

# Herefordshire Youth Opportunity Fund & Youth Capital Fund

## What are the Youth Opportunity (YOF) and Youth Capital Funds (YCF)?

Herefordshire has been given £450,000 over the next 3 years, ending March 2011 to increase the number of **'things to do and places to go'** for all young people but especially disadvantaged young people.

The fund aims to give a voice to young people, to involve them in identifying, deciding and leading on a range of positive activities for themselves and their peers.

The **Youth Opportunity Fund** can be used for **'activities'** and things to do. The **Youth Capital Fund** can be used to buy **'things'** e.g. facilities, buildings & equipment.

## Guidance Notes & Criteria– Please read before applying!

**A project must benefit young people (13-19 years) in Herefordshire and should fit into 1 or more of the 5 Every Child Matters outcomes.**

**Staying safe** e.g. anti bullying project, youth space.

**Enjoying and achieving** e.g. canoeing trip, team building day, film-making.

**Making a positive contribution** e.g. running a community event or recycling project.

**Being healthy** e.g. healthy eating project, sports equipment.

**Achieving economic wellbeing** e.g. training course, IT equipment.

### **Who decides how the money gets spent?**

The fund is managed by us - a group of young people called the **"Youth Funding Panel"**. We decide who gets the money and how much. We also monitor projects that have been funded to make sure they are benefiting and involving young people.

### **How can we access the funds?**

All applications for funding **must only be made by young people** but can have the support of adults if needed. You will need to complete an application form - don't worry it is easy to fill in. Please ask us for help if you need to. Contact details are overleaf.

### **Who can apply?**

Applicants must be 13-19 years old and resident in Herefordshire. If you or any one in the group has learning disabilities then you can be up to 24 years old.

### **How much can we apply for?**

You can apply for up to £15,000 from the Capital Fund and £4,500 from the Opportunity Fund.

### **Other sources of funding?**

There may be other funding available to jointly support your project. Herefordshire Council's Project Development Team would be happy to try and help you. Please contact Dave Tristram: 01432 260636.

### **When do I need to apply by?**

As soon as your application is ready! The panel will meet to consider applications every few weeks, so you can apply at any time.

### **When do we get the money?**

You will be given the result as soon as possible, approximately 4 weeks after you apply, depending on whether more information is needed or not by the panel. If your project is successful you will get the money once you have accepted the grant.

## What sort of applications will be supported?

### Applications must

- Be **completed** by young people and be **youth led** (but may have the support of adults).
- Show **full involvement** of young people.
- Benefit **13-19 year olds** (only a small number of the group can be outside of this age range).

### Other things that help an application succeed. Projects that...

- **Are truly youth led** (i.e. young people have identified projects and are fully involved in planning, running, organising, making decisions, influencing & evaluating projects).
- **Support disadvantaged** young people or groups that normally find it difficult to get involved and access activities.
- **Are new** or additional activities.
- **Are value for money** (ask only for what is needed, provide a breakdown of costs & get good quotes).
- **Benefit as many** young people as possible & the wider community.
- **Show a clear need**, are likely to succeed & be sustainable in short & long term.
- Meet the Government '**Every Child Matters**' outcomes (see front page).
- **Help develop skills**, knowledge and confidence.
- **Make a difference.**

### What sort of applications will NOT be supported?

- Those that only benefit an **individual**.
- **Core school provision** and activities (i.e. is part of the normal school provision or is in curriculum time). Extended schools activities may be considered especially if they involve a wider community of young people.
- **Overseas trips** (unless educational, the group is largely disadvantaged and made up of different groups of young people (i.e. not school based).
- Activities/projects that have **already taken place**.
- From **profit making** organisations/businesses.

## What else do I need to know?

Project applicants & young leaders may be asked to present their idea to the panel, or may be called or visited if more information is required. The panel's decision is final, however, you will be written to if you are not successful and given the reason why. You will need a sponsor Organisation; this may be a Youth Worker, School, Youth Group, etc. Don't worry if you don't have a sponsor, you can contact us and we can help you find one.

### If your application is successful

The project applicant & young leaders will need to collect project evidence (photos, quotes, posters etc) & complete an **End Of Grant Report** to show how the money has been spent and what difference it made. The Youth Funding Panel may also visit projects for monitoring purposes.

The sponsor/organisation will need to accept the money on the applicants behalf, support the project leader /organising team, keep a record of the project, all receipts & complete an **End of Grant Report**.



If you have any questions please call us for help or advice **before** you complete the application!

**Chrissie Cobourn** (Youth Involvement Worker)

on: **01432 383008**

[ccobourn@herefordshire.gov.uk](mailto:ccobourn@herefordshire.gov.uk)

**OR**

**Helen Tong** (Delegated Grants)

on: **01432 260753**

[delegatedgrants@herefordshire.gov.uk](mailto:delegatedgrants@herefordshire.gov.uk)

# Herefordshire Youth Opportunity Fund & Youth Capital Fund Application

## Project Name

Please give your project a name if you haven't already.

