

Help Yourself Awards

What are they?

The **Help Yourself Awards**, created by Save the Children with the support of British Gas, is a small grant funding scheme for projects that:

- are **strongly young person led** and
- that improve the **life chances** of children and young people **in vulnerable and disadvantaged groups** and those living in **communities experiencing severe poverty**.

In a nutshell, we want to fund small innovative projects, **led** by young people - or projects that work with children and young people and **their** ideas. So if you have a great idea and you want to give it a go at making it a reality...read on....

Who can apply?

In 1919 Save the Children's founder Eglantyne Jebb recognised the need for worldwide safeguards for children which in 1923 were drafted into a *Declaration of the Rights of the Child*. The modern day version of this is the United Nations Convention of the Rights of the Child (1989) which underpins all of Save the Children's work with children and young people.

In British society today some children and young people still don't get their basic needs met and many of them and their families live in severe poverty.

1.3 million children live in severe poverty in the UK, the fourth richest country in the world, according to a recent report¹. For a couple with a child that means living on an average of £7,000 a year, or less than £134 a week.

So far too many children live in severe poverty right on our doorstep. Too many children live in families where there is a constant struggle to make ends meet. Families face tough choices between many of the basics such as adequate health, food,

sufficient clothing and heating the home. Children live in homes which are overcrowded with little room for personal space or study and neighbourhoods often seem unsafe with few places to play. Many families with children at school lack even the ability to afford the right uniform, books and equipment or the cost of school trips.

So who can apply?

These Awards are aimed at children and young people who live in areas perhaps struggling with some / all of the issues below:

- High unemployment
- Poor quality housing
- High crime rates
- Poor educational achievement.

Additionally we consider applications from groups who may face unfairness and disadvantage in their lives. This may result from issues to do with, for example, gender, ethnicity, disability, mental health, young carers or teenage parents. Please note this list is **not** exhaustive. The improvement of the life chances of children and young people is a crucial factor in the projects we fund. By life chances we are referring to the circumstances in which a child grows up and how his/her childhood experiences affect later outcomes in areas such as education, employment and self-esteem.

If we receive more applications than we can fund we will prioritise those received from groups facing the most disadvantage.

Important!

Before you apply, please make sure that the project idea has really been thought through. If you follow steps 1-4 on the website you will find ideas and tools which should help create an exciting, **readable** project plan. The project planning guide uses the simple '**Plan, Do Review**' to help guide you.

Remember it is important to consider what impact your project idea might have, both to other young people involved and also to the wider community

Equally Important!

Read what we can and can't fund so you are not disappointed.....

¹ "Severe Child Poverty in the UK – Living Below the Radar" [briefing paper] and "Severe Child Poverty in the UK" – Save the Children, 2007 : www.savethechildren.org.uk

What we can't fund ...

- Schemes planned without the involvement of children or young people.
- Individuals. We can only fund groups [although individuals can submit applications on behalf of such groups].
- Projects that take place outside Great Britain [England, Scotland, Wales] - and GB-based groups who want to do work outside Great Britain or overseas trips.
- Applications seeking funding towards a larger overall budget [unless the scheme forms a discrete, or 'stand-alone' part of a wider plan] - or for general ongoing funding.
- Groups or organisations promoting a religion or party political cause.
- Retrospective grants - i.e.: you must wait to hear the outcome of your application before spending, or committing, any money.
- Companies or activities with the aim of making or distributing a profit.
- Fundraising activities for your group – or on behalf of other groups. General appeals or sponsorship appeals
- Loans or interest payments

- Replacement of statutory funding
- Day trips and residentials will only be funded if applicants can demonstrate a benefit to children and young people beyond the immediate ones of the trip or outing.
- General appeals or sponsorship appeals
- Purchase and maintenance of vehicles
- Applications that seek to redistribute funding to individuals or other groups
- Promotion of animal welfare
- Applications seeking fund for activities relating to property, land or assets to which the applicant does not have legal access, ownership or rights of use.

We can fund....

- Previously successful applicants can re-apply however their application must for a new project idea. The fact that you have been funded before will be noted at the assessment stage.
- Statutory organisations – but only if they don't already have funding in place for the applications they submit

£1,000 Help Yourself Award

At the application stage

- You need to complete the **Help Yourself** application form, having read these ‘guidance & conditions of funding’ notes in full.

