

# Youth Funding

## Application Form 2009/10



## YOUTH FUNDING CRITERIA 2009 / 2010



Please read these criteria carefully before filling in the application form. You can find extra guidance notes at [www.youthinstaffs.co.uk](http://www.youthinstaffs.co.uk)

- 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.
- The project must be led by young people and benefit young people.
- The project must embrace equal opportunities.
- The bid must not be used to promote religious or political beliefs.
- The project must offer good value for money.
- Youth Bank bids must relate only to your district.
- Youth Opportunity bids must cover two or more of the following districts: Cannock Chase, East Staffordshire, Lichfield, Tamworth, South Staffordshire, Stafford and Stone, Staffordshire Moorlands, Newcastle under Lyme.

Funding Area	What for	Minimum	Maximum	Meeting / Deadline dates	Can also apply for
Youth Bank	Local Projects	£50	£3000	Contact local forum	Youth Capital
Youth Opportunity	Projects covering more than one district	£50	£6000	30 June 09 30 Sep 09	Youth Capital
Youth Capital	Building Projects	£1000	£50,000	30 June 09 30 Sep 09	Either Youth bank or Youth Opportunity but not both

# YOUTH FUNDING APPLICATION FORM

## 1: Fund

Which fund are you applying for (see opposite page)?

- Youth Opportunity
- Youth Capital  Please tick one box only
- Youth Bank



If you are unsure about which fund you should apply to, please refer to our extra guidance notes. These can be found at [www.youthinstaffs.co.uk](http://www.youthinstaffs.co.uk)

## 2: Project

What is the name of your project or group?

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## 3: Group Details



We need to know some information about who has set up the project AND who will benefit. NOTE: All of the totals in the 'group details' section should be the same. Let's start with who the project leader is... we need this in case we have any questions!

### Project Leader (Young Person)



Name:



Date of Birth:

Age:



Address:

Post Code:





Phone Number:



E-mail Address:

## Other Group Members and Who Will Benefit

**Gender:** Please give the number of females and the number of males who have set up the project and who will benefit from the project.

	Involved in putting the bid together	Involved in the Project	Will benefit
 Female			
 Male			
<b>Total</b>			

**Disability:** How many young people have a disability of any kind?

	Involved in putting the bid together	Involved in the Project	Will benefit
Number of young people with a disability			

**Ethnicity:** Please give the number of young people for each ethnic group below

	Involved in putting the bid together	Involved in the Project	Will benefit
Asian			
Black			
Chinese			
Mixed			
White			
Other			
Prefer not to say			
Don't know			
<b>TOTAL</b>			

**Age:** Please give the ages of the young people in your group and the ages of the young people the project will benefit.

	Involved in putting the bid together	Involved in the Project	Will benefit
12 and under			
13			
14			
15			
16			
17			
18			
19			
20 and over			
Don't know			
<b>TOTAL</b>			

**Vocation:** How many young people...

	Involvement in putting the bid together	Involvement in the Project	Will benefit
Are in full time education?			
Have an Apprenticeship?			
Are a full/part time volunteer?			
Are in full/part time employment?			
Are training?			
Are not in education, training or employment?			

**Additional Information:** If you are applying for more than £1000, how many young people would be available to speak to the panel?

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### 3: About Your Project



We need to know all about your project now and why you would like the funding. Please provide as much detail as possible!

### Project Description

**What are you planning to do and what have young people done to develop the project?** Please ensure you state what type of group you are, what your project is about, and how you are going to do it.

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## The Grant

How will you use the grant to help you achieve / complete the project?

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How much is the project costing in total? \_\_\_\_\_

How much are you applying for from Youth Funding? \_\_\_\_\_

Please provide a breakdown of what you would spend the grant on.



We need as much information as possible here! For any items over £200 you must attach any quotes or estimates you have been given. This is especially important if you are applying to the Youth Capital Fund.

	£
Building Improvements	
I T Equipment (Computers, printers etc)	
Vehicles	
Decoration / Refurbishment	
Staffing (eg Employee Costs)	
Equipment (eg Computers, DJ kit)	
Premises (eg Hire of Room)	
Transport (eg Train / Taxi / Bus Fares)	
Other (Please state)	
Other (Please state)	
Other (Please state)	
<b>Total Expenditure</b>	

Please declare any funding and / or bids you have already made or will be making for this project?

