support from any of the other Year of Young People funds and it is only possible for a group to apply to the Create18 fund once.



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How will you get the money if you are successful?

If your application is successful, we will contact your Project Support as they will be accepting your grant and ask to see their bank details. We will need a recent bank statement (from within the last three months). This should be their bank account or an account for the organisation they work for. Once we have these details and they have signed an agreement with us, we will be able to pay your funding. Please note that 20% of your funding award will be held back by us and will be paid once you have submitted your final project report.

How are applications assessed?

We expect the Create18 Fund to be very popular and unfortunately we will not be able to fund all the applications we receive. Applications will be assessed by a decision-making panel made up of representatives from the YoYP 2018 Communic18 team, Young Scot and EventScotland who will judge applications based on how well they meet the YoYP 2018 objectives and themes, and against the eligibility and evaluation criteria for the Create18 Fund.

When the panel assesses your application they will be looking for events which;

- are great event concepts that fit with the objectives and themes of the year
- attract young people aged 8-26, their families and the wider community
- have relevant objectives (what you want to do), a good plan (how you're going to do it) and a realistic budget
- are free or affordable for people to attend
- showcase the skills, talents and diversity of young people to audiences
- give young people the opportunity to take the lead, learn new skills and gain confidence
- demonstrate strong local partnership working (for example with a school, college, university, community arts, sports group or charity)
- demonstrate local support and local benefits
- have a clear promotional plan to make sure communities are aware of and attend your event
- engage your local community and encourage participation
- will provide a legacy that lasts beyond the Year of Young People 2018, for example demonstrating a commitment to continuing to deliver your event beyond 2018, reinvesting any money raised from ticket sales etc back into your group or charity, artistic works donated to worthwhile causes or instigating a new youth group in your area.



Will you need to produce a report about your event?

One of the funding conditions is that your team will be asked to complete the Create18 evaluation form and submit a final budget itemising costs and providing receipts for all items which cost over £50.00.

Groups will also produce a short report to show us how your event met its objectives and to tell us how successful it was. In addition to completing our really simple evaluation form, your report should provide evidence of the event's success – this could include:

- Photos, videos and any other material you have collected
- Evidence of the number of people that you reached through the event (e.g. people who attended the event, interacted with you on social media, spoke to your team etc.)
- Evidence of the impact that the project has had on those it reached and the difference it has made to them (you can collect this information through doing interviews with people who were involved in planning and delivering the event and from the audience that attended by getting quotes, making a short film, producing case studies etc.).

Please note that 20% of your funding award will be held back by us and will be paid once you have submitted your report, budget and receipts.

Funding timescales and deadlines

Funding Round 1: for events between 1st January – 30th June 2018

- Application deadline is **Monday 21 August 2017 by 5pm**
- Applicants will be informed of the outcome week commencing 25th September 2017.

Funding Round 2: for events between 1st July – 31st December 2018

- Application deadline is Monday 22nd January 2018 by 5pm
- Applicants will be informed of the outcome during the week commencing 26th February 2018.



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Contact Us

If you would like to talk to someone in more detail about the Create18 Fund, please get in touch with our team at create18@young.scot or by phoning the free Young Scot InfoLine on 0808 801 0338.



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