



must be completed by young people



**Are you 13 to 19
or 25 with disabilities?**

**Do you want money for places to
go and things to do?**



**Application to Essex
YouthBank for
Youth Opportunity Fund (YOF)
and/or
Youth Capital Fund (YCF)**

Bids up to £7,500

YOF

You can apply for funding for a wide range of sporting, cultural and recreational activities and supporting opportunities for volunteering, such as; outdoor experience, music, or drama workshops.

Bids up to £15,000

YCF

This Capital fund could help you to purchase equipment (over £1,000), refurbish or develop your premises, such as; provide a youth space within an existing community building. Minimum £2,500 per application

The Youth Capital Fund and the Youth Opportunity Fund are designed to work together – you can use YOF for an activity/project and use YCF to buy equipment needed to run the project. - The YCF & YOF fund can be in tandem or match funding larger projects. You can use YOF to fund the activity and use UCF to buy the equipment that is needed to run the project,.

Projects must be completed by 31 March 2009





must be completed by young people



Application Process

- Young people, must complete the application form with adult support where necessary.
- Complete and return the application form with completed budget sheet and any supporting evidence to your Area Office (see back page).
- Once received by the Area Office, the form will be checked to ensure you have completed it correctly.
- You will then get a letter confirming that we have received your application form.
- The district YouthBank Funding Panel of young people will assess the application against the criteria below.
- All applicants will receive a response within three weeks of the closing date.
- You may be asked to make a short presentation to the local YouthBank to support your application.
- Additional information and support is available from your (see back page).
- If successful you will be asked to complete **monitoring forms** and keep a record of expenditure for auditing purposes. Within six months, expect a visit from YouthBank members to ensure the grant has been used appropriately.
- If you are applying for Youth Capital fund, you will need to complete the Asset Register.

Criteria for funding

- Projects must be **for young people by young people**
- The group must have a **minimum of three** young people
- You must be between **13 and 19** (or 25 with learning difficulties)
- The project should benefit more than just the group applying
- Some of the funds must also be raised for elsewhere

Priority groups include the following young people who do not normally access services e.g.:

- **young people with disabilities**
- **young care leavers**
- **looked after young people**
- **young offenders**
- **young carers**
- **young refugees**
- **young lesbians and gay men**
- **black & minority ethnic young people**
- **young travellers**
- **young people in rurally isolated areas**
- **those in rural isolation**

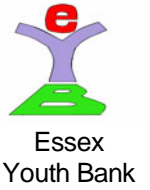
but **all** young people can apply.

- The project must meet at least one of the following *Every Child Matters (ECM)* outcomes
 - **Be healthy** – enjoy good physical and mental health and living a healthy lifestyle.
 - **Enjoy and achieve** – get the most out of life and develop skills for adulthood.
 - **Stay safe** – protection from harm and neglect.
 - **Make a positive contribution**, being involved with the community – no anti-social or offending behaviour.
 - **Achieve economic well being** - reach full potential in life.





Application Form



must be completed by young people

Section 1: To be completed by young people

How much are you asking for? **YOF** £ **YCF** £

Name of group: _____

What are you going to call the project?
(if different from above) _____

Contact name: 1st young person
(complete details of 2 other young people on back of form) _____

Contact address: _____

Contact mobile: _____

Contact telephone: _____ Times for contact after 4pm: _____

Contact email: _____ Age of young person: _____

Section 2: To be completed by supporting organisation

Unfortunately, we cannot give out cash, and need an adult, group or organisation to whom we can issue a cheque. The sponsoring organisation will be responsible for ensuring that the money is spent correctly and will keep a record of how the money was spent.

Name of supporting organisation
(must have a business account with two signatories)

Cheque made payable to:

If ECC please provide Journal Transfer budget code:

Contact details for supporting organisation

Name: _____

Contact name: _____

Address: _____

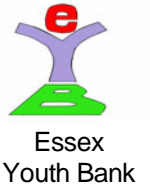
Signature _____

Telephone number: _____ email address _____





Application Form



must be completed by young people

Project Description (for question 1, 2, 4, 5, 6, 7 and 8 use an extra sheet of paper)

1. What will you use the money for and what will you be doing in your project?
(please respond on extra sheet of paper to questions 1, 4, 5, 6 and 8)

