



Youth Bank

LEICESTERSHIRE

IT'S YOUR MONEY



APPLICATION PACK

Youth Opportunity Fund & Youth Capital Fund

These notes tell you about the funds and how we are planning to distribute them. Read them carefully and contact us if you are confused.

- The amounts available for 2010/2011 are £300,000 for YOF and £275,000 for YCF
- The maximum you can bid for under YOF is £20,000
- The maximum you can bid for under YCF is £50,000

The final closing date for all grants is 4pm on 19th March 2010.

Those submitting applications for grants of over £10,001 will be expected to do a Presentation on April 9th 2010.

All projects must be fully completed before 31st March 2011 with no exceptions.

‘At the time of going to press, this year is the last confirmed year of the Youth Opportunity and Youth Capital Fund’.

Please note only the application form will be considered.

Some Definitions:

Every Child Matters (ECM) Categories:

- Support young people to be healthy e.g., A sports programme, a coaching award, drug awareness, drama.
- Support young people to stay safe e.g., Youth shelter with lighting and mobile youth projects.
- Support young people to enjoy and achieve e.g. residential experiences, award programmes, taking a lead.
- Support young people to make a positive contribution e.g., Youth Forum, giving young people a voice, conferences,
- Support young people to achieve economic well-being e.g., Key and Life skills, qualifications, Prince's Trust, training.

- YOF – Youth Opportunity Fund. This is money for buying items which are short term – running costs, staff costs, small sports and games equipment, arts and crafts materials, trips and residential etc
- YCF – Youth Capital Fund. – This is money for bigger items, and building alterations – youth shelter, MUGA, new kitchen in a youth centre, building upgrades etc

You can mix the funds on one application form, for example, you may want to set up a youth shelter and then employ youth workers to help run it.

- Trips and Residential – **must have** an educational purpose and outcome, and be of long term benefit to the young people and wider community.

The Jitty:

This is a website built for young people, by young people; you can find out more information about this grant on www.thejitty.com. There is a downloadable and interactive application on the 'Jitty'.

General Information:

Your project must follow these guidelines and then your application can be sent in.

- The young people who benefit from your project must be aged 13 to 19, or under 25 if they have a learning disability.
- **Your project must be led by young people.**
- If you are proposing any building alternation works, and you do not own the building, there must be a long term lease of at least 15 years or more, and you must have the approval of the owner.
- Your project must affect a group of young people.
- We would encourage you to have adult support, especially for larger grants, however we will be flexible for small grants if this is difficult.
- You can only make one bid in each financial year (April - March).
- Think about other young people and adults in your area; you should aim to be bringing together different groups of young people in the community.
- Make sure you do not bid for things you can already use in your local area. There is no point having two of the same thing!
- Whilst we will be, at all times, flexible and accommodating to unpredictable and unavoidable circumstances, Youth Bank reserves the right to withdraw any money not spent correctly.
- Not to be for personal gain or profit.
- There is currently a government priority for work with young people on Fridays and Saturdays, as well as during school holiday periods. Try to include this provision in your project if possible
- In accepting the grant on behalf of young people, your organisation, if successful will need to have a child protection policy in place which takes into account current legislation which takes into account current legislation including CRB checks and ISA registration. These costs will have to be funded by the project, where required.

Judging Rules:

- Be aware the more money you apply for, the greater we expect the effect of the project to be (e.g. last longer and affect more young people).
- We are encouraging longer-lasting projects that have positive impacts on the lives of young people.
- You need to make it clear what effect your project will have.
- For grants over £10,001 you will be judged by your application form and content of your presentation on April 9th 2010.

Show:

- How you have involved other local young people in planning.
- That you have looked at what's already available in the community.
- That you have talked about what young people are going to gain.

Some projects may be approached by a Youth Bank member to clarify details before we make our decision.

Financial Guidance:

- Plan very carefully, making sure you bid for everything you need.
- We need to be able to see that your whole project is possible. If you are applying for money from other sources they must be definite.
- You must give full financial details of your project especially if it is not funded by this grant alone.
- All money must be spent and projects fully completed in this financial year (before the end of March 2011).
- Most projects will have access to a bank account and successful applicants will receive a cheque to be paid directly into their bank account.
- **Make sure that if you are a voluntary project you remember to include VAT at 17.5% in your bid.**
- If you are a statutory project (one run by Leicestershire County Council) do not include VAT. However make sure your prices are from recognised and approved LCC suppliers such as ESPO.
- You need to include 3 quotes for individual items and individual pieces of work costing over £10,001. Please ensure that you include costs for professional fees and costs (approx 10%), as well as a contingency for any unforeseen circumstances that may arise. For example during building works.
- If your project is approved and is under £10,000 you will be required to submit 3 quotes for any large items over £2,500.

