



Herts Council for Voluntary Youth Services Small Grants Fund

**GUIDANCE NOTES AND
APPLICATION FORM**

September 2006



GUIDANCE NOTES

Connexions has always recognised that HCVYS is a key organisation representing the voluntary youth sector in Hertfordshire. Consequently, HCVYS has been chosen to administer a small grants fund. This fund will offer opportunities for voluntary youth organisations, particularly smaller 'hard to reach' groups to build their capacity to help young people to enjoy achieving, to be happy, healthy, safe and to make positive contributions for their own benefit and others.

The total budget is £50,000 administered by two small grant processes.

Scheme 1

Grants of up to £500.

Scheme 2

Grants up to a maximum of £ 2,000.

Applications will be considered by a grants panel consisting of members of the HCVYS Executive, HCVYS Officers, Connexions and young people. (HCVYS Development Officer presenting applications).

Who can apply ?

Applications will be considered from any group or project affiliated to HCVYS working with young people between the ages of 13 – 19 years (or 25 years for those with special needs or disabilities). The final decision will be the responsibility of the grants panel.

The grant panel will meet every 2 months and the result of its decision will be notified to the applicant in writing within one week of that meeting.

Groups may only receive one grant within any 12 month period.

If demand for grants is high the grant panel will take into account the number of grants awarded to groups from within any one organisation.

The decision of the grant panel is final.

The Development Officer will provide feedback to organisations and groups that have been unsuccessful.

Any monies granted must only be used for the purpose agreed. Funding may have to be repaid if this is not adhered to.

Make clear in your application

- How young people are involved.
- Why/How the groups ideas fit with the funding criteria.
- What will be the benefits for the young people involved or how it will help your group provide better services for young people.
- Details of the costs involved, with a breakdown of the budget for the project. **(Income & Expenditure)**

How to apply ?

- Read the guidance notes above
- Complete the application form, which is part of this guidance note.
- Send in your application to: HCVYS Development Officer,
County Youth Office, Valley Way, Stevenage SG2 9AB

The dates when applications must be received by are :-

8th November 2006 – 8th January 2007 – 26th February 2007



APPLICATION FORM

Name of Applicant:

Name of Organisation:

Address:

Telephone number to contact you if required:

Age range of Young People in your group:

Number in the group:

Which scheme you are applying for:

Amount applied for:

Brief description of proposal:

Please note post grant allocation requirements

Scheme 1 - Brief report within six months of the grant being received.

Scheme 2 - Report within 6-12 months of receiving the grant.

In both cases there will be an evaluation process/ close out proforma which will ask the key questions of:

- What did you set out to achieve ?
- What did you actually achieve ?



APPLICATION FORM (continued)

Action Plan/Programme of Activities with timescales:

(Please supply using a separate sheet)

These must include:

- (a) details of the cost involved, with a breakdown of the budget for the project.
- (b) involvement of young people
- (c) the benefits – for young people or how it will enable your group to deliver better or more activities for young people

Also, please tick the boxes where your grant application will help your group to:

- ☐ build capacity and capability, including training and development of staff to improve outcomes for young people.
- ☐ develop new work within your group
- ☐ develop processes to engage young people in the decision making of their organisation

In line with what young people have told the government what matters to them most :

- ☐ being healthy
- ☐ staying safe;
- ☐ enjoying and achieving;
- ☐ making a positive contribution
- ☐ achieving economic well-being
- ☐ developing partnership working to achieve the outcomes above

Have you applied for funding from any other source for this proposal ?

If so, please give details

(Applications for funds elsewhere will not necessarily affect the outcome of this application but may enhance it)

Signature of Applicant and Office held in Organisation

Date:

Send in your completed application form, signed and dated **by post** to:
HCVYS Development Officer,
County Youth Office, Valley Way, Stevenage, Hertfordshire SG2 9AB by:

8th November 2006 – 8th January 2007 – 26th February 2007

This publication is available in other formats. For more information telephone: 01438-219042



FINISHING YOUR APPLICATION FORM

What you need to send us

You need to send us a hard signed copy of the application form with any other supporting documents before the deadlines. Applications will be considered by the Grants Panel and you will hear whether your application has been successful or not within 14 days after the deadline date.

Checklist

This checklist will help you to check that you are sending us a fully completed application.

The applicant has signed and dated the application	✓
The application includes details of the costs involved, with a breakdown of the budget for the project. (Income & Expenditure)	
The application explains the involvement of young people and how many will benefit from the project.	
The application explains what will be the benefits for the young people involved or how it will help your group provide better services for young people.	
The application explains how the project will help the young people in : <input type="checkbox"/> being healthy <input type="checkbox"/> staying safe; <input type="checkbox"/> enjoying and achieving; <input type="checkbox"/> making a positive contribution <input type="checkbox"/> achieving economic well-being or develop partnership working to achieve the outcomes above.	

Send in your completed application form, signed and dated **by post** to:
HCVYS Development Officer,
County Youth Office, Valley Way, Stevenage, Hertfordshire SG2 9AB by the deadlines:

8th November 2006 – 8th January 2007 – 26th February 2007