

Future Ready Fund Guidance Notes

January 2023

MAYOR OF LONDON

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Introduction to the Future Ready fund

The Mayor of London has continually demonstrated that sport is an important tool for the development of London. Community sport development formed the foundation of the Mayor's previous commitment through the Sport Unites programme(2018-present). The impact of the pandemic affected the recovery of the community sport sector and such that, the Mayor has prioritised the need to Build Strong Communities by continually supporting community sports organisation and focusing on the development of young Londoners through the New Deal for Young People missions.

The focus on providing young Londoners with access to sport, physical activity and youth social action has resulted in a commitment by the London Violence Reduction Unit (VRU) to collaborate with the Mayor's Sport team to improve young Londoners physical and mental wellbeing, safety, and educational and employment outcomes.

The Mayor's Sport team have been tasked to prioritise young Londoners at risk of exclusion or those affected by youth violence through a targeted programme which aims to offer sport and mentoring to facilitate their successful transition from primary to secondary education.

"Young people at risk" is a general term which encompasses a range of circumstances that place young people at greater vulnerability. These circumstances can negatively impact their transition into adulthood by affecting their academic success, employability prospects, their future financial independence as well as their physical and mental health. The characteristics associated with young people at risk during their primary education includes those with Special Educational Needs and affected by socio-cultural and socio-economic factors.

A successful transition from primary to secondary education setting is impacted by factors such as social and institutional adjustments; curriculum interest and continuity. By focusing on supporting young people to successfully transition between primary to secondary education, The Mayor's Sport Team hope to demonstrate the effectiveness of instilling a person-centred intervention approach to support young Londoners in reaching their potential.

All projects funded by the Future Ready Fund should support the young person continuously from year 6 into year 7 at least.

Future Ready Workforce Support

To ensure that young Londoners are effectively supported during challenging periods of their development; organisations supporting their transition from primary to secondary education will be provided with additional resources to facilitate their provision. The Mayor's Sport Team along with the Violence Reduction Unit (VRU) would support the sector by offering workforce development which includes Mentoring upskilling as central focus of this project. Mental Health and Trauma Informed Practice training will also form part of this provision.

There will be opportunities throughout the year for the people delivering Future Ready projects to have support, training, and networking in order to build upon their skills. We would like to ensure that staff and volunteers feel they have the capacity to take part in these opportunities as they will learn and build upon valuable technical and essential skills. Please take this into account when you are planning your project.

Skills Builder Partnership

What is Skills Builder Partnership all about? The Skills Builder Partnership is a network of 800+ employers, organisations and education settings, united around a collective mission to ensure that everyone builds the essential skills needed to succeed. The Partnership focuses on eight essential skills that are transferable for every aspect of our lives: Listening, Speaking, Problem Solving, Creativity, Staying Positive, Aiming High, Leadership and Teamwork.

During the course of the Future Ready project, coaches will take part in a suite of training led by Skills Builder Partnership, supporting them to reflect on and build their essential skills using the Skills Builder Benchmark. Coaches will use the tool to conduct targeted reflections each half-term, set goals and consider how to effectively apply essential skills through their delivery, for the benefit of their professional development and the participants they engage.

Delivery partners could also access a separate training programme led by Skills Builder Partnership, which will support them to reference, build and measure essential skills through their wider provision beyond the Future Ready programme. As part of this, organisations will be supported to achieve an Impact Level, which recognises and accredits programmes that successfully embed the Partnerships' shared approach to essential skills.

You can find more information about The Skills Builder Partnership here:
<https://www.skillsbuilder.org/>

About the Future Ready Fund

What is the Future Ready Fund?

The Future Ready Fund will award organisations up to **£25,000** to deliver a person-centred after-school sports and mentoring programme in a school setting to work with children in years 5 and 6 who are experiencing difficulties within the primary setting and/or may have been excluded in the short term already.

Fund priorities: what types of projects are we looking to fund?

The projects will allow underserved young Londoners to have access to physical activity and a trusted adult (mentor) who will boost their self-esteem, self-confidence, and engagement with education. As part of this programme, providers will be required to offer a healthy meal for provision on non-school days or extended school days in addition to discussions around healthy lifestyles and making healthy choices. When the child transfers to secondary school, the project/activity – and crucially, the trusted adult, will remain with them, so that in the year 7 transition they will still have the relationship, familiarity and trust to fall back on as they get used to their new school environment.

