



Building
**Brighter
Futures**
Fund

Hub Community Foundation Building Brighter Futures Fund

Information to help organisations complete the **Application form**.

Section 1 - Who are you? Tell us about your organisation.

1) Who you are - tell us about your organisation

Name of Organisation

This should be the formal name of your organisation

Legal Status

Applications are invited from a variety of entity types, including registered charities, companies limited by guarantee or shares and Community Interest Companies. The following are **not eligible** to apply for funding:-

- Sole trader.
- Local Authority.
- Educational establishment in receipt of statutory funding ie university, school or college.

2) As set out in your Articles of Association, please state what your charitable purpose is.

This is your formal charitable purpose, as set out in your governing documents such as your Articles.

3) What are the main aims and activities of your organisation?

This is your opportunity to demonstrate how the aims and activities of your organisation link with the aims of Hub Community Fund's ("HCF") Building Brighter Futures Fund.

4) Geographic coverage. Please tick all of the Local Authority areas you currently operate in.

We wish to fund a spread of activities across Scotland. Please tick all local authorities where you currently operate.

5) Please tell us about the makeup of your Management Committee and/or your Board of Directors and explain how your governance structure will support the delivery of the proposal.

Please describe your governance structure. You may refer to your Board of Directors as your Board of Trustees, and may use these terms interchangeably.



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Section 2 - Your finances

6) Please tell us your income, expenditure and unrestricted reserves for the last three financial years.

You should report your total income and total expenditure for each year. Please provide details of your unrestricted reserves, excluding any restricted reserves.

7) Please describe your reserves policy. How many months operational costs do your unrestricted reserves currently cover? If your current reserves are below the level set in your policy, describe the actions being taken to increase your reserves.

If you have a formal reserves policy, please provide a short summary of the policy and the reserves required to fulfil your reserves policy.

Please state whether your current reserves are in line with your reserves policy.

Where you have a shortfall to this reserves policy, please set out any plans you have to address this shortfall over the short, medium or long term.

8) Please upload a copy of your latest audited accounts

To assist with our due diligence process, we require a copy of your latest audited accounts, or if not audited, latest financial report, as well as your latest annual report. You are asked to upload these.

Section 3 - Your Proposal

9) Proposal title

Please provide the title for the proposed activities.

10) Please provide details of your proposal and how it will fit with the aims of the fund. You should include details of what the proposal involves, what activity the young person will undertake, how young people will be referred to you and how long young people will participate.

Please review the aims of the Building Brighter Futures Fund, as set out on Inspiring Scotland's website. Your proposal should focus on how you will further the aims of the Building Brighter Futures Fund by delivering your proposed activities and contribute towards tackling the significant inequalities in Scottish society by providing opportunities and activities which raise the attainment, ambition and aspirations of these disadvantaged young people.

Your summary must highlight how you will support increasing the formal/informal qualification/skills base of the young people participating and/or enable them to progress into activity which improves their learning, employability and employment (positive destinations).



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Please provide enough detail to enable us to understand:

- what the proposal involves,
- what activities the young person will undertake,
- how young people will be referred to you, and
- how long the young people will participate in the proposed activities.

11) How many additional young people do you expect to work with over the duration of your proposal?

Tell us your forecast for the number of young people who will benefit from the proposed activity in each year over the duration of delivery.

12) What is the age range of these young people?

Tell us the age range of the young people who will benefit from the proposed activities. The age range must be between the ages of 12 and 21 years old.

13) Please tell us how many of these young people you expect to achieve education/employment/training as a result of participation in your proposed activities. (Provide a breakdown for each category as appropriate). Please specify for each year any qualifications you expect the young person to gain, and in which year you would expect them to gain these qualifications.

Tell us your forecast for the number of young people who will achieve a positive destination in education, employment, or training from the proposed activity. If your proposed activities lead to attainment of a qualification, please provide details.

14) Which Hub territories will the proposal be delivered in?

The HCF is keen that the Building Brighter Futures Fund develops links between the proposed activities and the activities of the five Hubs. Please refer to the map of the territories and select all Hub territories where the proposed activities will be delivered.

15) What evidence do you have that the need exists for your proposed work with young people?

Please provide information on current sources of evidence that demonstrate why the proposal is required to support the most disadvantaged young people furthest from the labour market.

You will be expected to identify the source of all evidence (e.g. Scottish Index of Multiple Deprivation (SIMD) 2012).

Although there is no stipulation as to the percentage of SIMD areas involved in proposals, it is expected that any proposal which links to areas of deprivation will be in respect of the most deprived areas within a local authority area and targeted at the most disadvantaged young people. Activities for young people from the most deprived areas need not be delivered within that local area.



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16) Making specific reference to the Fund logic model, describe how your proposed activities will benefit young people and how you will measure success? Please mention specifically how you will track and measure the sustainability of the young person's destination.

