

Creative and Active Fund 2025

Application Guidance Notes

What's it all about?

The Creative and Active fund is a cross-service youth-led fund to give young people in Wakefield the opportunity to apply for funding to spend on creative and active opportunities (this must include an element of creativity, arts, cultural, heritage or movement).

- The fund should be totally youth-led with young people thinking of the project ideas, writing the application, running the project and completing the evaluation.
- This should give the young people the opportunity to gain skills around budgeting, communication, negotiation and risk management, which can help towards employment.
- The young people leading the project and application should be aged 13+, however delivery can be to any to young people of any age.
- Each applicant can apply for £1,000, organisations are there to support the young people and host the funding.
- The bids will also be assessed by a group of young people with the support of Council staff, who decide which projects receive funding.

What can you apply for?

The panel would like to see programmes/activities including as much creativity, arts, culture, heritage and movement as possible, to offer participants new experiences and learning.

Here are some examples of possible projects:

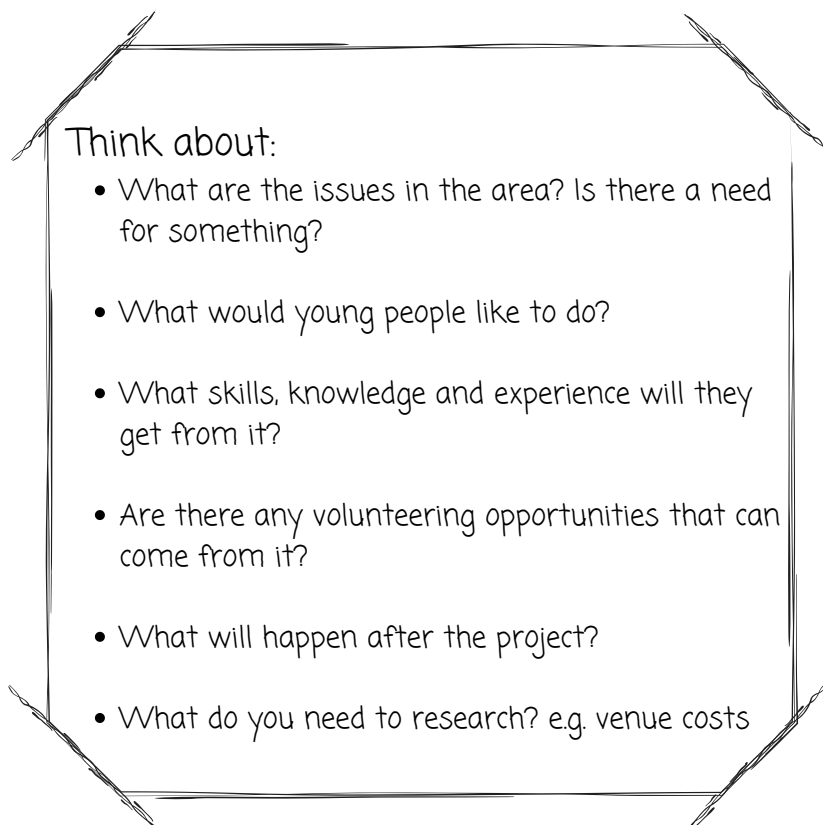
- Host exploration days to various heritage sites, how have activities changed from previously to now, try out historic games.
- Run active sessions complimented with learning about the history and culture of it, maybe design new equipment.

- Understand and explore your local area, can you create a trail or something to encourage people to be more active.

How do you apply?

Read **THIS** guidance document – make sure you know what the fund is all about and what you can and can't apply for funding for.

Get a group together to discuss ideas for the young people in your area – this should be led by young people (13+). Staff, youth workers, family and friends can support to facilitate this.



Complete the application form **OR** you can submit a video with the application information.

Closing date
Friday 3rd October 2025



Application forms/videos should be sent to Angela Gaughan, agaughan@wakefield.gov.uk

The panel will meet the week commencing 6th October 2025, and you will be notified the week commencing 13th October 2025 (or before).

Guidance notes - The RULES!

- Young people applying **must be 13-19 years old** – or if you have a learning difficulty or disability you can apply up to your 25th birthday
- The fund can be for projects, activities, training and events, and the costs associated with this, within reason AND following the guidance above.

- The project must be completed by **Friday 27th March 2026**
- You can apply for **up to £1,000**
- You must be **part of a group** of young people (you cannot apply on your own)
- You **must have a supporting organisation** that is based in the Wakefield District.
- Your project **must take place in the Wakefield District** – no travelling out of the district
- Your project **must involve** creative, cultural, heritage, historical or active opportunities – a combination of many of these would be more favourable.

What won't we fund:

- Young people trying to start up a business
- Any activities that aim to make a profit unless this goes back into offering support and activities for young people
- Trips out of district
- Projects that only benefit those young people who are applying
- Core staff costs for an organisation
- Management and overhead costs
- Equipment costs that are not for a specific project and for long term use and that could be rented or loaned from other organisations
- Projects that are not for Wakefield young people
- Projects for schools or within schools

What are the Panel looking for?

Your applications will be marked against the following criteria:

Has the idea come from young people and how are they involved throughout?

Is there a need or a gap for this type of project?

Does it reach the outcomes of creativity/arts/culture/heritage/movement? And how will this benefit all the young people?

Is it sustainable? What volunteer opportunities are available during and after the project?

Is the project value for money

Does it follow the funds rules and guidance?

Finance

- You will get receive the full amount at the once the **bank details have been submitted** and checked, AND the **Fund Agreement** has been signed and returned.
- Grants will only be paid straight into the supporting organisations bank account
- If there are any changes in your budget during the project, this needs to be discussed with and signed off by the panel.

Evaluation

- You must return the evaluation form or complete a video to evidence what you have done and what you spent money on.
- **Videos and images are desirable to be able to showcase your project.**
- You must record all attendances from young people to the project
- Young people named on the bid need to be present at the project delivery days

What should you expect during the application process?

- Once you have submitted your completed application the panel will review and assess it against the criteria.
- The panel may contact you to ask additional questions before making a decision.
- You can either be fully funded, part funded or not funded.

- If you were not successful in your application, we will always provide feedback as to why and how to improve your application.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online at [Privacy-notice.docx](#) or on request.