The overall engagement offer should be centred around **multisport and physical activity** for at least 30 minutes on each occasion. There should also be a central focus on **mentoring** young people and providing them with additional enrichment activities. Delivering should consistently reflect on how it relates to the Skills Builder Essential Skills to support young people development.

- **Address the levels of inactivity** that the target audience may face through an array of factors such as accessibility, lack of confidence etc. This might include specific mental health barriers to activity.
- **Focus on specific groups of young Londoners who are deemed at risk** – for example, those identified by the schools needing additional support, people with special educational needs or with a disability, and people from lower socio-economic backgrounds, and specifically address the barriers they face prior, during and after the transition.
- **Incorporate emotional or social support to young Londoners to improve their mental health**, with an interest in exploring how sport and physical activity can help to promote good mental health and wellbeing.
- **Predominantly based in schools, however, traditional sporting facilities, community settings** or other environments that would not be traditionally associated with sport and physical activity can be considered subject to appropriate safeguarding and risk assessment practices.
- Engagement of at least 2 hours a week for a minimum of 9 months (this includes school holiday periods).

How do we define 'sport' and 'physical activity' in the context of the Future Ready Fund?

We are flexible about how we define sport and physical activity, recognising the importance of many different types of active participation in improving young Londoners' physical and mental health and wellbeing.

Your project can include traditional sport but might also engage people through various kinds of activities that bring entertainment, enjoyment and relaxation such as dance, yoga and running.

If you are unsure if your sport or physical activity is suitable, do get in touch before starting your application.

How do we define ‘mentoring’ in the context of the Future Ready Fund?

We want young people to feel empowered to take ownership of their lives and their futures. But to do so they need to not only see their potential; they need to truly believe in it too. Effective mentoring will ensure that young people are guided to improve their well-being through sustained education, achieving success in schools, improvement in self-confidence and self-image; improved future career prospects and deter from violence or committing crime.

How do we define underserved young Londoners?

In this context, ‘underserved’ should be understood as those at risk or already involved or affected by youth violence; young people who have special education needs; are deaf or have other physical or learning difficulties; have been or are excluded from school or college; not in education, employment or training; have or are associated with gangs or impacted by exploitation; are experiencing or have been impacted by domestic violence or abuse; refugees and asylum seekers; have a social worker; come from low income families and those living in poverty; and are less active or inactive.

When does my project activity need to take place?

All successful projects will need to be delivered within the period of **1 April 2023 to 31 March 2024**. All activities to begin by 1st of May 2023. All project activity must be completed by **31 March 2024** and final reports submitted by **30 June 2024**.

We want to offer a flexible approach to your delivery within these timescales but do expect projects to last for a minimum of 9 months. You will be asked to provide a brief project timeline, including your key milestones and targets at the application stage to tell us what you plan to do.

We appreciate that project delivery could be impacted by school delivery schedule and we will regularly assess and adapt decisions on funding based on your ability to sustain engagement throughout the academic year.

How much money can I apply for?

You can apply for **up to £25,000** and we are interested in funding a range of grant sizes within this scale. The amount you apply for will depend on the scale of your project and the number of young Londoners you will engage with. You can only submit one application.

How will you decide which projects to fund?

We will consider several factors – please see below for scoring criteria:

- **Fit to fund** – how well your project meets the fund priorities given above.
- **Project design and approach** – we will assess your project idea, including your project outline and the overall changes the project is intending to achieve.
- **Participants (who you are reaching and how you will reach them)** – we want to fund projects that work with young Londoners who are considered at risk. You should show a good understanding of your participants and how they will benefit from your project. We will examine how effective your plans are to reach participants.

- **Partnerships** – how you currently work with schools to deliver support to young people
- **Safeguarding** – we expect all applicants to have robust safeguarding measures and policies in place and to have considered risks and mitigations for all participants including children, young people, and adults at risk of harm. Project delivery plans should incorporate school governance guidelines, appropriate National Governing Bodies (NGBs) guidance for participation.
- **Impact** – identified measures of success against the fund priority, and able to show how the project will link to the Essential Skills development on Skills Builder Partnership platform and/or how you will signpost project participants to other pathways to benefit participants beyond the project.
- **Budget** – project finances clearly defined with a full breakdown of individual costs.
- **The amount of public funding you have received before** – we want to reach organisations who do not usually receive GLA funding, so we may at times prioritise these applications.

