

the membership led support network

Norfolk Council for Voluntary Youth Services



# *Grant Aid Information Pack*

This pack contains:-

- Grant Aid criteria
- Grant Aid flowchart
- Application form





Norfolk CVYS is pleased to take this opportunity to offer support to youth groups across the county. Grants are available to youth organisations, youth groups, youth workers and young people in Norfolk. We administer these grants on behalf of Norfolk County Council, Children's Services.

Grant awards can be used for a range of activities and we would normally intend to fund up to a maximum of 75% of the projects overall costs. International residential experiences can achieve awards of up to £50 per head. There is an upper limit of £1000 for all applications. Advice on further grants or fundraising is available on request from the Norfolk CVYS office.

We are unable to support schools and other Local Authority projects in any way.

Once you have submitted your application, please allow 6 -8 weeks for a decision to be made and funds to be released. This process is administered by volunteers who do not meet regularly, so please be patient. We are not able to issue funds to deadlines so please allow plenty of time ahead of any planned projects/excursions.

If your application is successful an Evaluation Report will be issued with your cheque. Please ensure you complete and return this to us as funds may be recalled otherwise.

I would also like to signpost you to the Norfolk Youth Fund. Applications must come from young people aged between 13 and 19, or up to 25 years for those with learning difficulties. These funds are administered by young people, for young people. Contact [lynne.halliday@norfolk.gov.uk](mailto:lynne.halliday@norfolk.gov.uk) or telephone 01603 222639 for further information.

May we wish you luck with your application!

Kind Regards,

Jane Wilmot  
Clerical Assisitant

**Norfolk Council for Voluntary Youth Services**

Children's Services

Youth Work Development Unit

School Lane

Sprowston

Norwich

Norfolk

NR7 8TR

**Tel:** 01603 423995

**Fax:** 01603 416079

**e.mail:** [info@norfolkcvys.org.uk](mailto:info@norfolkcvys.org.uk)

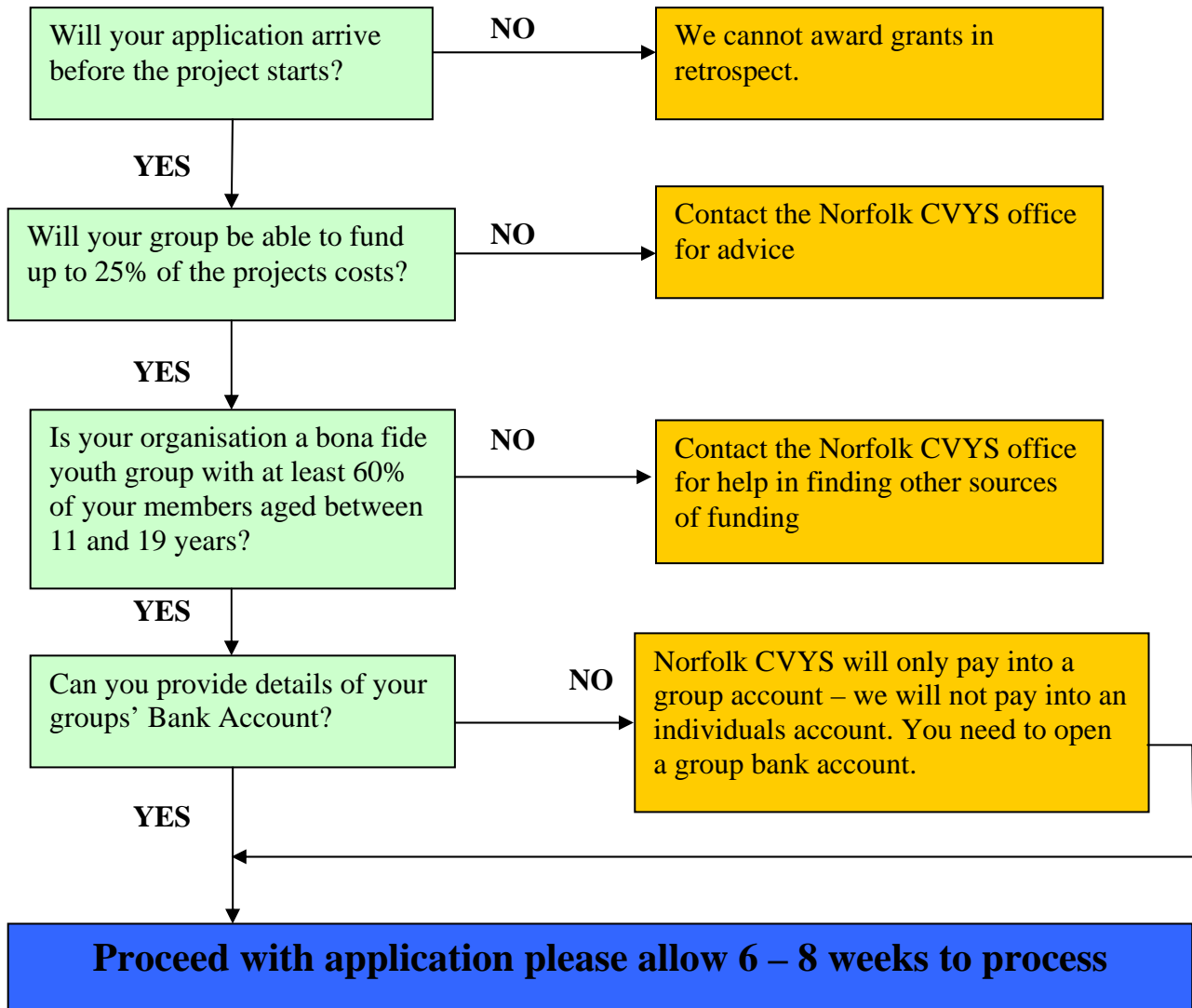
**website:** [www.norfolkcvys.org.uk](http://www.norfolkcvys.org.uk)



