Youth Covid-19 Support Fund

Application Guidance

Updated: 28/01/2021
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What is the Youth Covid-19 Support Fund?

Funding is available, on a competitive basis, to support the stability of youth clubs, uniformed youth groups, and national youth and umbrella organisations. It comes from the Government’s £16.5m package of support for the Youth Sector.

Background

Covid-19 has had an unprecedented impact on young people and the youth sector meaning the financial viability of many smaller youth organisations is at serious risk.

DCMS has agreed to establish a Youth Covid-19 Support Fund as part of the Government’s support to the youth sector. The Youth Covid-19 Support Fund, is open to grassroots youth clubs, uniformed youth groups, and national youth and umbrella organisations. It will help to mitigate the impact of lost income during the winter period due to the coronavirus pandemic, and ensure services providing vital support can remain viable.

The funding will be allocated from the Government’s unprecedented £750 million package of support which is benefiting tens of thousands of frontline charities, so they can continue their vital work. More than £60 million of this package has already been provided to organisations working with vulnerable children and young people.

Aims of the fund

This fund will focus on enabling the struggling, but most impactful, youth organisations to continue operating, where they may have scaled back service provision or temporarily closed due to reductions in their income following Covid-19. This would ensure that young people, especially those who are disadvantaged, have uninterrupted access to services, and could prevent local grassroots organisations from permanent closure. The aim is to prevent further atrophying to the youth sector in the years to come.

The fund will support small grassroots organisations including uniformed groups, and large umbrella and network organisations. The flexibility of the grants, in that they will fund expenditure which has already taken place, seeks to reflect the financial situation that organisations are faced with as a result of the Covid-19 pandemic.

Management of the fund

PricewaterhouseCoopers (PwC) have been appointed on behalf of DCMS to administer the grants. UK Youth will be working with them to support effective use of sector insights and knowledge sharing. PwC’s role is to manage the grant process on a day-to-day basis to achieve the objectives of the fund. Oversight will be provided by DCMS who will make all funding decisions. Additionally, an independent panel, convened by DCMS, will contribute to decisions on national awards.

Assessment will be based on priority of need, with applicants requested to provide evidence of how Covid-19 has impacted their financial viability, resilience, and sustainability. Organisations will need to evidence their reserves position, current management accounts, and state any other HMG funding they have already received.
This pack gives further guidance to help you apply for the grants. This is in addition to the information on our website https://datatech.pwc.com/DCMS_YCSF/Information.aspx

Is my organisation eligible?

The fund is open to specific parts of the youth sector, as outlined below. The FAQs provide further information on the eligibility criteria.

The following eligibility criteria apply:

<table>
<thead>
<tr>
<th>Title</th>
<th>Definition</th>
<th>Grant size caps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local youth clubs or uniformed youth groups</td>
<td>Defined as a place where young people, from within the locality, can meet and participate in a variety of youth work activities. The young people who benefit should be aged between 5 and 19 years old, or in the case of individuals with special educational needs up to 25 years old.</td>
<td>lower of £250k, 25% of annual expenditure per the most recent annual accounts, or total evidenced deficit from November 2020 – March 2021. The award value will be based on the relative financial need across all successful applications.</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National youth and umbrella organisations</td>
<td>Defined as an organisation which works across, or in a region of, England to support organisations in the youth sector. Evidence of organisation’s status as an umbrella body will be assessed, for example, through reference to the organisation’s constitution or mission statement.</td>
<td>lower of £2m, 25% of annual expenditure per the most recent annual accounts, or total evidenced deficit from November 2020 – March 2021. The award value will be based on the relative financial need across all successful applications.</td>
</tr>
</tbody>
</table>

Registration status

You must be one of the following:

- A registered Charity;
- An Excepted Charity that is a local youth group; or
- A not for profit organisation or Community Interest Company, registered with the relevant regulator.

Any reporting requirements to the relevant regulator should be up to date at the time of applying.

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1 As outlined in the “How do I apply?” section, there is an option for applications to be submitted on behalf of another organisation as an agent. If you are part of a network you may find it helpful to consult your umbrella, regional or national body for support on the application process.
You must have at least one (local or uniformed groups) or three (national organisations) sets of annual accounts prepared to the relevant legal standard.

The three most recent accounts should be submitted. Except in the case of local or uniformed groups that have been established more recently in which case all that are available, but not less than one, set of accounts is required.