When does the fund close to applications?

All applications need to be complete and submitted by Friday 10th of February at 12 Noon

Clarifying interviews will take place the week commencing 13th and 20th of February 2023 if necessary.

Frequently asked questions

Do you need to work with specific groups of people?

The project is aimed helping young people in year 6 to successfully transition from their primary to secondary education settings.

I'm working with children – is that ok?

There are age restrictions to who you are targeting to participate in your project, so long as you have the necessary safeguarding policies and procedures in place by the time you deliver your project.

I'm working in a school – is that ok?

Yes, schools can apply to Future Ready Fund, but we are not able to fund activity that is happening as part of statutory PE lessons. We can fund extra-curricular morning/lunch time/after school or weekend sessions.

Does it matter where in London our project will take place?

We are open to applications for projects anywhere in the Greater London Boundary. However, we particularly have a desire to fund projects in the following boroughs: Hackney, Lewisham, Hounslow, Brent, Enfield, Hillingdon, Lambeth, Croydon, Redbridge, and Bexley

My project was unsuccessful in the Future Ready Fund; can I apply again?

The fund is currently only open once, but should there be an opportunity to apply to this fund again then yes – as long as you are applying with a new or revised idea or project to make it more suitable. We're open to applications from any project that meets the criteria outlined in these Guidance Notes.

My project was successful in the Future Ready Fund; can I apply again?

The fund is currently only open once, but should there be an opportunity to apply to this fund again then yes, successful previous applicants can apply again to Future Ready Fund, but it would need to meet the criteria outlined in these Guidance Notes and previous delivery should have been assessed as successful.

Can I submit more than one application?

You can only submit one application.

Eligibility

Who can apply?

You can apply as an organisation as long as you work on a not-for-profit basis, and use either traditional sport (such as football, cricket, hockey, netball, water sports etc.) or another kind of physical activity (cheerleading, Zumba, chair exercise or something completely different) to get young Londoners moving in a way that benefits their physical and/or mental health.

You must also be able to provide mentoring to young Londoners.

Applications will be accepted from **non-constituted groups** and the following **organisations** as long as you work on a not-for-profit basis:

- Registered, Exempt or Excepted Charity
- Charitable Organisation (CIO)
- Local Authorities
- Social Enterprises, Community Interest Company/CICs
- Charitable Company (limited by guarantee)
- Educational Establishment
- Registered Community Sports Club
- Faith Groups
- Constituted but Unincorporated Club or Association
- Constituted Community Group
- Coalition (group of organisations/more than one organisation applying in partnership)

What do you mean by constituted?

The first stage in becoming a formal organisation is often to adopt a 'constitution'. A constitution is a simple set of rules which help make it clear to everyone involved what you intend to do, and how you operate. If you want some good examples of a constituted group, look at this website: <https://mycommunity.org.uk/resources/types-of-organisational-structure/>

What do you mean by fully incorporated?

An incorporated group is when an organisation is formally set up as a company. This usually happens when an organisation begins to trade, manage a significant amount of money, employs staff and enters into contracts. There are four types of incorporated legal structure most commonly adopted by community organisations and community enterprises:

- Community Ltd by Guarantee with charitable status (CLG)
- Community Interest Company (CIC)
- Community Benefit Society
- Charitable Incorporated Organisations (CIO)

Am I eligible to apply?

Before proceeding to application, check the table below and make sure you can say 'yes' to all the statements.

To apply for the Future Ready Fund
You must be able to say 'yes' to all the following: <ul style="list-style-type: none">• My organisation works on a not-for-profit basis.• My organisation works with underserved young Londoners as detailed above• My project will happen within the Greater London Boundary.• My project will help young Londoners in their final year of primary school

- The main focus of my project delivery will be sport/physical activity along with mentoring to support essential skills development of young Londoners.
- My project addresses the fund priority to support the transition of young Londoners at risk going from primary to secondary education.
- 100% of the people who come to my project will be considered at risk before they join, according to the definition of “risk” given in these Guidance Notes.
- My project will last for at least 9 months and up to 12 months.
- My project will take place at some point between April 2023 and March 2024.
- I have all the necessary safeguarding policies and procedures in place.
- The grant will be used for revenue items and not for capital costs, like building works or big, fixed items of equipment.
- I am applying for up to £25,000
- My organisation has a bank account with two separate signatories (registered in the name of the applicant organisation) into which a grant can be paid
- Funded activities will take place outside of curriculum time (i.e. lunch time, school holidays, or after school)
- My organisation has experience of collaborating with schools to provide physical and emotional welfare support to pupils. Provisions can include programmes focused on positive engagement with pupils through sport, health and/or educational attainment.
- My organisation has experience of working with young people at risk of exclusion or NEET
- I am able to prove my organisation is fully incorporated and constituted with its own bank account

Budget and Supporting Information

What will we pay for – and what won't we?

