



Prince's Trust

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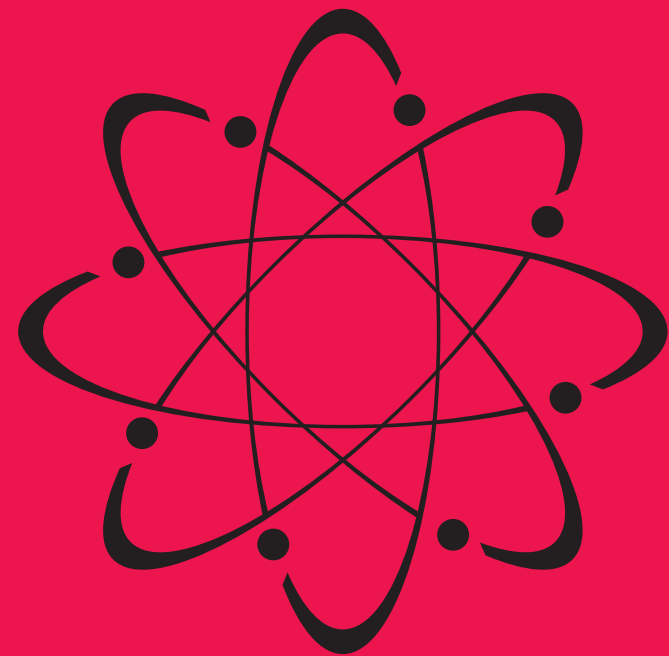
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Prince's Trust

Community Cash Awards **Guidance Notes**



start a chain reaction

Welcome



You've got a community project idea? Do you want to get going?

Perhaps a Prince's Trust Community Cash Award is the answer. This guide will give you some tips on how to apply and what support you can get from us.

For ideas from young people who have already set up a project, go to our website:

princes-trust.org.uk/communitycash

Want to find out more?

If you have any questions or would like further help please contact us on:

info@princes-trust.org.uk
0800 842 842

The Prince's Trust Community Cash Awards

The Prince's Trust Community Cash Awards

are designed for young people with great ideas for community projects. We welcome applications from individuals or groups – you just need a good idea for a project!

Eligible young people must be either:

- aged 14-16, in education, and facing a range of difficulties at school such as; truanting, risk of exclusion and educational underachievement; or
- aged 16-25 and not in education, training or work (or working less than 16 hours a week).

We particularly favour applications from young people who are in or leaving care or have been in trouble with the law.

Eligible Projects are those that:

- benefit a local community need in the UK
- benefit the young people running the project
- are new activities.

We will not fund:

- projects overseas
- fundraising activities for other charities
- projects involving planning permission or renting a building, unless you have written confirmation that it has already been arranged
- trips or outings, unless they have educational value.

“With hard work and dedication you can achieve something special, no matter what's gone on in your life.”

Dame Kelly Holmes

Application Process



To apply for a Community Cash Award you must complete an Application Form and then attend an Assessment Interview to discuss your project in more detail.

Application Form

The Community Cash Awards application form is available from your local Prince's Trust office or electronically at: princes-trust.org.uk/communitycash
See the next section for details on how to complete the form.

Assessment Interview

If your application is eligible, we will invite you to come and talk to us about it. We can help you think through your ideas in more depth and to plan any areas of your project where you might need more help.

Once we think you are ready to set up your project, we will recommend you to our Awards Panel who decide which projects receive funding.

The process should take no more than four weeks from Assessment Interview to Panel decision if you have provided all the information required. In some instances we can approve applications more quickly.

How do we pay the Award?

Awards over £1,000 will be paid in two instalments; one at the start of the project and the other half way through (if all is going well).

If your Award is less than £1,000 we will pay it to you in one payment at the start of your project.

What help will The Prince's Trust give you?



The Prince's Trust will support you with your project for six months after you have been given an Award. This is what we can help with:

Support

We will be at the end of the phone to answer any questions you have. We can also put you in touch with our network of volunteers who have specialist expertise – they may be able to help you with publicising or marketing your idea for example.

Review

One of the hardest things about running your own project can be keeping it on track when the initial excitement has worn off, or when things aren't going as well as you had planned. We will meet up with you for a review session half way through your project to help you with this - we'll ask how things are going and find out if you need any help.

Evaluation

We will help you to look back at the end of your project and consider what lessons you have learnt, what went well and what went badly. This evaluation will also provide really good material for job interviews and CVs too.

