

**KIDS  
IN  
ROSSENDALE**

**Application Form**

# Guidance Notes

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Each year Kids in Rossendale allocates funding to support individual young people living within the Rossendale Borough.

## Small grants for Individual Young People

### What is the money for?

The money is given to individual young people for a variety of purposes such as:

- Activities which lead to improvements in your health and wellbeing through healthy lifestyle choices. i.e. Sports or Dance Classes
- Making a positive contribution to your community and society. i.e. Scouts, Guides etc, gaining recognised certificates or qualifications to support this.
- Any other purpose acceptable to the Charity Committees.

Other wider personal development opportunities and activities such as making a positive use of your spare time, Youth Group abroad/trips and social events will be considered, but will be given lower priority consideration and may only receive partial or reduced funding.

The grants will normally be small in scale, one-off or short term in nature. This funding is to give financial help if you can't access it anywhere else.

### Who can apply?

The charitable trust aims to provide support to disadvantaged children within the Rossendale area. The realms of disadvantage may include socioeconomic, ill health, disability or simple circumstance. If a child is disadvantaged and therefore not able to enjoy the same life chances or opportunities as any other child then they would be eligible for funding from the charity.

If you are a young person living in Rossendale under the age of 18 you can apply for funding.

### How much is available?

You can apply for any amount up to £150. Most grants will probably be less than this though and only if there is clear evidence of need will we give the maximum amount.

### Who can help you apply?

A adult supporter from a recognised organisation e.g. school, Girl Guides, Youth Group, karate Group, Swimming Club, Football Club etc.

We don't pay grant money directly to young people, so if you are successful the grant money will be paid into the organisation's account. We may consider buying items on your behalf if that helps.

### How to apply?

You will not be given the grant directly, so first find an adult from your recognised organization who is willing to support you. They will be responsible for the money you apply for and for providing evidence that the money has been spent in accordance with the terms and conditions of the grant.

You must show that you have discussed the need for the funding with an independent adult and have tried other sources of funding which may be available

You must apply for funding **before** your project takes place as we will not fund applications to cover expenditure already made.

## Deadlines

**You can apply for funding at any time from February 2014 - January 2015**

## Monitoring and Evaluation

We want to know how the funding you received helped you and what happened as a result.

If you are successful you are expected to:

- Give us proof of the expenditure you made as soon as possible after the money was spent.

Failure to submit proof of expenditure could mean we look to reclaim the money from you.

**PLEASE COMPLETE EACH SECTION FULLY.  
ANY INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Your Name	
Date of Birth	
Your Address (inc postcode)	
Contact Number	
Email Address	
What do you want the grant for?	
Please describe in detail why you need this funding and what you want to do with the funding.  Please tick which priority group you belong to.	

Project Cost (Max £150)	
Include a breakdown of what you plan to spend your grant on:	
<b>Item/activity</b>	<b>Cost £</b>
Project total (this is the total amount your project will cost)	
Are you seeking funding from any other organization?	YES/NO  WHO?
If you are successful, what date will your money be spent by?	

<p><b>To be completed by the Adult from the organization supporting this application.</b></p> <p><b>As an adult you will be legally responsible for this project and will be accountable.</b></p> <p><b>Please ensure you read through this application carefully before you sign.</b></p>	
Name	
Relationship to this young person?	
Organisation name and position	
Address of Organisation	
Contact Name	
Email Address	

Can you confirm the young person is from the disadvantaged criteria stated.			
<p>Please note: Where possible Kids in Rossendale will directly purchase the goods and services requested.</p> <p>If an individual cheque is required, it will be paid into the support organisation's account. You will be responsible and accountable for this funding and expected to provide evidence that the funding has been used for the purpose for which it was intended.</p>			
Adult Supported Signed:		Date	

**Make sure you keep a copy of the completed form for your records.**

When we receive your completed application Kids in Rossendale will then check it to see:

- If all the information on the application form has been completed
- If your project seems well thought through and planned

We may contact you for more information.

The form will then be given to the committee who will assess it against their guidance and criteria.

Kids in Rossendale will inform applicants of the outcomes of their application within two months of receipt of the application (wherever possible) and will agree with the adult supporter how the funding will be issued.