

Briefing 5



The Licensing Process Explained

What is a YouthBank UK Licence?

A Licence is a written agreement between YouthBank UK and the lead organisation involved in a local YouthBank; most importantly this also includes young people. A signed Licence Agreement entitles a local YouthBank to promote themselves as part of the network and use the logo and branding image of YouthBank UK, as well as accessing all the benefits of being part of the network.

Why Licence?

Signing up as a Licensed YouthBank means that young people can benefit from becoming part of a growing UK-wide network of young person led grantmaking projects. Young people will be able to access a range of services, materials and experiences, such as residentials, training, support from a YouthBank Development Officer as well as learning from the experience of other YouthBanks.

What is the Licensing Process?

The Licensing process is the beginning of a partnership. It is a way of gathering information and ensuring that the quality of the network is maintained and growing in line with the values and principles young people have set out in the YouthBank Golden Rules¹. It is also about ensuring that everyone involved knows what a YouthBank does and understands their role and the resources needed to successfully develop and support a YouthBank.

Central to all of this is ensuring that young people are genuinely involved throughout the process. The licensing process, detailed over the page, was designed with this in mind by a group of young people from different YouthBanks around the UK. It is young people from the Advisory Forum² that make the final decision about which groups can have a YouthBank Licence.

¹ For more information on the Golden Rules please see Briefing No 2

² The Advisory Forum consists of young people from YouthBanks around the UK, who are elected representatives for their region. For more information please see Briefing No 20.

1. Early Stages

If you are interested in finding out more about YouthBank, then we will send you a general information pack. If you wish to take this further and explore the possibility of setting up a YouthBank, then a Development Officer, working together with a young person from the Advisory Forum (your link young person), will contact you to discuss your situation and how you could set up a YouthBank. You will be able to discuss issues such as what resources, commitment and partners would be needed, what support you could get and how a YouthBank could work in your specific situation.

Taster Sessions

At this point we also like to come along and meet young people and workers. We usually run a general 'taster session' so that everyone involved can find out more about YouthBank and start to think more about what is involved in young person led grantmaking.

2. Development

After your taster session you will need to discuss with young people and everyone else involved, whether you now wish to move on to setting up a YouthBank. If everyone is agreed and you have talked through the implications then we will send a Licence Application form for you and the group to complete. The form comes with guidance notes and a preparation session to be run with young people. Again a Development Officer, working with your link young person, will be available to discuss any questions or concerns you may have about completing the form or the preparation session.

Licence Application Form

The form should be completed by a young person (or young people) and a staff member working together, or for young people to have made a significant contribution. YouthBanks are young person led projects so it makes sense to start the project off this way. If you need any advice on how to involve young people in this process please do contact us.

Preparation Session

The preparation session has two main aims. Firstly it is another way of ensuring that young people are contributing to the application and secondly it means that young people have to do a little research about the needs of the community they will be grantmaking in.

Once you have completed both of these and returned the Licence Application form to YouthBank UK with all the required supporting evidence, then we will contact you to run through your application, ensuring all the relevant information is there.

Conference Call

When your application is complete we arrange a conference call between the Development Officer, your link young person from our Advisory Forum, a worker from the lead organisation and a young person from your group who has been involved in the application process. Any final questions can be answered at this time and we will outline

the decision making process and timescales involved.

3. Granting the Licence

All the information gathered then gets reviewed by young people on the Advisory Forum so a decision can be made. The Advisory Forum meet twice a year to make decisions but can also grant Licences via a conference call if applications arrive between meetings.

Once a decision has been made either an Advisory Forum member or a Development Officer will contact you to let you know the outcome and what happens next. If your Licence is granted then a formal Licence Agreement will be sent out for you to sign and you will be invoiced for your Licence and Membership fees. Once your invoice is paid you will receive your Welcome Pack and all the information and resources you need to start benefiting from the YouthBank network.

If your application isn't approved in the first instance then you will be contacted to discuss the reasons why. You will have the opportunity to work on and develop any areas that have been highlighted by the young people before resubmitting the application if you wish to.

4. Licensed YouthBank

Congratulations you are a fully Licensed YouthBank and will be able to access the full range of benefits³, including a free training day for up to 12 YouthBank members. This training can be an Open College Network accredited course "Introduction to Young People's Grantmaking" (level 2), or you can have a tailor made non-accredited course to suit your needs (subject to availability). For more details about these courses please speak to your Development Officer.

³ See Briefing No 9 Membership of YouthBank UK for more details