

LSI YW26(SQA Unit Code-HE04 04)

Identify and secure funding and resources for youth work



Overview

This standard is about determining sources of funding and other resources for work with young people and establishing good working relationships with actual and potential fund holders. It includes submitting proposals for funding, or other forms of support, and negotiating the terms of proposals to a successful conclusion.

This standard is for workers who have responsibility for securing finance to develop youth work provision.

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Performance criteria

- You must be able to:*
- P1 identify the finances, roles and other resources required to deliver the organisation's proposed youth work programme
 - P2 establish an up to date and accurate list of individuals and organisations which provide resources currently, and which might provide resources for future programmes
 - P3 identify potential sources of finance and other resources required, taking account of their objectives, interests and any costs and risks
 - P4 develop fully costed proposals and recommendations for obtaining the finances and other resources required to deliver proposed youth work programmes
 - P5 prepare proposals that provide all of the information required, including the objectives, rationale and demonstrating the required capabilities
 - P6 agree proposals and recommendations with relevant stakeholders
 - P7 ensure the timely submission of clear proposals, bids or applications to potential providers of finance and other resources
 - P8 address requests for further information and clarification promptly and correctly
 - P9 agree contractual arrangements with providers which set out clearly and correctly the terms of the resource provisions
 - P10 inform promptly all relevant parties regarding the outcome of the proposal
 - P11 ensure that all involved in making use of the resources understand clearly any conditions applying to its use
 - P12 develop contingency plans to address any problems regarding the finances and resources required
 - P13 monitor the effectiveness of the sourcing process, and identify and make changes where necessary towards enhancing the process in the future

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Knowledge and understanding

You need to know and understand:

- K1 guidelines and codes of practice and any legislative, regulatory and ethical requirements in relation to types and providers of funding for youth work
- K2 the objectives, plans and resources of own organisation
- K3 the proposed activities of own organisation, including those which require finance and resources
- K4 the organisation's stakeholders and their views in relation to the financing of the organisation's activities
- K5 the current types and providers of finance and other resources used by own organisation, and other potential types and providers of finance and their associated benefits and risks
- K6 organisational policies and procedures on acquisition of resources, including the criteria for selecting types and providers of finance and other resources which are appropriate to organisational needs and the views of stakeholders
- K7 sources of information on resourcing opportunities, including those within the statutory, private, voluntary and charitable sectors
- K8 how to make a business case and promote the benefits of the proposed youth work project/s, and which builds upon own organisation's track record
- K9 the scope, available resources and purpose of the funding body being approached, and any constraints under which they operate
- K10 what information is required by the funding body and the correct format for the presentation of the proposal
- K11 relevant people in own organisation and any key stakeholders who should be consulted on proposals and recommendations for obtaining finance and resources
- K12 the importance of consulting with relevant people in own organisation and key stakeholders on proposals and recommendations for obtaining finance and resources
- K13 the importance of submitting clear proposals of bids or applications to providers of finance and other resources, and of allowing sufficient time for their submission and consideration
- K14 the type of agreements that should be put in place with providers of finance and what they should cover
- K15 the type of actions that might need to be taken in the event of a shortfall in funding
- K16 why it is necessary to put contingency plans in place in relation to obtaining finance and the type of contingencies that might occur
- K17 the values and principles underpinning youth work

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Additional Information

Values

Working with representatives of the sectors within youth work, LSIS has agreed a suite of values and principles which distinguish youth work from other, sometimes related, activities involving young people. These values and principles are at the core of the work undertaken within youth work and underpin this standard. The behaviours required within this standard include those which reflect particular values and principles.

Behaviours

1. Comply with, and ensure others involved comply with, relevant legal requirements and organisational policies
2. Show sensitivity to stakeholders needs and interests, and manage these effectively
3. Present information clearly, concisely and accurately
4. Show integrity, fairness and consistency in decision making
5. Act within the limits of your authority

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