

# Youth Chex



# Application Form 2010/2011

**Deadline 31<sup>st</sup> May 2010 for Projects beginning August 2010**



You can get this document on tape, in large print, and various other formats by contacting us at the address below. In addition, contact us for information on language translations, additional copies, or to arrange for a member of staff to meet with you to explain areas of the publication that you would like clarified.

Youth Chex  
Langlee Complex, Marigold Drive  
Galashiels  
TD1 2LP  
01896 755110

# Youth Chex : Guidance Notes



Youth Chex is a grant giving programme for young people by young people. Youth Chex funds projects in the Scottish Borders which meet our Priority Criteria and are youth-led. In this round of funding we have £20,000 to allocate. In 2009/10 our average grant was £1571.

## What is a project?

- A Project is something which has a beginning and an end and is something which is extra or new to what your group already does.

## There are a few rules to help you make a successful application:

- Your project must benefit young people aged 12 – 25 and their communities
- Applications must be made by young people aged 12-25
- Young People applying must be supported by an adult Group Supporter, who represents the organisation with the bank account – this may be a teacher, youth worker, leader, coach etc. They can help you complete the form if you need some support.
- Young People applying must have access to an organisation's bank account (a non personal account which requires more than one signature to operate)
- We encourage you to do some fundraising yourself to help meet the costs of your project
- Employees of your organisations, aged under 25, should not apply as a Young Person, but are eligible to be the Adult Group Supporter.

Youth Chex can fund... 	Youth Chex cannot fund... 
<ul style="list-style-type: none"> <li>• Hiring a venue</li> <li>• Buying equipment</li> <li>• Travelling to and from the project</li> <li>• Advertising &amp; marketing for the project</li> <li>• Hiring outside help – like an artist, dance tutor or a mechanic with a special skill that will make your project successful</li> <li>• Childcare – so that young people or adults can take part in the project</li> <li>• Repairing and maintaining equipment or materials – essential work that is required to make the project happen.</li> </ul>	<ul style="list-style-type: none"> <li>• Bank and loan charges, debt payments</li> <li>• Existing running costs for youth organisations, including youth workers pay</li> <li>• Anything not essential to the project</li> <li>• Money spent on the project before the funding has been received, including project planning costs (eg. renting of space, stationary, research time)</li> <li>• Existing rent costs of applicant organisation (eg. if a project is to be based in a youth club, the youth club could not apply for rent costs)</li> <li>• Buying equipment on hire purchase is not allowed. Short term Leasing (ie for a day) of equipment is ok.</li> <li>• Presents or Rewards</li> <li>• Individual young people, for their own use, volunteering gap years, etc.</li> <li>• Foreign Travel or activities which happen outside the UK.</li> </ul>

