



**Nottingham**  
**City Council**

# Clifton Neighbourhood Board's Youth Activities Grant

2026-2027

Applicant Guidance Notes

## 1. Introduction

This guidance is intended to provide information to potential applicants to the Clifton Neighbourhood Board's Youth Activities Grant 2026-2027, administered on behalf of the Board by Nottingham City Council.

Clifton Neighbourhood Board are looking to use funding from its Pride in Place Programme to improve the range of activities and engagement interventions available to young people aged 0-25 years old within the Clifton area.

Funded through the Pride in Place Programme for Clifton, the grant operates over a one stage application process by the submission of a full application.

Clifton Neighbourhood Board recognises that improving outcomes for young people are vital to long term growth and opportunities for the whole community, and this has been reinforced by the feedback received from members of the community on funding priorities. We also recognise that these activities provide an ideal opportunity for local residents to engage with volunteering opportunities and build social cohesion.

### Examples of eligible projects

- Targeted youth outreach to engage positively with young people who are at risk of causing anti-social behaviour.
- Activity sessions based within a community setting as a diversionary activity on evenings and weekends.
- Play-and-learn sessions for children and their parents.
- Targeted interventions for young people not in education, employment or training (NEET).

All activities must be completed by 30<sup>th</sup> June 2027.

Nottingham City Council on behalf of the Clifton Neighbourhood Board are looking to allocate all of the funding available through this scheme in year 1 using a single application window in May 2026 and issue grant agreements by the end of June 2026. The grants will be issued for 1 year, and the Board reserves the right to extend grants in future years.

## 2. Grant Amount

The funding available to organisations through this grant scheme is **revenue** funding. This funding can only be used to cover the costs of delivering events and activities for young people within the Area of Benefit for the Clifton Neighbourhood Board (please see map of the boundary). Whilst activities may be open to young people from outside the area the majority of participants must live the boundary.

Up to £10,000 in revenue funds are available per applicant. The minimum amount available per application is £1,000.

Organisations will need to provide details of when the activities will be delivered as part of the application process. The grant will be paid on a 40/40/20 basis, i.e. 40% upon signing a grant agreement, 40% upon successful reporting of delivery after 6 months and 20% upon successful completion and reporting of the project (at 12 months). Therefore, applicants should consider their own cash-flow situation when planning the timing of the project, paying project invoices etc.

Payment of grant funds to support cash-flow can be considered if it is included as part of the application, however, grant recipients would be required to repay any grant received if any works or equipment included in the application is not delivered, or purchased, as specified in their grant agreement.

All grants are made at the discretion of Nottingham City Council on behalf of the Clifton Neighbourhood Board and are subject to availability.

### **3. Match Funding**

Although match funding is not required, there is an opportunity for applicants to identify the value of an in-kind contributions in their application.

Neighbourhood Boards have been strongly encouraged to consider match funding from the private, public and third sectors and leverage options when selecting communities and place projects to fund. This will maximise the value for money and impact of the fund

### **4. Eligible Projects**

The Clifton Neighbourhood Board Youth Activity Grant aims to support projects that deliver some, or all, of the following outputs and outcomes, based on the Neighbourhood Board's 10-year vision for Clifton:

#### **Enhancing life chances**

- Service provision and access: the number and type of services available and usage rates of community services by different demographics.
- Education and skills development.
- Number of young people engaged in skills training, apprenticeships, or further education.
- Number of local job placements, internships, or work experience opportunities for young people.
- Participation in career advice or employability programmes.
- Access to mental health and wellbeing services for young people.
- Participation in sports, arts, and cultural activities.
- Self-reported wellbeing and resilience (via youth surveys).
- Number of young people involved in youth councils or engaged in co-designing services or leading community projects.
- Targeted outreach to underrepresented or disadvantaged groups.

- Reducing barriers to access
- Increased volunteering opportunities.

