

# Youth Opportunity Fund: Group Application

April 2010 – March 2011

YOUNG PEOPLE'S DETAILS		Guidance
<b>Group Name</b>		This is the name of the group who is writing the application form and will take key roles in the project if it gets funded.
<b>Group Leader 1</b>	<b>Name</b>	
	<b>Date of birth</b>	
	<b>Telephone</b>	
	<b>Mobile</b>	
	<b>Address</b>	
	<b>Postcode</b>	
<b>Group Leader 2</b>	<b>Name</b>	
	<b>Date of birth</b>	
	<b>Telephone</b>	
	<b>Mobile</b>	
	<b>Address</b>	
	<b>Postcode</b>	
<b>Name of Sponsor Organisation</b>		
<b>Name of lead worker</b>		This is the name of the worker who is supporting you with the application and will help you if your idea is funded

ABOUT YOUR GROUP				Guidance
What sort of group are you?				This is your chance to explain who you are! This can include: Whether you're a group from a youth club, a youth forum, a group of friends or a newly formed group; how often you meet and what activities you do; what you've achieved so far or hope for in the future (If you want you can attach evidence, like photos, DVDs or reports).
State the number of young people in your group by age and gender				
Age	Male	Female	Total	
13-16				
17-19				
20-25				
State the number of young people in your group by ethnicity				
White British		Black African		
White Irish		Black Caribbean		
Other White background		Pakistani		
White and Black Caribbean		Indian		
White and Asian		Bangladeshi		
Other mixed background		Prefer not to say/unknown		
State the number of disabled young people in your group				
Priority Groups : If you or members of your group have circumstances which mean you may find it difficult to get involved in and access activities please explain how/why				These include: Those from low income families; young disabled people; young care leavers; looked after young people; young offenders; young refugees; young lesbians and gay men; young black and minority ethnic people; young travellers; young people living in rural areas; those not in education employment or training

YOUR IDEA			Guidance
What is your idea?			You can attach more information if you want, e.g. pictures/brochures
Why is it needed and how do you know this?			You could show that your idea is not currently provided; do some research to show that your idea is what young people want; or show how the idea will help deal with a local issue
Start Date		End date	You must finish by 31 <sup>st</sup> March 2011
Venue of activities		No of hours of activity	
Which areas of Stockport will benefit?			
How many young people will benefit?			This is the number of young people you think will take part in activities or use the equipment
Will young people gain a certificate or award? If yes please give details	Yes <input type="checkbox"/> No <input type="checkbox"/>		e.g. Duke of Edinburgh Award, First Aid Certificate

Will your idea help young people in any of the ways listed below? (pick as many as you like)		Guidance
Be Healthy		e.g. have good physical fitness and a balanced diet; have good emotional health; make the right choices about smoking, alcohol, drugs and sexual health.
Stay Safe		e.g. have safe places to go; be free from fear; be free from bullying, abuse and discrimination
Enjoy and Achieve		e.g. have things to do and places to go; have opportunities to learn new things.
Make a Positive Contribution		e.g. help improve things for other young people; help improve things for the local community; be a good citizen
Economic Well-being		e.g. have enough money to access learning opportunities; know what you want in the future and be able to achieve it; learn how to manage money
Priority Groups		These include: Those from low income families; young disabled people; young care leavers; looked after young people; young offenders; young refugees; young lesbians and gay men; young black and minority ethnic people; young travellers; young people living in rural areas; those not in education employment or training
Will your project target any of the priority groups?		

PROJECT COSTS				Guidance
Item	Financial evidence to be collected	Date money will be spent by	Cost	
				<p>If you receive funding you will have to send in all your receipts/invoices to prove that you spent the money on what you said you were going to.</p> <p>You must spend all the money by 31<sup>st</sup> March 2011</p> <p>Please attach evidence of your costs, e.g. official quotes from the companies you want to use, or photocopies of brochures or printouts from websites selling the item</p> <p>We look for ideas that are good value for money, you can help us see this by providing two quotes where possible</p> <p>Please go onto a separate sheet if necessary.</p>
			Total	
What other funds have been raised so far? Please give details Below				£

EVALUATING YOUR PROJECT/IDEA		Guidance
How will you tell us about your project if you get funded?		If you get the funding you will need to let us know how your project goes and what the benefits and problems were. You could use photos, diaries, make a DVD, get evaluation forms completed or use any other ideas that you can think of. Your project may also be visited by members of the SKMoney team
Where did you hear about SKMoney?		
Internet <input type="checkbox"/>	Friend <input type="checkbox"/>	
Plings <input type="checkbox"/>	Poster <input type="checkbox"/>	
Word of mouth <input type="checkbox"/>	Worker <input type="checkbox"/>	
Other (please state) <input type="checkbox"/>		The group leaders should sign here
Signatures		
I confirm that the information I have given is correct and I agree to work with my sponsor organisation to complete the project if funded.		
Signature .....		
Print name .....		
Date .....		
Signature .....		
Print Name .....		
Date .....		
<p><b>Thanks for your Time</b></p> <p><b>Now ask your sponsor to complete the next section of the application</b></p>		

