



GUIDANCE NOTES

Please make sure that you read these guidance notes carefully before filling the application form.

The completed form should be returned to the following address either by post or in person, on or before 3pm on **18 December 2009**.

YouthBank
Youth Action
First Floor
St John's Court
Ainsworth Street
Blackburn
BB1 6AR

Decisions will be made by 21 December 2009, you will be informed within one week of the decision.






Any allocation must be spent by 27 February 2010.



Application form Guidance Notes





Essential criteria




Your application **MUST** meet the following basic requirements:

-  All Young people applying to Youth Action YouthBank must live in **the borough of Blackburn with Darwen**
-  Applicants must be aged **between 13 to 19**
-  Applications should come from a group of **two** (minimum) **or more** young people.
-  Projects **MUST** benefit other young people in Blackburn and/ or Darwen.
-  Your application must hit one or more of the Every Child Matters Outcomes, these are:
 - **Being healthy** – Enjoying good physical and mental health and living a healthy lifestyle
 - **Staying safe** – Being protected from harm and neglect
 - **Enjoying and Achieving** – Getting the most out of life and developing skills for adulthood
 - **Making a positive contribution** – Being involved with the community and society
 - **Achieving economic well-being** – Not being prevented by economic disadvantage from achieving full potential in life.







Examples of how you can meet the Every Child Matters outcomes are available in the application form.

Other Criteria

-  Applicants may have a support worker/ adult supporting their application
-  References – We require you to state at least one reference that would support your application; this could be a teacher, parent, youth worker, group leader, social worker, community development officer etc.
-  You can only make one bid to the Youth Action YouthBank
-  Make sure you do not bid for things you can already use in your local area. There is no point having two of the same thing!





-  Not to be for personal gain or profit
-  You should not be using the money for propagation of any religious, political or other organisation which is catering for people of a set belief. This does not exclude people from set beliefs applying. If you require explanation of this please call us
-  You must work fully to spend according to your application. Whilst we will be, at all times, flexible and accommodating to unpredictable and unavoidable circumstances, Youth Action YouthBank reserves the right to withdraw any money not spent correctly or on time.

Financial Guidance

-  Plan very carefully, making sure you bid for everything you need.
-  We need to be able to see that your whole project is possible. If you are applying for money from other sources/ places they must be definite.
-  You must give full financial details of your project especially if it is not funded by this grant alone.
-  All money must be spent and your project fully completed by the end of February 2010.
-  To make accountability easy, Youth Action YouthBank will pay directly to all organisations, companies and persons that you need to pay in order to complete the project
-  The minimum amount you can apply for is £50 and the maximum is £500. However if we feel your application is exceptional, we may award you more.






Judging Rules

In your application you need to show:-






-  The positive effect your project will have in your community.
-  How you have involved other local young people in planning.
-  That you have looked at what's already available in the community and are not copying or doing the same again.
-  That you have talked about what young people are going to gain.

Some projects may be approached by a Youth Action YouthBank panel member to clarify details before we make our decision. The Judging panels may decide to call in applicants for an interview/ discussion.

Record Keeping and Evaluation

-  Every project must complete an end-of-project report.
-  The report will be expected to include: words (written or audio) and pictures: (photographs or video footage).
-  You must keep a proper record of the quotes you give to Youth Action to make payment. Youth Bank members may ask to see this record at any time.
-  You will be asked to tell us what you and your group got out of your project and whether you have learnt anything. You will be sent an easy evaluation form.
-  We will be visiting projects to ensure that the money is spent correctly.

Key Dates

-  Deadline for applications will be 18 December 2009 no later than 3pm
-  Decisions will be made by 21 December 2009
-  Successful applicants will be informed within one week after the decision has been made, in writing
-  All money should be spent by 27 February 2010
-  Complete Reports and Evaluation will need to be in by 22 March 2010