

# Youth Funding

STAFFORDSHIRE  
**youth**  
service  
*inspiring young people*

## Guidelines 2009/10



## Youth Funding 2009/10 Guidelines

Please read these guidelines carefully, they will help you to decide which fund to apply to and explain what to do with your application once you have completed it.



### **The Youth Opportunity Fund and Youth Capital Fund: Introduction**

The Government provides money to pay for projects which will benefit young people and it is young people who decide how it is spent. This is to give young people more choice and influence over facilities in their area. The two funds are:

1. The Youth Opportunity Fund (YOF) is a pot of money and puts funds directly into the hands of young people to make collective decisions about spending priorities for activities in their local area.
2. The Youth Capital Fund (YCF) is intended to improve and develop facilities for young people, with young people steering the use of the resources. The same projects can be funded from both funding streams.



Don't panic!  
If you need any help completing this form, you can ask your local Youth Worker, a Connexions Advisor, a Teacher, or a staff member from Staffordshire Youth Service.

There are set criteria as to how the funds must be used and monitored:

- The project must be for young people aged 13-19 years (or up to 25 where young people have special needs)
- The application must be completed by young people. If there is any doubt as to the authenticity of the application, the group may be invited to give a presentation.
- The project must be led by young people and benefit young people.
- The project must embrace equal opportunities.
- The project must offer good value for money.
- The bid must not be used to promote religious or political beliefs.
- The project must have a sponsor organisation to look after the money.
- The project must contain a reference from an appropriate adult; such as a Youth Worker, teacher, Connexions advisor.
- A Monitoring & Evaluation form must be completed and submitted within one month of the end of the project.
- Any money not spent must be detailed on the Monitoring & Evaluation form and returned; unless approval has been sought and given to spend this on other items.
- All receipts and records of how the money is spent should be retained as the fund is subject to audit and inspection. Copies must be submitted with the Monitoring & Evaluation form.
- Bids for international projects will be considered but must demonstrate good value for money and benefit the young people involved and their communities.
- Particular consideration will be given to projects which include and/or will benefit disadvantaged young people.



Make sure your project meets each of the criteria and that you agree to comply with each point. This is really important.

## How the Funds operate in Staffordshire 2009/10

The Youth Opportunities Funds in Staffordshire proved to be a great success with many different projects being supported and thousands of young people benefiting. Young people from voluntary youth groups, youth service supported groups, young people with special needs and young people on the streets have benefited. Importantly young people have made meaningful decisions.

A proportion of the Youth Opportunity Fund has been allocated to the eight District Youth Banks. Each Youth Bank will have £40,000 available and can approve bids up to a maximum of £3,000. These groups will consider applications which relate only to their district.

The Youth Capital Fund will have £390,000 available with bids up to a maximum of £50,000.

The Countywide Youth Opportunities Fund will have £40,000 available with bids up to a maximum of £6,000. The Countywide fund will fund activities which must cover at least two districts.

The Countywide Youth Opportunities Fund and the Youth Capital Fund will be operated by the County Youth Funds Management Board.

Arrangements have been made to ensure that the most disadvantaged young people in Staffordshire participate in and benefit from the Youth Opportunities Fund.



**Here's the good news...** You can apply for Youth Capital Funding and Youth Opportunity Funding for the same project! *(Where it meets the fund criteria)*

**Some more good news...** You could apply for Youth Capital Funding and Youth Bank funding for the same project! *(Where it meets the fund criteria)*



**Here's the bad news...** You cannot apply for Youth Opportunity Funding and Youth Bank Funding for the same project/activity.

## Youth Opportunities Fund

### What is the Youth Opportunities Fund?

The Youth Opportunities Fund is a sum of money provided by the Government to pay for things like residential work, arts /music projects etc.

The fund is managed by a group of young people from across Staffordshire, who meet to consider and discuss applications and decide which projects will receive money. This group works to the set of criteria listed on page 3 of this guide plus the following additional criteria:

- The bid should be for at least £50 but no more than £6000.
- The project must cover two or more of the following districts; Cannock Chase, East Staffordshire, Lichfield, Moorlands, Newcastle under Lyme, South Staffordshire, Stafford, Tamworth.

