



### Small Grants Application Guidance Notes

**1. Tell us the name of your organisation**

Please provide the full name of your organisation

**2. If you are an umbrella organisation, please tell us your individual unit name:**

If you are a uniform group that runs a number of schemes, please provide the name of your unit, to help us identify you.

**3. Please tell us your name.**

Confirm the name of the scheme coordinator (please note it should be the scheme coordinator completing the application form).

**4. Please tell us your correspondence address.**

Confirm the address of the scheme coordinator

**5. Please tell us your telephone number**

Confirm the telephone number of the scheme coordinator

**6. Please tell us your email address**

Confirm the email address of the scheme coordinator

**7. Please tell us your organisations Borough or District**

Please choose the area in which your organisation/club or unit operates

**8. Please tell us the name of your Leader Award Winner**

Please confirm the name of your valid Leader Award Winner

**9. Please tell us the date of when you received your Leader Award Winner**

This is the date that we sent a grant offer letter approving the Leader Award Winner

**10. Please enter the reference number of your Leader Award**

This is the reference number on the top left hand side of the grant offer letter.

**11. Brief name of project i.e. High Ropes Day**

Please give your project a short name. This description will be used in all correspondence.

**12. Please tell us what you want funding for (up to 3000 characters)**

Please describe how you will spend the small grant and provide as much information as possible. Please remember applications are assessed and scored, it is therefore essential to demonstrate how you will spend the funds, and to provide as much information as possible.

**13. What difference/impact will this make to the young people and the organisation? (up to 3000 characters)**

Tell us how this funding will make a difference to the organisation and the young people. For example will this increase access, promote different and exciting new activities, replace old equipment, provide essential resources that the organisation would not be able to purchase without the small grant funds.

**14. How many young people aged 11-25 will directly benefit from this project within the next 9 months. Please be specific and use numerical numbers only.**

This is the number of young people that will participate in the project/attend the trip/use or access the equipment. Answers must be entered in numerical numbers only.

**15. Describe who has been involved in deciding what to apply for (young people, leaders award winner, adults, volunteers etc)**

Describe who you have involved in deciding what you will apply for.

**16. Please state the date that your project will start?**

This is the date that your project begins, or the first date that you can spend funds. (Please note that this cannot be before 1<sup>st</sup> December 2018).

**17. Please state the end date of your project?**

Please note that this must be before 31<sup>st</sup> August 2019.

**18. Please tell us the total cost of your project?**

If your project costs more than the £750 that you are eligible to apply for, please detail the total sum of the project.

**19. Please give us a detailed breakdown of the total cost of the items that you are asking JPF to fund.**

Please provide an itemised breakdown of the items.

**20. Please confirm the total you are requesting from JPF**

Please confirm the total funds you are requesting from JPF.

**21. There may be some instances where JPF will not fund the full amount requested, or your project costs are more than £750, please explain how the shortfall will be raised.**

We want to fund as many projects as possible and therefore we want to ensure that the project is feasible and realistic and will go ahead if we are unable to fund the full amount. If your project exceeds £750, please demonstrate where the additional funds will be sourced from.

If your project is less than £750 and we are unable to fund the full amount requested, please describe how you will raise the shortfall.

**22. You must tick this box to tell us that the information that you have given on this form is true and accurate.**

Please click on the box.