If your project involves costs for the following, we will pay for it (as long as the total is within the maximum limit of your requested amount, and you can show how the various things are needed to deliver your project effectively).

We will fund:

- **Staff delivery costs:** directly related to the running of your project. This could include sessional coaches or instructors, which might be roles created specifically for your project.
- **Staff training costs:** to equip your workforce with the skills, confidence and knowledge to support participants with in-person delivery after long periods of isolation and inactivity. Please note that the GLA is providing opportunities for support, training and networking as detailed above in the 'Future Ready Workforce Support Section' therefore bear this in mind if you are deciding to include extra training as part of your project budget.
- **Equipment:** the hire or purchase of any items of equipment or clothing you may need to run your project – including specially adapted items to ensure equal access and opportunity and also personal protective equipment (PPE).
- **Venue hire costs:** for example, what it costs you to rent a pitch or other type of space for your project.
- **Transport:** to help you, your staff and volunteers and your participants get to your project and back.

- **Refreshments:** for you, your staff and volunteers, and the people coming to your project (limit of 10% and food and soft drinks only)
- **Marketing information:** so that you can spread the word and make sure people know to come
- **Accessibility costs:** we are aware that making a project inclusive can incur additional costs. For example, when meeting deaf and disabled people's access needs. We encourage you to include any reasonable accessibility costs within your project budget.
- **Monitoring and evaluation costs:** to ensure you can sufficiently monitor and report on the impact of your project you **MUST** include at least 5% of your total budget for monitoring, evaluation, and learning costs

We won't fund:

- **Normal management and admin** salaries that aren't directly related to your project
- **General office costs and overheads** that aren't directly related to your project
- **Core capital costs** such as building works or large fixed items of equipment.

Do I need match funding?

There is no requirement for match funding. However, if you are receiving match funding, either in cash or 'value in kind', then let us know. Please tell us where your match funding is coming from and whether it has been confirmed. Value in kind funding might include volunteer time, free use of a venue, or the donation of equipment.

What is a good budget?

We generally like to see a 'balanced' budget, with as much details as you can put in at this stage. However, we assess budgets on a case-by-case basis, so as long as you can back up your requests and they fall within the total grant request and within the items listed above, this should be fine. Please make sure you provide a breakdown of your budget into the key headings and describe what each cost is associated to. This will help the assessor understand your budget against the project description.

The budget template will be on the [Sport Unites website](#) by the end of the day **20th January 2023**

If you are unsure or need help completing your budget, please get in touch with Cedric Kabongo cedric.kabongo@london.gov.uk

What supporting information/documents do I need to submit?

Before completing your application, please make sure you can meet these requirements:

- **You will be responsible for all financial and legal aspects of your project.** By the time of project delivery all successful applicants (including non-constituted groups) must have relevant insurance, risk assessments, public liability insurance, employers' liability and an up-to-date safeguarding policy (including digital safeguarding policies for any online delivery) if you are working with children, young people and vulnerable adults. You should tell us how you will meet these requirements in your application. If successful, you will be asked for copies of the relevant documentation at the funding agreement stage.
- **If applying as an organisation,** you must provide your organisation's governing documents.
- **If applying as a non-constituted group or unincorporated organisation,** you must provide a copy of a reference letter from a fully constituted and incorporated

organisation (that has its own bank account), which vouches for your work in the local community and confirms they can hold and ringfence the funds on your behalf alongside their governing documents. A letter reference template will be downloadable from [our website](#) from end of day 20th January 2023. Please download a copy and send the completed letter to cedric.kabongo@london.gov.uk with your budget document.

Can I submit other supporting information too?

We know it can be hard to bring your project to life in an application form. Therefore, you are welcome to upload photos, videos and social media links to show us what you do.