Working in partnership with the  
Children's Services  
Norfolk Youth & Community Service

# Norfolk Council for Voluntary Youth Services

## Grant Application Flow Chart



Grant Awarded

Evaluation report must be submitted or grant will be recalled

**Norfolk County Council Children's Services**, in partnership with the **Norfolk Council for Voluntary Youth Services (Norfolk CVYS)** makes available grants to youth organisations, youth groups, youth workers and young people in Norfolk. Norfolk CVYS administers these grants on behalf of the Norfolk County Council, Childrens Services.

### **Standard Conditions for all applicants**

- Organisations must operate an independent bank account; grants may not be paid to individuals. **A copy of bank statement must be submitted with application, unless you are opening an account with your Start Up Grant.**
- Successful applicants must have normally spent approved grants by 31 March following approval.
- Grants are awarded to organisations working with young people which have 60% of their members in the priority age range of 11-19.
- The main purpose of the youth group must be to deliver youth work / social education to this age group.
- **Organisations are required to submit an evaluation report on how their grant achieved its objective.**
- Grants are awarded to fund specifically identified items that will include –
  1. 'Start up' Grant of £350 to help new groups get started
  2. Provide financial assistance towards the development of the groups programme, training or helping financially towards 'one off' projects that support the delivery of youth work/social education. Equipment purchases, etc.
  3. Organisation specific training for both employed and volunteer staff aged 16 years & over.
- Grants may be awarded to a maximum of £1000.00.
- **An application for grant aid does not automatically mean that a grant will be awarded.**

### **Applications for grants will not be considered for the following:**

- For the maintenance, repair or upgrading of property.
- To undertake building work of any kind.
- To support the regular rent costs of premises(with the exception in the case of start-up grants).
- For wages or in respect of any staff salary costs
- To purchase personal equipment.
- Loans of any kind and to fund re-payment of existing loans.
- The retrospective funding of any kind.
- To purchase sports team strips or uniforms.
- Any form of fundraising or contributions to collections, although support for activities that result in raising funds as an identified outcome may be considered.

