

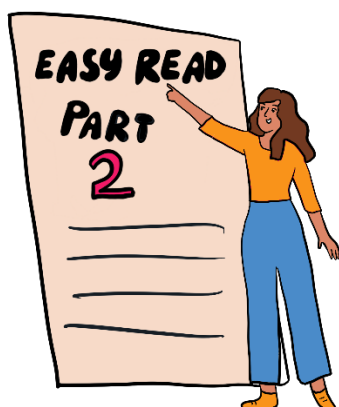


Youth-Led Creativity Funding

Some helpful guidance

Part 2

How to apply



This is the Easy Read
version

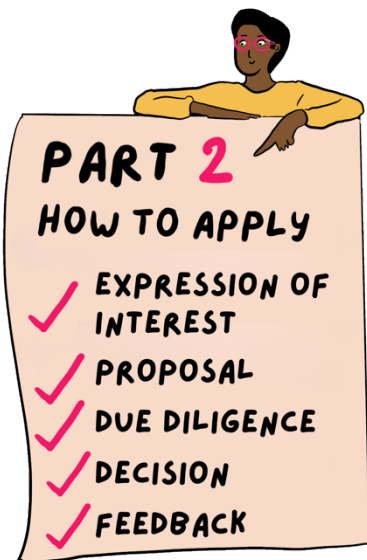
Youth-Led: this means work that is led by and for young people.

Fund or funding: this means money that we give to organisations to support them with their programmes.

About this document

This document is **Part 2 of 2**.

It covers the steps in the application process:



- Expression of interest
- Proposal
- Due diligence
- Decision
- Feedback

Please make sure you have read **Part 1** first.

HOW TO APPLY

1 EXPRESSION OF INTEREST

This stage is for you to tell us that you are interested in applying for our funding. You can tell us a bit about your work. The closing date is 15 March 2024.

We will get back to you in May 2024.

NOT GOOD FIT



GOOD FIT



2 PROPOSAL

This is the full application stage. It includes a conversation with us so we can learn more about your work.

Most applications will not get past the Expression of Interest.

3

DUE DILIGENCE

We will give you a decision in September 2024. If you're not successful, we will give you feedback.

4

DECISION



How to apply for funding

There are 2 stages to apply for funding:

1 EXPRESSION OF INTEREST

2 PROPOSAL

1. Expression of Interest

2. Proposal

Expression of Interest



This stage is for you to tell us that you are interested in applying for our funding and support. At this stage you can tell us a bit about your work.



The closing date for Expressions of Interest is 5pm on 15 March 2024.



You might not be the best fit for the programme's aims. If so, the Expression of Interest is there to save you from working on a full application.



Most applications will not get past the Expression of Interest stage.



Proposal

This stage is the full application stage. It includes a conversation with us. This is so we can learn more about your work.

If we think your Expression of Interest is a good fit for the programme, we will invite you to the Proposal stage.

1. Expression of interest



When you are ready to tell us about your work, you can send off an expression of interest through our website.

First, you will be asked:

About your organisation

We will ask for your:

- **Charity or company number**



Charity or company number: this is a unique number that you get when you register your charity or company with the Government.



- Total **income** for the last **financial year**

Income: this means all the money coming into your organisation's account

Financial year: this means a 12-month period where an organisation gets income.



- Number of **trustees** who are not **executives**
- Number of directors who are not paid executives

Trustees: this means members on the board of an organisation who have power to make important decisions

Executive: this means the person at the top of the organisation. They are in charge of making big decisions about the organisation.



- The date that your organisation was set up



- Your organisation's website and social media accounts.