## 5. General Eligibility Criteria

To be eligible to receive a grant your organisation **must**:

- Be located within, or deliver your services within, the administrative area covered by Nottingham City Council (note activities funded must be delivered within the Clifton area of benefit)
- Have been in operation for at least 12 months
- Not have an outstanding debt with Nottingham City Council

### Projects NCC is interested in funding

We are particularly looking to receive applications, from Organisations that will:

- Increase the number of activities delivered, and increase attendance, amongst children and young people in Clifton up to the age of 25 years
- Provide activities which are developed with young people, giving them an opportunity to co-design and shape future plans.
- Increase the number of local volunteering opportunities
- We particularly encourage projects that aim to engage the most vulnerable in our communities, and those which aim to address the exclusion or isolation of residents due to their age, gender, ethnicity, health or sexuality.

### This funding can be used to contribute to:

- the salary costs of colleagues involved in the delivery of the events and activities and / or in the management, administration and reporting associated with this grant.
- volunteers' expenses
- costs of marketing and promotion of the events and activities
- Other costs associated with the delivery of the events and activities

Please note - there will be a separate grant available for standalone events or events celebrating a short series of activities

## 6. Ineligible Project Costs

There is no definitive guidance on which costs are ineligible. However, the following cannot be supported by grants:

- Reimbursement of goods / services already purchased prior to the date of a grant offer letter
- Financial charges, such as bank charges and interest
- Organisations in difficulty
- Organisations subject to an outstanding order for the recovery of illegal State Aid
- Activities that may bring Nottingham City Council into disrepute
- Costs associated with gaining statutory permissions or consents
- This list is not exhaustive, and specific items can be checked for eligibility with the Economic Development Grants team.

## 7. Safeguarding and Wellbeing of Young People

All grant applicants must demonstrate robust safeguarding arrangements and effective risk management processes as part of their application. The award of any grant will be conditional upon the successful applicant having the following up-to-date arrangements in place:

- A named Designated Safeguarding Lead (DSL);
- Written safeguarding policies and procedures that are current and compliant;
- Disclosure and Barring Service (DBS) checks at the appropriate level for all relevant staff\*;
- Clear lone working and off-site visit protocols; and
- Appropriate Public Liability Insurance cover.

*\* Nottingham City Council (NCC) must complete a Confirmation of DBS Disclosure Form for any staff who have access to the participants and/or their data and whose salaries are included within a grant application. Where this confirmation has not been completed, grants cannot be paid.*

Any safeguarding incidents will be required to be reported within 24 hours to both the Council's DSL and the Council's Grant Manager (via [econdev.grants@nottinghamcity.gov.uk](mailto:econdev.grants@nottinghamcity.gov.uk)).

## 8. Procurement

Where organisations are able to claim back the VAT, the grant should only be used to cover the net cost (i.e. the cost excluding VAT).

All supplier quotes must clearly specify if VAT is applicable, and state the price including and excluding VAT.

If your chosen supplier is not VAT registered, we will require an email verification from them to confirm this.

For purchases between £2,500 - £10,000, (within the grant allocation of £1,000 - £10,000) three written quotes or prices must be sought from relevant suppliers of goods, works and / or services.

You will need to detail **all** proposed contributions in the Budget and Profile tab of Appendix B, with further details of purchases in the Procurement tab including the 2 quotes you didn't use.

You **must**:

- Not have signed any contracts for work or equipment for which grant funding is sought. Any purchases / contracts initiated prior to a grant award will not be eligible for funding
- Have an organisation bank account
- Have all the necessary permissions, licences and insurances to operate your organisation
- Satisfy that the proposals are viable, offer value for money, are realistic and deliverable

You **agree** to:

- Give consent to Clifton Neighbourhood Board and Nottingham City Council to involve your organisation in publicity for the grant scheme, e.g. press releases, case studies and photographs (subject to commercial sensitivity).
- Partake in periodically agreed monitoring after the grant payment, which will help us to assess the success of the overall grants programme.

