



<https://tinyurl.com/yourplaceyourpoint>



YOUR PLACE | YOUR POINT

We have £30,000 to spend on youth initiatives in Merkinch and South Kessock. Grants of £5,000 or less will be awarded using participatory budgeting, where the community decides.

Guidance for Applicants

Introduction:

This document provides an overview of the application process, detailing timeline, priorities and guidance for applicants.

Timeline:

- **Project started:** March 2024
- **Application Period:** 17 July - 12 August, 2024
- **Invites to second stage:** shared week commencing 12 August
- **Online voting opens:** 19 August 2024
- **Participatory Budget Event:** Saturday 7 September 2024
- **Grant Awards:** announced during event and online
- **Projects to be implemented:** as soon as possible and completed in 6-12 months' time
- **Final Reporting and Evaluation:** End 2025 / Early 2026



Merkinch and South Kessock – Young People's Priorities

Youth Highland talked with around 500 children and young people from Merkinch and South Kessock. When answering questions about their community, they identified the following as priorities for improvement in their community:

- Adults have a responsibility for keeping children and young people safe. We need more people in our communities to be trained and supported to help keep children and young people safe.
- Young people need to feel safe in their community and need to be able to make choices about what to do. We want there to be more safe spaces and more things for children and young people to do in our community.
- Children and young people need to feel proud of where we live and safe in our community. Community spaces need to be tidy and clean. Public spaces (like parks) need to be safe for children and young people to play.
- It is important for children and young people to know and understand their rights. We want more youth led projects and activities that promote and celebrate youth empowerment.
- Children and young people need opportunities to learn. We want increased learning opportunities and programmes in our community. This should increase opportunities for children and young people to participate in a wide range of activities and expand our world view and future pathways.
- There needs to be support for individuals and families affected by crime, addiction, mental health problems and risk taking behaviours. We want children and young people to have access to early intervention and support to help them make positive decisions for their own futures.

Eligible to apply?

This funding is specifically earmarked for activities that deliver support for families (including young people) living in Merkinch & South Kessock. If you have no prior involvement in delivering activities in the area, you will not be eligible to apply.

This is due to the time it can take to establish relationships and build trust, which is not well suited to short term project funding.

Any third sector organisation with prior involvement in the area, may be eligible to apply.

The application contains a list of governance structures – if your governance structure does not appear, this likely means that you are not eligible to apply.

If you have any queries or concerns, please email funding@highlandtsi.org.uk and provide the name of the grant in the email subject.

First Steps

Step 1 Read this guidance document in full, before you begin completing your application and allow time for someone to read through it before you submit.

Step 2 Check that you are the most appropriate person to complete this application and that you have all the necessary information to hand before you begin, including a breakdown of costs.

Step 3 Check your organisation is eligible to apply (ie. bank account registered in organisation's name and appropriate legal structure). If your legal structure is not listed on this form, it is likely that you are not eligible. Community councils and parent councils may apply as long as your legal status requires you to keep proper accounts.

Step 4 Provide the email address to which all correspondence should be sent. Check accuracy of email address or you may not receive any invitation to the second stage.

Step 5 Use the save option now to make sure you know how to edit your application, before you go any further.

The email address given in Q4 should receive an auto-response email with a hyperlink to 'edit your submission'. Save this email.

If you do not receive this email, it could be because:

- it has been sent to your Junk/Spam folder, or
- you are logged into your JotForm account so the auto-response has been sent to the account's registered email.

Please note: Areas with * are mandatory and must be populated to enable you to move to the next question.

Proceed to our step-by-step guide to the remaining questions. Ask someone to check your application for typos before you submit.

Step-by-step Guide

Q5. Organisation:

This is the name of your organisation as it appears on your constitution, articles or other form of governing document. If you are submitting a collective bid, ie. on behalf of a group of organisations, you should agree who is the lead partner and add the details of the lead partner here.

Q6 & 7. Name of primary contact:

This should include the name and contact details of the person we will be corresponding with the most, the person likely to have an operational responsibility for the work outlined in the application.

