



Children  
& Youth

**Financial  
year 2023/24**

# Volunteer Children & Youth Leaders Grants

Children & Youth Department

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# Children & Youth Department

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## 1. Introduction

The Children & Youth Department at Territorial Headquarters (THQ) is committed to equipping and developing children & youth leaders so they can fulfil their role effectively and to their best potential.

Provision has been made that enables grants to be offered for:

- Supporting volunteer children and youth leaders in developing themselves by attending training courses & conferences.
- Supporting young people (children & youth 5yrs-25yrs) in leading and participating in a local project
- Support volunteer children & youth leaders with resources e.g. teaching materials and equipment
- An initial investment for starting up a new Outreach activity e.g. children or youth club that is focused on reaching young people within the community.

For paid youth and children's leaders, the funding route for training is through SISTAD, accessed via 'Our hub/SISTAD'.

## 2. OVERVIEW OF GRANTS

### 2.1 LOCAL

#### 2.1.1 Training

##### ○ Day / Weekend Course

An opportunity for a local corps that have a heart for youth and children, to receive financial support to send volunteer youth and children's leaders on relevant short courses and training events.

These training opportunities may be at local, divisional or territorial level - offering skills, training, reflective practice and specialist knowledge, providing the individual with continual professional and personal development.

Examples of courses:

- Divisional training day
- Conferences - National Youth Ministry Weekend/National Children's Conference
- Territorial Youth & Children's Leaders Conference

**\*This grant can not be used for travel or accommodation**

On receipt of the funding, there are certain expectations that individuals are to fulfill:

- i) They attend the training event for which the funding is applied for
- ii) They are able to have some practical leadership opportunities with children and young people to put into practice what they have learned
- iii) They complete an evaluation form 6 months after the training, to assess the impact to personal ministry as result of attending the training.

### **2.1.2 Participation**

An opportunity for a group of young people who are passionate about running a programme, activity or project, within the corps or wider community.

Young people complete and submit the funding application explaining what the initiative is, how the money will be used to develop Worship, Discipleship, Mission or Social Action in their corps, community or school.

This is specifically for young people-led initiatives i.e. young people aged 5yrs-25 yrs

Examples of projects could be: Community outreach day, community action e.g. car washing / gardening.

On receipt of the funding, there are certain expectations that the young people are to fulfill:

- i.
  - i) They run the activity for which the funding is applied for
  - ii) They complete an evaluation form 6 months after the funding provided, to assess the impact on the young people as result of the funding.

### 2.1.3 Resources

An opportunity for corps to receive funding towards either teaching resources or equipment for children or youth activities / programme. Funding that will enable the building and strengthening of good and growing youth and children's ministry.

Examples of resources

- Urban Saints / Energise
- Resources from Scripture Union / Youthscape
- Equipment / materials for clubs
- Children and/or youth Bibles

On receipt of the funding, there are certain expectations that individuals are to fulfill:

- i) They use the funding to purchase the resources / equipment for which the funding is applied for
- ii) They complete an evaluation form 6 months after the funding provided, to assess the impact to ministry as result of the funding.

### 2.1.4 Outreach Start up

An opportunity for local corps that have a heart for youth and children in their community to receive financial support to start up a new Outreach programme or activity.

Applications need to be supported with a description of what the new initiative is, how the corps is planning to support, impact to the community and to the corps and what the funds will be used for.

It is important to note: Divisional Business Board sign off is required prior to submitting this form to THQ.

**\*Money will not be given to cover utility bills or to fund a paid worker**

Examples of Outreach funding:

- New after schools club in a local school but run by the local corps
- New Youth club in a community building run by the local corps

On receipt of the funding, there are certain expectations that individuals are to fulfill:

- i) They use the funding to purchase the resources / equipment for which the funding is applied for
- ii) They complete an evaluation form 6 months after the funding provided, to assess the impact to ministry as result of the funding.

## 2.2 DIVISIONAL

### 2.2.1 Young Leader's Development

An opportunity for divisions to access funding to run leadership development courses for young people with the passion and/or potential for leadership; to grow in their discipleship journey and grow as leaders.

Examples of courses:

- Transformers
- CPAS Growing Young Leaders

On receipt of the funding, there are certain expectations that divisions are to fulfill:

- i) They use the funding specifically for the facilitation of the course e.g. purchase of the required resources, venue costs etc.
- ii) They complete an evaluation form 6 months after the funding provided, to assess the impact to corps ministry as result of running the course.