## 9. Areas Covered

Be located within or deliver your services within the Clifton area (see map in Appendix A)

## 10. Outputs and Outcomes this Project Will Help to Deliver

Outputs	Notes / Comments
Total number of activities / sessions (similar to those included in application) <u>that you are currently planning to deliver?</u>	If you are delivering one activity or session each week for 26 weeks, record this as 26 activities, not 1. If you are not awarded the grant and will not deliver any activities, please enter 0.

<p>How many (unique) individuals will attend the activities?</p>	<p>If the same 20 people attend an activity or session each week for 26 weeks, record this as 20 individuals, not 520 (20 × 26).</p> <p>For the Jan–Jun 2027 period, include only the number of new individuals who have not already taken part in activities between Jul–Dec 2026.</p> <p>Do not include parents or carers of young people attending the sessions.</p> <p>If you are not awarded the grant and will not deliver any activities, please enter 0.</p>
<p>How many individual volunteers will support the activities?</p>	<p>If the same 3 volunteers support an activity session each week for 26 weeks, record this as 3 volunteers, not 72 (3 × 26).</p> <p>For the Jan–Jun 2027 period, include only new volunteers who did not volunteer during Jul–Dec 2026.</p> <p>If you are not awarded the grant and will not deliver any activities, please enter 0.</p>
<p><b>Outcomes</b></p>	<p><b>Notes / Comments</b></p>
<p>Total number of activities / sessions (similar to those included in application) <u>you would deliver if awarded this grant?</u></p>	<p>If you had planned to deliver one activity or session per week for 26 weeks, and this would increase to two sessions per week if awarded the grant, this should be reported as 52 activities, not 2.</p>
<p>How many (unique) individuals will attend these activities?</p>	<p>If the same 20 people attend an activity or session each week for 26 weeks, this should be reported as 20 individuals, not 520 (20 × 26).</p> <p>For the Jan–Jun 2027 period, include only the number of new individuals who have not previously taken part in activities between Jul–Dec 2026.</p> <p>Parents or carers of young people attending the sessions should not be included in the number of individuals attending.</p>
<p>How many individual volunteers will support these activities?</p>	<p>If the same three people support an activity session each week for 26 weeks, this should be reported as three volunteers, not 72 (3 × 26).</p> <p>For the Jan–Jun 2027 period, include only new volunteers who did not volunteer during Jul–Dec 2026.</p>

## 11. Timeframe

The Clifton Neighbourhood Board Youth Activity Grant will be open to applications **until 23:59 on Sunday 7<sup>th</sup> June 2026**.

Projects awarded funding will be required to spend their grant award by the date or timeframe stated within the Grant Offer Letter and Grant Agreement.

All projects funded through the Scheme **must be** fully completed and all grant funding **spent** by applicants by 30<sup>th</sup> June 2027.

## 12. Application Process

### Step 1 – Full Application

If your organisation and project is eligible for support through the Youth Activity Grant, you should send in your full application form, which can be found using the following link:

### Step 2 – Project Assessment

Completed applications must be sent by email to [econdev.grants@nottinghamcity.gov.uk](mailto:econdev.grants@nottinghamcity.gov.uk) by **23:59 on Sunday 7<sup>th</sup> June 2026**.

Application assessment will involve four stages;

1. Gateway – using Section 1 of the application form
2. Scoring – using Section 2 of the application form

The maximum score for each question in the application form is 5, based on the scoring framework below, but some are weighted through the multiplication of the assigned score. For example, a score of 5 weighted by a factor of 4 will equal a total score of 20. The maximum score and multiplication weightings are shown on the application form in the dark grey box to the right of each question.

Score	Assessment	Description
0	Unacceptable	Response to the question is unacceptable or no response received. Does not give the Fund confidence in the ability of the bidder to deliver the proposed project.

