

GWIRVOL YOUTH LED GRANTS APPLICATION FORM 2011-2012

CLOSING DATE THURSDAY 19TH JANUARY 2012

MAXIMUM GRANT AVAILABLE £500.

Section 1: General Information		
1.1	Name of Organisation/group who are applying for the grant: <i>(If you are volunteering with a group in your community their name needs to be put here)</i>	
Registered Charity number, if applicable: _____ <i>Note: If the organisation you are volunteering for is a Registered Charity (it will appear on the organisations letterhead) this will need to be put here.</i>		
1.2	Name of main Contact & Address: Post code:	Criteria This should be the person who knows about this project. This is where you put your name and Contact address. Don't forget your post code. .This contact information is where all the paperwork will be sent.
	Telephone/mobile:	Please supply a daytime telephone number
	Email:	
1.3	Please tell us about yourself/group/organisation:	Let us know what the group is all about. What is the purpose of the group. Here you need to tell us about the role you play and the group/organisation that you are volunteering for e.g. If you are volunteering for a football club this is where you will tell us what your role is within that football club e.g. coach under 8's.

Section 2: About your project

2.1	<p>Please tell us what you would like the money for:-</p>	<p>Give us as much information as you can on what the money is going to be used for and what time of year you will be doing this project. If you would like to enclose more information than this space allows you to please continue on a separate sheet of paper.</p>
2.2	<p>Please state the age group who will be involved in this project?</p> <p>Under 15 years of age How many: _____</p> <p>16-25 year of age of Volunteers How many: _____</p>	<p>Please tell us the age ranges: How many young people under 15 are going to benefit from the project you are applying for? In addition please state the number of volunteers who are taking part in this project between the age of 16-25.</p>
2.3	<p>Please tell us who your project will benefit:</p>	<p>Here you need to tell us who will benefit from the project, what new skills will they be learning, will you get more interest and encourage more volunteers, how will the community benefit from this project.</p> <p>Give us as much information as you can.</p> <p>Please attach an extra sheet of paper if necessary.</p>

2.4	How will your project involve young people?	<p>This question wants to know how the idea of this project came about. Is it your idea or has the Committee decided to do this project?</p> <p>Please show us how you came to this decision, did you do a survey or have the young people requested this? What are the young people going to do within this project that you are looking for funding for?</p>
2.5	How will you know that your project has worked?	<p>This question wants to know how you will collect information to show that the project has worked or not. Can you take photographs of the young people working on this project, or once the project has finished can each volunteer write a short paragraph explaining what benefits they gained from taking part in this project. Can you show how many of the young people are now keeping in contact with their new found friends via MSN, emails or meeting up socially.</p>
<p>2.6 How much money do you need? £ _____</p>		
<p><i>This figure must be the total amount, remember to include the VAT. Please round up the figure e.g if it costs £25.47 round up to £26.00. There is no upper limit, but small applications will be more favourably looked at.</i></p>		
2.7	<p>What is the money for? You need to list each item and its cost, again remember the VAT, you should put in the total amount for each item including VAT. List all the items you would like. We haven't got a lot of money to give away, so the panel will decide which bits they are able to pay for (if they like your project!)</p>	
	Item	Cost
		£
		£
		£
		£
	Total applying to Russell commission grant for:	£

To enable GAVO to keep an audit trail, you need a Constituted Voluntary Organisation to hold the grant on your behalf. If this is a problem, GAVO can hold the grant money for you, you will need to send the invoices to Grants Co-ordinator for payment. You must get the permission of the organisation to act on your behalf please get that person to sign etc the form below. If you or the members of your group are aged under 18, please provide the contact details of a responsible adult linked to your group, and their details are put in this section.

Name:	
Name of Organisation:	
Contact Address:	
Telephone/mobile/text:	
Email:	
I hereby agree to be the Grant Recipient Body on behalf of : _____	
Signature: _____	Dated: _____
Name of Organisation I represent: _____	

When you have completed the form remember:

- The form has been completed clearly. It can be typed, or hand written in black biro.
- Make sure the form is signed by yourself and a member of a Constituted Voluntary Organisations.
- All the questions have been answered.
- The Data Protection Act 1998 section of the form has been signed and dated.
- The decision of the panel is final. There will be no verbal communication on the outcome of the panels decision. There is no appeals procedure.

Please sign the form. The **First** signature must be the **same signature** as the person who has filled out this form, and is named in question 1.2 of this form. The **Second** signature must be of somebody else within your Committee or group that knows about this grant application

3. First Signature of Contact for this application: _____ Age: _____

Second Signature for this application: _____ Age: _____

Date

Please look at the Data Protection Section of this form, and if you agree to the above use of your data and I confirm that to the best of my knowledge and belief, all replies given on this application form are true and accurate.

Data Protection Act 1998. The information given will be entered and processed on computer by GAVO; the forms will also be kept. The information will be used by GAVO for administration purposes of the grant scheme and for the monitoring and promotion of the voluntary sector in GAVO. Personal data is limited to contact names, position, address, telephone and other contact numbers, organisation and project; it may be considered as sensitive personal data where the

organisation/project is involved with matters relating to race, ethnic origins, politics, religions or similar beliefs, physical, mental health or sexual life.

Part or all of the information you provide us with will be held on computer. This information will be used for the administration of applications and grants and for producing statistics. Copies of this information will be provided, when necessary to individuals and organisations that GAVO consults with when assessing applications and grants.

Contact details will only be disclosed to third parties for the following purposes: to enable GAVO to process your application; to enable county voluntary councils to monitor local funding; to announce successful projects, and to promote the Russell Youth Led grant scheme generally via press releases and other bona fide promotional activities including placement on GAVO's website and GAVO.

Please **sign** to show that you **agree** to GAVO using your data in this way.

I agree to the above use of my data and I confirm that to the best of my knowledge and belief, all replies given on this application form are true and accurate.

Signed: _____ Date: _____

Please return the completed application to:

Sandra Davies, Grants Co-ordinator, GAVO, Unit 1A, First Floor, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach, Hengoed CF82 7RJ

You must spend this grant by 31st March 2012

STUCK? Help available - please ring us on one of the numbers or email addresses below :-

Sian Sweet	Blaenau Gwent	01495 315626	Sian.sweet@gavowales.org.uk
Bev Mallett	Caerphilly	01443 863540	Bev.mallett@gavowales.org.uk
Clare Jones	Newport & Monmouthshire	01291/672352/ 01633 241554	Clare.jones@gavowales.org.uk

Sandra Davies	Grants Co-ordinator	01443 863540	Sandra.davies@gavowales.org.uk
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Find us on Facebook - GAVO Gwirvol Grant.

If you would like any help or advice on this grant please do not hesitate to contact Sandra Davies, Grants Co-ordinator on 01443 863540 or any of GAVO GwirVol Officers whose details are listed above.