How to fill in the Community Cash Awards Application Form

This section explains the questions you need to answer on the Application Form.

Contact Details

Please fill out this section in full so we can contact you about your application. If you want to apply as a group, choose one person in your group to act as the key contact and their details should be listed on the Application Form, you should also list all the other members of the group and their ages.

Supporting Organisation and Project Supporter Details

If you/anyone in your group is under 18 years old, you will need an adult to support your project. This could be someone in an organisation that you are already involved with or we will match you with one of our volunteer mentors.

If you do not have a project supporter and would like to be matched to a Prince's Trust volunteer please also let us know.

The role of the project supporter is to provide support and advice to young people under 18 years old to ensure their project is a great success. This role includes support with:

- project planning, setting project goals, timescales and budgets
- ensuring the project is run effectively and safely
- decision making and problem solving.

Where the project supporter is employed by an organisation, such as a youth club

or school, we ask that this organisation takes a supervisory role and, alongside the young people running the project, agrees to the terms and conditions of the Award. This means taking responsibility for parental/guardian consents for young people under 18, collecting medical/next of kin in the case of emergencies, ensuring that the project supporter is suitable to work with the young people and that all risk assessments are completed for the project.

How will your project help the local community?

The Prince's Trust wants to know about your great idea for how you can help your community. To help describe your idea and show us how worthwhile it will be, think about the following questions:

- what is the need?
- who are you hoping to help through your project? This could be, for example: children, the elderly, people with disabilities, offenders, lone parents, refugees or the homeless.
- what are the benefits of your project to the community?
- how you know there is a demand for the project?

Development and Training Needs

The Awards are as much about developing your skills as they are about providing funding for community projects. If there are any skills or learning that you feel would help your project to succeed, please tell us.

Project Timeline

A 'timeline' is a list of the key dates and goals that you need to achieve for your project to succeed. If your application is eligible, we will discuss your timeline in more detail.

A timeline for a project to set up and run a musical event could look like this:

Activity	When will you do this by?
Find venue	09/06/2010
Obtain insurance and plan health and safety	16/06/2010
Design advertising for the event	23/06/2010
Produce leaflet and posters	25/06/2010
Contact local papers and newsletters to get publicity for the event	30/06/2010
Musicians and volunteers booked	07/07/2010
The event	14/07/2010
Review event	21/07/2010

Budget

We give Awards up to £3,000 but the average Award is much lower. Before we decide on the level of the Award we would like to see a detailed budget for your project and an explanation of why each item is needed.

- If you plan to spend £200 or more on any item you should get quotes (an idea of the price) for these items so we can see that you are getting the best price for what you need
- If you buy anything costing over £200 this must continue being used for community benefit. It will not belong to you or your group

What we can fund:

- equipment or materials
- venue hire
- transport costs
- advertising and publicity
- printing
- insurance
- volunteer expenses.

What we can't fund:

- work that has already taken place
- top up funding for existing projects
- training, unless it is needed for the project
- formal academic qualifications
- payments to contractors or third parties.
- funding can be used to employ other people for aspects of the project, but not for the whole project.

Community Cash Awards

Terms and Conditions

The Community Cash Awards are subject to the following Terms and Conditions so please read them carefully and ask us for advice if you need to. If you apply for an award you accept that these will apply to you and your Project (if and when you get an award). If you are unsure about anything please contact us before you apply.

These Terms and Conditions are between The Prince's Trust (us) and the young people or groups of young people applying for a Community Cash 'Award' (you). If you or any member of your group is under 18 and you are applying as an individual or group and are being supported by an organisation (a Supporting Organisation) such as your youth club, school, Young Offenders Institution, or any other organisation, this Supporting Organisation should supervise your application and shall also be bound by these Terms and Conditions.

The Award

- Should you receive an Award you can only use it for your 'Project' as detailed in your application form. The Award is made to you personally and only you can use it. You can't give it to anyone else.
- If you are applying as a group, you are all equally responsible for these Terms and Conditions and by making an application for an Award you have all agreed to be bound by these.
- If you wish to change or stop your Project you must first speak to us first and follow our instructions.
- You must carry out your Project within the timeline and budget agreed with us- as well as following any other conditions which we may apply to your Project.

Parental Consent

- All young people under 18 years of age must have parental or guardian consent before they/ their group will be able to get an Award; you or your Supporting Organisation should organise this as soon as possible.

