



Youth Opportunities Fund Application Form Part B - Completion Instructions

Please complete all sections and use more sheets of paper if you need to. The form should be completed by a young person if at all possible. If an adult fills in the form for you, please tell us why this was necessary.

If you choose to ask for money from YOF in a way that does not involve writing the information on the application form, for example a DVD or an audio tape, please make sure that you answer all the questions and include a full breakdown of the costs.

Section 1: About you and your bidding group

This means the group of young people planning the project and submitting the bid.

1. Name of your group

Your group does not have to have a name but you may want to think of one if it does not have one.

2. Contacts

Young Person:

Please write the name and contact details of a young person to represent your group.

Supporting adult:

We can only give money to groups who are supported by a recognised school or youth organisation. The money cannot be paid into one person's account: this is important to make sure the money is spent properly. In order for your bid to be successful we may need to see evidence that your organisation has a child protection policy, a health and safety policy and equality policy in place.

Please give the name and contact details of a person at an organisation that will support your project. This adult can be a youth worker, a teacher, a guider or someone else who works or volunteers with your chosen youth organisation or school. Make sure they know about it though!

We will contact the names that you have given if we need more information about your application and to ask how your project went.

3a. About you

What are you doing at the moment?

Please say whether you are at school, college, working, not working, on an apprenticeship, on a gap year or doing a training course, for example, e2e.

3b. About your bidding group

What are the young people in your group doing at the moment?

Please tell us whether the young people in your group are still at school, at college, working or not working. We want this information so that we can build a picture of who is applying for money.

About your group - Please tick whichever categories from the list apply to your group.

Section 2: Your project

1. Project Name

Your project doesn't have to have a name, but you may want to think of one that will help you to publicise your project.

2. Your idea

Please tell us what you would like to do.

3. Date(s) that it will happen and how long it will take.

Please tell us how long your project will take. It doesn't matter whether it's one evening, one day, one week, 2 months or a whole year.

4. What will your project achieve?

Please tell us what the end result will be.

5. Plan of Action

How will you make sure you achieve the results you want?

A possible method is to make a set of action points that you can tick-off as you do your project. This should keep you on-track.

Section 3: Evaluating your project

1. How will your project positively promote young people in the area that you live?

The money needs to be spent on ideas that show young people in a positive way. We cannot give money for any idea that involves things that might be illegal or unsafe or that might show young people in a negative way. Please explain how your project will positively promote young people.

2. Every Child Matters

The government has recognised 5 key areas that are important in the lives of young people. These areas are:

- Be Healthy
- Enjoying and Achieving
- Achieving Economic Wellbeing
- Making a Positive Contribution
- Stay Safe.

Your project must fit into one or more of them.

Please describe under one or more of the headings how your project will benefit young people in these areas.

Be Healthy – for example, any project which positively includes health issues, such as healthy eating, sexual health, exercise, stress management, projects encouraging young people to give up smoking or abusing drugs or alcohol, activities that make you feel good about yourself.

Enjoying and Achieving – for example, activities and opportunities that will give you enjoyment and where you might learn some new skills, try something different, have new experiences, or get better at something you already do.

Achieving Economic Wellbeing – for example, projects where you might learn skills that will help you when you start work and become independent, such as working with local businesses, interview skills, work experience, how to find a job, setting up a business, budgeting and money management.

Making a Positive Contribution – for example, projects where young people put something into the area that they live in, give up their time for free, help others and make a difference.

Stay Safe – for example, projects which look at safety for young people such as self-defence, first aid training, anti-bullying or encouraging young people to stop using drugs or abusing alcohol.

3. How will you give us feedback about how your project went?

You will need to decide at the beginning of your project how you are going to report back to us about your successes. It is always easier to decide this when you are planning a project rather than waiting until the end. Look at the choices on the form and see if you can do one of these, or put forward a better idea.

What date will you be able to do this by?

Please decide on a date that you will give us this feedback. If your project only takes a day or a few days, you may be able to do it immediately. If your project will take a longer time, a school/college term for example, or 6 months, then you could either give us regular updates, for example every month, or you could wait until the end and give us a final account.

Section 4: Money

1. How much money are you asking for?

Please write out in detail the money that you need and how it will be spent. We need this so that we can decide which fund(s) your grant might come from and so that we can make sure that you have asked for enough money to make your project successful. We may contact you before the panel looks at your application form if we think that you haven't asked for enough money. We can then help you to redo the sums. Make sure you ask for enough, as we can't top up your budget afterwards.

Equipment – list any items of equipment no matter how big or small. Any items that will be used up during your project or that may have a limited life, for example, art materials, tents, plants for a garden, cartridges for computer printers or basketballs/footballs, **should be put in the column marked YOF**. Things that don't need replacing quickly like computers, furniture, musical instruments etc, **should be listed in the YCF column**.

Transport – tell us about any transport needed. This might be train, bus or coach costs, or a contribution towards the petrol in a car.

Staff - you may need to pay for a sports coach or other specialist instructor or pay for youth workers to support you with your project.

Accommodation – you may need to hire a room or pay for accommodation as part of a weekend away.

Fees – this might include an entrance fee to a theme park or the cost of theatre tickets.

Resources – this covers any items that will be used up during your project or that may have a limited life. For example, art materials, tents, plants for a garden, cartridges for computer printers or basketballs.

Activities – you may wish to pay for specific activities, for example, a canoeing session or a dance lesson.

Admin – you may need to allow for things like phone calls, photocopying, stamps or stationery.

Other – you can use this category to include anything you don't think is covered by the list above.

2. Cheque made payable to:

We must have this information so we know who to pay.

3. Any other information that you wish to add.

If there is anything else that you want to tell us, please use this section.

4. Signatures

When you've answered all the questions, ask your supporting adult (named in Section 1) to check through the form, then you both need to sign the application and add the date.

5. Return to:

When you've finished (you might want to keep a photocopy) either post Part A of the application form to:

Frances Sanford re YOF
West Sussex Youth Service
Room 314
County Hall
Chichester West Sussex
PO19 1RF

or email to: youthadminoffice@westsussex.gov.uk