

# YOUTH BANK GRANT APPLICATION FORM

## SECTION 1 – GENERAL INFORMATION

Name of person/group/project making the application .....

Name of main contact person .....

Contact address of the young person taking responsibility for this bid (this may be a youth centre)

.....

..... postcode .....

Telephone (day) ..... (evening) .....

email address .....

When would be the best time to contact you? .....

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### Details of support organisation or youth worker

Name of support worker/youth worker .....

Job Role .....

Name of organisation .....

Address .....

.....Postcode .....

Telephone (day) ..... (Evening) .....

email address .....

**To help us collect information about who is applying for funds please complete the following:**

How many members are there in your group/project?

\_\_\_\_\_

Please give breakdown under the following categories (please put in how many young people are in each age group)

**MALE Age Group**

13-16

**FEMALE Age Group**

13-16  17-19

Does anyone in your group have a disability?

If yes how many Male  Female

Are any of your group identified as hard to reach or disadvantaged (see attached list)

If yes how many Male  Female

Please give details of ethnic origins (please put in how many young people are from which ethnic group)

White British	<input type="text"/>	Pakistani	<input type="text"/>	Mixed Heritage	<input type="text"/>
Indian	<input type="text"/>	Black Afro Caribbean	<input type="text"/>	Black African	<input type="text"/>
Not Known	<input type="text"/>	Other Ethnic Group	<input type="text"/>		

**Accredited Outcomes**

Will any of your group receive an accredited outcome from involvement with this project?

If so how many

Accredited Outcome Male  Accredited Outcome Female

Of these young people identified, how many are considered disadvantaged?

Recorded Outcome  Accredited Outcome

(**Accredited Outcome** will have one or more of the following features: Successful completion of one or more modules of a locally/national recognized award; have credibility outside youth work including enhancing life and social skills and where possible a link to employment, education and training; be subject to either independent verification by the organization making the award or be externally assessed by an awarding body).

**Districts**

Which District is your group from (please tick appropriate box)

Aylesbury Vale Rural  Aylesbury Vale Town  Chiltern  Wycombe  South Bucks

## SECTION 2 – TELL US ABOUT YOUR PROJECT

The members of the panels allocating Youth Bank funding will not make any assumptions on your project based on any information given. Please be explicit regarding the details surrounding your project to increase your chance of receiving the funding needed.

Please give a brief description of your project or the activity you are planning (Please use a separate sheet if necessary and attach to the back of this form) Please make sure you have read the guidance notes on & Youth Bank funding criteria (included in the application pack)

How many young people will be involved in this project approximately?

When do you hope your project will start and how long will it last?

Start \_\_\_\_\_ Finish \_\_\_\_\_

How will your project benefit other young people or your local community?

Please give details on the long term sustainability of the project

**SECTION 3 - FINANCIAL INFORMATION:**

**FINANCIAL DETAILS**

What is the total cost of your project/activity? .....

How much are you applying to the Youth Bank for (please delete as appropriate)

.....

If you are not applying for the full amount, where will you get the rest of the money?

Please list other source of funding .....

**Please give a financial breakdown of how much will be spent on different parts of the project/activity.**

Covering key areas like staffing (names of staff, hours to be worked and rates of pay etc), use of premises and transport, purchase of equipment etc. Please contact us if you need help. Please use another sheet if required.

**Does your group have a bank account? Yes/ No.** If yes please give details below

If you do not have access to a bank account please contact us and we will advise you on how to access your grant. We will be able to put you in touch with groups/organisations that are willing to act as Bankers for your project.

Bank Name: .....

Bank Branch: .....

Address .....

..... Postcode .....

Sort code .....Account Number .....

Account Holder .....

Account holder signature .....Date .....

**Agreement to Grant Conditions**

This application form must to be signed by both the contact person from the front page and by the representative from the support organisation/the youth worker. Please read and sign below.

We understand and agree to the following:

