

Guidelines for Applicants for Variety Club of Great Britain Youth Organisation Grant Scheme

What we will fund:

Application for items of equipment; however on occasion applications for improvement of youth club premises, equipment and facilities will be considered.

- Applications which benefit young people from 8 – 18yrs old.
- Applications which have sustainability beyond 1 year.
- Applications which demonstrate involvement from young people in raising funds.

What we will not fund:

- Applications for revenue costs, ie running costs such as administrative/salaries, hire costs, travel etc.
- Applications which mainly benefit youth workers such as office equipment etc.

How much can we apply for?

There is no minimum or maximum amount for this grant. Allocation will very much depend on how many eligible applications that we receive at any one time. Currently the average grant is between £800 and £1,000 but sometimes we provide grants for more or for less. This very often depends on the amount of young people who will benefit from the grant or if we consider the grant to be good value for money. If it is for too much, we will contact you to consider lowering the amount for application.

When do we hear if we have been successful?

Your application will be discussed and considered by the Committee and following their recommendations the Trustees will consider the applications. You will be notified in writing of the outcome of your application following a meeting of the trustees. If we have received a considerable amount of applications, we may delay some applications for the next funding round. If your application will have better success in a later funding round, we will contact you beforehand to inform you. Funding rounds are approximately four times yearly. If your application is not suitable for funding, we will inform you by post or email.

Conditions:

- Where an application or subsequent grant relates to building works in premises that are leased, it is the responsibility of the applicant club to ensure that the works conform to the terms of their lease and to any requirements of the lessors. **All building works must conform where necessary to statutory Health and Safety, fire and Planning and Building Regulations. Evidence of this should be forwarded with your application.**
- Successful applicants must acknowledge the support of Variety Club in their annual reports.
- There must be adequate security, storage, recording and insurance of equipment purchased with Variety Club grant.

Guidelines for completing the form:

This form can be filled in with hand-writing or on computer.

About Your Club and the Applicant

Question 1 - Please ensure that each question is answered clearly, giving all contact details possible. Incorrect information will result in a delay in contacting you.

About Your Project

Question 2 – Please give full and accurate details of the project, its purpose and who it will benefit.

- Please give the total cost of the Project. If you are buying more than one item, please enclose an expenditure budget which breaks down the total cost into different items.
- Include all possible details regarding the cost and fundraising that have been carried out to date.
- We will expect clubs to fundraise for the project cost. If this is coming from more than one source, please enclose an income budget which itemises the different sources of income.
- Please ensure that you tell us if we have helped before – this does not affect your eligibility.
 - **About the Club in General**
 - **Question 3** – Please ensure that all questions are answered clearly and precisely giving details where requested.
- You may be requested to provide proof of CRB Disclosure, Child Protection Policy and a Constitution, please ensure that you have these available should we require them.
- Please ensure that your application is signed and that it arrives at Variety Club Office.

REF:

The Variety Club Children's Charity

Youth Organisation Application for Grant

Before completing the form please read the guidelines

Please return to: Variety Club of Great Britain, Variety Club House, 93 Bayham Street, London, NW1 0AG

Information about your organisation

1

To consider this application your organisation needs to be affiliated to a local and/or national Youth Organisation. Please give details _____

Name of organisation and/or branch _____

Address of organisation and/or branch _____

Telephone No:(daytime) _____ Fax No: _____

Email: _____

Name of applicant: _____

Post Held: _____

Address of applicant: _____

Telephone No:(daytime) _____ Fax No: _____

Email: _____

Information about the specific project you are applying for

2

Please give details of the project and/or purpose for which you require a grant and explain how it would benefit the children and young people

Cost of project:

a) Total cost of the project? £ _____ (please provide a quotation)

b) How much has been raised/committed towards this project to date:

i) Government/local authority £ _____ iii) Your organisation's cash reserves £ _____

ii) Local fund raising £ _____ iv) Other sources £ _____

c) How much do you expect to raise from:

i) Parental contribution £ _____ ii) Other sources £ _____

What fundraising activities are being carried out by the children and young people, please give details? _____

What do you expect to raise? £ _____

d) Grant requested from the Variety Club Children's Charity £ _____

Please give details of any applications previously made to the Variety Club

Year	Amount Received	Purpose for Requested Grant	Please tick if refused
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

Information on your Youth Organisation

3

- a) How long has your organisation provided a service? _____ years _____ months
- b) How many children and young people (up to 18 years) does your organisation help each year? _____
- c) How many adults (over 18 years) does your organisation help each year? _____
- d) What is the age range of the children/young people you cater for? _____
- e) How many staff does your organisation employ? Please give numbers.
- Full Time Paid Staff _____ Part Time Paid Staff _____ Volunteers _____
- f) Does the organisation work with disabled children and young people? YES NO
If YES please give details _____

- g) Please state who owns the premises where the Youth Organisation takes place? _____

- h) Who is financially responsible for the upkeep of the premises? _____
- i) How often does the Youth Organisation meet? _____
- j) Who else uses the premises and facilities besides the Youth Organisation? _____
- k) How much are your fees/subs? _____
- l) Do all staff hold Criminal Record Bureau disclosure? YES NO
- m) Does your organisation have a Child Protection Policy? YES NO
- n) Does your organisation have a Health and Safety Policy? YES NO
- o) Does your organisation have a Constitution? YES NO
- p) Does your organisation have a Registered Charity Number? YES NO If YES please provide _____

You may be approached for further information if required

4

If your application is successful, would your Youth Organisation agree to publicity? YES NO

How did you hear about the Variety Club Youth Clubs Grants? (please tick as necessary)

Youth Group Variety Club Internet

Library Newspaper/Magazine Word of Mouth

Other (please state) _____

Signature of Applicant _____ Print Name _____

Date _____

If you agree to receive communications from the Variety Club Children's Charity and Variety Club Events Ltd please tick the box