



Camden

Camden Youth & Connexions Service

Funding application for
Youth Opportunity and Youth Capital Fund

CONTACT DETAILS

1.Name of the group (if any):.....

Name of the project you would like funding for:.....

Name and contact details of the young people leading on the bid (minimum 2):

Name:	Name:
Age and date of birth:	Age and date of birth:
Address:	Address:
Telephone:	Telephone:
Mobile:	Mobile:
E mail:	E mail:

Contact detail of adult worker. Note: The responsible adult worker must be CRB checked as all staff members.

Name:

Position in the organisation/project:

Address we can reach you at:

Telephone:

Mobile:

E-mail:

PLEASE TELL US ABOUT YOUR GROUP

What sort of group is it? (For example, are you a group from a youth club, youth forum, group of friends, a newly formed group, How often do you meet? Age, etc)

What activities do you do?

TELL US ABOUT YOUR PROJECT

What is your project idea? Where did the idea come from, why do you think the project is needed,

You can use a separate sheet if necessary.

What's the duration of the project? (start date and end_date), number of days, hours per day, where will it take place (please provide full address)?

How will your project benefit young people and your local community? How many young people will benefit from the project? What will they learn?

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Which of the following Every Child Matters outcomes does your project support? (You can tick more than one box) Please see Guidelines.

Staying Safe	<input type="checkbox"/>	Economic Well being	<input type="checkbox"/>
Enjoy and Achieving	<input type="checkbox"/>	Making a Positive Contribution	<input type="checkbox"/>
Being Healthy	<input type="checkbox"/>		<input type="checkbox"/>

Which area(s) of Camden borough will this project benefit?

Belsize	<input type="checkbox"/>	Fortune Green	<input type="checkbox"/>	Kilburn	<input type="checkbox"/>
Bloomsbury	<input type="checkbox"/>	Gospel Oak	<input type="checkbox"/>	Kings Cross	<input type="checkbox"/>
Camden Town with Primrose Hill	<input type="checkbox"/>	Hampstead Town	<input type="checkbox"/>	Regents Park	<input type="checkbox"/>
Canteloves	<input type="checkbox"/>	Highgate	<input type="checkbox"/>	St Pancras and Somers Town	<input type="checkbox"/>
Frongal and Fitzjohns	<input type="checkbox"/>	Holborn and Covent Garden	<input type="checkbox"/>	Swiss Cottage	<input type="checkbox"/>
Kentish Town	<input type="checkbox"/>	Haverstock	<input type="checkbox"/>	West Hampstead	<input type="checkbox"/>
Borough wide (All areas)	<input type="checkbox"/>				

PLEASE TELL US ABOUT YOUR PROJECT COSTS

What is the total cost of your project	Items		
<p>How much from Youth Opportunity Fund (Activities, Staff)</p> <p>Please breakdown the costs (list each cost individually i.e. equipment hire, refreshments, transport, staff, venues, etc)</p>		£	
		£	
		£	
		£	
		£	
		£	
	Total Youth Opportunity Fund	£	
<p>How much from Youth Capital Fund (i.e purchase Equipment (computers, football equipment, furniture, pool table, etc)</p> <p>Please breakdown the costs (list each cost individually)</p>		£	
		£	
		£	
		£	
		£	
		£	
	Total Youth Capital Fund	£	
<p>What other Funds, if any, have been raised so far- from who and how much?</p>		£	
TOTAL Grant required		£	

Note: You can use a separate table or spreadsheet if you wish

SPONSOR ORGANISATION

THE FOLLOWING SECTIONS NEEDS TO BE COMPLETED BY THE SPONSORING ORGANISATION

We cannot give out cash and so you will need an organisation to which we can send the cheque. This organisation will need to make sure that the money is spent on what it was meant for, and keep a record of how the money was spent.

Sponsor organisation name	
Contact name (Senior worker financially accountable for managing the grant in the organisation)	
Address	
E-mail	
Telephone	
Fax	

Are you a statutory organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a voluntary	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are a voluntary organisation, are you a registered charity? If yes, please provide registration number.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are not a registered charity, have you got a constitution? Please provide a copy.*	Yes <input type="checkbox"/> No <input type="checkbox"/>

*Note that you must also provide copies of all CRB, Child protection Policy, Equal Opportunity Policy, Health and Safety and Insurance

If not, please contact your YOF/YCF officer for support	Virgilio Varela 020 7974 8265 or e mail Virgilio.Varela@camden.gov.uk
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MONITORING AND EVALUATION

Please keep records of all activities and numbers of participants. You should sent before the activities commence

A final REPORT and receipts/invoices must be provided 14 working days after the project completion and before 28 March 2008.

