



# Steps to YouthBank

We have simplified the process of setting up and running a local YouthBank to make it more accessible and inclusive for all. There is no longer a cost associated with running a YouthBank, we have removed the payment of an annual license fee. To establish an operational YouthBank the following steps must be taken:

- 1. Have a group coordinator in place** - A successful youth bank needs one person to lead its development - this does not mean that they must do all the work! Rather someone needs to take responsibility to ensure the work gets done
- 2. Find somewhere to meet** - You will need to find suitable premises for your YouthBank - somewhere that young people find easy to get to and is appropriate and accessible to all young people. YouthBanks can meet online although it can make the decision-making process more difficult.
- 3. Recruit young people** - A YouthBank should be representative of the area they cover. Targeting underrepresented and harder to reach young people are important to achieve this.
- 4. Complete 'Introduction to Grant Making' training** – Developed by YouthBank Scotland, this course earns young people 1 credit at SCQF Level 5 and must be completed by all young people before they can become grant makers.
- 5. Source funds to administer grants** – There is no set amount of funds needed, it will very much depend on the needs of the area your YouthBank will cover, as well as what you can manage to get started with. We've found that a large pot of money, especially at the beginning, can put unwanted pressures on a YouthBank so a small pot of money can be a good way to get started. Please see our 'How To' Guide for useful tips on the different ways in which your YouthBank can generate funds [How-To-Guide.pdf \(youthlink.scot\)](#)
- 6. Think about your financial accounting** - As your YouthBank will be spending other people's money, you need to be able to properly account for it. You will need appropriate administration systems to pay out grants and record how the money is spent. Over time the young people will be able to do more and more of this but you will need to plan from the start of your YouthBank for this to be done