



# Guidance Notes for Those Making an Application

## for an Individual Young Person

- These notes are intended to help and inform anyone making an application for a grant for an individual young person, and should be read carefully before completing the application form.
- By answering all the questions clearly you will help Trustees to understand what you are seeking and improve your chances of gaining a grant.

### Contact Information

- If you are a young person applying for a grant for yourself, please give your contact details. The Trust will not normally contact you other than by letter, but it may be useful to contact you by email or phone if a query or problem should arise that requires a quick response. These details will not be shared with any other organisation without your consent.
- If you are applying on behalf of a young person, please also give your own contact details. We need to know why the young person is not able to complete the form themselves. You need to say what your relationship with the young person is, so that it is clear that you are able to apply on their behalf.

### About the Grant Being Sought

- Please tell the Trust clearly what the grant you are seeking will actually be spent on. This can be for either material goods, or services or a combination of both.
- Where the grant relates to a specific event or events, please say when this will happen and whether or not there is a deadline by which time you would need the grant.
- Trustees need to know that making a grant will improve your life or help you to achieve an ambition. This is your chance to show how this will come about. The outcome may be immediate, or it may be part of a longer term plan. Please state what you expect that outcome will be.
- If your application is to help you further develop a skill, interest or career path, it is important for Trustees to learn about your attainment to date. A letter of support from a tutor, trainer or other person that has helped your development may be crucial to your application.
- Where your application relates to a course or learning event, state who will run this and what you would achieve or qualification you would gain by undertaking it.
- The Amount of the Grant Sought

- Please state clearly the total cost of the project toward which you are seeking a grant. Then state whether you would like the Trust to meet some or all of that cost. Where you are seeking only part of the cost, say clearly how you expect the rest to be found, and whether you have already gained some of this money.
- If the grant is to be spent on more than a single service or item, it is important for Trustees to see a very simple budget of the planned spending.
- Where the grant would be used to buy equipment, please show how you know the cost you state is accurate and that it is good value.
- If you have been awarded a grant by the Trust before, please tell us when and how much it was. Trustees do not normally award a further grant within two years of a previous one.

## **About Your Circumstances**

- You need to show Trustees why you or your family are not in a position to fund the project you are planning. The Trust does not need to see your detailed financial statements, but you do need to explain what it is about your personal or financial situation that means you need this grant.

## **Payment details**

- The Trust normally makes payment of grants by cheque directly to the young person at the address you have provided. Where you do not want this to happen, please give the name of the account holder to whom the cheque should be payable, and give the reason for this.

## **Publicity**

- It is not a requirement for receiving a grant that young people take part in publicity, but sometimes this is helpful for the Trust and for the grant recipient. Only tick this box if you are willing to be involved in the Trust's publicity.