CARDIFF YOUTH LED GRANT 2019 / 2020

APPLICATION FORM

Please ensure you have read the guidance document before filling in this application form. There are 4 sections – try your best in answering all fields!

The deadline for all applications to be received is 17:00 26th July 2019.

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| --- | --- |
| Name of voluntary organisation / group / project: |  |
| Name of lead young person: |  |
| Name of lead adult: |  |
| Contract address and postcode: |  |
| Contact telephone: | \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ |
| Contact email: |  |

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| How would you describe your organisation / group / project? |
| **Please state your charity/company number:**  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Individual  Legally constituted community/voluntary organisation  Registered company  Registered charity |

1: GENERAL INFORMATION

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| Please give a short paragraph outlining what your organisation / group / project does:  ***(Please provide specific project and grant information in Section 3)*** |
| **Do you have a volunteering policy? YES NO**  **Do you have an insurance policy? YES NO**  **Do you have a health and safety policy? YES NO**  **Will you need a risk assessment? YES NO** |

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| Have you applied for a Cardiff Youth Led Grant in the last three years (since 16/17)? |
| **Yes**  **No**  **If you have ticked yes, what was the project’s title and a summary of what it did?** |

2: ELIGIBILITY CRITERIA

Please ensure that you are eligible for a grant before continuing.

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| **We confirm that this project:** |
| Is led by a young person / young people aged 14 – 25 |
| Is supported by a **voluntary** organisation / group / project with a responsible adult |
| Is based in Cardiff and will support youth volunteering in Cardiff |
| Can provide an end of year report in March 2020 |
| Can spend money provided by March 2020 |

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| **We confirm that this project will contribute to at least one of the following six priority areas:** |
| Early Years (0-7 year olds) |
| Housing |
| Social Care |
| Mental Health |
| Skills and Employability |
| Decarbonisation |

3: PROJECT DETAILS

|  |  |
| --- | --- |
| **Please provide details of what you want to use the money for in your project.** You may continue your answer on a separate sheet or document if you wish. | |
| **Total amount of money requested**  **(You can choose up to £500, up to £1,000, up to £1,500)** | **£** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please provide details of how many young people currently use your service:** | | | | | | | |
|  | | **Daily** | | **Weekly** | **Monthly** | | **Annually** |
| ***Please delete as applicable for figure you have stated*** | | | | | |
| **Please provide details of the amount of young people (volunteers) that use your service:** | | | | | | | |
|  |  | |  | | |  | |
| **Aged 14-15 yrs** | **Aged 16-17 yrs** | | **Aged 18-20 yrs** | | | **Aged 21-25 yrs** | |

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| **Please provide details on how many people will benefit from what you have planned:** |
| **What outcomes will you record to measure the success of the project:** |

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| **What will the money be spent on? *Please include a clear description/ explanation of each item and full costs must be shown.*** | |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  |  |
| **TOTAL COST:** | **£** |

4: DECLARATION AND DATA PROTECTION

**Organisation / Group / Project name:**

C3SC will be what’s known as the ‘Controller’ of the personal data you provide to us. The information given will be entered and processed on computer by C3SC; the forms will also be kept for six years. The information will be used by C3SC for administration purposes of the grant scheme and for the monitoring and promotion of the voluntary sector by C3SC.  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.

The reason we need your Data is to be able to administer the Grant applications.  We need your consent to do this as this is our lawful basis for processing your personal data. 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 (including WCVA) that C3SC consults with when assessing applications and grants.

Contact details will only be disclosed to third parties for the following purposes:  to enable C3SC to process your application; to enable C3SC and funders to monitor local funding; to announce successful projects, and to promote the awarding grant bodies and the grant scheme generally via press releases and other bona fide promotional activities including placement on C3SC’s website.

**As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK’s data protection supervisory authority, the Information Commissioner’s Office about the processing of your personal data.**

**As a data subject you are not obliged to share your personal data with C3SC, but if you choose not to share your personal data with us we may not be able to process your grant application.**

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| We hereby confirm that we are happy for our data to be shared in line with application guidelines. | Tick here |
| We hereby confirm that the information contained in this application is correct. | Tick here |
| By accepting funding, we understand that we are agreeing to use money only for the purpose stated on this form. | Tick here |

Please return a scanned copy of your completed form to [volunteer@c3sc.org.uk](mailto:volunteer@c3sc.org.uk), with the subject header “Youth Led Application Form: <*YOUR PROJECT NAME*>”.

You may also post your completed form to: FAO: Cardiff Youth Led Grant, Cardiff Third Sector Council, Baltic House, Mount Stuart Square, Cardiff, CF10 5FH.

Please contact us on 02920 485 722 if you have any questions.

**THE DEADLINE FOR APPLICATIONS TO BE RECEIVED IS 17:00 26th JULY 2019**

**Good luck!**

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| --- | --- |
| **Lead Young Person’s Name (printed):** |  |
| **Lead Young Person’s Signature:** |  |
| **Date:** |  |
| **Lead Adult’s Name (printed):** |  |
| **Lead Adult’s Signature** |  |
| **Date:** |  |