

# HOW TO COMPLETE YOUR APPLICATION FORM FOR THE FOREST YOUTH ACTIVITIES FUND



## **What is the Forest Youth Activities Fund?**

The Forest Youth Activities Fund is designed to help provide activities in the Forest district that make a positive difference to young people, and to support young people to make decisions, to give grants and to lead projects.

There is £50,000 available. The process is an open application process to all young people living in the Forest of Dean district. Therefore a group of young people could get together to apply for funding, rather than just being open to established groups.

You can apply for a maximum of £5,000 per application. You can only apply once in each financial year (assuming that this funding continues beyond March 2012). This is to ensure distribution to as many young people as possible.

## **Criteria for Applications**

- Applications are open to all young people aged 11-19 and up to 25 years for young people with special needs.
- Applications must be written by young people and be for the benefit of young people.
- Young people applying must live within the Forest of Dean district.
- Applications must have or be working towards getting a bank account OR if appropriate ask their supporting organisation to act as 'banker'.
- Applications must show how they will evaluate and monitor the project.
- Completed applications must be returned to Forest Youth Forum, c/o The Main Place, Old Station way, Coleford, Glos, GL16 8RH.
- Applications received will be assessed by the Forest Youth Forum - deadline dates for applications are 30 September and 31 December 2011, so please return your application prior to these deadlines (current funding runs until 31 March 2012)

## **What happens after applications have been completed?**

- Applications made by young people will be assessed by the Forest Youth Forum, which is a group of young people aged 13-19 from across the Forest of Dean.
- Following assessment of the applications, a decision will be made whether to contact the applicants for further information, invite applicants to conduct a presentation or whether to award none, some or all of the funds requested - the panel's decision is final!
- Feedback will be given to applicants.

## **Application Form Guidance Notes – What you need to do!**

### **Section 1 – Your Information as Main Contact Person**

We need to know who to contact, so please make sure the person named here is the same person who signs the form

### **Section 2 – Your Group's Information**

We need to know information about your group - please give as much detail as possible.

### **Section 3 – Your Project Information**

Please provide information about the funding you require and why - please state the benefits and possible outcomes as clearly as possible for young people involved.

We need to know when you intend to start and finish your project. If it doesn't have a finish date, please say how the group will continue when the funding runs out.

### **Section 4 – Money Information**

Please state clearly how the money will be spent, giving a breakdown of the costs (continue on a separate sheet if necessary)

### **Section 5 – More Money Information**

Please provide information regarding any other funding and bank account.

### **Section 6 – Your Signature**

Please confirm your projects name and the amount of funding you are applying for and make sure the main contact (as in Section 1) and two other young people sign the form (at least two of the 3 people must be under 18)