### So what's your next step?

Read the funding criteria. Talk to your friends and/or group members about what you'd like to do. Work with a helpful adult if you would find that useful. This could be your teacher, youth worker, carer, Connexions personal advisor. Complete the application pack and send it in to:

The Youth Funds Management Board  
Staffordshire Youth Service  
Staffordshire County Council  
Tipping Street  
Stafford  
ST16 2DH

Tel: 01785 278784  
Fax: 01785 278764  
Email: [youth@staffordshire.gov.uk](mailto:youth@staffordshire.gov.uk)

**The closing date for the first round of bids will be 30 June 2009. If all funds are allocated, there will be no second round. If a second round is to be held the closing date for bids will be 30 September 2009.**

## Youth Capital Fund

### What is the Youth Capital Fund?

The Youth Capital Fund is a sum of money provided by the Government to pay for things like doing up buildings, buying mobile units, providing youth shelters, buying computer equipment etc.

The fund is managed by a group of young people from across Staffordshire, who meet to consider and discuss applications and decide which projects will receive money. This group works to a set of criteria listed on page 3 of this guide plus the following additional criteria:

- The bid should be for at least £1000 but no more than £50000.
- You must attach quotes for work costing over £1000. Money can be given for improvements to buildings, but cannot be only for repairs to premises. Youth Capital money cannot be used to pay rent or lease of premises costs.
- If the project involves alterations to County Council buildings or Youth Service buildings, permission needs to be obtained from the relevant authority.

### So what's your next step?

Read the funding criteria. Talk to your friends and/or group members about what you'd like to do. Work with a helpful adult if you would find that useful. This could be your teacher, youth worker, carer, Connexions personal advisor. Complete the application pack and send it in to:

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**The closing date for the first round of bids will be 30 June 2009. If all funds are allocated, there will be no second round. If a second round is to be held the closing date for bids will be 30 September 2009.**

## Youth Bank

### What is Youth Bank?

The Youth Bank is an allocation from the Youth Opportunities Fund to pay for young people's activities locally. The pot of money is there for you to bid into for activities, residentials, arts /music projects etc.

The fund is managed by a group of young people from your area, who will meet to consider and discuss your application and decide on how the fund will be given out. This group will be working to the set of criteria listed on page 3 of this guide plus the following additional criteria:

- The bid should be for at least £50 but no more that £3000.
- The project should take place in the group's local district.