### **2.2.2 Resources for Youth & Children's Leaders Gathering**

An opportunity for divisions to access funding to purchase a resource for youth and children's leaders that are attending a divisional gathering.

Examples:

- Youth and / or Children's Leaders Network
- Youth and / or Children's Leaders Forum

On receipt of the funding, there are certain expectations that divisions are to fulfill:

- i) They use the funding to purchase the resources for which the funding is applied for
- ii) They complete an evaluation form 6 months after the gathering to assess the impact the resource may have had on individuals.

## **3. Funding amounts available \***

Local Grants	
Training – Day / Weekend Course	Up to £100
Young People's Participation	Up to £500
Start-up of Outreach Initiative	Up to £1000
Resources for Youth / Children's Programme	Up to £200

Divisional Grants	
Young people's Leadership Development Course	Up to £800
Youth / Children's Leaders Network Resource	Up to £7.50 per person

**\*Please note: Each grant can only be applied for once in any financial year.**

## **4. Who can qualify for a grant?**

Every application received will be considered on its own merit as long as the single entry criteria has been met. This is simply that corps accept accountability for ensuring the grant received is used for the purpose for which it was obtained.

The Youth & Children's Ministries Unit does have the right to decline a grant application if it is felt it is not in keeping with the purpose of the grant.

## 5. Responsibilities

The Salvation Army's values include that we have Integrity in everything we do and that we are Accountable to God in every area of our lives

This section highlights the shared responsibility for those involved in the stewardship of the grant received.

### 5.1 Individuals

- To be involved in voluntary Youth or Children's ministries in a Salvation Army setting
- To discuss with the Corps Officer the desire / need to apply for funding and gain their approval
- To complete the appropriate Grant application form
- To commit and complete an Evaluation Form post learning / funding

### 5.2 The Corps Officer

- To discuss with the individual the desire / need to apply for funding and provide approval
- To approve the Grant application form
- To be accountable in ensuring the funding is spent appropriately
- For Training - to explore with the individual, with assistance from DYS as needed, the most appropriate training course
- For Training – to ensure the individual has a mentor and agreed regular intervals to meet.
- To ensure the individual has the opportunity for relevant and practical experiences to apply their learning

### 5.3 DHQs

- DYS to endorse the grant application form and submit to Youth & Children's Unit at THQ
- Where appropriate, the application is approved by the Divisional Business Board (DBB)
- For Training - DYS to provide assistance if requested in exploring with the individual, the most appropriate training course

### 5.5 THQ

- To ensure the appropriate forms are available and accessible via Our Hub and the Youth and Children's Website
- To review all applications, liaising with DHQ's / corps for any clarification / additional information required
- To issue an email response of acceptance within 10 days of receipt of the application at THQ
- To issue an email for any grant decline within 10 days of receipt of the application at THQ, with an explanation of why it has been declined.
- To provide assistance / guidance where needed on suitable training courses / conferences to meet the need of the individuals
- To facilitate the process that allows Finance to release the funds when approval has been provided
- To issue evaluation forms after 6 months of grant being provided
- To review all evaluation forms returned to assess impact of funding
- To maintain a spreadsheet for allocation of funding, monitoring where money is being spent and the effectiveness of the investment.

## 6. Forms

### Local

There are four forms related to the Local Grants application process. Forms are available on Our Hub and the Youth and Children's Ministries Website. The form is editable to allow for completion electronically before sending the application through to Youth & Children's Ministries at THQ.

### Divisional

There are two forms related to the Divisional Grants application Process. Forms are available on Our Hub and the Youth and Children's Ministries Website. The form is editable to allow for completion electronically before sending the application through to Youth & Children's Ministries at THQ.

## 7. Approval process and Payment

All applications received by Youth & Children's Ministries at THQ will be reviewed by the team within 10 days of receipt.

A central log will be maintained of all Youth & Children's Leaders Grant applications.

An email confirming the success of the application - approved or declined will be sent to the applicant.

On approval, Youth & Children's Ministries will complete the relevant payment requisition form and submit to Finance for payment to be made.

All payments will be paid to corps or division and not to individuals. It is corps/division responsibility to reimburse any individuals as appropriate.

Please note: In order to facilitate a smooth finance process, please ensure you complete the Corps cost code and Account code on the application form.



## 8. Process Flow