Record Keeping and Evaluation:

- You must keep a proper record of the money you spend. Youth Bank members will ask to see this record at any time.
- You will be asked to tell us what you and your group got out of your project and whether you have learnt anything. You will be sent an easy evaluation form. *Please note this is a government requirement.*

Thanks for your Time & Enjoy Your Project

GOOD LUCK

Application Form

PLEASE READ GUIDANCE NOTES BEFORE FILLING IN THIS FORM

ALL INFORMATION IS HELD WITH THE STRICTEST CONFIDENCE

Group Details

Group Name:

Project Leader (Young Person)

We may contact you during the decision making process for a chat.

Name:

Date of birth:

Age:

Address:

Phone Number:

Mobile Number:

E-mail Address:

Borough/District Council Area of Project (please tick)

Charnwood Borough Council

North West Leicestershire District Council

Blaby District Council

Hinckley & Bosworth Borough Council

Oadby & Wigston Borough Council

Harborough District Council

Melton Borough Council

If unsure, check your wheelie bin

Is your project a voluntary project

statutory project

Group Supporter (Adult)

This must be somebody over the age of 18 who is willing to oversee your project, help you to fill in the paperwork and has a bank account.

Name:

Address:

Phone Number:

Mobile Number:

E-mail Address:

Please indicate who will be main point of contact

Project Leader

Group Supporter

Application Form

Details about young people INVOLVED in planning your project.

The Government have asked us to keep a record of how many young people are involved in making your project happen. This is different from the amount of people who will be affected by your project.

Name	Address	DOB	Telephone

If you have more names & addresses please send on attached sheet.

Please give the **number** of young people for each age below:

Age	13	14	15	16	17	18	19	20 +	Total
Male									
Female									

Application Form

Details about young people INVOLVED in planning your project.

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

White	Mixed		Asian or Asian		British Black or Black British	
	White & Black Caribbean	White & Black African	Indian		Caribbean	
British			Pakistani		African	
Irish			Bangladeshi		Any Other	
Any Other	White & Asian		Any Other			
Total	Any Other	Total	Total	Total	Total	Total

Chinese	Other (Please Specify)
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Please give the **number** of young people for each group below:

Young black and minority ethnic people	
Young disabled people	
Young people with special needs	
Looked after young people	
Young offenders	
Young carers	

Young parents	
Young refugees	
Young lesbians and gay men	
Young travellers	
Young people in rural areas	
Other young people	

Application Form

Who is your project aimed at?

The **Government** have asked us to keep a record of how many young people you think will be affected by your project.

Please give the **number** of young people for each age below:

Age	13	14	15	16	17	18	19	20 +	Total
Male									
Female									

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

White	Mixed		Asian or Asian		British Black or Black British	
	White & Black Caribbean	White & Black African	Indian	Pakistani	Caribbean	African
British						
Irish						
Any Other	White & Asian		Bangladeshi		Any Other	
	Any Other		Any Other			
Total	Total	Total	Total	Total	Total	Total

Chinese	Other (Please Specify)
---------	------------------------

Application Form

YOU MUST give the **number** of young people for each group below:

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Young disabled people	
Young people with special needs	
Looked after young people	
Young offenders	
Young carers	

Young parents	
Young refugees	
Young lesbians and gay men	
Young travellers	
Young people in rural areas	
Other young people	

Application Form

Evaluation process

You will be expected to complete an evaluation form towards the end of your project.

We will also contact or visit you at least once during your project.

If you have any questions or problems with your project, or any part of this form, you can contact Young People First on 0116 279 5105.

You can also e-mail your questions to **youthbank@youngpeoplefirst.org.uk**

Don't forget to look at the information online via **www.thejitty.com**

All application forms should be returned to:

Leicestershire Youth Bank
Young People First
Business Box
3 Oswin Road
Braunstone
Leicester
LE3 1HR

Please make sure you attach the correct postage. Thank you.

The online copy will automatically send - so make sure it's right.

If your application is successful, remember to let your local paper know what you have done!

Leicestershire Youth Bank

Young People First

Business Box
3 Oswin Road
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Leicester
LE3 1HR
Tel: 0116 279 5105

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