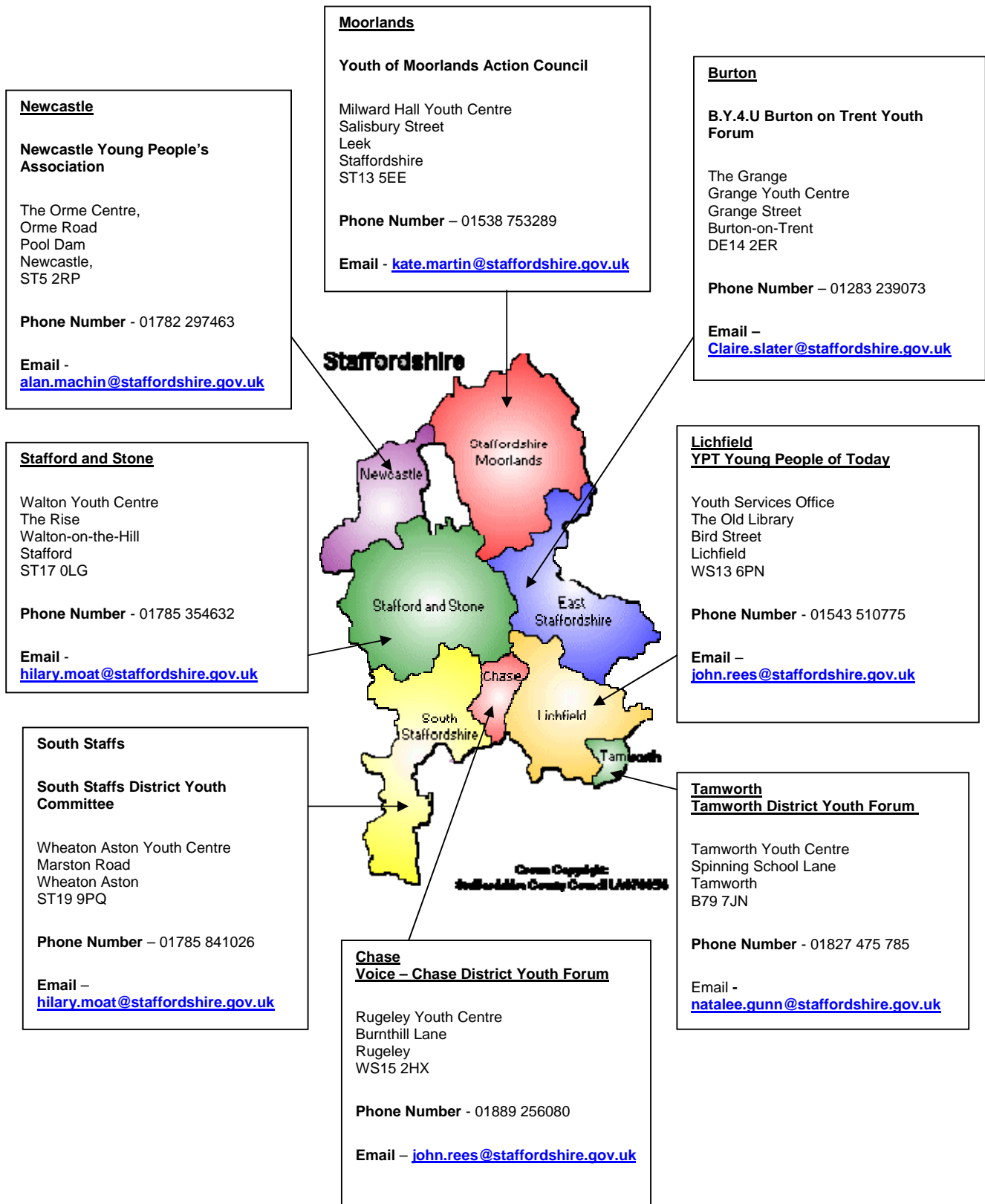
### So what's your next step?

Read the funding criteria. Talk to your friends and/or group members about what you'd like to do. Work with a helpful adult if you would find that useful. This could be your teacher, youth worker, carer, Connexions personal advisor, etc. Complete the application pack and send it in to the nearest Youth Bank Forum as listed at the end of these guidelines.

**Please contact your local district office for deadline dates or check out the website at [www.youthinstaffs.co.uk](http://www.youthinstaffs.co.uk). You will find contact details for each district office on the next page.**

## YOUTH BANK – Contact Addresses

### Which Youth Bank is operating in your area?



## The Completed Youth Funding Application Form

### So What Happens Now?

- Send your application to the relevant panel for assessment.
- Your application will be considered and you will be contacted with the outcome.

### What Happens If You Get The Money?

- Your sponsor organisation will be sent a cheque or BACS payment for the amount agreed.
- You will carry out project monitoring and evaluating as you go along.
- At the end of your project we will ask you for your evaluation of how the project went.
- Your sponsor organisation will be asked to give us an account of how the money was spent.
- As the County Council has to account to the Government for the way in which the money is used, the Youth Service may inspect projects at random to ensure that the money was used for its intended purpose and that the project outcomes are of an appropriate standard.

### What Happens If Your Application Is Not Successful?

- We may be able to point you in the direction of someone else who can help with funding your project, or help you in putting your bids together.
- Don't be disheartened if your application is not successful this time. Remember, there is only a small amount of money to go around, so we have to make sure that we are spreading the funding so that it benefits as many young people as possible.



Finally, we wish you good luck with your application.  
Please don't hesitate to contact us if you have any further questions.