

Rutland Youth Council
Small Grants Fund
Application Form



April 2015 – March 2016

Introduction

This is the official application form the Rutland Youth Council Small Grants Fund for Rutland.

- **You can apply for a small grant of up to £500**

To be eligible to receive funding from the funds you must meet ALL of the following requirements:

- Aged 11 to 19
- Live In Rutland or attend a Rutland School
- Supported by an adult in order to make the application
- Applying for money to improve things to do and places to go for yourself/other young people.

Please note that this year's fund will operate the same as last year but with a particular focus on care leaver's.

How can the funds be used?

- The funds can be used to pay for anything that you think will improve things for you as an individual/group in terms of things to do and places to go in Rutland
- There are no restrictions on the type of projects/ideas that can be funded as long as they support young people to learn and develop in relation to a Government policy called the 'Every Child Matters outcomes'. The project aims to make everyone aware of the things that children and young people need to be happy, successful, healthy and safe.
- Your project/idea should aim to support the following 5 outcomes:

• Be Healthy	E.g. sports; healthy eating; safe sex
• Stay Safe	E.g. anti-bullying; crime prevention; road safety
• Enjoy & Achieve	E.g. Having a good time; learning new skills
• Make a positive contribution	E.g. Youth forums; graffiti cleaning; recycling, painting & decorating
• Achieve economic well-being	E.g. gaining new skills; Accreditation, resources to develop skills

Important information

Funding amounts

- There is a total of approximately £2,500 available for 2015 -2016

Accountability

- You will be expected to collect evidence of how you use the funds and to show how they benefited you/other young people
- You will be asked to attend a brief quality assurance meeting from a member of the Rutland Youth Council at some point in the year.
- You will have to complete and monitoring and evaluation form in April and return it along with proof of spend.

Application form

Guidance on how to fill in this form:

1. Read the information at the start of this form very carefully to ensure that you meet the criteria
2. Read the rest of the form to see what information you will need to provide
3. If applicable get details of all the young people that will be involved in the management of the project
4. Make a list of all of the things that need to be done to make your project/idea happen
5. Find an adult or organisation that can support your application and hold the money for you
6. Put your list of tasks in order, from what needs to happen first to what needs to happen last
7. Research the cost of each task and collect evidence (**don't just guess**)
8. Make a list of all the things that those you/young people will get from your project

Important!

The mandatory sections of this form are highlighted with a thick black border. You must answer all of the mandatory questions or your application will be rejected.

Section 1

Details of the application

- This section is about the young people that will be managing the project
- Assign a project co-ordinator and put their details first

Name of Applicant	
Address	
Email Address	
Mobile number	
Other contact number	
Do you have any disabilities Learning and Physical ? (Give details below)	Ethnic group (tick one box)
	White
	Asian British
	Black Afro Caribbean
	Black African
	Mixed Heritage
	Indian
	Pakistani
	Other
Are you a young person in care or have you left care?	Are you adopted?
YES / NO	YES / NO
Please Circle	Please Circle

Write the details of any other young people in your group. If there are more than 5, continue in the 'Extra Information' section at the end of this form.

	Name	Date of birth
1		
2		
3		
4		
5		

Section 2

Details of the adult supporting this application

- This person or group will be responsible for the way you spend the funding

Name of supporting adult	
Name of club/organisation	
Address	
Phone no	
Email address	

Section 3

Project overview

- Use this section to provide a summary of your project
- Be brief; there will be opportunities to go into more detail in other sections

What is the nature of the application?	
How much will it cost?	
How long will it last?	

Section 4

Planning and finance

- If you followed the advice in the 'How to fill in this form' section you will have written a project plan that lists the various tasks in time order
- Use the table below to write up your plan in neat

Item	Exact cost
<p>PLEASE ATTACH ANY QUOTES</p>	

Section 5

Research

- This section is to show that you have researched your idea to make sure that it will be successful
- Please give thorough details on all sections
- If the question isn't appropriate please state N/A and say why

Why are you applying for this money?
What will getting it achieve? (For you? For Others?)
Have you talked to young people in your group to find out what they want? What did they say? (If appropriate)
Have you applied for funding elsewhere? Please state who and when you expect to hear from them.

Section 6

Individuals and groups that are benefiting

- Use this section to tell us about you/ young people who will benefit from the fund.

How will you benefit? (EG Accreditation, skills for life, resources to develop skills?)

Will your community benefit from your project? (Use learnt skills to help other young people, train others, raise awareness etc?)

Authentication

- This section is to prove that your application is genuine

We, the undersigned, hereby certify that this application to the funds is genuine and accurate to the best of our knowledge. We understand that any attempt to spend money on things not stated in this application will result in legal prosecution. We confirm that the project/idea is being led by young people aged 11 to 19 and that any money granted will be used solely for the purposes described in this form. We agree to provide evidence to show how the funding was spent.

Sign		Print		Date	
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How to submit your application

Please send this completed application to Jules House, 1 Cold Overton Road, Oakham, Rutland, LE15 6NT.



Please note that **all successful** applicants are required to attend the annual celebration event late March (date to be confirmed), hosted by the Rutland Youth Council. You will be required to carry out a 5 minute presentation on how the money has helped and supported you/your group. If you do not attend the event the money will need to be reimbursed to the RYC.

Sign to acknowledge this requirement:

Signature.....

Print.....

Date:.....