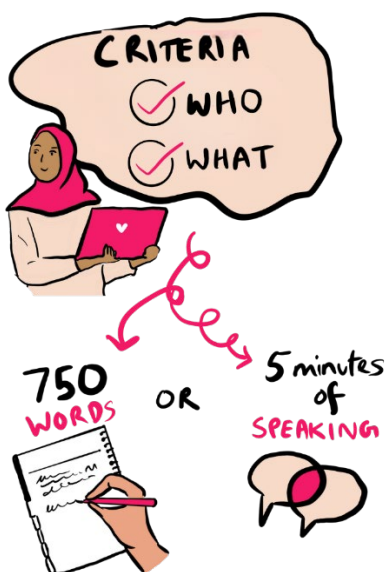
You will also be asked what you would like Esmée to support.

Here you will tell us a bit about how our funding and support will be used.



Secondly, we'll ask you three questions about your work. We will find out how your work meets our **criteria** for the programme.

Criteria: this means who and what the funding is for.



Your answers are meant to be short. You can type your responses into the form. Or, you can upload a voice recording or video.

You will have a **total of 750 words** to answer all 3 questions.

Or, you might be uploading a voice or audio recording. This is usually **around 5 minutes of speaking**.

Here are the 3 questions we will ask:



- **How is your work led by and shaped by young people?**

This means young people from communities who are not usually represented in arts and culture.



- **How do you put the joy and care of young people first?**



- **How do you use the arts and being creative in your work?
How do you use them to push for change?**

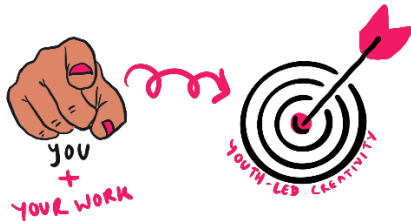
We're interested in understanding the need that your work will deal with.



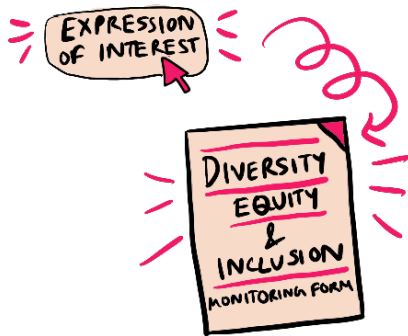
We want to hear about the opportunities your organisation or partnership will take. What is unique about your position and the opportunities you can access?



We will also look at your website and social media. This is to learn about your organisation.



We suggest you use this space to focus on the change you want to push for.



After you send off your Expression of Interest

You will be sent to a **Diversity, Equity and Inclusion monitoring form**.



You must fill in this form for your organisation. We will use this information to make sure that our funding reaches different groups of people in a fair way.

Diversity, Equity and Inclusion monitoring form: this means a form that collects information about the people who we work with. It asks you questions about your background and the background of the people you work with. It helps us to make sure we are working fairly with people from all different backgrounds.



We will also use it to help us look at and deal with **structural inequality**.

Inequity: this means not having fair chances or not having access to justice.

Structural inequality: this means when there are barriers built into society which mean that people do not have fair opportunities in life. These inequities affect every part of people's lives.



You can find out more about how we organise our data, by clicking on this link:

[Learn more about how we're organising our data](#)



We will get back to you about your Expression of Interest in May 2024



We will use our criteria to look at Your Expression of Interest. This criteria is based on the aims of the Youth-led Creativity Programme.



The **Involving Young People Collective** will lead the review of your application.

Involving Young People Collective: this is a group of young people who are connected by their drive to push for social change. They work with us as consultants.



A **panel** will choose a **longlist** of applications to invite to the next stage. The panel will be made up of members of the Collective and Esmée staff.

Panel: a small group of people who make assess and make decisions about funding.

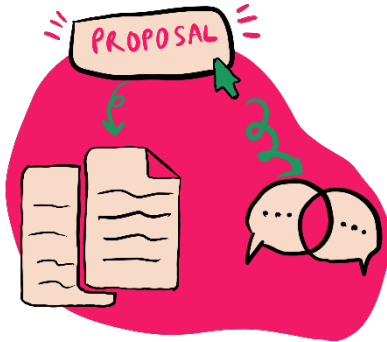
Longlist: this means a big list of organisations who will be chosen to go to the next stage of funding. This list will then be cut down into a shortlist at the next stage.



