Summary
The Spark Fund represents a new approach to working missionally with young people; by supporting innovation and entrepreneurial thinking and investing in ongoing and fruitful youth ministry where it is already happening in the Diocese.

Through Capital Youth, £55,000 of Strategic Development Funding is available in grants of up to £5,000 for young people between the ages of 12-25 who would like to run a missional activity in their community, linked to their church.

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 a ‘Sponsor’ who will commit to nurturing them through the application process and, if successful, the subsequent running of their project.

Your role as a Sponsor is crucial. Ensuring that young people are safely supervised through their Spark Fund project will make it an enjoyable learning experience, which helps them to go deeper in their faith.

“**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.”**

Archdeacon of Hackney, The Ven Revd Liz Adekunle
The Spark Fund: Sponsor Guidelines

Being a Sponsor: Issues to Consider
The role of the Sponsor is to support young people through the process of applying for a grant and running their missional project. As a Sponsor, you will be expected to:

- Maintain safeguarding standards
- Listen to young people’s ideas
- Encourage young people with ideas to apply to the Spark Fund
- Support the development of an application to the fund
- Provide ongoing support to Project Leaders throughout their project
- Set aside time to meet and pray regularly with young people who are leading. Be available to give additional emotional and practical support as and when needed during the life of the project
- Celebrate young people’s achievements and share their success with the wider church community

Safeguarding
In compliance with our safeguarding procedures, we ask Sponsors to confirm that the supporting church or organisation has a safeguarding policy in place which has been read, understood and implemented, that they implement safer recruitment of any youth leaders (DBS checks, interviews, references etc), that they have carried out relevant safeguarding training in the past 3 years and where appropriate, that they will complete a risk assessment of any activity carried out as a result of receiving funding.

It is a requirement that Sponsors demonstrate their suitability to work with young people applying to the fund. Sponsors should undergo vetting and barring with an enhanced DBS clearance. Sponsors are also asked to provide:

- A supporting statement from their vicar/church priest (or if you are the vicar, your safeguarding officer at your church)
- An additional character reference from an outside agency

All churches who receive funding will be required to have safeguarding arrangements in place. These include:

- Procedures for responding to and reporting concerns
- Codes of safe practice
- Safer Recruitment procedures
**Practicalities of the role**

Sponsors will need to accompany Project Leaders to a Funding Factory workshop and presentation evening, so will need to keep these dates free. All presentation evenings will be held at London Diocesan House, 36 Causton Street, London, SW1P 4AU (the nearest tube is Pimlico on the Victoria Line).

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<tr>
<th>Event</th>
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<td>Ideas submitted</td>
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<tr>
<td>Funding Factory workshop</td>
<td>4 March 2020</td>
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<td>Deadline for full application</td>
<td>13 March 2020</td>
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<td>Applications shortlisted</td>
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<td>Evening presentation to board</td>
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**Funding Factories**

The Funding Factory workshops will give young people applying the best chance of success. All young people applying to the Spark Fund will need to attend a Funding Factory **before** submitting their final application form.

**Presentation Evenings**

Applications will then be shortlisted and Project Leads will be invited to present their project to the Spark Fund Board and be ready to answer questions about their bid. The Spark Fund Board will then make the decision about which projects to allocate funding to.

**Accountability**

Sponsors will support young people to meet the reporting and monitoring requirements of the Spark Fund by:

- Supervising the spend of the grant
- Ensuring data is collected on numbers of young people attending project activities
- Being involved in a process of follow up for young people engaged in faith through project activities
Project Monitoring and Evaluation

Young people are asked to keep track of what they are doing to see what they are achieving. The Sponsor will need to supervise project activities to ensure that young people are able to provide:

- Evidence of grant spend
- Attendance registers

During project evaluation visits, Sponsors will be asked a set of questions to satisfy the Spark Fund Board that the young people involved are being properly supervised and supported.

Guidance notes and rules

All potential projects are expected to have sharing faith in Jesus at their core. Here are some examples of the level of grants and the type of initiatives they could fund:

- £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.
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

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

- Project Management
- Budgeting
- Team work
- 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.
The Spark Fund: Sponsor Guidelines

**Sponsor Checklist**

Please use the checklist to make sure you understand the commitment required to sponsor young people applying to The Spark Fund. A similar checklist has been given to Applicants, which you may find helpful to talk through together.

- Applicants are a **group** (more than 1 young person) who are applying together for a single project.
- You are the applicants’ **youth leader, vicar in their church** or **chaplain** at the applicant’s school.
- All applicants are **12-25** years old and have attended your church in the Diocese of London for **at least six months**.
- You will maintain the **safeguarding requirements** outlined in this document.
- The project aims to benefit **at least 10 young people** aged 11-18 who live, work, study, or attend a youth group in your borough.
- The location of the main activity **MUST** be in the Diocese of London unless the project involves a trip or residential activity.
- Applicants you are sponsoring are applying for between **£500** and **£5,000**.
- You will support the young people you are sponsoring throughout the formation of their ideas, application process and **full duration** of their project.
- You will accompany the applicants named on the bid to their Funding Factory workshop and presentation evening.
- You will be responsible for the **church receiving the grant** directly to the parish/church bank account and for supervising the spending.
- Your project will be evaluated by the Spark Fund Co-ordinator and will involve several visits, during which you will be present as the Sponsor.
- You will support Project Leads in regularly submitting an evaluation form and supplying us with attendance registers for your project (if applicable – it will be stated on the Terms and Conditions of your Grant Offer Letter).
- The project will be completed, and ALL money spent by **April 2021**.
- ALL invoices and receipts will be submitted before **May 2021**.
- Groups can apply for another round of funding during their project.

**Ready to go?** Applicants can submit their idea at [www.london.anglican.org/spark/apply](http://www.london.anglican.org/spark/apply)