

# 2023 YOUTH DEVELOPMENT FUNDING 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 22/23. Grant requests may be for any amount up to GBP 10,000.**

## GRANT TIMELINE

<b>Deadline for submission of proposals:</b>	14 <sup>th</sup> October 2022
<b>Grant decisions announced:</b>	19 <sup>th</sup> November 2022
<b>Grant funding period:</b>	From November 2022
<b>Projects to be delivered before:</b>	30 <sup>th</sup> September 2023

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/organisations 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 complete a project evaluation 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.

## 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 programme must be compatible with your organisation's mission and the purpose of grant programme 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.
- 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.

## GRANT FUNDS MAY BE USED FOR

- Implementation of a new programme / project
- Continuation or expansion of a programme, 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)

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## 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 STI

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:

- Unbranded 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 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.

## 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 include the following, on the application form provided:

- Proposal Cover Sheet
- Narrative
- Financial analysis
- A copy of the project budget for the programme for which you are seeking funding .
- A one-page document of how the 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 (e.g. 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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## END OF PROJECT EVALUATION

Please follow these guidelines to complete your final project evaluation form, this will help us to improve our programmes and to use your outcomes for the promotion of our funding scheme.

- Please provide demographic data such as age, sex or other data on trainees, this will assist STI's research projects and fulfil its Charitable objectives.
- If you have used one or more of the following evaluation methods please provide us with your results.
  - Survey before/during/after the voyage
  - Using the Outcome Wheel
  - Standardized interviews with participants
  - Long term follow up with participants
  - Other
- Include Lessons learnt from you and/or other participating organizations: What would you do differently the next time?
- Summary of outcomes: Please also include in your summary the outcome indicators listed below, if applicable.

Sail Training Outcomes	Possible outcome Indicators
<b>Learning &amp; Achievement:</b> Including progressive mastery of new skills and/or discipline-based content, confidence.	<ul style="list-style-type: none"> <li>• Demonstrations of proficiency in/or learning about life on board</li> <li>• Pre and Post voyage assessments</li> <li>• Completion of and taking responsibility for elements of the voyage</li> <li>• Self-report (by trainee) of increased knowledge, skill acquisition and confidence.</li> </ul>
<b>Positive Behaviours:</b> Concerned with virtue and character, practical wisdom (judgement), respect for self and others, teamwork, leadership	<ul style="list-style-type: none"> <li>• Taking responsibility for living spaces and personal gear</li> <li>• Successfully resolving conflict</li> <li>• Identifying when and how they participate in or lead a team</li> <li>• Parents, school and/or other stakeholder reports of change in behaviour</li> </ul>
<b>Connections &amp; Relationships:</b> Between people, peers, and adults; between the sailing experience and other experiences – past, present, and future	<ul style="list-style-type: none"> <li>• Numbers of trainees who return</li> <li>• Number of trainees who train for crew positions</li> <li>• Social media connections such as Facebook groups and twitter subscribers</li> <li>• School and/or community group reports of increased engagement</li> </ul>
<b>Productivity:</b> Participating, taking action to contribute to individual and group goals	<ul style="list-style-type: none"> <li>• Amount and level of group participation before and after voyage</li> <li>• Number of trainees requesting to lead elements of voyage</li> <li>• Demonstrations of engagement in different elements of voyage, including community service and sailing activities.</li> <li>• Engagement level in activities beyond the voyage, including school, employment, volunteering, community service.</li> </ul>
<b>Self Sufficiency:</b> To be self-reliant and appropriately confident, self-aware.	<ul style="list-style-type: none"> <li>• Taking initiative to complete or leave activities on board</li> <li>• Taking responsibility for nutrition and any specific physical needs</li> <li>• Communicating well with captain, crew, leaders</li> <li>• Demonstrating understanding of the risks and benefits in the sailing experience</li> </ul>

- Pictures/videos/other material for promotional purposes – Please send these materials separately, as an attachment, to final Evaluation Form.

All materials and findings submitted to STI are provided free of charge. STI reserve the right to use any such material for marketing and promotional purposes.

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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 – *Please send email to Alison Weston confirming number of trainees, including names, ages, nationality & gender.*

25% on receipt by STI of a completed project evaluation form which must be submitted within 6 weeks of project completion. This must be submitted on the STI Project Evaluation form. A copy can be requested from [alison.weston@sailtraininginternational.org](mailto:alison.weston@sailtraininginternational.org).

## **IMPORTANT - SUBMISSION OF PROPOSAL**

Please submit proposals no later than 14<sup>th</sup> October 2022 to [alison.weston@sailtraininginternational.org](mailto:alison.weston@sailtraininginternational.org)

Proposals will only be accepted at this email address.

Please direct enquiries to [alison.weston@sailtraininginternational.org](mailto:alison.weston@sailtraininginternational.org)

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

Deadline for submission: 14<sup>th</sup> October 2022.

### **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/](http://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.**

Sail Training International. Charity number 1096846. A company limited by guarantee (Registered in England No 4686048)

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Members: the national/representative sail training organisations of Australia & New Zealand, Belgium, Bermuda, Canada, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Japan, Latvia, Lithuania, Netherlands, Norway, Poland, Portugal, South Africa, Spain, Sweden, UK, USA

Probationary Members: Czech Republic, Hungary