2. How many young people will benefit? What are their ages?

	M	F		M	F		M	F
13 - 16			17 - 19			20 - 25		

3. Identify the number of young people who are from priority groups and tell us how they will be involved.

	no.	More information
Young people with disabilities (up to 25 years with learning disabilities)		
Young travellers		
Young carers		
Young care leavers		
Young refugees		
Young lesbians and gay men		
Looked after young people		
Young offenders		
Black and minority ethnic young people		
Young people living in rurally isolated areas		

4. Describe how this project will enhance the community.

5. Identify **at least one** of the *Every Child Matters* outcomes that your project meets? (see under *Criteria for funding*)

- Be healthy
 Enjoy and achieve
 Stay safe
 Make a positive contribution
 Achieve economic well being

6. What will the young people gain from this project?

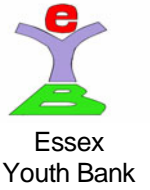
7. Can this project run if it is only partly funded? Yes No (tick as appropriate)

8. What evidence do you have that this is needed?





Application Form



must be completed by young people

Budget Planning Sheet	Details of Expenditure £'s x Hours x Weeks	Total Expenditure £
Staffing costs		
Premises costs (hire, running costs)		
Equipment under £1,000 (e.g. stationery, computer games)		
Transport costs (list separately - hire, fuel costs, general running costs)		
Entrance fees no. of YP x £		
Refreshments		
Other expenses – please use separate sheet		
YCF - Building costs (new build / refurbishment)		
YCF - Equipment over £1,000 (min £2,500) such as; computers, furniture, mini buses		
Attach where you got the prices from e.g. quotes, catalogue, price lists		

Have you applied for YOF/YCF funding? Yes No

If **yes**, please give details of the outcome

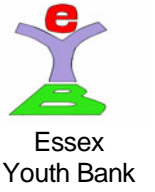
If successful, name of project, date of Grant and amount awarded and what it was used for

If this form is being completed on behalf of a young person, please give reasons





Application Form



must be completed by young people

Contact name: 2nd young person _____

YP2 contact address: _____

Contact telephone: _____

Contact name: 3rd young person _____

YP3 contact address: _____

Contact telephone: _____

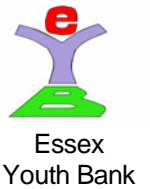
For administration purposes only.

Administration Details (YouthBank Office Use Only)		
Application Number	YOF	YCF
Date Received		
Date Assessed		
Approved - Amount	YOF	YCF





must be completed by young people



Check list

You **must** include the following:

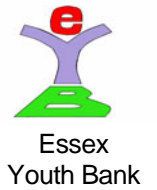
- Make sure that the name, telephone number and email are correct, including the times that you are available (day or evening).
- Don't forget when completing your form to give **examples** of how it will help young people and the community.
- You need to supply **supporting evidence/information** that is clear and can be identified or associated with your project.
- Your project description must be clear. Answer questions as fully as possible and complete the budget plans sheet.
- Include any evidence that shows the process of consultation with other young people e.g. video, photos, etc.
- Evidence of research, and quotes etc.
- Return the application form to your area office (address overleaf).

Why your project might not be funded?

- Your project idea(s) were not from young people and adults would lead the project.
- No evidence that young people were involved in submitting the application.
- Your Application did not meet **any** of the **Every Child Matters** outcomes.
- Your project has already taken place.
- Your application arrived after the deadline date.
- You did not provide clear and accurate information.
- Your application does not meet any of the YOF and YCF funding criteria.
- You have not given enough information/evidence to support your application.
- Your project is not going to be completed by **31 March 2009**

Good Luck!





Returning your form

Please return to your nearest Area Youth office
see below for addresses and phone numbers.

Essex YouthBank
Mid Essex Area Office
Room A301, PO Box 11, County Hall, Chelmsford CM1 1LX tel: 01245 431433

Email: yof@essex.gov.uk Christine.chester@essex.gov.uk

Website www.essexcc.gov.uk/youthopportunityfund

For further support, contact your local Area Youth Action worker via your area office below,
or your local TASCC team youth worker

Mid Essex Area
Room A301
County Hall
Chelmsford
CM1 1LX
Tel: 01245 434287

North East Essex Area
East Area Office
Park Road
Colchester
C03 3UP
Tel: 01206 711170

West Essex Area
Brays House
Tracyes Road
Harlow
CM18 6LF
Tel: 01279 772801

South Essex Area
The Knares
Basildon
SS16 5RX
Tel: 01268 632252

DEADLINE FOR YOF/YCF 2008

Round 1: 7 April
Round 2: 7 July
Round 3: 24 October

