Applicant Guidelines
Foreword from Archdeacon Liz Adekunle

Young people have amazing potential. When Jesus chose his first disciples, he chose predominantly young people to learn from him and to be the first agents of mission in the world. They began in the contexts they knew but went out and took the Good news of Jesus to all the known world. We tend to underestimate the talents and abilities of young people today, to do the same. I am so pleased to be involved with this initiative that enables young people to know the best way of reaching their friends and invests in their potential.

Young people are such a crucial part of our church communities, and as a result the church suffers by missing your unique knowledge, insights and creativity. We want you to shape the way the church reaches out to young people today. As you do this, we will invest in you to help you grow as a leader and develop skills that will help you through all your life.

Most of all we are looking forward to seeing our church communities being changed as we hear your voice, really listen to you and learn from your experiences to further the kingdom on earth.

The Ven. Liz Adekunle
Archdeacon of Hackney
Capital Youth Project Sponsor
Summary
The Spark Fund is an initiative from Capital Youth that provides a group of people aged 12-25 with the funds needed to try missional ideas. You’ll attend a free “Funding Factory” workshop that develops your idea into a feasible plan with support from creative professionals, then pitch for a grant of up to £5,000. From there, you’ll run your own project with support from a Sponsor and the Capital Youth team.

There are four levels of grant available:

- **Up to £500**  
  One off event or smaller short-term project
- **Up to £1,000**  
  Short-term project less than 6 months
- **Up to £3,000**  
  Medium-term project over 6 months
- **Up to £5,000**  
  Longer-term project

As Project Leaders, young people will need their application to be supported by an adult ‘Sponsor’ who will commit to nurturing them through the application process and, if successful, the subsequent running of their project.

Guidance notes and rules
All potential projects are expected to have sharing faith in Jesus at their core. Here are some examples of what we

- **£500** could pay for a youth event in church or an accompanist for a choir
- **£1,000** could pay for a video project or photography exhibition exploring faith or a set of high viz vests and litter picking equipment for a community social action group
- **£3,000** could equip a church room to start a film club with faith discussion/refreshments or a Youth Alpha course at a café with end event
- **£5,000** could fund a series of workshops educating and informing young people about dangers of gang violence and ending with a residential weekend away.

The appropriate level of monitoring will be put in place depending on the length of the project and the number of young people reached/engaged. Grants of £3,000-£5,000 will have a higher expectation in terms of the length of the project and numbers of young people reached and engaged in faith development.
The Spark Fund: Applicant Guidelines

What we will fund
- Young peoples’ ideas and innovation
- Projects which talk/share about faith in Jesus
- Social action projects which integrate faith *
- Solid resources like publicity or food/refreshments for your event
- Projects explicitly linked to your church
- Projects with potential to appeal to 11-18s
- Projects with a clear plan, budget and expected impact on reaching 11-18s

* We can put you in touch with Capital Mass who can give advice and support on tackling poverty and inequality in your community!

What we won’t fund
- A paid youth worker
- Project ideas that aren’t ‘owned’ by young people
- A church youth project that isn’t missional/outward looking
- Projects which lack detail and long-term vision
- Young people without suitable Sponsors

Financing conditions
- Long-term projects will get **50% of your money at the start** of the project and **50% mid-way** through the project.
  - The first 50% will be released once the full, completed and signed, **Grant Offer Letter has been returned.**
  - We must receive **proof** that you have spent the first 50% of money before we can release the other 50% of funding. You must submit a short mid-project monitoring report outlining what you have done and what you have spent the money on together with proof of what you have spent e.g. receipts, invoices.
- Smaller grants and short-term projects will receive **100% at the start of the project.** These funds will be released once the full, completed and signed Grant Offer Letter has been returned.
- You MUST submit evidence for 100% spend of your project together with a short report of what you have done and what you spent the money on.
- Grants will only be paid straight into your church’s bank account.
- Failure to submit proof of expenditure, the mid-project monitoring form and the evaluation form, may hinder future applications being successful.
The Spark Fund Board

The board for The Spark Fund is made up of youth workers and entrepreneurs and is chaired by the Archdeacon of Hackney, Liz Adekunle.

