



# Youth Voice Youth Choice

## Guidance notes for November 2018



- Please read the guidance notes carefully.
- Each of these sections relates to questions on the Application Form.
- Application forms that are completed incorrectly, have missing or inadequate supporting information may not be assessed.

### Who completes the application form?

The application must be completed in a clear and legible manner by young people.

In exceptional circumstances an adult is able to complete the form on behalf of young people.

## SECTION 1: GROUP DETAILS

We need to know the group name or the individuals name and the age range of the young people who will benefit from the project and the funds.

### Please tick which category your group comes under?

**Schools:** A school project as a whole or any schools groups like sports teams, arts groups, drama groups

**Youth groups:** Uniformed groups, religious youth groups, youth centre groups or any other youth group

**Targeted:** Children in care or leaving care, teenage parents, young carers, disabled young people, young travellers, young victims of domestic violence, young people living in social housing.

**Individual:** One person applying for funding for themselves.

Applications will only be competing against other applications within one category. A maximum of four applications from each category will be shortlisted and publicised on The Royal Borough of Windsor and Maidenhead and Achieving for Children websites for the online voting to select the winners. Applications may be moved to a different category to which they have been submitted.

- We need to know how many young people are on your organising committee and helped write this application.
- You need to have a lead young person who is the contact person for the application. All emails and letters will be sent to this person.
- You need to have an adult over 18 that will help and support you with your activity or project. The adult needs to have an up to date Disclosure and Barring Service (DBS) check. For more information on the DBS visit [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)
- If successful, all details (except young person's details) will be publicised online for voting purposes.



## SECTION 2: PROJECT DETAILS

- Please indicate how much money you are applying for.
- Tick which of the headings best describes your project.
- Please let us know when you plan to start and finish the project. You must finish the project by the date you have indicated.
- We require a rough estimate of the numbers of 8 or 19 year olds (and up to 25 years with learning disabilities) that will benefit from this project.
- The project description is very important. Please make sure we can read it properly as this is your chance to tell us what you are planning to do and what is the aim of your project? Does it seek to change something? Provide a new service? Organise a trip somewhere?
- Please indicate how the project will benefit the community including young people.

## SECTION 3: BUDGET

- We need a breakdown of how the money will be spent and where possible we will need sample quotes of equipment or materials you may be buying. We also require a brief description of what you're spending the money on.

This is an example

<b>Expenses</b>	<b>Brief Description</b>	<b>Cost</b>
<b>Transport</b>	<b>Hire minibus for one evening</b>	<b>£50.00</b>
<b>Venue</b>	<b>Hire a hall for the evening</b>	<b>£75.00</b>

You will also need to breakdown the costs if you are purchasing more than one item of equipment, going on more than one activity or attending more than one training course. You may attach any further information to the back of your application form.

- If the total cost of what you want to do is going to cost more than what you are asking for, you will need to tell us how much you already have and where you received your other money from.
- Please get your lead young person and an adult to sign and date your application form.

# Youth Voice Youth Choice

## Application form

YVYC No:

(For admin purposes only)

If you have any queries contact Elaine Keating on 01628 685856

Closing Date for receipt of application form is  
**5pm Sunday 18 November 2018**



When you have fully completed the form send it to: Youth Ambassadors,  
c/o Elaine Keating, 4MR Youth and Community Centre, Marlow Road, Maidenhead SL6 7YR

Or email [elaine.keating@achievingforchildren.org.uk](mailto:elaine.keating@achievingforchildren.org.uk)

**Application period:** 1 to 18 November 2018

**Judging evening:** 20 November 2018

**Online voting:** 23 November to 6 December 2018

**Winners announced:** 7 December 2018

**Awards night:** 13 December 2018, 6 to 7pm in 4 Marlow Road, Maidenhead

### Criteria

**Maximum grant: £1,500 if applying as a school, youth group or targeted group  
£500 if you are an individual**

1. Application forms must be completed by young people, aged 8 to 19, or up to 25 years of age with learning disabilities.
2. All parts of the form must be completed.
3. Applications must have a DBS checked adult representative. The applicant(s) also may be required to invoice the Youth Services and will need to have a bank account if application is successful.
4. Projects, groups, individuals, schools that are funded must be located within the Royal Borough of Windsor and Maidenhead.
5. All money received from the YVYC must be spent within the project timeframe once funding is received.
6. All trips outside UK and Ireland must benefit the community in which the trip is taking place or the community within RBWM.
7. Applicants can only have one successful application per year.
8. The names of successful applicants may be used for publicity and promotional purposes.
9. The Youth Ambassadors require feedback and a Youth Voice Youth Choice project report within one month of the project end date.
10. You must be available to attend the **Awards Night on the 13 December 2018** if your application is successful and provide photos and give a brief presentation on the night.



## SECTION 1: GROUP DETAILS

Individual name or group name	
Age or age range	

### Which of the following categories do you consider your group to be in? (please tick)

School (Max bid £1500)	
Targeted Group (Max bid £1500)	
Youth Group (Max bid £1500)	
Individual (Max bid £500)	

Number of young people aged 8 to 19s* on your organising committee	
--	--

### Lead young person contact details

Name	
Email	
Address	
Age	
Phone number	

### Supporting adult details (Adult must be DBS checked)

Youth worker	Teacher	Parent/Carer	Other
Name			
Email			
Phone number			

## SECTION 2: PROJECT DETAILS

How much are you applying for?			
When will the project take place? (Project timeframe)			
Start		End	

<b>How many young people aged 8 - 19* will benefit from this project?</b> (predicted)	
--	--

**How would you describe the project? (Tick)**

<b>One off event</b>	
<b>Workshop(s)</b>	
<b>Day trip</b>	
<b>Residential</b>	
<b>Programme of activities</b>	
<b>Equipment</b>	
<b>Other (please state)</b>	

**Project Outline - (What are you going to do with the money) Please use extra paper if necessary**

--

**How will this project benefit the community? Please use extra paper if necessary**

--

## SECTION 3: BUDGET

Please provide a breakdown of how the money will be spent (Include money you have already got)

Expenses	Brief description	Cost
Money to pay staff		£
Professional expertise		£
Accommodation/venue		£
<b>Equipment</b> (If there is more than one item please provide break down of costs)		£
Travel		£
<b>Activities</b> (If there is more than one activity please provide break down of costs and timetable of activities)		£
<b>Workshops and training fees</b> (If there is more than 1 course please provide break down of costs)		£
Other, please specify		£
Other, please specify		£
Other, please specify		£
Other, please specify		£
<b>Total (A)</b>		£
<b>How much have you already got? (B)</b>		£
<b>How much are you applying for? (A-B)</b>		£

<b>Lead young person:</b>	
<b>Signed:</b>	
<b>Date</b>	

<b>Supervising adult:</b>	
<b>Signed:</b>	
<b>Date</b>	

Thank you for completing the application form. A notification email will be sent to the lead young person once your application is received by the Youth Ambassador.

All applicants will be contacted before the shortlisted applications are put forward for online voting.

**Good luck**