

## **Young Person's Guarantee Employability Funding – Supporting 16 to 24 year olds in Midlothian Fund Value £600,000**

Applications are welcome from community groups, charities, social enterprises, public sector bodies and private employability providers who can provide employability support for 16 to 24 year olds in Midlothian. Please note the eligibility reflects the guidance from Scottish Government and is unique to this funding stream. **In addition applications should be for £10,000 and above, deliverable within a 6 month timeframe from October 21 to March 22.**

Community groups or charities must be constituted and have a bank account, alternative governance documentation will be accepted for public or private sector. You must have prior experience of providing employability support to this age group.

All applications should demonstrate how they meet the priorities of the Youth Guarantee as set out by Scottish Government. The main objectives of the fund as detailed in the local authority grant award letter from Scottish Government to Midlothian Council are to:

- Utilise the resource flexibly to deliver employability support in Scotland for eligible young people aged 16 to 24 years who need additional support to move towards achieving sustainable outcomes.
- Provide formal Learning Agreements for young people accessing support.
- Provide a range of support that allows local partnerships to align this support with other employability programmes, including the UK Government's job placement programmes.
- Utilise available data to identify most in need and to prevent and reduce the number of young people becoming or remaining unemployed or inactive.
- Support more young people to participate in good quality external employability programmes.
- Support young people to participate in good quality external formal volunteering opportunities.
- Support young people to access employment opportunities with employers, for example through Employer Recruitment Incentives (ERIs) which must be in line with the ERI Framework.
- Increase the number of young people engaged in learning and skills development.
- Increase the number of young people achieving qualifications.
- Utilise the knowledge and expertise of local employability partners, including third sector organisations, to design and deliver pre-employment support.
- Reduce levels of in-work poverty and support the career progression of young people.
- Provide targeted support to young disabled people, helping to reduce the Disability Employment Gap.
- Support inclusive sustainable outcomes by helping to tackle inequalities within the labour market.
- Provide up-to-date and relevant information to young people and employers seeking to access the support provided by the Guarantee.

### **Milestones which will be measured through the programme include:**

- The number of young people engaging with employability support and training through the local authority, broken down into age groups and by protected characteristics identified in line with local need.
- The progression of young people towards education, training or employment.
- The number of young people taking part in employment opportunities supported by the Young Person's Guarantee.
- The number of young people achieving sustainable outcomes.

- Engagement with and support provided to young people from protected characteristic groups and care experienced young people.

**Applicants must be able to provide information on how they will track and provide the information as detailed above. You will be expected to provide update reports quarterly for submission to Scottish Government.**

**Funding can be requested for the following aspects:**

- Training and development of key workers to ensure they are gender and diversity competent and equipped to support all participants particularly those with additional support needs.
- Providing appropriate opportunities, provision and support to eligible young people through purchasing a mixed economy of provision to meet individual needs.
- Participant expenses, including travelling expenses for attending external training sessions.
- Travelling expenses for Key Workers in connection with providing support to participants.
- Employer Recruitment Incentive Costs.
- Employer engagement costs, for example recruitment events
- Specialist support required for participants in the programme.
- Investment in Third and Private Sector provision of employability support for young people.
- An allowance for participants whilst undertaking employability training.
- Employability key worker costs relating to: direct management and administration and workforce capacity in providing support to eligible young people\*
- Improving the promotion of the Guarantee to ensure that young people and employers can access appropriate information and support.
- Capacity building within the local partnership to improve local partnership working and ensure delivery of objectives and milestones within the Grant.
- Administration associated with programmes covered by the Guarantee, such as ERIs.

**The following areas cannot be funded:**

- Any Value Added Tax (VAT) reclaimable by the Grantee.
- Employability support for those out with the eligible age range of 16-24 years.
- Costs covered by core employability investment within local authorities.
- Costs for key worker hours utilised for work on other employability programmes.
- Council or other organisation/agency general overhead charges - capital, management, administration, accommodation, travel and subsistence costs.
- Any programmes or activities which do not have the aim of assisting participants to access or progress into or towards employment or further education.
- Any goods or services not received by the Grantee by the end of the final financial year.

**Use local data and young people's views to inform your application** - Applications should demonstrate and utilise available local data to identify areas of need and must provide evidence of this. Useful sources of local data are available from the Single Midlothian Plan, Skills Development Scotland, NOMIS and from local consultations. Our local employability partnership including the youth platform have highlighted some key local priority areas. These include:

- Supporting young people who have experience of the care
- Supporting young people with additional support needs
- Supporting young people from protected characteristic groups
- Barrier removal – financial and practical support for example PVG costs, clothes,
- Financial support to undertake specific work related courses or achieve certificates to work in certain areas including: fork lift ticket, land and countryside related tickets, food and hygiene, work first aid, customer service, CSCS, driving related supports, communication and presentation at online interviews

- Support to improve health and wellbeing increasing likelihood of positive destination
- Coaching support
- Digital and ICT including basic and higher levels
- Skills boost intensive courses have worked well for example over 3 weeks
- Capacity building support for the LEP and successful partner providers including engagement of young people in service co-design and upskilling partners in equalities and new work practices and emerging growth employment areas.
- Volunteering and Work Experience
- Supporting young people with training allowances who do not have access to EMA.

