

Youth Opportunity Fund: Individual Application

April 2010 – March 2011

YOUNG PEOPLE'S DETAILS		Guidance
Name		Your personal details will be removed from the form before it goes to the young people's grant making panel and kept confidential
Date of Birth		
Home Telephone		
Mobile		
Address		
Postcode		
Email		
<p>I confirm that the information I am providing in this form is correct and I agree to work with my sponsor to complete the project if funded.</p> <p>Print nameSigned</p> <p>Date</p>		
Name of Sponsor Organisation		This is the name of the youth or community organisation who will hold the money for you if your idea is funded
Name of lead worker		This is the name of the worker who is supporting you with the application and who will help you if your idea is funded

ABOUT YOU

Age	13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/>																								
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>																								
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Priority Groups : If you identify as being from a group which may find it difficult to get involved in and access activities please tell us	<table border="0"> <tr> <td>From a low income family</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Young people with disabilities</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Young Looked After people</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Care leavers</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Refugee/asylum seekers</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lesbian/Gay/Bisexual/Transgender</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Young Carers</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Young Offenders</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Young people living in rural areas</td> <td><input type="checkbox"/></td> </tr> <tr> <td>From a travelling community</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Not in education employment or training</td> <td><input type="checkbox"/></td> </tr> </table>	From a low income family	<input type="checkbox"/>	Young people with disabilities	<input type="checkbox"/>	Young Looked After people	<input type="checkbox"/>	Care leavers	<input type="checkbox"/>	Refugee/asylum seekers	<input type="checkbox"/>	Lesbian/Gay/Bisexual/Transgender	<input type="checkbox"/>	Young Carers	<input type="checkbox"/>	Young Offenders	<input type="checkbox"/>	Young people living in rural areas	<input type="checkbox"/>	From a travelling community	<input type="checkbox"/>	Not in education employment or training	<input type="checkbox"/>		
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Your Idea		Guidance
<p>Why do you need the money?</p>		<p>You can attach more information if you want, e.g. pictures/brochures</p>
<p>Does your idea help anyone else in the community?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes please tell us how</p>
<p>Does the activity involve gaining a certificate/ award?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If yes, please give details including the accreditation board</p>
<p>When do you need the money by?</p>		
<p>When will you have spent the money by?</p>		<p>You must finish by 31st March 2011</p>

Will your idea help you 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.

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 31st 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>
			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, or use any other ideas that you can think of.
Where did you hear about SKMoney?	Internet <input type="checkbox"/> Plings <input type="checkbox"/> Word of mouth <input type="checkbox"/> Friend <input type="checkbox"/> Worker <input type="checkbox"/> Poster <input type="checkbox"/> Radio <input type="checkbox"/> Other (please state)	
Thanks for your Time Now ask your sponsor to complete the next section of the application		

Youth Opportunity Fund: Sponsor Form

Name of Organisation	
Name worker leading on application	
Position in organisation	
Address	
Postcode	
Phone Number	
Fax	
Email	
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.....

SignedDate.....

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