If we can't invite you to the next stage, we will offer feedback. We hope the feedback will be helpful.

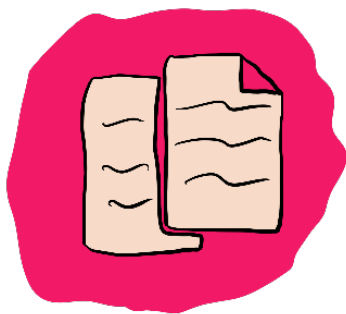
2. Proposal

If we think that your work might match our aims, we'll invite you to send off a proposal.



This proposal has 2 parts:

- Written information
- A conversation. This usually involves a call with us. Or, you can ask to do this part in a way that works better for you.



Written part

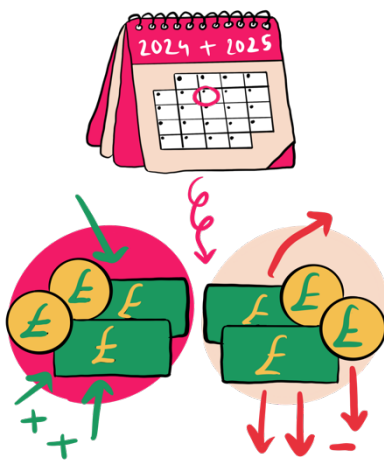
We'll ask you to send off some information about your work.

We will ask you for:

- **Information about your organisation's finances**

We will ask you for details about:

- The last financial year
- The financial year happening now
- The next financial year





This year and next year should be based on your organisation's **income and expenditure budget**.

Income and expenditure budget: this is a plan that sets out all the money that will be coming in and out of your organisation's account, over a period of time.



- **Diversity, Equity and Inclusion**

We will ask about how you push for these things in your organisation and through your work.

Diversity: this means people from all different backgrounds.

Equity: this means having fair access to opportunities and justice.

Inclusive or inclusion: this means taking steps to make sure everyone can enjoy opportunities in a fair way, no matter what their background.



- **Outcomes**

Up to three outcomes you expect from the work.

How will you measure progress?

Outcome: this means the results that our funding can lead to. These outcomes should add to Esmée's aims for the programme.



Click here to find out more information about outcomes:

[guidance on outcomes for more information](#)

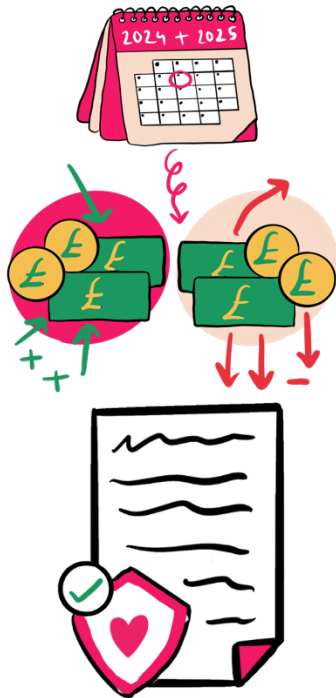
- **Supporting documents**

We will ask you for these documents:

- A copy of your latest annual report and accounts. These are documents that show your finances over the year. These must be **approved**.



Approved: this means being signed. For example, by the company's board or director.



- An income and expenditure budget for the organisation. This is for the financial year that is happening now
- A copy of your **safeguarding policy**.

Safeguarding policy: this means a document that sets out rules around keeping people safe. This means people in your organisation and people you work with.



You can read more about our work around safeguarding by clicking on this link:

[Our approach to safeguarding](#)



- A set of draft or accounts. Or, **management accounts**.

These draft or managers accounts should cover the last financial year. This is if you don't have an **audited** version.