**The grant will cover the period of 6 months from October 2021 to March 22. Therefore projects need to be able to be implemented quickly and how you will achieve this needs to be detailed in your funding application.**

### **Tips for Completing your Application Form**

Please provide all of the critical details in the bid itself, rather than attaching it in supporting documentation. Do not assume the scoring panel has prior knowledge of your organisation or project, even if you have been funded previously.

Subheadings and bullet points are helpful for breaking up long sections of text!

#### **Question 1**

##### **How many people will benefit?**

Be as specific as possible. Based on your best estimate, please tell us how many people or organisations will participate in the funded activity or receive services from it. Numbers should be realistic rather than over-optimistic.

#### **Question 2**

As clearly as possible, tell us here WHAT you want to do with the grant. Please describe the activities or services you will deliver and how you will deliver them: for example: face to face or online, by using new or existing members of staff, volunteers, sessional workers or other. Please also tell us how you will be able to put your project in place quickly due to the 6 month funding window.

#### **Question 3**

This is where you link what you will actually deliver with the benefits that you want to make, and give us an idea of how you will show that through monitoring and evaluation as requested by Scottish Government linking to their objectives and milestones.

**Outputs** are the specific goods, services or activities that will be delivered. Please be as specific as possible about the activity and the estimated numbers of people who will take part.

For example:

- *5 training workshops will be delivered to roughly 20 people each*
- *10 new volunteer opportunities will be created for people in our community garden and 5 will secure a gardening qualification*
- *100 people will be offered individual advice and support*

**Outcomes** are the changes that you will make as a result of the activities. Ideally, they should be presented using words such as 'more', 'better', 'improved,' 'increased,' etc. You should link your outcomes to the outputs that you are delivering as directly as possible.

For example:

- *Training participants will have greater skills and self-confidence, leading to better outcomes in the labour market*
- *Volunteers will experience better mental health and reduced isolation*

**Monitoring and Evaluation** is how you will know you have made a difference. You may use different methods depending on your project, but this could include tracking statistical data, characteristics of participants, barriers and training/job outcomes, baseline self-statements and progression statements for example in confidence levels at interviews, evaluation forms, focus groups, one to one feedback sessions, or other. You should consider your baseline knowledge, i.e. what you know at the START of the project so that you can measure the changes. It will be essential to measure where clients or beneficiaries are at the beginning and at various intervals throughout the project, not just at the end. Can you also state how you will practically undertake the tracking of the statistics required and what systems you will use in terms of participants and their achievements?

#### **Question 4**

In this question, we want to know WHY this project is needed. A strong bid will provide evidence of need, which may come from direct community engagement or research that you have done or data from existing sources. We'd like to know how your project will fill a gap in services and be confident that it will not duplicate work that may already be going on.

Here we also want to know how you believe your project will help meet the objectives and milestones of this fund as detailed above.

#### **Question 5**

We like projects to be connected with what is already happening here in Midlothian. Please also use this section to tell us WHICH other local organisations or agencies you may be working in partnership with and some details of that partnership. For example, tell us if you're collaborating on delivery, signposting, referring people to them or taking referrals from them. You can also tell us if you're using their premises or drawing upon their expertise in some way.

We want to see that you've already done some of the groundwork in terms of building these relationships, so please give us some detail about how you've established links.

#### **Question 6**

We want to know about the expertise and skills you have within your organisation and how that makes you best placed to deliver this project. Examples might include:

- Knowledge of and established links with the local community;
- The skills, knowledge and experience of volunteers and/or directors;
- Staff members with expertise;
- Your organisation's track record in delivery;
- Training that your team has undertaken
- Assets and resources you have, including space, equipment, etc.

#### **Question 7**

It is not enough under this question to say that your organisation supports equal opportunities and is open to everyone in the community. Consider:

- Consider how you will promote and target those from protected characteristic groups.
- What Policies and Procedures do you have in place that promote accessibility? If you do not have an equal opportunities policy then you may wish to write one. Contact MVA if you need assistance to do so.
- What do you do to make your premises accessible e.g. ramps, opening hours, outreach.
- How do you market your services to make sure that everyone knows about them e.g. marketing to under-represented groups, Plain English, Other languages, large print?

- How do you support vulnerable service users to participate? Do you give them additional support?
- Do you do any active work with your service users on equalities?
- Do you work in partnership with any specialist organisations?
- Do you provide training on equality and diversity for staff and volunteers?

### **Decision making**

Grant applications will be assessed against the extent to which the project or programme of work will:

1. Meet the objectives and milestones of the funding stream.
2. Address unmet need.
3. Reduce inequalities, help people most in need to progress on their employability journey
4. Make a difference to the people you are working with.
5. Complement or add to existing services and resources.
6. Provide evidence of partnership working and how local young people have been involved in the planning of the proposal.
7. Provide details of how you will be able to quickly put your project in place due to the 6 month funding period.
8. Be delivered by organisations with the skills and experience to deliver effectively.
9. Include clear costing and timescales that demonstrate value for money.
10. Provide robust knowledge of the tracking and monitoring systems you will put in place to ensure effective reporting and tracking.

You will find out by the end of September 2021 if your application has been successful.

### **Further Support**

If you need any additional support or further information, please contact:

Annette Lang, Education Manager (Communities, Lifelong Learning and Employability)

Email: [Annette.Lang@midlothian.gov.uk](mailto:Annette.Lang@midlothian.gov.uk)

