

A quick guide to the Leader Awards and Leader Award Grant programmes



Leader Award

1 Eligibility

- Your organisation must have been running the Achievement Award Scheme for one full grant period to be eligible.
- You can nominate one leader per calendar year per scheme.
- The nominees must be aged 21+ and have been involved in your organisation for more than one year.
- They must not have previously received a Leader Award within your organisation.

2 Nominate

- Young people must be involved in nominating and selecting the nominee, but staff and parents can also be involved.
- There are several methods you can use to nominate including using our nomination forms (available from our website), SurveyMonkey, intranet, social media or group discussion.
- Alternatively, your committee, senior team or school council could come up with a shortlist of candidates for young people to vote on.

3 Submit your nomination

- Once you have agreed your nominee, please submit your application by visiting the Coordinators' Area on our website.
- If you have personally not used the site to apply for a Leader Award before, you will need to register to create an account.
- Your application will be assessed and a decision will be made within 28 days. Your Jack Petchey Coordinator will be notified of the outcome by email.

4 Celebrate!

- Once you have received your approval email, announce your Leader Award winner to your organisation.
- The Leader Award winner will be invited to a Jack Petchey presentation evening to receive their certificate and medallion. If they are unable to attend a Jack Petchey Foundation event, see your approval email for alternatives.

Leader Award Grant

1 Prepare

- Once you have an approved Leader Award your organisation has 12 months to apply for a Leader Award Grant. The Leader Award Grant is linked to the Leader Award winner and they should decide how the grant is to be used.
- Young people should also be involved in deciding which project to apply for funding for.
- Research the project costs so that you can provide a breakdown on your application form.
- See the guidance notes and application examples in our website's Coordinators' Area.

2 Apply

- The Leader Award Grant is open for applications in March and September.
- You will need the Leader Award reference number provided on the Leader Award approval email.
- You can complete your Leader Award Grant application by visiting the Coordinators' Area of our website.
- If you have not used the site to apply for a Leader Award Grant before, you will need to register to create an account.

3 Decision

- You will receive a decision within eight weeks of the closing date.
- If your application is successful, sign and return the grant acceptance form within 14 days in order to receive your grant.
- The grant must be spent in accordance with the information provided on your application form and any special conditions set within your offer letter.

4 Report

- You will be given a report date on your grant offer letter and should report using the form available in the Coordinators' Area of our website.
- Keep receipts as you will be required to provide them.