**If you need any help completing the application form, please contact the  
Norfolk CVYS office 01603 423995**

## Grants Access

- A standard form is required to be completed for all grants applications, available from the Norfolk CVYS office, Youth Work Development Unit, School Lane, Sprowston, Norwich, NR7 8TR. Tel **01603 423995** e.mail: [info@norfolkcvys.org.uk](mailto:info@norfolkcvys.org.uk) or on the website [www.norfolkcvys.org.uk](http://www.norfolkcvys.org.uk).
- The grant aid is administered by a Grants Committee comprising a membership of Norfolk CVYS and Norfolk County Council.
- Member organisation will be required to develop and maintain a list of capital items purchased with a value in excess of £500.
- An evaluation report is required from all Groups that receive grant support that demonstrates how grant funding has had an effect on their project and the impact on its members. This evaluation report can be submitted in the form of a letter, photographs with explanations, a short report, video, tape recording etc., An evaluation report pro-forma will be sent out with the grant cheque for use as required.
- In the event of a member organisation ceasing to operate, all assets purchased with grant support will be given or transferred to other similar member organisations at the direction and discretion of the trustees of Norfolk CVYS.
- The Trustees reserve the right to recover capital goods or revenue funding if the recipient is seen not to comply with the terms of the grant.

### **Examples of projects for which grants may be awarded – this list is not exhaustive**

- A youth project looking to purchase new equipment to be used by members, e.g. table tennis table, sound system, playstation, etc. **A quotation will be required.**
- A project is looking to buy art and craft materials to use in its programme.
- A youth group is planning a weekend camping trip.
- A county group is looking to produce a monthly newsletter and need help with stationery, photocopying, postage, etc.
- A youth project is looking to provide its staff team with in-house training, that is not available within the collaborative training programme.
- A new group is starting up.
- Short term projects (up to 6 months) which may include specialist support.

## Other Funding Options

The Norfolk Youth Fund offers a wonderful opportunity for you or your group to get that exciting idea or project of yours up and running. To apply you must be between 13 and 19 (up to 25 for those with learning difficulties) and live in Norfolk. Youth groups get your youngsters on the case.

- The project must benefit you and / or other young people in your area,
- Develop new activities and opportunities for young people aged 13-19,
- Be achievable and offer good value for money,
- Prioritise support to those young people who face barriers to getting involved.

For more information on the Norfolk Youth Fund please contact [lynne.halliday@norfolk.gov.uk](mailto:lynne.halliday@norfolk.gov.uk) or telephone 01603 222639

**Youth Service Partnership Group**  
**Grant Aid Application Form**  
 Please complete ALL sections of this application form

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 Norfolk Council for Voluntary Youth Services



**1. Name of Organisation**

.....

Cheque to be made payable to (if different from above).....

**If the account name is different from item 1. please explain why :**

Norfolk CVYS Membership No: .....

Norfolk Youth & Community Service Schedule No. ....

*(If you do not know what this number is, please ring NYCS on 01603 222645 who will be able to assist you. No grant will be considered without the Organisation being listed on the NYCS Schedule of Youth & Community Groups)*

**NB Cheques will not be made payable to individuals.**

**2. Name and address of leader/worker responsible for application**

Name.....

Address.....

Post Code..... Telephone No. Day.....

Eve.....

Fax number.....

e.mail address.....

**3. Outline of the purpose / project for which grant aid is required**

- 1 Specific purpose for which grant is required – including total costs *(please give full details and enclose budget for activity to be funded via this application)*

.....  
 .....  
 .....  
 .....

**No Grant will be awarded unless the budget is completed in full and quotations are attached**

<u>Project income</u>	£	<u>Project expenditure</u>	£
<b>Total</b>		<b>Total</b>	

- 2 Other sources of income for this project which have been applied for.....

.....  
 .....

**It is unlikely that a grant will be awarded unless other funds have been applied for**