Requirements for entities registered with The Charity Commission or eligible Excepted Charities:

<table>
<thead>
<tr>
<th>Income/asset level</th>
<th>Required to submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income below £25,000</td>
<td>Accounts</td>
</tr>
<tr>
<td>Income between £25,000 and £1,000,000</td>
<td>Accounts which have been independently examined or audited</td>
</tr>
<tr>
<td>Income above £1,000,000 <strong>OR</strong> gross assets over £3.26 million and income over £250,000</td>
<td>Accounts which have been audited</td>
</tr>
</tbody>
</table>

Requirements for entities which are not registered with The Charity Commission:

- Accounts prepared, and if necessary audited, to the standard required by Companies House.

England only

- This funding can support eligible organisations in England only.

Essential criteria

- At risk of insolvency before March 2021 or will be forced for other financial reasons to cut their provision.

- If demonstrating a risk of insolvency, the below factors would be met currently or by March 2021:
  - the organisation is unable to pay its debts as they fall due (the cash flow test).
  - the value of the organisation's assets is less than its liabilities, taking into account contingent and prospective liabilities (the balance sheet test).

- Who were financially viable prior to the impact of Covid-19 (Dec 2019) and have a robust plan to be viable after March 2021.

- Who are able to evidence demand, including a waiting list for their services.

- Who have relevant experience and evidence of delivering successful outcomes for young people.
● That their provision represents good value for money including through the use of volunteers.

● Who show commitment to monitor and evaluate the impact of the funding.

Additional considerations – we will prioritise applications from organisations:

● Where access to youth services in a local area is limited (for example by provision and transport access) and whose loss would further reduce opportunities for young people.

● Who deliver positive activities such as sports, culture and where they support young people to volunteer.

● Who can maximise the impact of the grant by use of volunteers and/or match funding.
How can my organisation benefit?

Grants will be offered, through a competitive application process, to support the viability of eligible youth sector organisations.

The intention of the funding is to reduce the risk of insolvency and reduction in provision, of organisations that were and will continue to be financially viable but are impacted by short term challenges due to Covid-19. The funding can only be used to cover any deficit during the period from November 2020 – March 2021.

How much can we apply for?

The following caps will all be applied:

- Local organisations
  - 25% of annual expenditure
  - or
  - Deficit from Nov 2020 - March 2021*
  - or
  - £250,000

- National organisations
  - 25% of annual expenditure
  - or
  - Deficit from Nov 2020 - March 2021*
  - or
  - £2,000,000

*The deficit which can be funded must account for any other funding received (i.e. we can only fund any remaining deficit). The deficit should also only include eligible costs as outlined in this section. This funding should not be used to increase reserves above the level at 31 October 2020.

We may be required to further adjust the amount of funding awarded to successful applicants, depending on the volume and quality of other applications received. If the amount requested exceeds these caps, then the actual amount awarded will be reduced.

Example: Anytown Youth Club

Anytown Youth Club had an annual income of £10,000, expenditure of £9,850 and reserves of £300 in their last financial return. Their accounts are prepared on a cash basis. Total cash income is forecast to be £4,000 and total expenditure is forecast to be £6,000
during the period November 2020 - March 2021. £500 of additional funding has also been secured. They can apply for the lower of:

- 25% of annual expenditure (£9,850 x .25 = £2,462.50)
- Deficit from November 2020 - March 2021 = £4,000 (income) - £6,000 (expenditure) + £500 (other funding) = £1,500

Anytown Youth Club should apply for no more than £1,500

What can we fund?
Costs incurred between 1 November 2020 and 31 March 2021 that enable the organisation to remain viable, open, reopen or partially reopen, where this represents a value for money approach and where the proposed activity is in line with Government Covid-19 guidance. The funding can be applied retrospectively to eligible expenses already incurred during this period that have not been funded by another external source.

<table>
<thead>
<tr>
<th>Eligible costs</th>
<th>Ineligible costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Essential business expenditure, such as staff salaries, and fixed/operational costs:</td>
<td>● Costs that are eligible to be covered by other strands of Government support, for example, furloughing and business rates.</td>
</tr>
<tr>
<td>○ Rent</td>
<td>● Retrospective costs incurred before 1 November 2020.</td>
</tr>
<tr>
<td>○ Utility costs</td>
<td>● Operating costs beyond 31 March 2021.</td>
</tr>
<tr>
<td>○ Insurances</td>
<td>● Redundancy costs.</td>
</tr>
<tr>
<td>○ Facility or equipment hire</td>
<td>● New projects/activity that are not essential to your continued operations.</td>
</tr>
<tr>
<td>○ Core staffing costs (including casual workers) that cannot be met elsewhere by other government funds (e.g. Furlough)</td>
<td>● Capital expenditure.</td>
</tr>
<tr>
<td>● Equipment (which is not capitalised) to ensure compliance with public health requirements.</td>
<td>● Covering costs/losses already supported through other sources, including any other DCMS and Government schemes.</td>
</tr>
<tr>
<td>● Supporting the retention of specialist skills and expertise.</td>
<td>● Costs related to campaigning or the promotion of political or faith beliefs.</td>
</tr>
</tbody>
</table>

Please note, this means the costs must be related to the eligible period (November 2020 - March 2021). The basis for allocating income and expenditure should be on a consistent basis with your accounts (a cash basis or accruals basis).