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Particular consideration will be given to groups who raise funds for their project. Please list any fundraising activities you have undertaken:

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What would happen to your project if only part of your bid was approved?

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**Youth Capital Bids Only**



Please only complete the following questions if you are applying to the Youth Capital Fund. If you are applying to the Youth Opportunities Fund or Youth Bank Fund, please go to section 4.

	Yes, No or N/A
Has the owner of the building given permission for the work and do you have the necessary approvals?	
Is planning permission required?	
Are building regulations required?	

What will you do with the resources / equipment at the end of the funding period? Who will be responsible for maintaining the facility?

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#### 4: Evaluation Process



Once your project is completed we will need a full report from you. We will send you a Monitoring & Evaluation Form which you must fill in and return to us, we also need to know what extra evaluation methods you are going to include; such as photographs, videos, a powerpoint presentation etc. We look forward to hearing how well your project went and seeing what evaluation methods you come up with.

We now need to know how you will let other young people know about your project and how you will maximise promotion and publicity.



	Yes or No
Will you write a press release?	
Will you write a newsletter?	
Will you do a TV or radio interview?	
Please list any other methods below:	

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#### 5: Important Information



Your group must have a Sponsor Organisation so that we can give them the money to look after and keep track of how the money is spent (this could be a Youth Group, School or Young Person's Group). We need their details too so you need to ask for their help and ask them to fill in the next page.

We also want you to get a short reference off an adult (this could be a Youth Worker, Teacher, Connexions Personal Advisor, etc). Ask them to write about how well they think you will carry out the Project and include it with your application.

**To be filled in by your Sponsor Organisation**

**Contact Details:**



Name:

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Supporting Organisation:

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Position in Organisation / job role:

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Address:

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Post Code:

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Phone Number:

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E-mail Address:

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**For our information and to help support local groups, please could you answer the following questions?**

1. All staff and volunteers involved with young people have a valid CRB check?  
Yes  No
2. Your organisation has a health and safety policy?  
Yes  No
3. Your organisation has a child protection policy?  
Yes  No
4. Your organisation has an equal opportunities policy?  
Yes  No
5. Your organisation has relevant insurance cover?  
Yes  No

**Agreement:**

I confirm that my organisation, as sponsor of this project, will work alongside the young people to ensure that the funds awarded are spent in accordance with the application form.

I will ensure that the Monitoring & Evaluation is completed and submitted within the timescales indicated by the Youth Opportunities Board.

I will ensure that financial records are kept throughout the term of the project and that all receipts and invoices are submitted with the completed Monitoring & Application form.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Bank Details:

How would you prefer the grant to be paid to you? (Please tick one box only)

Cheque

Cheque Details	
Name of Payee:	
Address:	
	Postcode:

BACS

BACS Details	
Account Holder:	
Name of Bank:	
Branch:	
Account Number:	(8 digits)
Sort Code:	(6 digits)

Transfer

Transfer	
Code to be credited:	



Concerned about handing over bank details?  
If your sponsor organisation does not want to disclose their bank details at this stage, they can provide this information at a later date if the bid is approved.  
Please note this may delay payment of the bid.



## 6: Declaration



Why not read over your form now, have a think, and make sure you haven't missed anything out. Once you are happy, please read the declaration below and sign.

I declare that I am authorised to submit this application on behalf of the group and certify that the information provided is accurate. By signing this declaration, the group acknowledges that the grant guidelines have been read and agree to provide the monitoring & evaluation form as requested. The group accepts that the decision of the panel is final and gives permission for Staffordshire Youth Service to keep and record the information in this form.

Project Leader

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Congratulations! You have completed the application.**

Please read the Youth Funding guidelines for where to send your form.

If you have any questions about this form, please contact Sue Boardman by e-mailing [susan.boardman@staffordshire.gov.uk](mailto:susan.boardman@staffordshire.gov.uk) or calling 01785 278784

**We wish you luck with your bid!**

*Staffordshire Youth Service: inspiring young people to realise their potential as positive members of society*