1	Poor/Weak Response	Inadequate detail provided or some of the answer not directly relevant to the question. Is supported by none or a weak standard of evidence in several areas giving rise to concern about the ability of the bidder to deliver the proposed project.
2	Below Expectations	Limited information provided, and/or a response that is inadequate or only partially addresses the question giving rise to concern about the ability of the bidder to deliver the proposed project.
3	Satisfactory Response	Acceptable response in terms of the level of detail, accuracy and relevance. Is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the bidder to deliver the proposed project.
4	Good Response	Comprehensive response in terms of detail and relevance to the question and supported by good standard of evidence. Gives the Fund confidence in the ability of the bidder to deliver the proposed project. Meets the Fund's requirements.
5	Very Good Response	As Good, but to a better degree in terms of precision and relevance. Is comprehensive and supported by a high standard of evidence. Gives the Fund a high level of confidence in the ability of the bidder to deliver the proposed project.  May exceed the Fund's requirements in some respects, for example, added value such as integration/synergy with other projects.

### **3. Moderation**

Scores will be reviewed, in order to ensure consistency and fairness.

Grants will be awarded to the applicants with the highest score. The number of successful organisations will be dependent on the availability of funds.

### **4. Further moderation (if required)**

Where applications tie on scores, further moderation criteria will be applied as detailed in Stage 4, or applicants may be invited to discuss/negotiate their total project values.

In selecting projects, caps will be applied in line with the maximum total funding available. This may result in applicants being invited to discuss/negotiate their total project values or the proportions of revenue and capital funding

All eligible, acceptable grant applications will be assessed using the methodology above and the applicant informed of the outcome in writing.

Successful applicants will enter into a grant agreement with Nottingham City Council.

The decision of the award of the grants is final and there is no process of appeal.

### **Step 3 - Grant Offer**

If the application is successful, you will be notified in writing, and a Grant Agreement will be issued. Any award will be made based on the terms and conditions outlined within the Grant Agreement.

**NB You must not enter into any financial or contractual arrangement with any supplier prior to the project being approved, and not before the date that the Grant Agreement is signed by Nottingham City Council. To be clear, any expenditure prior to the date that the Grant Agreement is signed, dated and returned cannot be claimed.**

Nottingham City Council reserves the right to withhold, vary or reclaim funding if any information supplied through the application and approval process proves to be inaccurate, misleading or incomplete.

### **Step 4 - Payment of Grant**

Successful applicants will be issued a Grant Agreement. Once this has been countersigned, the payment of the grants will be approved.

Further details of the payment processes will be included in the grant agreement.

## **13. Performance and Monitoring**

Grant recipients will be required to report progress against the output and outcomes in their Grant Agreement at the end of December 2026 and June 2027.

Further details of the performance and monitoring processes will be included in the Grant Agreement.

#### **14. Commercial Confidentiality**

It is generally presumed that the information provided at all stages of the process is sensitive or confidential and will be treated as such. However, when signing the application you agree to us sharing the details of your application with the Ministry of Housing, Communities & Local Government, who are the grant scheme's funder.