Example: Accruals basis
Townsville youth club pays £2,000 rent annually. They have paid £2,000 on 2 January 2020 (January - December 2020) and on 2 January 2021 (January - December 2021). For the cost of their rent they can claim, with the required evidence, a total of £833.33.
- £333.33 (£2,000 / 12 * 2) for November - December 2020 against their payment in 2020
- £500 (£2,000 / 12 * 3) for January - March 2021 against their payment for 2021.

**Example: Cash basis**

Anytown youth club pays rent quarterly of £300, on 31 December and 31 March. The total expenditure allocated can be £600.

£300 (December) + £300 (March) = £600
How do I apply?

The easiest and quickest way to apply is using our online portal. Alternatively, if that is not possible, you can complete the downloadable application form and email or post it to the addresses provided.

The deadline for applications at 5pm, 19 February 2021. We encourage you to apply as soon as possible as it may enable us to disburse funds more quickly.

Check

- Review the fund documents.
- Check you are eligible to apply, can provide the required evidence and accept the Terms and Conditions

Register

- Create an account on the scheme portal: https://datatech.pwc.com/DCMS_YCSF/Information.aspx

Apply

- Complete online form
- Upload / attach evidence
- Read the declaration and Terms and Conditions carefully

Respond

- The Grant Administrators may contact you with you queries.
- Please respond to any queries on a timely basis.
- If successful, we will request bank account details and perform further checks at this stage

Need support applying?

We will offer ongoing support throughout the application window. These will be tailored to the needs of the sector so please continue to check our website which will continue to be updated with details.

We have also provided a number of reference materials to support you which are available on our website:

- Frequently Asked Questions – will continue to be updated
- How to guide – support with using the application portal
- Fund Launch Webinar – visit the website to view the recording.
Applying on behalf of another organisation

The option is available for an application to be submitted on behalf of another organisation as an agent. This may apply, for example, where an umbrella organisation applies on behalf of one of its member groups.

An individual application form is needed for each organisation the agent is applying on behalf of and they will be assessed consistently with all other applicants. Multiple applications submitted by one agent will still be assessed individually and applying in this way will not impact on the outcome of the application process.

If an award is made it will be paid directly to the beneficiary organisation and not to the agent for onward distribution. As part of applying the agent will need to confirm that the beneficiary organisation has accepted the declaration in the application form, which includes commitments to participate in monitoring and evaluation of the Fund.

To reduce burden and duplication, it is recognised that there may be instances where common answers can be provided to some questions for organisations that are part of a network. For example, describing the nature of activities or by providing standard policies. Individual organisations may still apply independently of their national or umbrella body, using guidance provided by them including making use of and tailoring common answers.

Only one application may be submitted either directly by or on behalf of one the beneficiary organisation.

Unable to submit via the portal?

There is also a printable form that you can choose to fill in, which can be completed, scanned, and emailed to uk_ycsfgrantadministration@pwc.com, along with all the relevant supporting documentation. The form is available for download on our website. If sending by post is preferred it can be sent to the address below. Please ensure it arrives by the closing date as late applications cannot be accepted.

Youth Covid-19 Support Fund, c/o PwC, 8 Laganbank Road, Belfast, BT1 3LR
What information do I need to provide?

Please review the information required carefully. Submitting a complete application in the first instance will mean that it can be assessed more quickly, potentially increasing the speed of funds being disbursed.

You will need to tell us how Covid-19 has impacted your resilience, financial viability and sustainability. The application form questions and attachments cover the following areas:

All applicants

Resilience

- How you have taken advantage of other Government schemes and measures which have been introduced since the pandemic began.

Financial viability by 31 March 2021

- How your organisation was financially viable before the Covid-19 pandemic took hold.
- The current financial status of your organisation now, including the current level of reserves, the impact Covid 19 has had on these, and the impact on reserves without this grant.
- Your plans to either fully or partially remain open or reopen, where it represents a value for money approach.

Sustainability

- Set out the youth activity you plan to progress and the impact it has on supporting young people. For example: regularity of delivery, target age group and number of young people reached.
- The financial controls, monitoring and reporting processes you have in place to ensure the effective financial management of your organisation.