If your application is successful

- You will hear the outcome of your application within 2-3 months of it being received
- We ask your agreement to our Conditions of Funding

Your grant will be paid ...

- in **one instalment** – usually at the start of your project

Project duration

- Your project needs to be completed within the timescale shown for each round – as advised on our website : projects are usually expected to have a three month duration.

At the end of your project ...

- There will be a simple end-of-grant project report to complete - with a finance report [and receipts for all expenditure]
- Our website will show other people what you achieved with your **Help Yourself Award** by featuring your project in our “success stories”.

FILLING OUT THE APPLICATION FORM

Section one – About Your Group and Lead Contact details

You are providing Save the Children with personal information so please make sure you read our [privacy policy](#) on our website

What does your group or organisation do?

Just outline briefly the key activities / purpose of your **main group or organisation** to give us a better idea of the type of things you’re already doing and may have done in the past: these details are separate to the information we ask for about the specific project you hope to run.

Project location postcode – this helps us to get a better idea of the area you’re working / living in, so we ask that you give full postcode details of where the project is actually taking place.

Section two – Young People’s Description of their project and what it’s actually going to do

What is your project going to do?

This is where we ask you to tell us more about what you’re actually proposing to do. Whether you are a young person – or a project worker - completing the application form, it’s really important that you have thought about your project in detail. Our website can help you plan your project using the ‘*Plan, Do, Review*’ cycle. Look at the ‘planning guide’ section for more details and the ‘get ideas’ section for project ideas.

Really we just want to hear the simple ‘story’ of:

- what you want to change and **why**¹?
- what you want to do
- how you’ll go about it

1Why is also important....

- Why do you feel there’s such a need to do your project?
- How have you gone about checking out your ideas to see if that need exists?
- How will your particular project help address that need?

Save the Children is really interested to learn about changes that can help improve the ‘life chances’ of children and young people – and we want to make sure that our Help Yourself Awards funding goes to the groups that need it most and who can actually make change happen.

How are you going to review your project if your application is successful and you receive a Help Yourself Award?

As part of the project cycle it’s important to review your project.

Some questions to get you started on the review stage are below:

- What went well?
- What would you change?
- Did your project activities help make the change you wanted?
- Did your project do what you had hoped, or were there some unexpected twists?
- What impact did it have on the people involved/ local community etc?
- How well did you manage your budget?
- What are your future plans?

Some ideas about how you might review your project:

- During your project your group might take photos, keep a diary, blog, scrapbook etc of things that happen. This can be very helpful in the review stage.
- A questionnaire at the end and/or start of the project can help gather a lot of information quickly from a large number of different people involved in the project
- Informal conversations/interviews can be another way to gather more in depth information about the project. These can be in the form of ‘focus groups’ (more than 1 person) or one to one.
- Quick tools like ‘*thumbs up/thumbs down, evaluation circles, post-it notes, smiley faces*’ etc can provide quick and easy methods to enable all to have their say in the project as it progresses and at the end.

Dates – when will your project start and when will it end?

You may have a great project idea – but if it doesn’t fit the dates we give on our website for each funding round, then sadly we won’t be able to fund it. We will run two funding rounds each year, so if the timing isn’t

right this time – maybe you could start planning for the next round and keep an eye on our website for the dates and deadlines of future funding rounds.

Tell us how your project will meet one or more of the Help Yourself Awards’ aims?

Save the Children and British Gas came up with the idea of the Help Yourself Awards to give children and young people the chance to ‘make change happen’ in their own lives and in their own communities. Through our Awards scheme, we want to hear about the solutions that children and young people come up with to make change possible. We also want those solutions to really work – so are keen to fund good, well-thought-out, innovative projects that have a real chance of continuing once our funding comes to an end. If you’re dealing with issues that aren’t new – but you have a different, or new, approach - then tell us about it!

The Help Yourself Awards will fund projects that

- are **strongly young-person led** and
- that improve the **life chances** of children and young people
- in **vulnerable and disadvantaged groups** and those living in communities **experiencing severe poverty**

These are the aims of the **Help Yourself Awards** – so please tell us how and why your scheme meets them.

section three – Involvement of children and young people

Children and young people are at the heart of Save the Children’s work – and of our Help Yourself Awards. We are looking for ideas that are young person-led or from organisations that genuinely want to involve young people in a meaningful way with their work. We hear about lots of good work being done ‘for’ young people – but we really want to hear how closely young people themselves are involved in a project; whether in coming up with ideas, in helping to run things, in encouraging or mentoring other young people to become involved ... in taking ideas forward to the next stage ... you tell us!