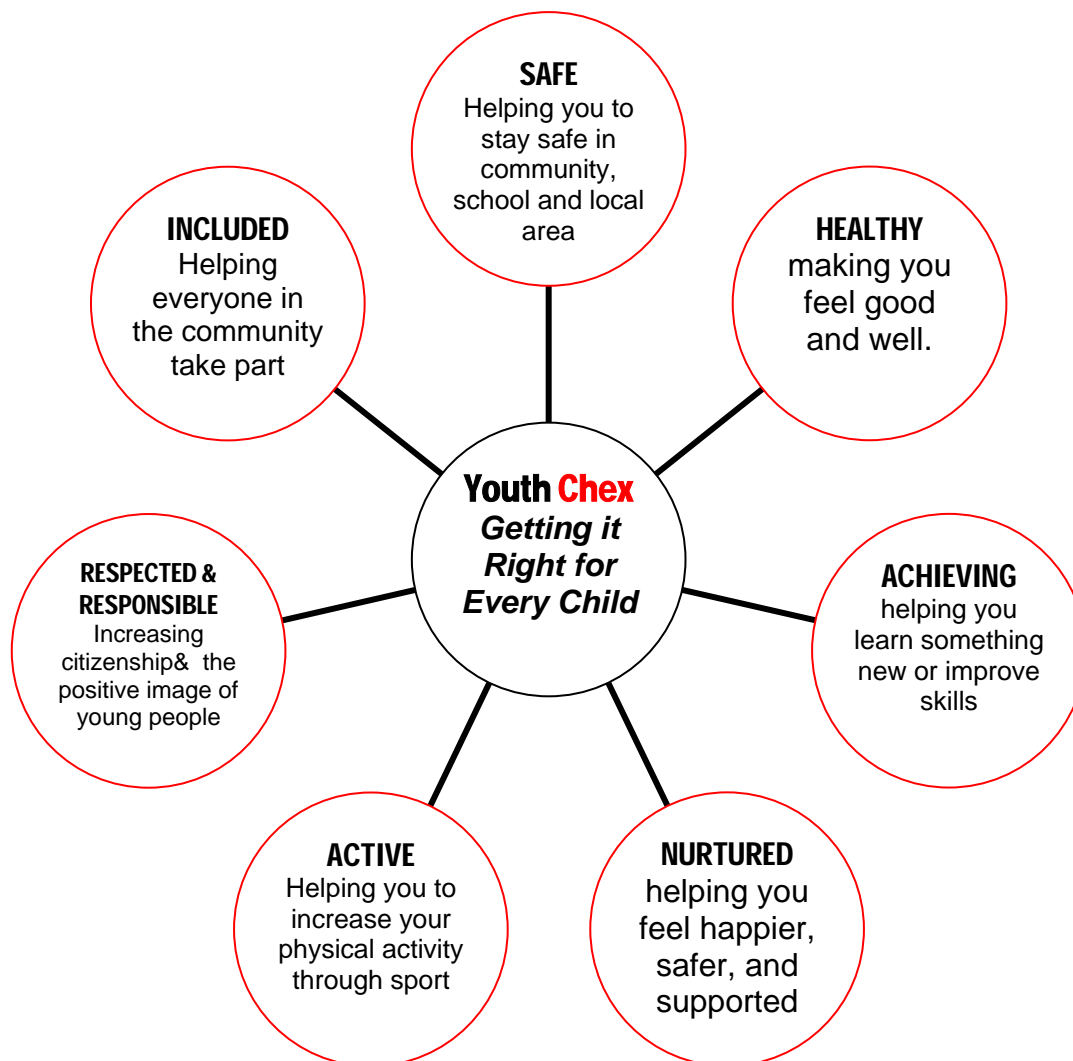
# Youth Chex : Priority Criteria

We want to fund projects and ideas that will make you and the young people it benefits:

- Confident Individuals
- Successful Learners
- Responsible Citizens
- Effective Contributors

This will ensure that Youth Chex money will help contribute to Curriculum for Excellence.

