

2025 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 aims:

- 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 STI Funding Committee, who have the final say in deciding whether and where to provide funding.

The following rules for disbursement of moneys have been agreed:

- Funding granted will be a maximum of 50% of the total project cost.
- Funding will be for projects and not for individual bursaries.
- 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 2025.
Grant requests may be for any amount up to GBP 10,000.**

GRANT TIMELINE

Deadline for Expressions of Interest	31st July 2024
Expression of Interest assessment deadline	30th August 2024
Deadline for Applications	30th September 2024
Grant decisions announced	November 2024
End of Project Evaluations completed before	14th October 2025

PLEASE NOTE: Some flexibility may be negotiable for ships operating in the Southern Hemisphere

YOUTH DEVELOPMENT FUND

APPLICATION GUIDANCE NOTES 2025



ELIGIBILITY

We welcome applications from organisations around the world, and these 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.

If your application is successful, you 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 has received funding for a previous project, all of your reporting requirements must be up to date, or you will not be considered for future funding.

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)

EXPRESSION OF INTEREST PROCESS

If you are interested in applying but are unsure if your project meets the funding criteria, you can submit an Expression of Interest (EOI) initial application for the Youth Development Fund.

The Expression of Interest form (EOI) is available here

The EOI will collect a few details about the proposed project for review by the Funding Committee. This form gives you the chance give a simple overview of your planned project before submitting a full application form. The Funding Committee will be in contact to advise if the project meets the funding criteria and should continue with the full application form, or if they require further information about the project.

PLEASE NOTE: Submitting an EOI does not guarantee funding for the project.

PLEASE NOTE: You can submit a full application without submitting an EOI.

PLEASE NOTE: If your EOI application is successful, you will still need to submit a full application.

APPLICATION FORM

The full application form for Youth Development Fund is available here

You will be asked to upload the following documents with your application:

- A signed copy STI's Approved Vessel Criteria form signed by an authorized representative of the vessel your project will taking place on.

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

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

- A copy of the most recent available audited report and accounts including auditors' letter if available

YOUTH DEVELOPMENT FUND

APPLICATION GUIDANCE NOTES 2025



MARKETING SUPPORT FOR STI

Please list the promotional materials you will be able to provide STI before, during and after your project. All materials should be provided with full use and copyright permissions for any future publication and promotion across its activities.

Good examples of this would be:

- Unbranded photos/videos of the project being delivered
- Interviews with participants before and after your project
- Written trainee reports
- Copies of any media coverage relating to your project (print media/radio/video)
- Copies of materials used in promotional presentations relating to your project
- Any other materials used to promote the project and use of STI funding

PLEASE NOTE: All of the above materials should be provided no later than 2 months after the end of the voyage.

PLEASE NOTE: All materials should be provided according to data protection requirements and copies of all signed disclaimers and permissions for anyone captured on photo or video should be provided.

PARTICIPANT 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.

EVALUATION CRITERIA FOR APPLICATIONS

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

- **Disadvantaged** - 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.
- The proposed project/programme must be compatible with your organisation's mission and the purpose of the 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 project 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.

YOUTH DEVELOPMENT FUND

APPLICATION GUIDANCE NOTES 2025



END OF PROJECT EVALUATION

Once the project has finished you will need to complete a Project Evaluation Form. This data will help us to improve our programmes and assist in the promotion of our funding scheme. The Evaluation Form will be emailed upon confirmation of trainee recruitment.

Please follow these guidelines to complete your Evaluation Form.

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

- 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.

YOUTH DEVELOPMENT FUND

APPLICATION GUIDANCE NOTES 2025



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.

IMPORTANT - SUBMISSION DATE

Online Expressions of Interest no later than 31st July 2024

Full Applications no later than 30th September 2024.

If you have any questions about your proposed project and completing the application, please contact:

jill.hughes@sailtraininginternational.org

lena.weweler@sailtraininginternational.org

If you have any questions about the project administration and financing, please contact:

alison.weston@sailtraininginternational.org

If you have any questions about marketing materials required as part of project funding, please contact:

ben.clark@sailtraininginternational.org

Any information submitted as part of your application or project delivery may be used or shared by STI for reporting and promotional purposes.

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/

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)

Reg Office: Unit 9 Cooperage Green. Royal Clarence Yard, Weevil Lane, Gosport, PO12 1FY, UK.

Tel +44 (0)23 9258 6367 Fax +44 (0)23 9258 4661

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, Brazil