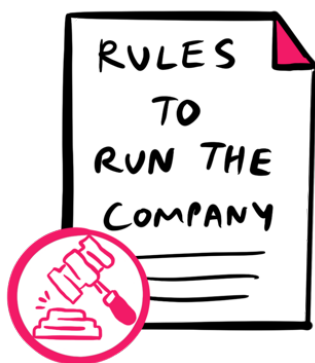
- If you are applying for a project, we will ask for a **budget**.

This budget should show us what you want us to fund. It should tell us if you have applied for any other funding. Or, if you are getting any other funding.

Management accounts: these are reports about finances that are written for managers.

Audited: there means an official investigation into your organisation's finances.

Budget: this means a plan of all the money your organisation has, and how you will spend it.

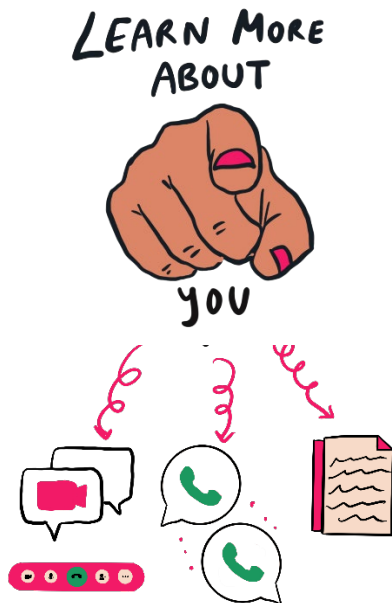


- A copy of your **Constitution, Memorandum and Articles of Association**.

Or, a copy of other rules if you are not a registered charity.

Constitution, Memorandum and Articles of Association: this means written rules about running an organisation. It sets out an agreement by law for all the people who are part of running the organisation.

Second part



We want to have a conversation with you. This could be a video call. Or, you can ask to do it another way.

For example:

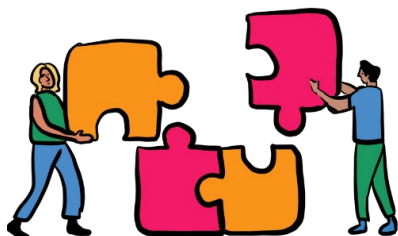
- Phone call
- Written information

These people will be in the conversation:

YOUNG CONSULTANT

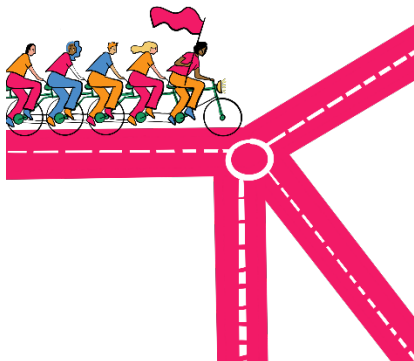
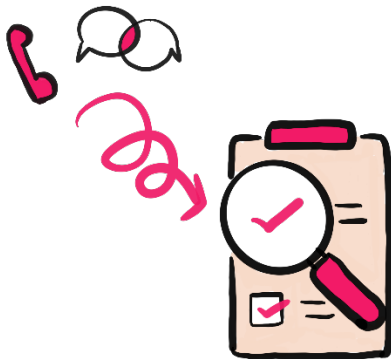


- Up to three people from your organisation
- A member of Esmée staff
- A member of our Involving Young People Collective



The conversation will cover:

- How you fit in with our aims for youth-led creativity

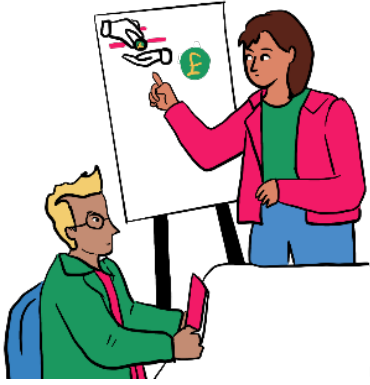


We will ask you about:

- Your work
- The change you hope to push for
- How you plan to push for this change

As part of this, we want to understand:

- What work will be carried out.
- More about the **outcomes** you expect for your work.
- How you work to push for the care and wellbeing of young people.
- What pathways there are for young people to move forward with their practice.