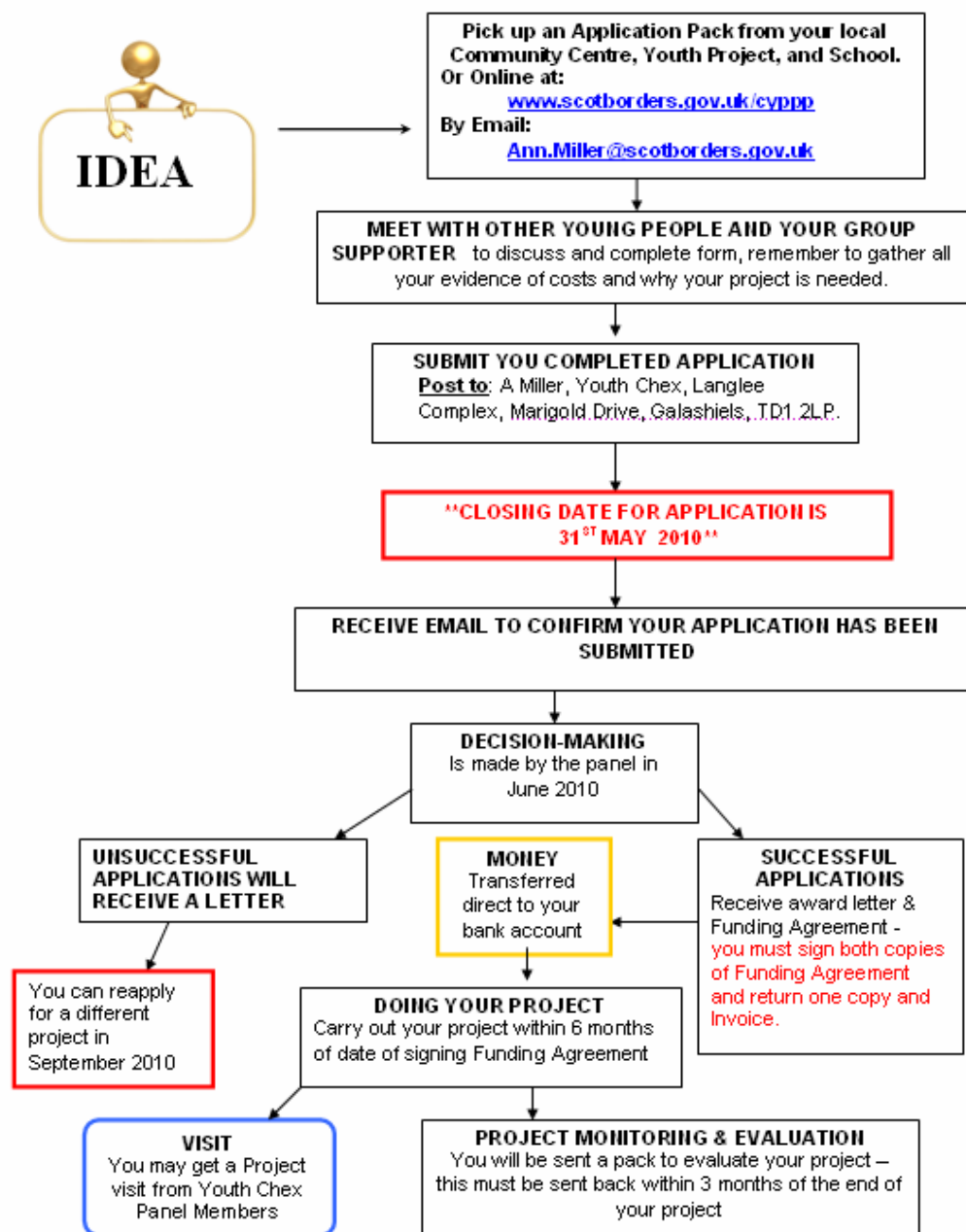
Does your application and project help young people to be?



Each Youth Chex application is scored against a number of things which we think are important:

- Youth Led – young people’s idea
- Innovation – something new or different
- Value for Money – worth investing in
- The Difference it will make – to young people and your wider community
- Meeting the Criteria – see above!
- Application being completed well – providing all the answers to all the questions

# Youth Chex : The Process



## About Filling in this Form:

If you are filling this in on paper, please use extra sheets when necessary. If you are filling this in on a computer, don't worry if the document changes size, please write as much as you need to.

Send this form in by **31<sup>st</sup> May 2010** to:

**Ann Miller  
Youth Chex  
Langlee Complex  
Marigold Drive  
Galashiels  
TD1 2LP  
[Ann.Miller@scotborders.gov.uk](mailto:Ann.Miller@scotborders.gov.uk)**

# Youth Chex: Top Tips!

## ✓ **Be Cool!**

- Applications must be clear, easy to understand and well thought through.
- It can take time to write a good application. It is unlikely that anyone will be able to write their application in one go.

## ✓ **Adults aren't *always* wrong!**

- There **MUST** be an adult supporter for the application, but young people should take full advantage of adult help with research for their idea – i.e. reports, what's already been done, and statistics.
- The adult named in the application should also understand the application and have worked with the young people on it.

## ✓ **Where's the Need?**

- Applicants must prove that there is a demand or 'need' for the project, and that it will be well used.
- This could be in the format of a survey, a mapping exercise, a report that has been done, or a petition from young people in the locality who support the project and would use it.