Additional requirements for national organisations

- How you have reduced your organisation’s core costs in order to ensure your organisation is more financially resilient.
- How you have exhausted all other reasonable options to ensure that your organisation remains financially viable, including affordable lending, viable alternative options for commercial, contributed and philanthropic income, and using your own resources.
- A plan showing what activity you anticipate delivering between 1 January 2021 and 31 March 2021 to include any prolonged closure period and outline budgets.
**Deficit Calculation**

The ‘Grant overview’ section of the application form is used to calculate the total deficit from November 2020 – March 2021. As noted previously the award value is capped at the level of deficit forecast during this period.

It is important that the management accounts are consistent with the figures calculated on this page and show how the deficit position has been calculated.

The deficit is calculated using the following fields on the application form:

“Please tell us your forecast income and expenditure for the period November 2020 - March 2021:"

<table>
<thead>
<tr>
<th>Income (excluding any additional support)</th>
<th>MINUS</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADD</td>
<td>Total of confirmed additional support</td>
</tr>
<tr>
<td></td>
<td>EQUALS</td>
<td>Deficit</td>
</tr>
</tbody>
</table>

We will calculate the deficit using the information entered into the application form.
Documents required

You will need to provide the following documents to accompany the application form. You are free to submit documents in their existing format, subject to the below requirements.

We will take a proportionate view of the documents provided. For example, accounts from small local youth group are expected to be less formal and complex compared to those from a large national organisation. All documents should be prepared to the legal standard required of your organisation.

<table>
<thead>
<tr>
<th>Document</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual accounts</td>
<td>• Three years' full financial statements prepared to the relevant legal standard for an organisation of your size and status.</td>
</tr>
<tr>
<td></td>
<td>• For local organisation only, if you have been established more recently then all accounts should be provided, but not less than one.</td>
</tr>
<tr>
<td>Management accounts</td>
<td>• Should show your organisation’s actual income and expenditure against your original budget for the year and your forecast income and expenditure to 31 March 2021.</td>
</tr>
<tr>
<td></td>
<td>• It should include a monthly split, and cover at least 12 months, including the period November 2020 – March 2021.</td>
</tr>
<tr>
<td></td>
<td>• Income and expenditure should include detail, either of individual income/expenditure items or categorised by type (for example, fundraising, government grants etc.).</td>
</tr>
<tr>
<td></td>
<td>• It should be consistent with the figures provided in the application form to calculate the surplus/deficit from November 2020 – March 2021 and be clear in how the surplus/deficit position is calculated.</td>
</tr>
<tr>
<td>Balance sheet</td>
<td>• In the same format as the balance sheet in your annual accounts.</td>
</tr>
<tr>
<td></td>
<td>• A snapshot of the position at 31 October 2020</td>
</tr>
<tr>
<td></td>
<td>• Including levels of restricted and unrestricted funds.</td>
</tr>
<tr>
<td>Safeguarding policy</td>
<td>• Copy of safeguarding policy, along with a statement detailing how your safeguarding procedure protects employees, beneficiaries or volunteers from harm.</td>
</tr>
<tr>
<td></td>
<td>If you do not have one this will be requested at a later date and will be a condition of receiving the grant.</td>
</tr>
<tr>
<td>Risk management</td>
<td>• Outline of the organisation’s risk management and</td>
</tr>
</tbody>
</table>

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approach

reporting approach (for example, risk management policy)

● Counter-fraud plan (approach to preventing and identifying fraud) including identification of specific risks and mitigations.

● Assurance plan outlining the steps that will be taken, processes in place or oversight over use of the grant funds (including use of internal audit where applicable and such a function exists).

National organisations only:

Activity plan

● A plan showing what activity you anticipate delivering between 1 January 2021 and 31 March 2021 to include any prolonged closure period and outline budgets.

DCMS reserves the right not to consider incomplete or partial applications.
What happens next?

We aim to begin awarding the highest priority applications within two to three weeks of application. This may vary based on demand. At the latest we expect to inform you within two to three weeks following the closing date of applications.

Check
- Our Grant Administer will check eligibility, complete due diligence checks, and prioritise applications based on need.
- We may ask clarification questions, where required on an exceptional basis.
- Ineligible and incomplete applications will be rejected at this stage.

Decide
- For local organisations, DCMS officials will review the funding recommendations and decide on awards.
- National level organisations will be reviewed and decided by DCMS and Senior Sector experts.
- We will inform you of the outcome.

Pay
- We will request bank account details and perform further anti-fraud checks.
- The Grant agreement will be issued.
- Following receipt of a countersigned copy we will issue the funds to a verified bank account.
- The payment will be made in the next scheduled payment run.