## Applicants (Main contact )

Young person- leading the project/application.

**Top Tip:** Please make sure to supply your telephone number as we may need to call you when deciding about your application!

<b>Name:</b>	<b>Age:</b>
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

## Applicants (Other project leaders/organising team)

Young people who are involved in planning and running the project.

<b>Name:</b>	<b>Contact number/s</b>	<b>Age</b>

## Group/Youth Organisation details

If you have one.

**Group Name:**

About your group: e.g. What do you do? How often do you meet?



## Youth Involvement

Please explain how young people have been involved in developing the project so far, and how they will continue to be involved in the running of the project.

## Project Costs

How much money do you wish to apply for?

**Top Tip:** The Opportunity Fund is for 'activities' and Capital Fund is for 'things'. If the total costs of your 'things' is less than £1000 it should be entered in the Opportunity Fund box.

Youth Opportunity Fund (min £50 – max £4,500)

£

Youth Capital Fund (min £1,000 – max £15,000)

£

## Breakdown

Please provide a breakdown of your project costs.

**Top Tip:** Supplying quotes helps us make our decisions. Ask **ONLY** for what you need and be as accurate as you can! If you are asking for staff costs or overheads please give a detailed breakdown and remember to include VAT unless your organisation can reclaim it.

Item	Amount
<b>Total</b>	£

**Maintenance** If you are buying equipment please explain how it will be stored/maintained and who will look after it. Also what will happen to it when the project is over.

## Other Funding

Please tell us about any other fund raising activities, funding sources and other financial support the project has got or may be getting.

## Project Planning

Tell us when you think your project will start and end. And when different parts of your project will take place.

Start Date:

End Date:

Activity/Task	By When/date

Where will the project take place, and where will most of the young people taking part come from?

## Project Outcomes

Which of the 5 'Every Child Matters' outcomes does the project meet?

Please tick all that apply and give a brief explanation.

Staying Safe	<input type="checkbox"/>	
Enjoying & Achieving	<input type="checkbox"/>	
Positive Contribution	<input type="checkbox"/>	
Being Healthy	<input type="checkbox"/>	
Achieving Economic Wellbeing	<input type="checkbox"/>	

## Sponsor Details

Please provide details of your sponsor organisation.

If you don't have a sponsor and would like help to find one, tick here

and we will contact you.

Organisation Name:	
Contact Person:	
Address:	
	Postcode:
Telephone:	
Email:	

## Beneficiaries/Equal Opportunities

Please **write numbers** in the boxes below.

**Why?** The YOF/YCF aims to reach as many different people as possible.

We need this information so we can see the picture of who is being reached. It also helps us make our decisions.

**Top Tip:** please write numbers in the boxes, don't just tick- thanks

How many young people will <b>directly benefit</b> from this project?			
How many males?		How many females?	
11-12 years		11-12 years	
13-16 years		13-16 years	
17-19 years		17-19 years	
20-24 years		20-24 years	
How many of these beneficiaries are from:			
Black and minority ethnic background			
Disadvantaged background			
Or who have a disability			

How many young people will take part in this project as <b>project leaders/applicants</b> ?			
How many males?		How many females?	
11-12 years		11-12 years	
13-16 years		13-16 years	
17-19 years		17-19 years	
20-24 years		20-24 years	
How many of this group are from:			
Black and minority ethnic background			
Disadvantaged background			
Or who have a disability			

## Project Evidence

If your application is successful you and the young people involved will need to keep ongoing records of how the project went and what difference it has made.

You and your sponsor will need to complete an **End of Grant Report** and collect other supporting evidence such as photos, posters etc.

If you would like a copy of the Report to see what is involved please contact us or look at the website (address below).

## Declaration

- *The information in this application is accurate to the best of my knowledge.*
- *I declare that I will work with my support adult/ sponsor to keep evidence and receipts for all expenditure of the project.*
- *I will provide all necessary project evidence (the End of Grant Report and other supporting evidence) to the Youth Funding Panel by the required date.*

**Name** (project leader/applicant) \_\_\_\_\_

**Signed** (project leader/applicant) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name** (sponsor) \_\_\_\_\_

**Signed** (sponsor) \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for completing the application form, please send it to us -the **Youth Funding Panel!**

### Youth Funding Panel

C/o Delegated Grants Team

Herefordshire Council

P O Box 4, Plough Lane, Hereford, HR4 0XH

01432 260753



For more information go to: [www.herefordshireyouthcouncil.co.uk](http://www.herefordshireyouthcouncil.co.uk)