Q8. Postcode:

This should be the postcode of the main office address of the lead applicant, or the main hub of activity that relates to this project.

Q9. Website:

Please provide the URL of the main website for your organisation, or of a social media page - whichever you use to keep the general public updated with your programmes of activity.

Q10. Project /activity name:

Give your project a catchy name, which you will use during each stage of the application process, and throughout delivery (if funded).

Q11. Name organisations you are actively collaborating with:

Name any or all organisations you are actively collaborating with to plan/deliver/evaluate the project.

Q12. Previous experience delivering activities in Merkinch and South Kessock (150 words):

If you have no prior involvement in delivering activities in the area, you are not eligible to apply. If you have prior involvement (even if this was in a supporting role) please state your role and how successful this was, giving examples of how you know this.

Q13. What are you going to do and why: (250 words)

The word count here should give you an idea of the detail required in this section, including why you want to deliver this project, ie. what evidence do you have that this is needed or will attract participants. Also give details of how it aligns with the priorities identified by young people themselves, and how you intend to ensure that participants' views will continue to shape your plans throughout the project's duration.

Q14. What difference will this make: (200 words)

It's important that you provide clearly defined outcomes that describe the difference you hope to see in participants, and the community, as a result of your actions. Outcomes describe change, so feel free to include outcomes as bullet points but they should include 'change words', such as improve wellbeing, reduce isolation, increase opportunity. Each outcome should be measurable within the timeframe of your project. Also, please give examples of how you will ensure your activities are accessible to all, regardless of income, background, condition/disability, or other barriers.

Q15. Select one or more priorities:

These priorities were identified by young people through extensive consultation in Merkinch & South Kessock - please select any or all priorities on this list, that your activity would aim to contribute to.

Q16. How will you measure success: (150 words)

This question relates to Q14 - we want you to describe or give examples of how you would pro-actively capture any signs that you are making the difference you set out to achieve. How would you measure resilience in young people, for example? If one of your outcomes was to build confidence, what signs would you look out for, and how would you/your staff and volunteers record this information for evaluation purposes?

Q17. Breakdown of project costs:

There are limited rows for expenditure items so please group projected costs into headings, such as staff costs or equipment. The table will not calculate a total amount, so you must add these up and enter the total amount in the bottom row. This may exceed the amount requested and you can explain how you will meet the overall costs should you reach the second stage.

Q18 & 19. When will you start and end your project:

Please estimate your timings based on the second stage decisions being made on Saturday 7 September and agreements being issued within two weeks. Payment will be made when agreements have been signed by all parties. Projects may continue till end March 2026 at the latest.

Q20. Confirm total amount requested:

This is a numerical field so please enter a number with no comma, currency symbols or text.

Sign and submit:

Please sign to confirm that you have authority to submit this application on behalf of the organisation/partners.

Link to application [here](#).

Submit application by **5.00pm on Monday 12 August**. Late applications will not be accepted.

Any questions please email funding@highlandtsi.org.uk with the grant name in the email subject.

What is participatory budgeting?

Participatory budgeting (PB) is a democratic process that allows people to decide how to spend a part of a public budget. PB involves different stages of deliberation, proposal development, voting, and implementation. PB can empower community members, especially those who are often marginalised or excluded, to have a direct say in how public money is used to improve their lives and their community.

Why do PB in Merkinch & South Kessock?

We aim to engage with families and young people living in Merkinch & South Kessock and enable them to develop and implement initiatives that address their needs and interests. PB can also foster a sense of ownership, responsibility, and accountability, as well as strengthen skills, confidence, and social capital.

How will applications be assessed?

We have developed a scoring system to ensure the applications are assessed for quality, feasibility and matching with needs/priorities. The community will be able to vote for their favourite proposals using this scoring system. You can vote online or in-person at the PB event in September.

There are two main dimensions: initially matching applications with Pillars 1 & 2 of the Whole Family Wellbeing Programme and quality indicators, and finally the most appropriate proposed projects will be selected based on criteria concerning needs being addressed, promotion of wellbeing, and a creative or innovative approach.

The proposals with the highest scores will be the winners of the PB process.

You can access more information [online here](#).