- 1. We will use the grant only for the purposes set out in the project application. We will not make any changes to the project or how the grant is to be spent without the prior agreement of the Young People’s Funding Panel (‘YPFP’) acting on behalf of Buckinghamshire County Council.
- 2. YouthBank will not pay grant money for any expenditure incurred before the project approval date.
- 3. We will not sell or dispose of any equipment, or other assets, purchased with the grant without the prior knowledge and written consent of the Buckinghamshire County Council.
- 4. We will make sure that the project is value for money and will keep records of all quotations and estimates.
- 5. We agree to monitoring visits and to provide financial information that may be requested.
- 6. We will comply with any relevant legislation affecting the way we run our project or activity.
- 7. We will ensure that we maintain adequate insurance to cover all our activities at all times.
- 8. We understand that we must spend the grant within the current financial year. If we do not spend the whole grant in this time we will return the unspent amount to the YPFP.
- 9. We will keep all financial records and accounts, including receipts to show how the grant was spent. We will complete and return the end of project report by [                    ]. (date to be agreed with project)
- 10. We agree that the YPFP will have the right to withhold or request repayment of the grant or any part of it at its discretion *if* we breach this agreement or we fail to reflect equal opportunities in our practices.
- 11. We agree these terms and conditions will remain in force until the grant is spent and the YPFP has received and approved the end of project report.
- 12. We agree that the YPFP can use the name of our group and our project in its own publicity materials. We will inform the YPFP of any situation where confidentiality is a particular issue.

Signature of main contact from the group  
(young person)..... Date.....

Signature of authorised representative from  
support organisation or  
youth worker ..... Date.....

**Please return to:**

Buckinghamshire Youth Bank  
Youth Services  
Participation Team  
First Floor  
County Offices, Walton Street,  
Aylesbury,  
Buckinghamshire HP20 1UA

Email: bucksyouthbank@buckscc.gov.uk

Tel: 01296 382448

**PLEASE KEEP A COPY OF YOUR APPLICATION FOR REFERENCE**

(Office use) Panel approval – Signatories of panel (any 2 members)	
Name .....	Position .....
Signature .....	Date .....
Name .....	Position .....
Signature .....	Date .....

**THANK YOU FOR APPLYING**

Please indicate below how you heard about this grant:

Website  
Word of Mouth  
Buckinghamshire Foundation

Other: \_\_\_\_\_  
\_\_\_\_\_

# CRITERIA FOR GRANT APPLICATIONS

## YOUNG PEOPLE MUST BE INVOLVED IN DECIDING HOW AND WHAT THIS MONEY IS SPENT ON

Any young person or groups of young people aged 13 to 19 (up to 25 for disabled young people) can apply to the grant panel for money to support activities for themselves and other young people as well as their local community. If you require any support in completing the application form or have any questions please contact us.

### Funding Available

#### **Small Grants**

Any young person or groups of young people aged 13 to 19 (up to 25 for disabled young people) can apply to the grant panel for money to support activities for themselves and other young people as well as their local community. Small grants are available from £100 to £2999. Grants can be made to support individual young people for training that will benefit other young people and their local community up to £300 per application e.g. an application for funding to pay towards a Sports Leadership training course in order to contribute to the activities programme at their local youth club.

#### **Large Grants**

Any young person or groups of young people aged 13 to 19 (up to 25 for disabled young people) can apply to the grant panel for money to support activities for themselves and other young people as well as their local community. A presentation will be required to aid the grants panel in their decision making. Large grants available from £3000 to £5000

# FUNDING CRITERIA

Your project or activity must meet one or more of the following criteria. It must be planned and led by young people, but can be assisted by a youth worker or another adult (Grant sponsor form needs to be completed by adult sponsoring the project)

- Must be of benefit to other young people or your local community
- Help to improve and increase leisure, recreational or arts and cultural activities or multi-media activities for young people
- Help to promote young people's safety and well being
- Help young people to get involved in decision-making structures in their local community/neighbourhood
- Help young people to get involved in fund raising activities.
- Help young people to get involved in volunteering activities
- Help build relationships between groups of young people from different communities, ethnic/cultural groups
- Give young people the opportunity to develop their interests/hobbies and gain new skills
- Give young people the opportunity to get their skills and learning recognised
- The Youthbank is particularly keen to support project that can be sustained and have a long term benefit for young people.

## PRIORITIES

Priority will be given to applications that are developing projects or activities in the following areas:

- Work with disabled young people
- Local communities or neighbourhoods in deprived areas
- Young people living in rural areas
- Unemployed young people
- Young people who are looking after other family members
- Young people living in care
- Young travellers and Refugees

## **GRANTS PANEL**

The funding panel is made up of young people from across Buckinghamshire who have been trained in:

- Assessing application forms; Negotiation skills; Decision-making skills; Developing criteria which applications are judged against; Managing budgets

## **TIMESCALE**

### Small grants

These will be seen at a regular grants panel meeting. The grants panel meet on a regular basis and you will be notified as soon as possible after your grant application has been viewed by the panel.

### Large grants will follow a two step process:

First step:

The application will be seen by a regular panel for initial approval.

If you are successful at this stage you will be invited to make a short presentation to the grants panel. These panel meetings will be in September 2011, December 2011 and February 2012.