## Youth Opportunity Fund: Sponsor Form

Name of Organisation	
Name of worker leading on application	
Position in organisation	
Address	
Postcode	
Phone Number	
Fax	
Email	
<b>About your Organisation</b>	
Is your organisation	Statutory <input type="checkbox"/> Voluntary <input type="checkbox"/>
For Voluntary Organisations only	Are you a registered charity? Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes what is your charity number? .....  Are you registered with Savy? Yes <input type="checkbox"/> No <input type="checkbox"/>  (If not you may need to do so in order to access funding)
Does your organisation have the following in place?	CRB checks for all staff in contact with young people <input type="checkbox"/> Safeguarding/child protection policy <input type="checkbox"/> Equal Opportunities policy <input type="checkbox"/> Health and Safety Policy <input type="checkbox"/> Public liability insurance <input type="checkbox"/>

**The Idea you are supporting**

Please tell us why you are supporting the young people's idea/project

Please tell us about the work the group have done so far in writing the application

Please tell us how your organisation will support the group in developing the project if you are funded

**Finance information**

For Voluntary Sector organisations		For SMBC organisation	
Name of Bank		General Ledger code	
Address of bank		Cost centre	
Account name payable to			

I confirm that the information I have given is correct and that, if the project is funded, I will support the young person to complete the project as stated in the application

Print Name.....  
 Signed .....Date.....

Please also read and sign the terms and conditions

**Please send completed applications, including a signed copy of the terms and conditions, to Helen Forber, Services for Young People, 3rd Floor, Town Hall, Stockport, SK1 3XE**

## Terms and Conditions

### Monitoring and reporting

The Sponsor organisation must agree to any monitoring visits and to complete the monitoring/evaluation forms provided by SKMoney. These will include information on numbers of young people benefiting including ages, gender, ethnic origin and special needs/disability.

### Insurance, policies and procedures

In accepting the grant on behalf of the young people, the sponsoring organisation is confirming a declaration that it has appropriate insurance, policies and procedures in place to support the safe delivery of the project and protect the young people involved in the project. These will include Public Liability Insurance; all staff involved being CRB checked; equal opportunities policy ; child protection/safeguarding policy; health and safety policy; a bank account to process the grant.

Funding may be subject to confirmation and validity of these documents. You may also need to show a copy of these documents during your monitoring visit. Small voluntary organisations may be asked to join the Savy network in order to ensure that they receive the necessary support in making sure these policies and procedures are in place

### Correct use of Funds

The funding should be spent in the timescale suggested on the form unless otherwise agreed by the Youth Grant making panel.

The grant money will be required to be returned and the agreement end straightaway in the following circumstances:

- Should money be spent on a purpose not approved by the Youth Panel in the bid process. You will not make any changes to the project or how the grant is to be spent without prior agreement of Stockport Services for Young People.
- Should money not be spent on the planned purpose within the time period allowed.
- Should you provide fraudulent information, act in a fraudulent manner, provide misleading or incorrect information.

### Payment of the Youth Opportunity and Capital Fund

You should closely monitor your costs against the agreed budget, as we will not be able to increase the grant to meet your additional project costs.

If at the end of your project you have not spent the entire award, you must refund any unspent money to Stockport Services for Young People.

If any money is paid to you incorrectly, due to an administrative error, you must promptly repay the amount back to Stockport Services for Young People

### Accounts

The Sponsor organisation shall have proper financial accounting systems, practices and written procedures.



Please keep a record of all project expenditure for your award together with receipts/invoices. These must be retained for a minimum of six years, for review by Stockport Services for Young People.

**Assets**

Where you plan to buy single items costing over £2,500 , these will be treated as assets, and will be kept on the Stockport Councils asset register. Any asset bought remains the property of Stockport Services for Young People. If your project ends, you must make sure that any assets you have bought continue to be used for young people in the community. If you sell any assets, the money you receive must be returned to Stockport Services for Young People.

**Sponsor contact**

The sponsor contact must be available to discuss the application during its initial setup, implementation and monitoring and evaluation. Should this contact not be available for any period a deputy must be nominated who must provide us with their contact details.

**Promotional Materials**

Grant recipients must give logo credit to SKMoney. The logo should appear in all promotional materials, including newsletters, calendars, brochures, flyers, posters, newspapers, programmes, films and other media forms, electronic transmissions, including Internet sites regarding activities that have been fully or partially funded.

**Signatures**

In signing this document you are confirming that you have read and agree to the SKMoney terms and conditions.

Lead worker  
Signature .....

Print Name .....

Position .....

Date .....

Organisation Lead (Line Manager for statutory organisations/bank account signatory for voluntary organisations)  
Signature .....

Print Name .....

Position .....

Date .....