Project Supervisor

- All young people under 18 years of age must have a suitable adult to supervise and support their/their group's Project before you will be able to get an Award. This adult can be a Prince's Trust volunteer or be employed by a Supporting Organisation.
- You must let us know if you need a Prince's Trust volunteer to supervise/support your Project.

Supporting Organisations

- Where a Supporting Organisation is supervising an application they must ensure that all relevant parental or guardian consents are obtained for young people under 18 years and medical and next of kin details are collected in the case of an emergency.
- Where a Project is supervised and supported by an adult employed or contracted by a Supporting Organisation, the Supporting Organisation has responsibility for ensuring that the adult is suitable to work with the young people and that they have a satisfactory CRB disclosure.

Payment of your Award

If you receive an Award:

- We will pay the Award in instalments as set out in an offer letter you will receive from us.
- You must ensure that the costs of your Project are no higher than the budget agreed with us as we will not pay any additional costs.
- If any money is paid to you incorrectly, you must repay the amount to us as soon as possible.

- If at the end of your Project you have not spent all of the Award, you must refund the rest to us.
- We do not have to pay your Award to you. This means that if you do not comply with these Terms and Conditions or we have any other good reason, we can decide to withhold payment of it or any instalment of it at any time and can seek repayment of any money already paid to you.

Assets

- If you buy a single item with your Award which costs £200 or more, it must only be used for the purposes of your Project and must remain or be donated for community benefit at the end of the Project. If disposal of any item purchased with the Award gives rise to any income, we may require you to donate any such income for community benefit.

Insurance and Health and Safety

- You must have insurance for all activities you undertake in relation to your Project and ensure that the cover is adequate (ask for our advice if you are not sure).
- You are responsible for the health and safety of the Project. You must ensure the highest standards are applied in protecting the health and safety of yourselves and all those involved, connected with or affected by your Project.
- We will provide you with written Health and Safety and Insurance guidance to support you.
- We accept no responsibility any injury, loss or damage whatsoever arising in relation to your Project, however nothing shall exclude our liability for death or personal injury as a result of our negligence.

Publicity and Intellectual Property

- You must not use the name "The Prince's Trust" or our logo or any other information that belongs to us except that the phrase "Funded by The Prince's Trust" may be used in publications subject to our written consent which you should get before going ahead.
- You will promote and deliver your Project without making any money for yourself and in a manner that will not damage our name, image or reputation.

Data Protection

- Any personal information you provide will be collected and processed in accordance with the Data Protection Act 1998 and used only for the purposes of granting the Award and supervising your Project. For further information about how we use your information and/or to see any information which we hold about you please contact the Legal Adviser at The Prince's Trust Head Office, 18 Park Square East, London, NW1 4LH. A copy of our Privacy Policy is also available at www.princes-trust.org.uk.
- We will not pass on any personal information you supply to any other organisation except for the purposes of administering its databases or where required by law.

General

- These Terms and Conditions, and the documents referred to herein, constitute the entire agreement and understanding between us and you.
- The Award and these Terms and Conditions will be governed by English law and any disputes will be subject to the exclusive jurisdiction of the courts of England and Wales.

Top tips from other young people:



Coming up with an idea is probably the most crucial stage of a project – and it's certainly also one of the most fun! Have a look on our website for some top tips on how to brainstorm great ideas.

One dedicated group of young people in Bristol used their Award to turn a neglected allotment into a fully functioning organic garden. They have passed on their top tips for setting up a community project:

- **ask other people what they think of your idea** – they might be able to build on this and make it better
- **empower your team** – work out everyone's strengths and give them a role, not everyone has to have a specific responsibility but it's good to empower them
- **have a vision** – and from this put together a plan, then talk to more people and make changes. The plan will change but the vision will not
- **put together a budget** – think about all the little things that might crop up further down the line. You should always slightly overestimate your costs as extra costs you don't expect will always come along
- **think about cheaper materials** – for example recycled materials, or ask for materials from local companies. If you can show them that your project will benefit the wider community they might be more likely to help you
- **have a leader** – they don't have to lead everything, but they can motivate people when they feel like giving up
- **use your contacts** – you know more people than you think you do, ask around for support.



“MBG Funhouse is a space that provides activities to help engage both parents and their children, every Saturday, and it's absolutely free. We had 150 people turn up for the first event, which was amazing. If you had said to us three years ago, you'll be given an Award from The Prince's Trust, we would have probably laughed and thought never! I think it is brilliant for the community and us.”

Siona Blackford, Nadine Medford and Lenole Gardner
MBG Funhouse (recipients of a Community Cash Award)