Monitor
- We will request updates through regular reporting, to confirm that funds will be spent during the eligible period and the status of your organisation.
- There will be a post-event assurance process, to assess the use of funds in more detail.
# Frequently Asked Questions

Please review the below questions and answers prior to submitting an application. If you have any further questions, please get in touch through the ‘Contact Us’ section of the website. The FAQs will continue to be updated on our website.

## Eligible organisations

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>We are not registered as a charity – can we apply?</td>
<td>You will be eligible to apply, subject to the other criteria, if you are an excepted Charity that is a local youth group, which includes uniformed groups. Sole traders or other organisations who fall outside these groups will not be eligible.</td>
</tr>
<tr>
<td>We are a sports club, are we considered a uniformed group?</td>
<td>Unfortunately, not. For the purpose of the fund, recognised uniformed groups are:</td>
</tr>
<tr>
<td></td>
<td>● Army Cadets Force</td>
</tr>
<tr>
<td></td>
<td>● Boys’ Brigade</td>
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<tr>
<td></td>
<td>● Fire Cadets</td>
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<tr>
<td></td>
<td>● Girls’ Brigade</td>
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<tr>
<td></td>
<td>● Girlguiding</td>
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<td></td>
<td>● Jewish Lads’ and Girls’ Brigade</td>
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<td></td>
<td>● Royal Air Force Cadets</td>
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<td></td>
<td>● St. John Ambulance</td>
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<td></td>
<td>● Sea Cadets</td>
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<tr>
<td></td>
<td>● The Scout Association</td>
</tr>
<tr>
<td></td>
<td>● Volunteer Police Cadets</td>
</tr>
<tr>
<td>We are newly established and have not yet prepared our first set of accounts. Can we apply?</td>
<td>At least one set of annual accounts is needed to apply. These should be prepared to the relevant legal standard for the size and type of organisation, so we accept that they will be less formal and detailed for smaller excepted charities.</td>
</tr>
<tr>
<td>Can the funds be paid into a personal bank account or the</td>
<td>No, the funds can only be paid to a UK bank account in the name of the organisation applying.</td>
</tr>
</tbody>
</table>
account of another organisation? This cannot be a personal bank account or to a proxy account.

If your application is successful we will verify your account details as part of the award process.

As a national organisation can we disburse funds to our network or should they apply separately? A national organisation’s application should cover only their own costs. This funding is not intended to be used for onward grant making.

Any network member organisations will be able to submit their own applications or you may apply as an agent on their behalf as outlined in the ‘How do I apply?’ section.

As a local organisation we deliver a range of services, some of our beneficiaries are young people. Are we eligible to apply? To be eligible, the majority of the services provided and primary aim of the organisation should relate to supporting eligible young people. Only costs relating to youth services should be included in the calculation of the deficit and the amount claimed.

We have received other support from the government or elsewhere. Are we eligible? Possibly. We can only support eligible costs which have not been met elsewhere, subject to the caps outlined in the guidance. In considering whether to apply please consider the amount of eligible expenditure you have less what has been funded elsewhere. The other support should be included in the application form and will be used to adjust the deficit value.

Can a joint application be made? Each organisation should have a separate application. However, it is possible for an application to be submitted on its behalf, for example by an umbrella body as an agent.

We are not currently providing any services due to Covid-19 restrictions. Can we apply? Yes, you are eligible if services have been temporarily stopped.

The forecasted surplus/deficit should be based on your best estimate of income and expenditure given the circumstances. While expenditure may be reduced at current, the funding can be used to recoup expenditure during the period November 2020 - March 2021. Reserves expected at 31 March 2021 should not exceed the level at 31 October 2020 following receipt of this funding.

Will we be able to apply for funding to cover the shortfall in core costs? The eligible spend categories are included in the Application Guidance. Subject to these criteria the
funds can be used to recoup a shortfall in essential business expenditure, such as staff salaries, and fixed/operational costs.

If we operate in multiple locations are we still eligible?
Yes, an organisation can operate over multiple locations if otherwise eligible.

You will note that one of the priorities for funding and questions on the application form relates to the availability of other local services. Please answer the multiple-choice question based on your largest location and use the free text box to explain the other locations and whether they are near other similar services.

Are National Youth organisations which support young people across the UK eligible?
Yes, however funding can only support the part or proportion of costs that relate to England. Where this can be split into distinct operations then only the English operations can be covered. If there are shared costs then this funding can only contribute to a population-based share or a fair allocation, if less. The basis of this calculation should be shown in the management accounts.

What constitutes a network? Does it need to cover all of England or be only in a specific region?
A network would include organisations who are individually constituted but have an ongoing formal connection with the umbrella or national organisation. For example, they may be required to meet certain governance requirements or pay a membership fee.

Note that this funding should not be used for onward granting to the network members, who may submit separate applications.