#### **15. Help and Support**

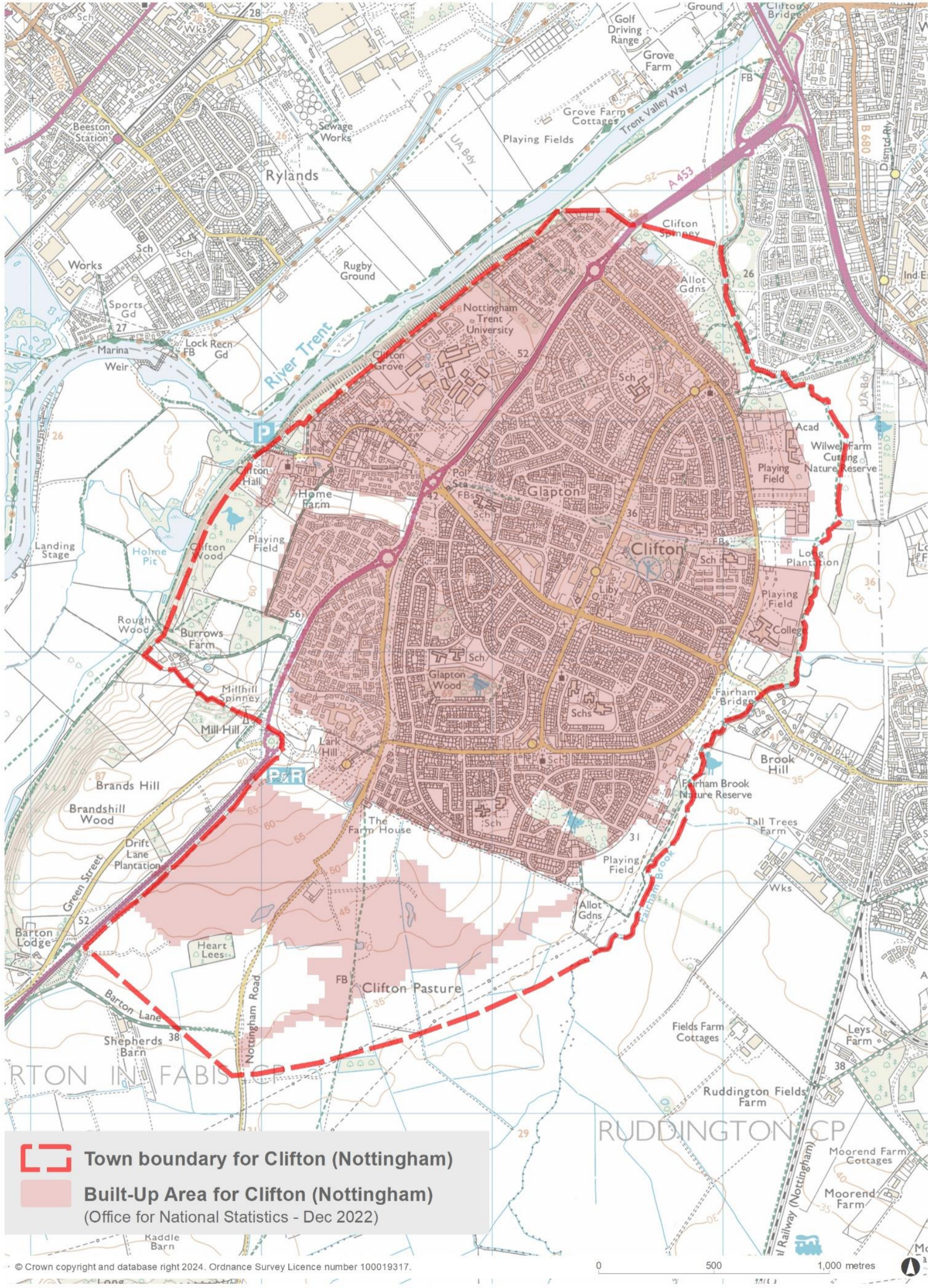
If you would like to discuss the general eligibility of your proposal, prior to submitting an application, please contact the Nottingham City Council Economic Development Grants Team at [econdev.grants@nottinghamcity.gov.uk](mailto:econdev.grants@nottinghamcity.gov.uk)

Support to develop your proposal and to complete your application is available from the Nottingham City Council's Economic Development Grants Team, if required.

However, please note, applications must be received from the applicant organisation directly and while help and support in completing your application is entirely acceptable, we would encourage you to write the full application in your own words and to have a full understanding of the application if any clarification is requested.

**APPENDIX A – Funding Area**

**Town boundary for Clifton (Nottingham)**



**Town boundary for Clifton (Nottingham)**  
**Built-Up Area for Clifton (Nottingham)**  
 (Office for National Statistics - Dec 2022)

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L:\GIS\Projects\0540 - 3999\3859 - Map of Built Up Area boundary for Clifton\Working Files\Map documents\Clifton Built Up Boundary for Mark Armstrong - March 2024.mxd (DR - 11:55 11:AM - 23/04/2024)