

2021 YOUTH DEVELOPMENT FUND APPLICATION GUIDANCE NOTES



BACKGROUND & PURPOSE

Sail Training International (STI) is seeking to support organisations - preferably non-profit - to deliver sail training programmes that will reach young people from a mixture of backgrounds, particularly those from a disadvantaged background (14-25), and offer one or more of the following:

- improve trainees' personal, social, or educational development,
- enhance international friendship and understanding, and
- demonstrate replicable models of innovation and good practice in sail training

The STI Trustees are keen to ensure that the funding achieves one or more of the following:

- Increase the number of young people participating in Sail Training, particularly those who have had fewer opportunities
- encourage a structured approach to the management and outcomes of sail training programmes (what may the programme achieve and can it make a sustainable change in the lives of young people?)
- encourage effective partnerships between sail training operators and other agencies/partners/organisations working with young people over the long term
- Provide credible evidence of how far the stated outcomes have been achieved

The scheme is under the ultimate management of the Trustees of STI, who have the final say in deciding whether and where to provide funding.

The following rules for disbursement of moneys have been agreed:

- All funding granted will be a maximum of 50% of the total project cost.
- Funding will be for projects and not for individual bursaries.
- All applications will be considered on a case by case basis.
- If no proposals are of sufficient quality the Trustees reserve the right not to fund any projects.

STI has set aside a total of GBP 25,000 to be awarded in grants for projects to be delivered in 2021. Grant requests may be for any amount up to GBP 10,000

GRANT TIMELINE

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| Deadline for submission of proposals: | 1 September 2020 |
| Resolution of queries and supporting paperwork: | September |
| Grant decisions announced: | At the annual conference of STI in 2020 |
| Projects to be delivered between: | January 31 and October 2021 |

NB: some flexibility may be negotiable for ships operating in the Southern Hemisphere

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ELIGIBILITY

Applicants are likely to be non-profit bodies working for public benefit and exempt from tax, but exceptional proposals from commercial companies may be considered.

Applications may be submitted by sail training operators, schools, National Sail Training Organisations or land-based agencies/organizations or individuals working with young people.

Applicants must operate without discrimination on the basis of race, religion, gender, sexual orientation, age, or disability.

Successful organisations will be required to submit a report on their projects including evidence of successful outcomes, lessons learned, and an overall evaluation of the project. If your organisation is a previous or current STI grantee, all reporting requirements must be up to date or you will not be considered for funding.

GRANT FUNDS MAY BE USED FOR

- implementation of a new program / project
- Continuation or expansion of a program, if able to document history of compelling, quantified impact
- Personnel, facility, supplies, equipment, and other direct expenses essential to the project
- Community outreach/publicity to targeted trainees essential to the project
- Staff or volunteer training essential to the project
- Justified indirect costs relating to the project (maximum 10% of total funding requested)

EVALUATION CRITERIA FOR PROPOSALS

Proposals are evaluated by the Fund Committee who will determine the extent to which they meet the following criteria:

- Disadvantage - STI wishes to benefit those young people (14-25) that 1) do not have equal opportunities because of circumstances that make achievement unusually difficult and 2) are at risk of social exclusion. This could be achieved by a social mix including up to 50% less disadvantaged participants, but a significant proportion must be from one of the target groups.
- Proposed program must be compatible with your organisation's mission and the purpose of grant program stated above.
- Organisation and/or partners should ideally show experience with targeted community(ies) and access to the populations served. If this experience is not available, STI might ask for additional information.

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- The programme for which you are seeking support should
 - Offer an effective ongoing educational experience, and/or
 - Promote responsibility, and/or
 - Promote leadership and life skills, and/or
 - Contribute to international friendship and understanding, and
 - Would not take place without the additional funding, or not to the same scale.
- Value for money
- Organisation must show credible evidence of sufficient financial stability to complete the project
- Sound proposals for demonstrating outcomes and evaluating the project.

PATICIPANT DATA

- STI will require demographic data such as age, sex or other data on trainees to be provided a standard format to assist its research projects.
- Where permissible under data protection legislation, STI will also request contact details for trainees.
- **Marketing support for Sail Training**
Please list the marketing materials you will be able to provide STI pre, during and post the voyage, with the understanding that STI have the right to publish all such materials.

Good examples (but not essential) of this would be:

- photos /videos of the voyage for social media & website use,
- regular updates by blog/website,
- trainee reports,
- publishing a newspaper or magazine article on the voyage (mentions of STI included),
- holding a presentation in a school, university or youth organisation on the project (mentions of STI included),
- using another way of informing the public about the project and the use of the Legacy Fund as provided by STI. Suggestions should be sent to STI at least one month before the voyage

The organisation should provide evidence of the material no later than 2 months after the end of the voyage. Materials should be published according to data protection requirements including photo permissions of the persons shown, if photos are published.

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PAYMENT OF GRANT

Successful applications will be funded in the following stages:

50% on approval of grant and confirmation of match funding

25% on confirmation that project has recruited young people and booked a voyage on an approved vessel

25% on receipt by STI of final project report which must be submitted within 6 months of project completion.

This report should include the following:

- *Evidences of success, e.g. using the Outcome Wheel*
- *Pictures for promotional purposes*
- *Lessons learnt/key findings*
- *Summary of the end result*

PROPOSAL FORMAT AND CONTENT

Please make sure that your proposal includes each of the items listed below. Do not exceed the word limit allotted for each section. The proposal should be in Microsoft Word and include the following:

- Proposal Cover Sheet (1 page, use form provided)
- Narrative (2 pages, use form provided)
- Financial analysis (1 page, use form provided)
- A copy of the project budget for the program for which you are seeking funding (1 page)
- A one-page document of how organisation's total funding is secured; please show actual numbers as well as break down into percentages (government funding, private donations, foundation grants etc) if available

In addition to the above set, please provide the following attachments as a .pdf file:

- Evidence of organisation's status (eg. Company, charity/NGO, and tax exemption/ charity registration if appropriate)
- Copy of the most recent available audited report and accounts including auditors' letter if available
- Declaration in the form of STI's Approved Vessel Criteria (attached) signed by an authorised representative of the Operator(s) of the proposed vessel(s)

For more information on the Approved Vessel Criteria please follow the website link below:

<https://sailtraininginternational.org/support/bursaries/>

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IMPORTANT - SUBMISSION OF PROPOSAL

Please submit proposals no later than **1 SEPTEMBER 2020** via email in a word document and PDF to alison.short@sailtraininginternational.org

Proposals will only be accepted at this email address.

Please direct inquiries to alison.short@sailtraininginternational.org

Late or incomplete proposals will not be accepted. Proposals will be declined if the directions for formatting stated above are not followed.

Information may be used or shared for reporting or promotion

Deadline for submission: **1 SEPTEMBER 2020**

PRIVACY POLICY

Sail Training International has updated its Privacy policy in line with the new GDPR regulations. The new regulations require us to explain what data we hold about you and how we will use it.

To view our updated policy go to www.sailtraininginternational.org/privacy-policy/

By submitting this form you agree to our updated privacy policy.

If you have any questions about your data please do not hesitate to get in touch.