Please provide details of how your proposed activities tie to the Fund logic model and the key outcomes you will deliver. It is important that you can also demonstrate and articulate how you will measure the outcomes to demonstrate and measure the success of your proposed activities.

Please also provide details of how you will track and measure the sustainability of the young person's positive destination.

17) Do you currently deliver these proposed activities, or similar activities or is it a new activity?

Please select the appropriate tick box to tell us if this is an existing activity, if you currently deliver similar activities, or if this is a new activity for your organisation.

18) If yes above, provide information on your proven track record of delivering this or similar activities?

We would expect you to provide a summary of your proven track record and to reference your independent evaluations of the impact (if applicable). You may wish to indicate how you will input lessons learnt into your proposal.

19) Do you have any experience of working with the 5 Hubs or their infrastructure projects?

Please review the Hub website (<https://www.scottishfuturestrust.org.uk/page/hub>) for details of the five hubs and their infrastructure projects and detail your experiences, if any, of working with the Hubs or their infrastructure projects.

20) If yes above, please describe how you have worked with current Hubs or the infrastructure they have built.

Please provide details of work you have undertaken that involve the Hubs or the infrastructure projects completed by the Hubs. Full details of the infrastructure projects can be found on the Hub website (<https://www.scottishfuturestrust.org.uk/page/hub>).

21) Does this proposal link to any of the current Hub projects? A full list of the current Hub projects can be found through the Scottish Futures Trust website.

Please select yes or no, as appropriate.

22) If yes above, please give details.

If you answered yes to question 21, please provide details of the Hubs or infrastructure projects completed by the Hubs that your proposal will link to.



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23) Describe the skills and experience of staff who will be responsible for delivering your proposed activities, and what qualifications / accredited training they have?

Please detail the full experience of the staff identified to deliver the proposal and explain whether the staff required to deliver the proposal are already employed by your organisation.

If you will require to recruit staff to deliver the proposal, please state the minimum qualification requirements for the role and the estimated time required to place an appropriate candidate into the role.

Section 4 - Monitoring & Evaluation

24) Outcome 1 - Young people demonstrate improved confidence, resilience & core skills

If appropriate, please select the appropriate measures for your proposal. Your proposal may support more than one Outcome, but must support at least one outcome to be applicable for funding.

25) Outcome 2 : Young people participate in activity which improves their learning, employability and employment options

If appropriate, please select the appropriate measures for your proposal. Your proposal may support more than one Outcome, but must support at least one outcome to be applicable for funding.

26) Outcome 3: Young people demonstrate improved employability prospects by gaining accredited qualifications

If appropriate, please select the appropriate measures for your proposal. Your proposal may support more than one Outcome, but must support at least one outcome to be applicable for funding.

If you use other indicators to measure success, please detail them in the text box provided.

27) Outcome 4: Young people participate in positive activity making them more successful contributors to society and the economy

If appropriate, please select the appropriate measures for your proposal. Your proposal may support more than one Outcome, but must support at least one outcome to be applicable for funding.



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Section 5 – Costings

28) What is the total cost of the proposal?

Please provide the total cost of your proposal, split by year. If you wish the Building Brighter Futures Fund to fund the full project, please include the total cost under the “Requested from Building Brighter Futures Fund” column.

If you are seeking matched funding, please split the total cost between that requested from the Building Brighter Futures Fund and Matched Funding.

When completing your budget, please be aware of the following restrictions:

- Funding awards will range from £20,000 to £60,000 per annum for up to 3 years.
- The Building Brighter Futures Fund will not provide support to capital projects.
- Up to 10% of the costs of the proposal may be the allocation of central costs, such as management time, IT support or office costs.

29) Do you have any match-funding in place for the proposal?

Please select the appropriate tick box.

30) If you have identified match funding from other sources to support delivery of your project, please provide details, including the source of funding, the amount and what it is for.

Please provide details of any existing matched funding and any conditions attaching to this matched funding. If you are successful in your application we will require evidence of the matched funding.

31) Please upload a draft budget for your proposal covering all years you are seeking funding. You should include a breakdown of appropriate costs such as salaries, travel, accommodation, marketing etc.

Please upload your draft budget for the proposal, breaking down the costs as appropriate. There is no set template for your budget, but please ensure your approach provides the appropriate level of financial detail.

32) Please explain how financial oversight of the project will be managed. If you have a dedicated financial manager for the project, please describe her/his role in relation to the service.

Please explain how the finances of the proposal will be managed and overseen. You may wish to include reference to your governance and oversight processes. If the oversight will be provided by a dedicated financial manager, please describe their involvement in the proposal and any financial qualifications they have.



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Section 6 - Statement of Acceptance

33) I/we apply on behalf of the organisation named above for a grant as proposed in the application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

Please review your answers before certifying that, to the best of my knowledge and belief, the statements made by me in this application are true and the information provided is correct.