## ✓ **Know your Locality!**

- Applicants must show that there are no other similar kinds of project that young people could access in the locality, or nearby, if appropriate.
- They must show a good knowledge of projects on the ground. For example, if an application comes in for a motorbike project in Cheviot and there is already one in Teviot, could the application help those young people to travel to the project instead?

## ✓ **Fundraising Elsewhere...**

- A good application will show fundraising efforts elsewhere. It may be that the fundraising wasn't very successful or that you are about to start fundraising soon, but the application needs to show some attempts at fundraising
- It should also show knowledge of other places that the group could apply to for funding their project idea.

## ✓ **Don't Reinvent the Wheel – Someone else has already done that!**

- Projects should be a new idea as much as possible
- If the project has been run before, or a similar project, was it successful? Is there a report you could look at?

## ✓ **And Finally...**

- Take time to explain your idea, not everyone will know what you mean. Show us pictures, photos, websites, to help us understand how your project will work and how it will benefit young people.



## APPLICATION FORM

ALL INFORMATION WILL BE HELD IN THE STRICTEST CONFIDENCE

GUIDANCE NOTE	QUESTION	YOUR ANSWER																						
<p>Name of Group/Organisation</p> <p>Name of this actual project</p>	<p><b>1. Group and Project Name</b></p>	<p>Name of Group</p> <p>Name of Project</p>																						
<p>Details of the young person filling in this application. You should be aged 12-25. If you are a paid member of staff under 25, you must be the group supporter.</p>	<p><b>2. Project Leader</b></p>	<table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>Address 1</td><td></td></tr> <tr><td>Address 2</td><td></td></tr> <tr><td>Town</td><td></td></tr> <tr><td>Postcode</td><td></td></tr> <tr><td>Date of Birth</td><td></td></tr> <tr><td>Age</td><td></td></tr> <tr><td>Phone Number</td><td></td></tr> <tr><td>Mobile number</td><td></td></tr> <tr><td>Email address</td><td></td></tr> <tr><td>Position in Group</td><td></td></tr> </table>	Name		Address 1		Address 2		Town		Postcode		Date of Birth		Age		Phone Number		Mobile number		Email address		Position in Group	
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<p>Please tell us where your project will happen</p> <p><b>Eildon</b>-Includes Galashiels, Stow, Selkirk, Earlston, Lauder</p> <p><b>Berwickshire</b>-includes Greenlaw, Duns, Coldstream, Chirnside, Eyemouth.</p> <p><b>Cheviot</b> – includes Kelso, Jedburgh</p> <p><b>Teviot</b> – includes Hawick, Newcastleton</p> <p><b>Tweeddale</b> – includes Innerleithen, Walkerburn, Peebles</p>	<p><b>3. What Locality?</b></p>	<p><b>Please Tick/Mark relevant box</b></p> <table border="1"> <tr><td><b>Eildon</b></td><td><input type="checkbox"/></td></tr> <tr><td><b>Berwickshire</b></td><td><input type="checkbox"/></td></tr> <tr><td><b>Cheviot</b></td><td><input type="checkbox"/></td></tr> <tr><td><b>Teviot</b></td><td><input type="checkbox"/></td></tr> <tr><td><b>Tweeddale</b></td><td><input type="checkbox"/></td></tr> <tr><td><b>Whole of Borders</b></td><td><input type="checkbox"/></td></tr> </table>	<b>Eildon</b>	<input type="checkbox"/>	<b>Berwickshire</b>	<input type="checkbox"/>	<b>Cheviot</b>	<input type="checkbox"/>	<b>Teviot</b>	<input type="checkbox"/>	<b>Tweeddale</b>	<input type="checkbox"/>	<b>Whole of Borders</b>	<input type="checkbox"/>										
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<p><i>Must be an adult over 18 who understands your application and is willing to support it, who can act as a representative of an organisation or group with access to its own non-personal bank account (one that requires multiple signatures).</i></p>	<p><b>4. Group Supporter</b></p> <p><b>Address of your group</b></p>	<table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>Role in Group</td><td></td></tr> <tr><td>Phone Number</td><td></td></tr> <tr><td>Mobile Number</td><td></td></tr> <tr><td>Email Address</td><td></td></tr> <tr><td>Address 1</td><td></td></tr> <tr><td>Address 2</td><td></td></tr> <tr><td>Address 3</td><td></td></tr> <tr><td>Address 4</td><td></td></tr> <tr><td>Post Code</td><td></td></tr> </table>	Name		Role in Group		Phone Number		Mobile Number		Email Address		Address 1		Address 2		Address 3		Address 4		Post Code	
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<p><i>We need your organisation Bank Details to allow us to pay your grant if you are successful.</i></p> <p><i>This must be a non-personal bank account.</i></p>	<p><b>5. Bank Details</b></p>	<table border="1"> <tr><td>Account Holder</td><td></td></tr> <tr><td>Bank Name</td><td></td></tr> <tr><td>Bank Address 1</td><td></td></tr> <tr><td>Bank Address 2</td><td></td></tr> <tr><td>Bank Address 3</td><td></td></tr> <tr><td>Postcode</td><td></td></tr> <tr><td>Account Number</td><td></td></tr> <tr><td>Sort Code</td><td></td></tr> </table>	Account Holder		Bank Name		Bank Address 1		Bank Address 2		Bank Address 3		Postcode		Account Number		Sort Code					
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**6. Please tell us as much as possible about your project idea (you can add extra pages if you want to)**