£1,000 Help Yourself Award

There is a space on the form for children and young people to fill in if they have not completed the application form. The assessment panel is always keen to read these comments!

section four – Costs

- Your budget needs to be balanced, so it does not all go on staff or equipment costs, for example.
- It’s also helpful if you can provide a description of costs, so for example why will you need stationery ...and what part of your project it will support
- It’s helpful to reference any quotes you may have to support some of your costings.
- Please do not give any costs that you cannot justify.
- Your costs must match what you say you’re going to do in your project outline / project plan.
- Please do not include costs for items you have already bought, or for schemes that have already started before you hear the outcome of your application – these will not be funded.
- Please do not include a percentage cost for things like 'general admin' or 'management' - as the Help Yourself Awards are small-grants and we want the maximum possible to go towards the project itself.
- Priority will be given to schemes that are not just seeking funding towards general ongoing costs - or towards a larger overall budget - but to those schemes that can take place for the amount of money being applied for and are ‘discrete’, or stand-alone projects.
- **Things we can’t fund** – see list on page 2 of these notes

Grant payments

If your application is successful, you will be notified by letter and asked at that stage for your bank details so that we can process your grant payment. Your group / organisation’s bank account must have two signatories to it.

£1,000 Help Yourself Award – this will be paid in one instalment, usually at the start of your project

Receipts – and end-of-grant project report

If your scheme is successful and you’re given a **Help Yourself Award**, you’ll need to keep all original receipts / invoices and send them to us at the end of your project, along with a brief written and financial report.

section five – Independent Referee

We ask you to give the name and contact details of an **INDEPENDENT** referee [again see our [privacy policy](#)]

A referee should be someone who:

- knows about your group / organisation / project and can be contacted by us to discuss your application
- has read your application form and given their permission for us to contact them, if needed.
- A referee should be someone with professional experience of working with children and young people, such as a youth worker, community development worker, teacher, etc [who is able to recommend your application because they know about your group].

A referee cannot be someone who:

- will benefit if your project / organisation receives an Award
- is currently a ‘member’ of, or involved in, your project / organisation in either a paid or voluntary capacity, or related to someone who is.
- does not know about your group / organisation, or who hasn’t been approached by you about this.

If you do not give an independent referee, it may delay your application or mean that we can’t process it for an Award.

section six – Where you heard about the Help Yourself Awards?

We want to make sure that we reach the right groups and areas – and are always looking for new routes to promote our Help Yourself Awards, so it’s really helpful to us to know where you heard about our Award scheme.

section seven – Applicant Checklist

please tick / check the boxes where applicable

section eight – Terms and Conditions

Please read in full the **Help Yourself Awards Conditions of Funding** and confirm that you are authorised to sign on behalf of your group / organisation in acceptance of them.

Online applications – www.helpyourselves.org.uk

You may prefer to apply online – and you can find the online application form on our website www.helpyourselves.org.uk. If you apply online please **DO NOT** also send a hard copy of the same application, unless requested to do so.

Other things you should consider when making an application

Success stories section of www.helpyourselves.org.uk

Help Yourself is keen to share the ‘stories’ of projects we’ve funded – to inspire other groups to ‘have a go’ themselves, and to give examples of things we’ve funded to people thinking of applying to us. So, if your application is successful and once your project is completed, we will put your project’s details on our website under our “success stories” section. We always check with projects that they are happy with the final feature before it goes on our website – and we take utmost care that all images and/or material shown are fully covered by consent for their use.

If you are funded ...

We will send you a **Help Yourself Award information pack** containing such things as logos you can use in relation to your Help Yourself Award, support info for arranging local media coverage for your project, copies of our consent form for covering use of photos, etc and other documents you may find useful when running your project. We will keep in touch with you by email and phone during the course of the project and are pleased to offer you support and help if needed.

Assessment of your application

We don’t assess applications at the point they are received – but start the process once the closing deadline has passed. We have an Assessment Panel, made up of young people and Save the Children staff from England, Scotland and Wales. All applicants are notified of the outcome of their application by letter – and usually within 2-3

months of the closing deadline of each funding round. Feedback can only be offered to schemes that have been shortlisted in our assessment process, due to the large number of applications received in each round.