Please note that while we will not use this additional information as part of the formal scoring process, if we receive two projects which are scored the same, any supporting documents may be used as a 'tie breaker' to help us make a final decision about your award.

How to apply

How do I apply?

Applications are accepted via an application form; the link will be on our [website](#) by end of day **20th January 2023**.

The application deadline is **Friday 10th of February 2023 12 Noon**

We advise applicants to carefully read these '**Fund Guidance Notes**' before applying.

Can I talk to someone about my application before I apply?

Yes, we are happy to speak to you about your application so please get in touch with the Mayor of London's Sport Team

Email: cedric.kabongo@london.gov.uk

If you require the application materials in a different format let us know.

When will I find out if I have been successful?

Applicants will find out if they have been successful approximately 2 (working) weeks following a grant panel meeting. We expect to be in touch with everyone in March 2023.

Please contact cedric.kabongo@london.gov.uk if you would like feedback on your application.

Scoring Criteria

Criteria	Evidence Required	Weighting
Eligibility Questions	Must be able to answer Yes to all	Pass/Fail
Proposed Project and response to the brief	<ul style="list-style-type: none">• A proposal that demonstrates alignment with and understanding of the programme aims and needs• A clear and well-justified methodology and approach with a logical delivery plan• An innovative and flexible approach• An approach that is centred around participant experience and demonstrates an understanding of participant needs• A plan to identify and share emerging learnings about the programme delivery	35%
Partnership plan and experience working with schools and target participants	<ul style="list-style-type: none">• An experienced team with a proven track record of relevant experience as detailed above and good project management skills.• There should be clear evidence of the bidder possessing and allocating sufficient resource/capacity for the required scale of work.• Case studies of previous work relevant to this programme can be submitted as appendices.	20%

	<ul style="list-style-type: none"> • All necessary insurances must be in place and copies of relevant policies such as safeguarding must be included as appendices. • Evidence of your organisation's commitment to the principles of equity, diversity, and inclusion both as an organisation and in the work they produce 	
Impact Measurement	<ul style="list-style-type: none"> • A clear impact measurement and management plan • Provision of yearly and ad-hoc reviews and reports in-line with the framework for the programme to map the impact 	10%
Risks and Issues	<p>A response that outlines:</p> <ul style="list-style-type: none"> • Awareness of risks and issues associated with your proposed approach and how to mitigate these. • There should also be a clear explanation of the organisation's approach to good governance and the processes installed to ensure it, including data, due diligence and anti-fraud. 	10%
Value for Money	<ul style="list-style-type: none"> • A clear and considered budget with breakdown of costings including day-rates. • Number of participants and amount of activity they will be engaged in. 	25%

Successful Applicants

What happens if my application is successful?

If your application is successful, any award is subject to passing all due diligence checks which will be undertaken by the Greater London Authority. You will be asked to supply further information at this point on your organisation (or the organisation receiving the funds) as part of our due diligence checks. This includes:

- VAT registration number;
- Evidence of public liability and employer's liability insurance;
- A copy of the most recent audited accounts or a statement of the organisation's turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of trading/operations where this information is not available in audited form;
- A statement of the organisation's cash flow forecast for the current year;
- The organisation's budget for the current year; and
- Financial regulations (to include procurement rules).

You will be contacted by the Greater London Authority Sports Unit Team with a grant acceptance offer outlining the terms and conditions of the grant.

When will I receive my grant?

On passing our due diligence checks, and on receipt of your signed terms and conditions of the grant, you will receive your grant payment. The grant must be used exclusively for the Future Ready Fund project and you must keep an itemised record of your spending, with receipts, to show how your grant has been spent.

What will I need to monitor and report on?

We really want to hear about your project achievements and learning. All successful grantees will have to complete a Future Ready Fund 'End of Project Grantee Data Form'. This will ask you to report on the following:

- **Reflections on the whole grant** – we want to know about the achievements over the lifetime of the grant and what you're most proud of.
- **Beneficiary numbers and demographics** – who you reached and how many people participated in your project.
- **Activities** – what sessions did you put on and how often.
- **Outcomes** – how your project met the fund priorities.
- **Budget and finances** – you will be asked to submit evidence on how you spent your grant, including invoices.

End of Project Grantee Data gathering will form part of the Sport Unites and VRU impact measurement framework. This information will be shared with grantees prior to programme delivery.