- How do you pay young people who are adding to and leading the work.



- How do you celebrate and bring joy into being creative



- The role of adults in your work. How do different generations work together?



- Any risks you have looked at. For example, is the work new? Has it been tested yet?

What risks are there? Does the impact you are hoping for make these risks worth it?
How?



- **Track record:** we want to know about the work your organisation has been doing so far.

How has this work pushed for change? What has been the impact of this work?

Track-record: this means a list of the things your organisation has done in the past.



You should tell us:

- Examples of your creative projects. What impact have they had so far?



- How do you **evaluate** your work? How do you understand the impact it is having?

Evaluate: this means looking at what is going well with your work and what could be done better.

• Your way of working



You should tell us:

- Who you work with. Why and how you want to work together. How you share your work with others.
- What do you think about learning. How do you push for learning?
- What do you think about diversity, equity and inclusion? We are interested in hearing about any challenges around this.



We want to hear about any changes you are looking to make around this.

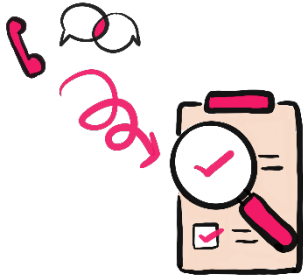


The Written part should be sent off to us by 31 May.

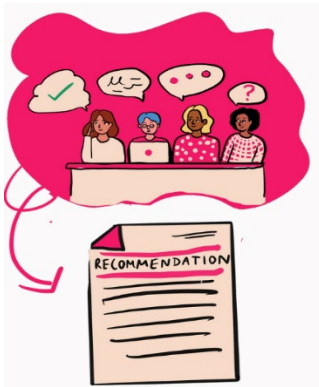
The Second part will take place in June.

3. Due diligence

Due diligence: this means taking certain steps before making a decision



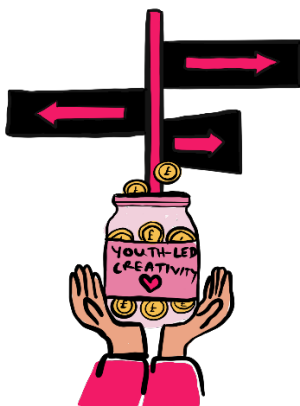
After the second part, we will finish the assessment. This might include some extra questions.



Then, our panel will prepare a recommendation.

This will set out their thoughts around what has been talked about and what decisions they have made.

4. Decision



Our Trustees work with our Executive team. They work together to make decisions. They look at how to use our **resources** and make decisions about funding.

Resource: this means money, staff, time and anything else needed.



They make decisions, depending on the size of the funding request:

- The executive team makes decisions about **grants up to £90 thousand**.



- The Executive and Trustee committee make decisions about **Grants up to £250 thousand**.

You can read more about our teams by clicking on these links:



[Trustees](#)

[Executive team](#)

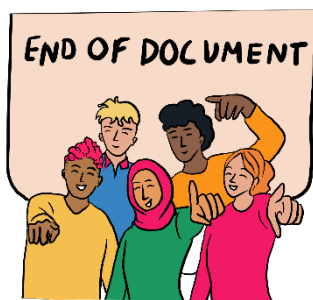
We expect to make all decisions by the end of September 2024.



Feedback



We will give feedback to every organisation that we invite to proposal.



This is the end of the document.

This document was put into Easy Read by the Empower Team at People First (Self-advocacy).

You can visit our website by clicking on this link:

www.peoplefirstltd.com



The illustrations were created by Malini Chakrabarty.

You can visit her website by clicking on this link:

www.malinichakrabarty.com

