

## Youth Led Grants Fund Applicant Guidelines

These notes should be read before applications are submitted to the Youth Led Grants Community Fund. It is also advisable to refer to these notes during the application process.

**We highly recommend contacting CVSC fund representative before completing or submitting an application.**

**For further help or advice please contact:**

**Grants team: 01492 534091, email: [grants@cvsc.org.uk](mailto:grants@cvsc.org.uk)**

### General Information

The aim of the Youth Led Grants scheme is to support a range of small volunteering projects and activities, led and carried out by young people, with applications selected and recommended by a panel of young people aged 14-25.

### How much grant can be awarded?

Grants of up to £1000 are available to support volunteering or set up a volunteering activity.

### Purpose of the grant

To support a number of small youth led projects across the County of Conwy, by empowering young people to develop their own initiatives; take an active role in their communities and involve/recruit young people to take part.

Applications are assessed by a panel of young people who are aged between 14 – 25 years old.

Applications must be made by a young person but can be supported by an adult from the organisation!

## Eligibility

Applicants must be:

- Be aged between 14 – 25 years old
- Be based within Conwy County
- Be linked to a voluntary organisation or community group legally constituted with a governing document that is signed and adopted (the objectives of the project must fit with the constitution), independent of government and private sectors and have a bank account, in the name of the organisation, which requires at least two signatures

*However, it is likely that the application could be made by an informal group of young people and consideration will be given to paying the grant to an eligible organisation that will support you or in exceptional circumstances the Volunteer Centre will consider paying invoices direct to suppliers.*

## Timescales of the Grant

- **All projects must be completed and accounted for by 31<sup>st</sup> March 2021. Any funding not spent by that date must be repaid.**

## Application Closing dates

The Grants Application rounds will close by the following dates:

**Friday 17<sup>th</sup> July 2020**

Applicants will receive an email confirming receipt of their application and will be notified of the panel's result/decision will follow within 3 weeks of the closing date.

## What to include in your application?

- A signed copy of your constitution or set of rules
- A copy of the groups/supporting organisations recent bank statement
- A minimum of two written quotes or estimates from any suppliers
- A list of individuals taking part in any activity funded.
- New groups must enclose a list of names of officers and members of the group's committee (if relevant)

**Applications will be rejected if they are not accompanied by all the required information**

**If offered funding, applicants must agree to;**

- Submit a short report with receipts for all expenditure.
- Spend the grant exactly as specified in the application unless prior agreement from CVSC is granted
- Publicise the Welsh Government contribution to the project
- Submit photographs of project work
- Ensure the grant is spent and reports and receipts and other documentation are completed and returned to CVSC **by Tuesday 31<sup>st</sup> March 2021**

**Only one grant will be allowed per group within the period of 12 months**

**PLEASE ENSURE THAT YOU SPEAK TO A CVSC OFFICER  
BEFORE SUBMITTING YOUR APPLICATION.**

**DATA PROTECTION AND AUTHORISATION OF USE**

Community and Voluntary Support Conwy (CVSC) operating on behalf of the Youth Led Grant Fund, will use your personal information in order to process your funding application, and will be entered on a database utilised by CVSC and its Third Sector Support Wales partners (further information and our privacy notice are available from [thirdsectorsupport.wales](http://thirdsectorsupport.wales)). The information will be held for the length of the Youth Led Grant project and then destroyed securely.

**Please return completed Application Form and supporting documents to:**

[grants@cvsc.org.uk](mailto:grants@cvsc.org.uk)

Grants Team  
CVSC  
7 Rhiw Road  
Colwyn Bay  
Conwy  
LL29 7TG

**Telephone:** 01492 534091

**email:** [grants@cvsc.org.uk](mailto:grants@cvsc.org.uk)