Child Protection

You must take measures to ensure the safety and protection of children and young people taking part in your project or activity. It is a condition of funding that your group / organisation has a child protection policy.

- If you printed the application form off some time ago, it’s worth checking if you are using the most recent version, as we might make some changes to the form from time to time. We can only accept applications made using the official application form – and cannot respond to general appeals for funding or to speculative applications.
- Please be aware that if you submit an incomplete application there may not be the opportunity to feed in any omissions at a later date due to the large volume of applications received.
- Help Yourself may change or update the Award scheme from time to time – so please check our website for any new information, forms or downloads.

The Conditions of Funding are outlined in the following section – on pages 8-9 of these notes.

CONDITIONS OF FUNDING

• CHILD PROTECTION

It is a condition of funding that your group or organisation has a child protection policy - but if you don't currently have a child protection policy you can always get information, advice and support from a number of organisations, including:

- NSPCC - www.nspcc.org.uk
- Your local authority should be able to advise on child protection
- Criminal Records Bureau [CRB] - www.crb.gov.uk
- www.disclosurescotland.co.uk - for advice on CRB checks.

• EQUAL OPPORTUNITIES

Save the Children is committed to the principles and practice of equal opportunities and to ensuring that the Help Yourself Awards are available to all eligible groups without discrimination. We expect groups / organisations receiving an Award to be inclusive and respect the basic rights of all when running groups and activities.

- **CONSTITUTION OR RULES** - applicants need to supply a copy of their rules or constitution - or those of a group that will agree to act in support, as a sponsor.
- **BANK ACCOUNT** - applicants must hold a bank account that has at least two signatories to it - or name a group that has such a bank account and is willing to act in support, as a sponsor.
- **REFEREE** - applicants should name a referee - this should be someone who knows the group and is able to recommend the application, such as a youth worker, employer or teacher, but who is also **independent** of the group and its activities.

DURING THE PROJECT

- Funding can only be used for the stated purpose (as stated in the application form).
- Funding is to be returned in full in the event that no start is made on a project within a reasonable timescale of the Award being made – and the Award will lapse.

- In the event of any under-spend, any unspent money shall be returned.
- Save the Children will monitor the project during the funded period of time, but will not accept liability for activities or actions undertaken by the project
- Organisations or groups must arrange suitable insurance cover, or public liability cover where applicable, for events / activities funded by an Award.
- Organisations or groups are responsible for ensuring that all legal requirements relating to their project / activities are met.
- Grant recipients must acknowledge Save the Children, British Gas and Help Yourself on any publicity and promotional material concerning the project funded by the grant. Grant recipients will agree to gain prior permission from Save the Children in using the Save the Children, British Gas and Help Yourself name or logo on all materials - written, printed, spoken, photographed, filmed or recorded in any way. Permission will not be unreasonably withheld. You will also need to state Save the Children's registered charity number 213890 on any materials where the Save the Children logo is used.
- Grant recipients will agree to gain prior permission before entering a new relationship with a third party which may involve Save the Children's, British Gas and/or Help Yourself name/logo being associated with a third party. Permission will not be unreasonably withheld.
- Grant recipients undertake to ensure that Save the Children approves all promotional materials concerning the funded project, prior to printing or distribution.
- Save the Children and British Gas reserve the right to request that projects remove their logo/name on any materials if requested.
- Consent forms need to be signed (by young people and parental consent sought) and sent to Save the Children so that images and case studies can be used on the Help Yourself website and for other media purposes by Save the Children, British Gas and Help Yourself.
- Projects will be required to gather key statistics about the group (guidelines to be provided by Save the Children).

- Projects are expected to manage their own PR if local publicity is generated. Copies of any publicity/press need to be sent to Save the Children, so the overall PR can be monitored.

AFTER THE PROJECT

- **A major requirement / expectation is that projects feed into the Help Yourself website. This will include providing a written commentary about the project, photos and other electronic materials relating to the project. Save the Children will provide timescales and guidance for this input in your welcome pack.**
 - Save the Children reserves the right to independently audit accounts of grant expenditure.
 - A simple record of expenditure of the grant will need to be supplied, supported by receipts for all expenditure.
 - Information about your project might be requested to appear in Help Yourself publications, and in other British Gas and Save the Children publications and you will provide such information upon request.
 - Funded projects cannot continue to use the Save the Children, British Gas or Help Yourself logo and/or name after the project has come to an end.
-