

**W S C V Y S**

**WEST SUSSEX COUNCIL  
FOR VOLUNTARY  
YOUTH SERVICES**

**GRANT  
APPLICATION FORM**

Completed applications to be sent to

Secretary:

Mrs J Whitcomb  
Leith Cottage  
Angel Street  
Petworth  
West Sussex  
GU28 0BG

West Sussex Council for Voluntary Youth Services (WSCVYS)

Grant Aid: Guidance for making application

Introduction

This document sets out the six categories of undertaking or project for which the WSCVYS Executive Committee might release funding provided for the purpose by the West Sussex County Council.

Grant application has to be made on the appropriate form (see Appendix1). Normally grant will only be approved as supplementary to an organisation's own funding commitment up to a maximum of £250.

Advice on additional or alternative sources of funding is available from the WSCVYS Development Worker.

1 Streamlining County Headquarters Administration

To provide:

- Assistance with the purchase of computer and/or software for the purposes of keeping records, mailing lists, accounts etc of County Organisations
- Support, including grant where necessary, for the training of volunteers who will operate this equipment and/or be accountable for the accuracy of records
- The replacement of old, outdated or broken equipment, especially to meet the requirements above

2 Recruitment campaigns organised by one or more County Headquarters of Voluntary Youth Organisations

To provide:

- Expert assistance, advice and support in relation to the management of recruitment, including interviewing
- Financial assistance with publicity, advertising, managing meetings/receptions, telephone, postage and other administrative expenses related to the above
- The cost of publicity materials, including the making of videos
- Training for Press Officer/Public Relations volunteers

3 Research Projects

To provide:

- Expert assistance, advice and support in relation to developing research design/project management
- Expenses in relation to the mechanics of researching and the collection, analysis and interpretation of statistics
- Support for the cost of publishing the research findings
- Support for the cost of dissemination meetings/training sessions to enable learning from the project to take place in ways that improve provision for young people

4 Broadening young people's experience, understanding and perspectives through developing special initiatives

To provide:

- Support for young people in overcoming difficult circumstances such as
  - living in rural areas without public transport
  - homelessness
  - substance dependence and other forms of self abuse (harming etc)
  - urban deprivation
  - disaffection and the loss of a sense of self worth
- Increased links between young people who live in contrasting cultures
  - Links with youth groups in inner cities
  - Links with youth groups in Europe, the former Commonwealth or countries of the North American Continent, often managed through Connect Youth International

5 The sharing/borrowing of equipment

To provide:

- Loan of equipment (for example .....) held by WSCVYS
- Purchase of equipment which could be added to the WSCVYS register of resources available to other voluntary youth organisations<sup>1</sup>

6 Any other proposal submitted by a County Voluntary Youth Organisation

This category of grant enables organisations that are affiliated to WSCVYS to submit proposals that lie outside the scope of the previous categories but which can be shown to promote the overall aims, values and objectives of WSCVYS

**N.B. Disposal of Assets**

If a group or organisation were to cease to exist within two years of receiving a grant from WSCVYS, then any equipment of resources funded by WSCVYS should be returned to WSCVYS for reallocation to another member organisation.

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<sup>1</sup> Such equipment would remain the property of the "owning" organisation but a condition of grant would be that it be made available following a reasonable request from another organisation that undertakes to cover any loss or damage incurred through inappropriate or negligent use. The register of available equipment would be managed through WSCVYS to avoid wasteful duplication.

# WSCVYS

## Grant Application Form

**NB:** If appropriate, please supply additional information on a separate sheet of paper.

Name of Organisation

Contact Name	Position within Organisation

Contact address	
Day time Tel	Evening Tel
Email	Website

Membership Numbers	Under 13	13-25	Leaders/adult helpers
Are these figures for:	Local Group	District	County level

Type of project for which this grant application is made (please circle appropriate heading)
Admin    Recruitment    Research    New initiative    Other

Describe what you aim to do, the need to be met and the practical benefits expected

If it is a Project :	When will it commence?	When will it be completed?

What is the total cost of the Project? How is this calculated? Please give a breakdown of the cost of materials, equipment, running costs etc.

How much funding has been obtained to date?	What proportion has been raised by yourselves?
What proportion of this has been from grants? (Please give details of grant sources)	What other funding is planned in the future? (Please give expected amounts and sources)

Has your organisation applied for a WSCVYS grant in the past?	Yes	No
If yes, please give details. (Date, amount, use etc.)		

If your application is successful, who should the cheque be made payable to?

Signed	
Position	Date