The board want Project Leaders to be successful in their efforts. Successful projects should be:

1. Youth-led
2. Fun to take part in
3. Missional with a link to a parish
4. Fair and accountable

We also want young people applying to The Spark Fund to develop/learn new skills and experiences, including:

- Project Management
- Budgeting
- Teamwork
- Innovation
- Increased awareness of how theology links to social justice issues
- Business Skills
- Creating positive change
- Seeing their ideas come to life

What will the board be looking for?

Spark Fund applications will be marked against the following criteria:

1. Has the idea come from young people?
2. Is the idea new and innovative?
3. Will the project help an under-represented or disadvantaged group?
4. Is the project value for money? What is the cost per person? Is it sustainable?
5. Does the project address an area of need in the Diocese of London?
6. Have you provided the information they need to decide whether to fund you?
7. Does it meet all the objectives?
8. Is the project likely to work?
What questions can I expect on presentation night?

The board has a standard set of questions they will ask you:

- How were young people involved in the creating the idea?
- How will young people be involved in running and evaluating the project?
- Talk us through the budget and your reasoning for what you are asking for?
- How will you follow up the young people you reach through your activities?
- How will the young people reached hear about Jesus/ be engaged in faith?

The panel may also have some additional questions for you, based on your application.
How to Apply

1. Talk it through with your friends and Sponsor and vicar who are going to support you
2. Read through the following guidelines to help you
3. Submit your initial idea
4. Attend a Funding Factory to chat through and develop your ideas
5. Fill in the application form and send it in

Be as specific as you can – we like bullet points!

Submit your idea at www.london.anglican.org/spark/apply

If you have any questions, please speak to the Spark Fund Coordinator.

Deadlines and milestones

Please ensure you keep the presentation evening time and date FREE. You will need to be accompanied by your Sponsor at all events.

All presentation evenings will be held at London Diocesan House, 36 Causton Street, London, SW1P 4AU (nearest tube stop is Pimlico on the Victoria Line)

There are two rounds for funding each year – you can apply for another round of funding during your project if needed.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Ideas submitted</td>
<td>14 February 2020</td>
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<tr>
<td>Funding Factory workshop</td>
<td>4 March 2020</td>
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<tr>
<td>Deadline for full application</td>
<td>13 March 2020</td>
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<tr>
<td>Applications shortlisted</td>
<td>17 March 2020</td>
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<tr>
<td>Evening presentation to board</td>
<td>25 March 2020</td>
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<tr>
<td>Decisions announced</td>
<td>31 March 2020</td>
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Your Checklist

Please tick the boxes to make sure you have read and understood the Spark Fund conditions:

- You are **12-25** years old and have attended a church in the Diocese of London for **at least six months**.
- You are applying for between **£500** and **£5,000**.
- Your project aims to benefit **at least 10 young people** aged 11-18 who live, work, study, or attend a youth group in your borough.
- You are a **group** (more than 1 young person) who are applying together for a single project.
- You have agreed for a youth leader or your vicar/chaplain to be your **Sponsor** and have the support of your church.
- The location of the main activity **MUST** be in the Diocese of London unless the project involves a trip or residential.
- **Young people** named on the bid will attend the Presentation Panel evening to be eligible to receive the funding.
- Your project will be evaluated by the Spark Fund Co-ordinator.
- **Young people** named on the bid will need to be present during project visits by the Spark Fund Co-ordinator.
- You **MUST** supply us with all the attendance registers for your project delivery dates (if applicable – it will be stated on the Terms and Conditions of your Grant Offer Letter).
- You **MUST** regularly submit an **evaluation** form as part of your running and monitoring the project.
- Your project will be completed, and ALL money spent by **31 October 2021**.
- ALL invoices and receipts will be submitted before **30 November 2021**.
- Groups can apply for another round of funding during their project.