A national or umbrella organisation can focus on a specific region. There is no need to cover all of England.

Are local authority services eligible to apply?
Local authority services will not be eligible.

We operate as a local youth club, however our income is over £1m. Are we eligible?
With the removal of the £1m condition this organisation is eligible to apply for local grant.

Is there a cap on the size of the organisations eligible to apply?
No, previous income-based caps have now been removed.

What is the definition of a young person with special educational
We value the work being done with all age groups, but the fund will only be able to support age groups
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needs? (In order to be eligible for funding up to 25 years old)

to the upper limits referenced by the Statutory Guidance on Youth Services Duty (the age of 19, or 25 in the case of those with SEND), as this is the statutory basis for our policy interventions.

We are not solely a national umbrella organisation supporting other youth charities. We do our own direct delivery too. Are we able to apply to this fund?

Unfortunately not, the National funding is only organisations who do not directly deliver activities. Incidental activities, such as trading, are not a barrier to applying.

### Application process

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can we apply for both types of grant?</td>
<td>It would not be possible to apply for both a national and local grant due to the differing criteria.</td>
</tr>
<tr>
<td>I need help with my application. Who can I contact?</td>
<td>If you are part of a network, we would recommend seeking support from your umbrella, national or regional body if appropriate. We will have limited capacity to respond to individual queries and as a competitive process we cannot provide specific support to complete the application. However, we will offer ongoing support throughout the application window. These will be tailored to the needs of the sector so please continue to check our website which will continue to be updated with details. We have also provided a number of reference materials to support you which are available on our website:  ● Frequently Asked Questions – will continue to be updated  ● How to guide – support with using the application portal  ● Fund Launch Webinar – visit the website to register or view the recording. If this doesn’t answer your question, please email your question to us at <a href="mailto:uk_ycsfgrantadministration@pwc.com">uk_ycsfgrantadministration@pwc.com</a>. We will provide responses through updates to the Frequently Asked Questions on our website.</td>
</tr>
<tr>
<td>How will I know if I’ve been successful?</td>
<td>We will inform you as soon as a decision has been made on your application.</td>
</tr>
<tr>
<td>Is the fund awarded on a first come first served basis?</td>
<td>To distribute funding as soon as possible, we will make some initial awards on a rolling basis, prioritising those deemed to...</td>
</tr>
</tbody>
</table>
basis? have the greatest level of need against the stated criteria.

Once the application window closes, we will complete the awards process, reviewing assessment scores against the criteria, across all eligible applications that have been submitted. Applicants are encouraged to apply as soon as possible before the closing date 19 February at 5pm. Applying earlier may mean we can disburse funds sooner to successful applicants.

When will I receive funding? Funding will be disbursed based on need. Assuming the need for immediate funding is clear and approved by DCMS, then we will include your organisation in the payment run that follows receipt of a signed grant offer letter.

If I am unsuccessful, can I appeal? There is provision for appealing. The grounds for appeal include:

- You believe the rejection is unfair or discriminatory;
- There are special merits to this case which should be taken into account;
- We have failed to follow the process published in our Terms and Conditions and Application Pack documents.

If you wish to appeal your decision contact us by email setting out the grounds for appeal. Please note the appeals process will be open for 1 calendar month from the date of rejection.

Can I apply more than once? Due to the emergency nature of the funding we are only accepting one application from organisations.

Can we make amendments to the terms and conditions? Unfortunately, we will not be able to accommodate changes to the standard terms and conditions. They are accepted as part of the application process.

What support is available for smaller organisation to submit an application? We will be offering further support which will be listed on the website. Please continue to submit any specific questions or areas of interest so that we can tailor the support available.

How accurate does the claim amount need to be? It is understood that in the current environment that forecasts will change, and we request that forecasts are produced to be as accurate as reasonably possible based on how you expect services to be provided until March 2021. We will review the requested management accounts to assess that there is a reasonable basis for the figures forecasted and compare them to past years. It may therefore be helpful to add notes to clarify any significant movement or to explain the basis of figures.

We will continue to follow up with successful applicants to monitor the level of spend and that all funds can be used before 31 March 2021.

We are a small We will take a proportionate view of the information provided and
organisation who does not maintain formal management accounts.

How can we apply?

We are an umbrella organisation and do not directly deliver activities. What information should we provide?

Grant Overview section - Does the forecast income and expenditure relate to our predicted income and expenditure as set in the organisations budget, before the Covid-19 pandemic and associated lockdowns took effect?

Finance section – should figures be based on our predicted income pre Covid-19 as listed in our budget, or what we believe our income to be for the financial year given the impact the lockdown has had on our services?

Understand that documents will vary based on the size of the organisation.

In asking for management accounts we are seeking some backup of the figures you have provided in your application. This may be a simple a document showing the calculation of the deficit for small organisations. Please see the Documents Required section for the requirements of each attachment.

Where information is requested about delivery of activities this refers the reach of your network. For example, the number of young people should be an estimate of the total number of young people supported by your members.

Any financial information should solely relate to the umbrella body.

The figures requested as part of this section should be based on your latest best estimate.

The forecast should be based on your most recent estimate, including the impact of Covid-19 on the organisation.
## The Fund

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>We’ve paid for an eligible cost in September 2020 for the period October - December 2020. Is this eligible?</td>
<td>Only eligible costs incurred for the period November 2020 - March 2021 are eligible. If you account on an accruals basis, the costs for November and December would be eligible in this example, even if paid outside the grant period. You should prorate the cost (⅔) in your application. If you account on a cash basis, then this cost would not be eligible.</td>
</tr>
<tr>
<td>Will we definitely receive funding and at the level requested?</td>
<td>No. This will be a competitive process with a fixed amount of funding available. The awards we can make will vary based on the volume and quality of applications received.</td>
</tr>
<tr>
<td>Must all the funding be spent by us before 31 March 2021?</td>
<td>Yes. This may be on an accruals or cash basis, however, cannot be a combination of both. It should be allocated to expenditure incurred in the period from November 2020 - March 2021. If reserves were used to fund any of this expenditure temporarily then this funding may be used to restore those reserves. However, it cannot be used to increase reserves beyond the level at 31 October 2020.</td>
</tr>
<tr>
<td>Can the employer contributions toward furloughed employees be covered?</td>
<td>Yes, this is eligible as long as it is not funded elsewhere. \</td>
</tr>
<tr>
<td>Can funding support an expansion in services to meet increased Covid related demand?</td>
<td>This fund is intended to support stabilisation of the youth sector. However, it does not specify or control the services that an organisation may choose to provide, as long as they are in line with the criteria of applying for funding.</td>
</tr>
<tr>
<td>Can we purchase equipment required to be Covid-19 safe?</td>
<td>Only PPE and other equipment necessary to be ‘covid-19 safe’ may be included in the expenditure. Please note, any capital costs that meet the criteria to be capitalised in your accounts cannot be funded.</td>
</tr>
<tr>
<td>If successful, what is expected of us post-award?</td>
<td>As part of applying you agree to provide ongoing updates. We will request updates on expenditure of the grant funding and status of the organisation. A provider will be appointed to perform post-event assurance which review use of the grant funding after it has been spent and grantee are required to</td>
</tr>
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</table>
support this process. You are also required to support the Evaluation process.

What would be considered an average funding figure for the grant?

The funding awards are based on need, though capped as described in the Application Guidance.

We have received or expect to receive other grants – will that be considered double funding?

The deficit from November 2020 – March 2020 that is calculated as part of the application process should include the impact any other confirmed funding. The award will be capped at this level to prevent double funding.

If you are awaiting the outcome of funding application, we will confirm with you the status of those applications at the time of award and may need to adjust the award amount if further funding is received.

Receiving other support does not exclude you from applying.
Data Policy

We are strongly committed to protecting personal data. This privacy statement describes why and how we collect and use personal data and provides information about individuals’ rights.

DCMS has authorised PwC, supported by UK Youth, to administer the Youth Covid-19 Support Fund on its behalf.

Privacy notice

This privacy statement describes why and how PricewaterhouseCoopers LLP (“PwC”, “we”, “us”, or “our”) collects and uses your personal data in connection with the Youth Covid 19 Fund (“fund”, “grant”) and provides information about your rights.

Personal data is any information relating to an identified or identifiable living person. This privacy statement applies to personal data provided to us, both by you or by others and any personal data created in connection with your grant application. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

We adhere to internationally recognised security standards. Our information security management system relating to client confidential data is independently certified as complying with the requirements of ISO/IEC 27001: 2013. We have a framework of policies, procedures and training in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the data we hold secure.

Who controls the information you provide?

The data controller is PricewaterhouseCoopers LLP (the limited partnership registered in England under registration no. OC303525 and with its registration address at 1 Embankment Place, London, WC2N 6RH).

If you have any questions about this privacy statement or how and why we process personal data, please contact us at:

Data Protection Officer
PricewaterhouseCoopers LLP
1 Embankment Place
London
WC2N 6RH

Email: UK_privacy_information_management@pwc.com

Why are we collecting and processing your personal data?

We will collect personal data in connection with the grant as described below.
Personal data provided directly by you:

- Your name and contact details in respect of your grant application

We use personal data for the following purposes:

- To assist in the grant application, and to contact you to discuss the progress of your application;
- Where necessary to perform fraud checks and assess your application and suitability for the youth covid-19 support fund
- As part of the evaluation process

Our lawful basis for this processing is that it is necessary for PwC’s and DCMS’s legitimate interests to ensure a fair and compliant grant evaluation process.

Will we share your personal data?

- The personal data will be shared internally within PwC with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service.
- Full application data will be shared with DCMS for purposes including making award decisions. This may be shared with other government offices.
- Data will be shared with UK Youth to support in providing this service
- Data will be shared with the Evaluator and Post-event assurance providers appointed by DCMS to the level of detail required to deliver those services.
- We may also share your personal data with third parties if we are required to do so by law — for example, by court order, or to prevent fraud or other crime.
- If we are required to share details of your application further or use your responses to illustrate findings, we will ensure that neither you nor the organisation you represent are identifiable.
- DCMS may share information (excluding personal data) relating to your application with third parties outside government where required to do so by law, for example in accordance with access to information regimes (these are primarily the Freedom of Information Act 2000, and the Environmental Information Regulations 2004).
- Information may be used as part of an evaluation to be published, however this will not include personal data.

How long will we keep your personal data for?

The personal data is held and stored by PwC for no longer than is necessary, and in a safe and secure manner, in compliance with Data Protection legislation and with PwC’s Retention Schedule.

Your rights over your personal data
You have certain rights over your personal data. Data controllers are responsible for fulfilling these rights. Where we decide how and why personal data is processed, we are a data controller.

Individuals’ rights are the right of access to personal data, to rectification of personal data, to erasure of personal data / right to be forgotten, to restrict processing of personal data, to object to processing of personal data, to data portability, the right to withdraw consent at any time (where processing is based on consent) and the right to lodge a complaint with a supervisory authority.

For further information about your rights as an individual) please visit https://www.pwc.co.uk/who-we-are/privacy-statement.html.

Your right to complain

You also have the right to lodge a complaint to the Information Commissioner’s Office about our practices, to do so please visit the Information Commissioner’s Office website: https://ico.org.uk/concerns.

Please confirm below that you have read and understood this statement and agree with its terms.

If you need any further information, please contact: uk_ycsfgrantadministration@pwc.com
## Definitions

The definition of key phases used in this guidance and the application form are included below.

<table>
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<th>Term</th>
<th>Definition</th>
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| Excepted Charity            | Some charities are 'excepted' from charity registration. This means they don't have to register or submit annual returns. Apart from that, the Charity Commission regulates them just like registered charities and can use any of its powers if it needs to.  
For the purposes of this fund a charity is excepted if its income is £100,000 or less and is a local youth group, subject to the other eligibility criteria of the fund. |
| Local Youth Groups          | Defined as a place where young people, from within the locality, can meet and participate in a variety of youth work activities.                                                                                                                                   |
|                             | The young people who benefit should be aged between 5 and 19 years old, or in the case of individuals with special educational needs up to 25 years old.                                                                                                          |
| Uniformed groups            | For the purposes of the fund, recognised uniformed groups are:                                                                                                                                              |
|                             | ● Army Cadets Force  
● Boys' Brigade  
● Fire Cadets  
● Girls' Brigade  
● Girlguiding  
● Jewish Lads' and Girls' Brigade  
● Royal Air Force Cadets  
● St. John Ambulance  
● Sea Cadets  
● The Scout Association  
● Volunteer Police Cadets |
| National youth and umbrella organisations | Defined as an organisation which works across England to support organisations in the youth sector.                                                                                                       |
|                             | Umbrella body applicants must have at least 10 clubs in their network.                                                                                                                                 |
| Agent                       | An umbrella, national or regional body who, for the purposes of this process, can apply on behalf of an organisation within their                                                                         |
own network, with the consent of that organisation

Accruals basis | Where income or expenses are recorded when a transaction occurs rather than when payment is received or made

Cash basis | Where income is recorded when cash is received, and expenses when they are paid in cash

Free reserves | Unrestricted funds available for spending and are therefore calculated by taking the total unrestricted funds of a charity and deducting any balances not available for spending (such as assets, investments and designated funds)

Current assets | Cash and other assets that are expected to be converted to cash within a year.

Current liabilities | Amounts due to be paid to creditors within twelve months.

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**Additional Information**

If you have any questions or issues not covered in the dedicated Guidance Note or FAQ section of the website, please don’t hesitate to get in touch through the ‘Contact Us’ section of the website. Due to the volume of enquired received we are not always, however will be issuing regular updates to the FAQs.

Should you require the application form in large print, please use the ‘contact us’ at uk_ycsfgrantadministration@pwc.com.