**Application Form**

1. **About your Project**

|  |  |
| --- | --- |
| Project Name |  |
| When will the project happen (dates and times)? |  |
| How many children and young people will take part (estimate)? |  |

1. **Full Project Description**

|  |
| --- |
| **Tell us about your organisation. What are the aims of your organisation? What does your organisation do? What skills and experience do your staff and volunteers bring to working with children and young people in Kensington & Chelsea? (200 words max)** |
|  |
| **What will your project do? (200 words max)**  A good answer will say   * what you plan to do * when and where your activities will take place * how often * how will it help children and young people in Kensington and Chelsea |
|  |
| **Why did you decide to do this? How have you involved children and young people in deciding what to do? (200 words max)** |
|  |
| **Describe the children and young people who will be involved. How many children and young people will be involved? How will they be involved? How do you think this project will help them? (200 words max)** |
|  |
| **How will you make sure that your activities are welcoming, inclusive and accessible for all participants? (200 words max)** |
|  |
| **How will you advertise your project and let local children and young people know what’s going on? (100 words)** |
|  |

1. **Budget**

Please complete the table below with the proposed project breakdown cost. You can apply for costs including staff costs, equipment, overheads, materials, resources, up to a maximum of £5,000. If your organisation is unregistered, please allocate £1,500 towards the cost of registration support.

|  |  |
| --- | --- |
| Detail of Item/Expenditure (please explain how you have worked out your costs). | Cost |
| For example:  3 x playworkers x 3 hours per week x 20 sessions x £15 per hour | £2700 |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Requested:** |  |

1. **Organisation Details**

|  |  |
| --- | --- |
| Organisation name |  |
| Organisation address |  |
| Contact person’s name and job title |  |
| Email address |  |
| Phone number |  |
| What is your organisation’s legal status, eg Charity or CIC? |  |
| Charity Number and/or Company Number |  |
| Website address |  |
| Social media |  |
| What are your usual opening hours? |  |
| How many volunteers does your organisation have? |  |
| Have you provided up to date information on your organisation and activities for on the Young K&C website?  (If not, you can register now at <https://youngkandc.org.uk/partner/register> | Yes / No |
| Have you carried out a risk assessment for your project | Yes / No |

**Bank Details**

|  |  |
| --- | --- |
| Name on Bank Account |  |
| Name of Bank/Building Society |  |
| Account number |  |
| Sort code |  |

**Agreement and Consent**

I hereby certify that the information provided in the application form is correct as to the best of my knowledge.

**Yes  No**

We are required to ask for your permission to record details of your organisation. The records of your organisation will be stored on our database. Your organisation details may be used in our reporting to John Lyon’s Charity and RBKC about this project and may be processed anonymously to analyse the state of the voluntary sector and provision for children and young people in Kensington and Chelsea. Do you give consent to Young K&C recording information about your organisation and contact details.

**Yes  No**

I wish to receive Young K&C’s email newsletter.

**Yes  No**

|  |  |
| --- | --- |
| Signature of Senior Staff member, Trustee or Director |  |
| Date |  |

**Documents to send with this application**

* **Safeguarding Policy and Procedures**
* **Equalities monitoring form**
* **Recent bank statement (last 3 months), showing the name and address of your organisation if this is the first time that you’ve applied to Young K&C or if your bank details have recently changed**
* **Insurance certificate for public liability and employer’s liability insurance cover**

**Please email to** [**info@youngkandc.org.uk**](mailto:info@youngkandc.org.uk)**.**