



THE **BIG** **SPEND** **STEP 4**



Application guide

Use this sheet to help you write your application. Make sure that you answer the questions fully, the more information you give the higher chance you have for your bid to go through.

1

Tell us about yourself?

- Here you should write the name of your group e.g. Watford Youth Group, St Albans Film Project
- This should be your group address, i.e. where it is based.

2

Who is your group leader?

- This is where the address and contact details of the group leader should be entered. It is important that these details are correct.
- Tick which will be the best way for you to be contacted.

3

Who are your group members? Please list all of the young people that are in your group (continue on a separate sheet if necessary).

4

Who is your sponsor/supporting adult: You need to enter the details of the adult who is supporting you with this application, include their name, address (this could be their work address), contact number and/or email address.

5

Groups Ethnic Origin Please tick the boxes that best describe the ethnic origin of the young person named as the group leader and the young people that have supported them to complete the application (these go under the group column).

6

Tell us About Your Project or Idea:

- Explain what you want funding for i.e. what you want to do and how the money will help you achieve that.
- Tell us what benefits your idea will have to the young people that take part e.g. it will give them something to do, make them healthier, help them learn new skills. Explain how it will have this benefit e.g. it will give them the chance to take part in sporting activities, accreditation etc.
- You need to be able to demonstrate that this is something that young people actually want.
- Explain how you will get young people to take part in your project or activity. Will you advertise it? If so how?

- e) Consider how you will know if your project has been successful. Will it be the number of young people taking part? The number of new members since the project started? Explain how you will check whether your project has been successful, such as by using questionnaires, attendance registers etc.

7 Which of these Categories does your project fit into? Tick as many boxes that you think applies to your project, below are some examples:

Staying safe could be safety on the internet, safe on the streets, personal safety.

Economic well being could be understanding money, saving money, using budgeting.

Enjoying and achieving could be doing an activity that young people enjoy and can be accredited for or putting on a show that celebrates young people's work.

Making a positive contribution could be community work or anything helping others

Being healthy could be a sporting activity, looking at cooking and nutrition, an anti drugs campaign or anything informing young people about sexual health.

8 Who is your project aimed at: Tick all the boxes that apply.

9 How many young people will benefit from this project/activity?
Here you should estimate the number of young people who will take part. Be realistic!!!

10 Where in Hertfordshire will your project take place?
Please give the address of where your project will take place. Will this be at your groups usual meeting place? Or will it be somewhere else?

11 When will your project take place?
When would you like your project to start and when will you spend all the money by?

12 Please give bank details of the group who you will be receiving the money on your behalf. Get your supporting adult to check these are correct.

13 Budget

- Give a rough breakdown of costs for your project/activity. Please explain what the 'other' costs are and give as much details as possible, i.e. provide an equipment list and ensure you breakdown the costs.
- Explain if you already have some money for this project/activity. If so, where did you get this from? Provide details of how much this is and anywhere else that you will be seeking money from.
- This is where you should enter how much you are actually applying for.

14 Signature

- Please print your name, date and sign to confirm that you completed this application.
- Please ask your supporting adult to print their name, date and sign to confirm that the information provided in this application is correct.