You can also send us evaluation sessions; diaries, videos or photographs to best support your report.

SIGNATURES

We require two signatures. Please check that you have completed all sections of the form. In signing this you are also confirming that you read and agree with the YOF guidelines. For the adult worker this should be same as the contact name and will also indicate your consent to act in the capacity of sponsor to the above group.

Signed (young person)_____ Date_____

Signed (young person)_____ Date_____

Signed (adult worker)_____ Date_____

Signed (Senior worker)_____ Date_____

EQUAL OPPORTUNITIES

AGE

How many young people in your group are:

	14	<input type="text"/>	17	<input type="text"/>	
	15	<input type="text"/>	18	<input type="text"/>	
13	<input type="text"/>	16	<input type="text"/>	19	<input type="text"/>

GENDER

How many young people in your group are:

Female Male

ETHNICITY

BLACK	
Caribbean	<input type="text"/>
Somali	<input type="text"/>
African	<input type="text"/>
Other Black Background	<input type="text"/>
Specify _____	<input type="text"/>

ASIAN	
Bangladeshi	<input type="text"/>
Indian	<input type="text"/>
Pakistani	<input type="text"/>
Chinese	<input type="text"/>
Vietnamese	<input type="text"/>
Other Asian Background	<input type="text"/>
Specify _____	<input type="text"/>

MIXED	
White and Caribbean	<input type="text"/>
White and Black African	<input type="text"/>
White and Asian	<input type="text"/>
Other mixed Background	<input type="text"/>
Specify _____	<input type="text"/>

White	
White UK	<input type="text"/>
White Irish	<input type="text"/>
White Scottish	<input type="text"/>
Other White Background	<input type="text"/>
Specify _____	<input type="text"/>

Other: Any other ethnic background (Specify): _____

TERMS and CONDITIONS

Monitoring and Reports

1 Applicants must agree to any monitoring visits and to provide a report about the project/activity. This report will include: the numbers of young people who benefit from the fund and information about their age, gender, ethnic origin and any special needs/disability.

Insurance, policies and procedures

2. In accepting the grant on behalf of 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:

- Insurance**
- All staff involved need to be CRB checked**
- Child Protection Policy**
- Equal Opportunity Policy**
- Health & Safety Policy**
- A bank account to process the grant**

Funding will be subjected to confirmation and validity of these documents. You will also need to show a copy of these documents during your monitoring visit

Correct use of funds awarded

3. The funding should be spent in the time scale suggested on the form unless otherwise agreed by the Youth Panel.

The grant money will be required to be returned and the agreement end straightway 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 the prior agreement of Camden Youth and Connexions Service.**
- should the money not be spent on the planned purpose within the time period allowed**
- should you provide a fraudulent information, act in a fraudulent manner, provide misleading or incorrect information.**

Payment of the Youth Opportunity and Capital Fund

4. 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.

We will pay the Youth Opportunity fund in instalments. If, at the end of your project, you have not spent your entire award, you must refund any unspent money to Camden Youth and Connexions Service.

5. If any money is paid to you incorrectly, due to an administrative error, you must promptly repay the amount back to Camden Youth and connexions Service.

Accounts

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

7. Please keep a record of all project expenditure for your award together with receipts. These must be retained for a minimum of six years, for review by Camden Youth and Connexions service as and when requested.

Assets

8. Where you plan to buy single goods item costing over £ 500 with your award money under the Youth Capital Fund grants this will be treated as an asset.

Any assets bought will remain the property of Camden Youth & Connexions Service. 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 Camden Youth & Connexions service.

Sponsor contact

The responsible adult must provide as many contact details as possible and be available to discuss the application during its initial set up and implementation. Should the responsible adult not be available for any period, a deputy must be nominated who provides their contact details to us.

In signing this you are confirming that you read and agree with the YOF guidelines.

I agree with the above terms and conditions, and the Youth Opportunity Fund guidelines.

Signature

Print name.....

Position.....

Name of Project