- Who will benefit?

- What are you planning to do?

-Who are your group – who is involved?

-How will your project work?

-How do you know this project is needed?

-What evidence have you attached/enclosed to this application

<p><i>We want to know how your project will make a difference to young people.</i></p> <p><i>(Please read our priority criteria before answering this question).</i></p>	<p><b>7. Tell us about the long term effects of your project – the difference you want to make to young people's lives.</b></p>				
<p><i>Please note your project should not begin before August 2010</i></p>	<p><b>8. When will your project start and end</b></p>	<table border="1"> <tr> <td data-bbox="679 629 1106 741">Start date</td> <td data-bbox="1106 629 1533 741"></td> </tr> </table>	Start date		
Start date					
<p><i>You must evaluate your project once it has happened.</i></p> <p><i>E.g. questionnaire, film, photos, feedback, case study.</i></p>	<p><b>9. How will you show us that your project has made a difference?</b></p>				
<p><i>We want to fund projects that are needed by young people.</i></p> <p><i>Please give us evidence, e.g. survey, focus group, word-of-mouth, pupil council, newspaper articles etc</i></p>	<p><b>10. Do you know if there is a want or need for this project?</b></p>				

<p><i>If you need the help of others to gather information about your project please tell us who that will be.</i></p> <p><i>Please also tell us if an adult has helped you complete this application form.</i></p>	<p><b>11. Who has supported you to collect this evidence for the Project?</b></p>	
<p><i>It is important that you do not duplicate another project or activity in your local area. Will you work with others to achieve your project?</i></p>	<p><b>12. Who have you talked to when planning the project?</b></p> <p><b>What have you discussed?</b></p>	





# Checklist and Declaration

## Checklist:

<b>Young people completed this form</b>	<input type="checkbox"/>
<b>We have completed all questions in this form</b>	<input type="checkbox"/>
<b>We have completed all the BANK DETAILS</b>	<input type="checkbox"/>
<b>We have provided costing for our project and evidence of the costs</b>	<input type="checkbox"/>
<b>We have kept a copy of this application for our own records</b>	<input type="checkbox"/>
<b>Signed by both young people and supporting adult</b>	<input type="checkbox"/>

We sign on behalf of our group to say that all the information we have provided in this application is true to the best of our knowledge.

## Young People Signature 1

Name:

Signature:

Date:

## Young People Signature 2

(This should be another young person in your group who supports you project idea).

Name:

Signature:

Date:

## Supporting Adult:

Name:

Signature:

On behalf of organisation called:

Date: