



**Children & young people  
Small Grants Fund for  
Creative climate change  
projects**

**~APPLICATION PACK~**

**Coronavirus update, 19th March 2020**

## **Overview**

Despite the announcement that schools will close on 20th March to help manage the country's response to the Covid-19 pandemic, we have decided that this small grant scheme should proceed. We have, however, made some revisions to the application process, including the deadline and this application form. These amendments are in red text through this document.

We hope this scheme can provide resources to support those working with young people to engage them in constructive and creative ways during this uncertain period but we understand the need for flexibility in our approach. We wish to emphasise that we welcome creative and innovative ideas, including new ways of working (virtually) together, and that the funds provided by the grant can be used flexibly to enable young people to participate remotely.

Thank you for downloading this application pack. We are keen to support anyone who might require support in completing or submitting the application form. If you have any questions relating to the award, the application form or process, please contact:

Russell Jones, Programme Manager or Monique Campbell, Community Engagement Officer on 0141 330 2747 or email [info@gcph.co.uk](mailto:info@gcph.co.uk) and someone will be in touch.

### **Who are we?**

The Glasgow Centre for Population Health, established in 2004, generates insight and evidence and supports new approaches to improve health and tackle inequality. Various aspects of our work relate to climate change, both in terms of adapting to, and mitigating its effects. Some examples include our work on sustainable and active forms of travel, increasing the sustainability of food systems and increasing community resilience in the face of climate change. (For more information on climate change and public health, see [https://www.gcph.co.uk/resilience\\_and\\_empowerment/resilience\\_and\\_public\\_health/climate\\_change\\_and\\_public\\_health](https://www.gcph.co.uk/resilience_and_empowerment/resilience_and_public_health/climate_change_and_public_health)).

### **What is the aim of the award?**

The aim of the award is to amplify the voices of children and young people in Glasgow on the impact of climate change on health and wellbeing, in anticipation of the [COP26 UN Climate Change Conference](#) to be held in Glasgow in November 2020.

## What are the award priorities?

We look forward to receiving application proposals that address:

1. The climate emergency: As Glasgow prepares to host COP26 in November, we want to encourage a creative discussion with children and young people about the climate emergency.
2. Health and wellbeing: We are already beginning to see the impacts that climate change will have on physical and mental health and wellbeing. We are keen to receive proposals that explore how children and young people feel about these impacts and the responses that are needed.
3. Coproduction: We want to hear from children and young people directly. We are interested in proposals that have children and young people's involvement and ownership at each stage of the process.
4. Diversity: Climate change will affect us all, but we know that some groups have been given more opportunity than others to discuss it. We are interested in proposals that include the perspectives of people we hear from less often in this debate.
5. Sustainability: Creative work has environmental impacts. Proposals should consider the materials and energy that projects will use and whether more sustainable methods are possible.
6. Innovation: This is a creative project and we are looking for proposals that engage audiences in new and imaginative ways.

## What are we looking for?

All forms of artistic or creative expression are welcomed. These could include, but are not limited to: visual arts, dance, theatre, performance, digital media, literature/poetry, music, song or crafts.

To showcase all works an event will be held on **Wednesday 7<sup>th</sup> October** at The Lighthouse, Mitchell Lane, Glasgow. Representatives from all projects, including children and young people, will be invited to attend and work produced through the programme will be shown to an invited audience of influential policymakers and practitioners.

Despite the current Covid-19 pandemic, we are still planning to hold this event at the Lighthouse, but we will review this nearer the time, once circumstances are clearer. We are committed to showcasing all of the submissions and are investigating online platforms for this instead – or in addition to – an event.

At a later date, we also ask that representatives from each project engage with us in a brief conversation on learning through the process of applying for and undertaking the project.

## **What funding is available and what can it be used for?**

Four levels of funding are available. These are £500, £1,000, £1,500 and £2,000.

Award payments will be allocated in the following stages:

- 50% on award/commencement of project<sup>1</sup>
- 30% on submission of interim project update
- 20% on completion of project

Funding is available for covering the costs of: materials, room/rehearsal space hire, staffing costs, transport costs, audio-visual equipment hire, software costs, professional fees or any other relevant costs associated with undertaking your project.

In light of the current Covid-19 pandemic, we welcome creative and innovative ideas, including new ways of working (virtually) together. The funds provided by the grant can be used flexibly to enable young people to participate remotely (e.g. to cover the cost of internet access) or to participate in line with current infection control guidelines.

All payments will be made by CHEQUE, so please make sure that your address details are correct.

Please note also that, if projects are not completed, GCPH retain the right to withhold a portion of funds and/or require funds be refunded.

## **Who can apply?**

The Small Grants Fund is intended for organisations located in and around Glasgow working with children and young people up to the age of 26. We would like to encourage a diverse range of groups to apply from all sectors of the community across Greater Glasgow. Non-profit organisations, schools and voluntary and community groups are eligible to apply.

## **What is the assessment process?**

All applications will be reviewed by a panel. Applications will be assessed against the award aim and priorities as detailed above.

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<sup>1</sup> As it is likely your organisation will not currently be on the NHS GGC suppliers list, there may be a delay of four to six weeks in the receipt of the initial payment. Please take this into consideration when describing your project.

## **Key dates**

- Application deadline is 5pm on **Thursday 2nd April 2020**.
- We will aim to provide notification of decisions by email on **Wednesday 15th April 2020**.
- Interim update required mid/late June 2020.
- Projects to be completed and submitted by early/mid September 2020.
- Projects to be showcased in The Lighthouse on Wednesday 7th October 2020.

## **Application requirements**

Applications/projects must:

1. Address the Aim and Priorities of the Award, as detailed above.
2. Involve children and/or young people up to the age of 26 living, working, volunteering or attending an educational establishment in the Greater Glasgow area.
3. Be submitted by an organisation that can provide a bank account with two signatories and headed notepaper containing their address.
4. Be submitted by an organisation that is compliant with the Equalities Act 2010.
5. Be submitted by an organisation that is compliant with the Protection of Vulnerable Groups (Scotland) Act 2007 which introduced the PVG Scheme in November 2010.
6. Be submitted by an organisation that is compliant with the relevant health and safety and licensing requirements.
7. Be submitted by an organisation that holds appropriate public liability and employers' liability insurance.
8. Be received by **5pm Thursday 2nd April 2020** via email to [info@gcph.co.uk](mailto:info@gcph.co.uk), or by post to:

Glasgow Centre for Population Health  
3<sup>rd</sup> Floor, Olympia Building  
Bridgeton Cross  
Glasgow  
G40 2QH

**Application Form**

Please tell us about your proposed project in this section. This is the most important section when it comes to the panel making a decision about whether you will receive funding. Continuation sheets are provided at the end of the application should these be needed.

**Your idea**

What would you like to do? (max 100 words)

What creative output will your project generate that could be showcased on **Wednesday 7th October** at the Lighthouse, Mitchell Lane, Glasgow **or documented through taking a photo, video or voice recording of the piece to be showcased online?**

**How does your proposed project address the priorities of the award?**

**1. The climate emergency:** In a few sentences, how will your work address themes of climate change?

**2. Health and wellbeing:** In a few sentences, how will it specifically consider the health and wellbeing of children and young people in the context of the climate emergency?

**3. Coproduction:** In a few sentences, how will children and young people be involved at each stage of the creative process?

**4. Diversity:** In a few sentences, how will your project include those who have been under-represented in discussions of the impacts of the climate emergency?

**5. Sustainability:** In a few sentences, what are the environmental impacts of your project and what will you do to make the process more sustainable?

**6. Innovation:** In a few sentences, what is unique about how you will present your work to audiences?

How will this project help your organisation to work towards its **own aims**?



## Application checklist

Eligibility criterion	Yes/No	Comment
Does your proposal address the six priorities of the award, as detailed above?		
Does your proposal involve children and/or young people up to the age of 26 living, working, volunteering or attending an educational establishment in the Greater Glasgow area?		
Can your organisation provide a bank account with two signatories and headed notepaper containing the organisation's address?		
Are your organisational practices compliant with the Equalities Act 2010?		
Does your organisation meet your legal requirements under the under Protection of Vulnerable Groups (Scotland) Act 2007 which introduced the PVG Scheme in November 2010?		
Can your organisation meet the required health and safety and licensing requirements?		
Does your organisation have appropriate public and employers' liability insurance? (if applicable)		

## Project costs

Which funding amount would you like to apply for?

£500     £1000     £1500     £2000

What will you spend these funds on?

Please provide an estimate of costs under separate headings, for example: materials, room/rehearsal space hire, staffing costs, transport costs, audio-visual equipment hire, software costs, professional fees or any other relevant costs associated with undertaking your project.

Budget heading	Detail of expenditure	Estimated cost

	<b>TOTAL</b>	

If awarded, will this grant be used for (please tick one):

New work  Existing work  One-off Sponsorship?

**Organisation details**

What is the full legal name of your organisation?

Does your organisation use a different name in your day-to-day work?

What type of organisation are you? (Tick as appropriate).

A charity/not-for-profit organisation (if so, please provide charity number:)

A school

Other (Please specify):

A voluntary or community group

When was your organisation set up?

What is the main or registered address of your organisation? This is where funds will be posted via cheque.

What is your organisation's web address (if applicable)

Please tick to confirm that you have a bank account in the name of the organisation above (if a small grant is awarded payment cannot be made to individuals)

**Main contact**

Job title

Full name

Email

Telephone number

Please tell us about any particular communication needs this contact has

Please tell us who else will be involved in the project team

**Bank account**

Tell us the name of your organisation, as it appears on the bank statement

Bank account details

Sort code:

Account number:

Building society number:

**Declaration**

**I confirm that I am authorised to sign this declaration on behalf of the applicant.**

**To the best of my knowledge and belief all information provided in this application is true and accurate.**

<b>Role/ post held in organisation</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Email</b>	
<b>Signature</b>	<b>Date</b>

**(electronic signature is permitted)**

**Data Protection Statement**

The information supplied on the Application Form will be used to process your application. Your personal details will not be disclosed by us to any third parties without your prior consent.

Continuation sheets

