

## Guidance Notes

### AIMS

The Surrey Young People's Fund was established in October 2014 and aims to support disadvantaged young people in Surrey to gain access to training and employment.

The Fund is established within the Community Foundation for Surrey – an independent charitable trust, established to raise the level of giving to improve the lives of people across Surrey. The Community Foundation's grants are allocated from a growing number of funds established by individuals, families, trusts, companies and government to help meet local needs.

### WHO CAN APPLY?

A young person who is:

- Aged 16-25 at the time of application; **and**
- Resident in Surrey\*; **and**
- In one of the five target groups for the Fund:
  - 1) If over 18 and unemployed (working less than 16 hours per week)
  - 2) If aged 16 -18 and not in full-time or part time school or college education or work-based learning, such as an apprenticeship.
  - 3) Educational under-achievers (likely to achieve < 5 GCSEs grades A-C)
  - 4) Offenders and ex-offenders
  - 5) In or leaving care

Young people must show motivation to achieve their goal and provide feedback after any grant is awarded.

\*Defined by the administrative boundaries of the county of Surrey, including 11 districts and boroughs: Elmbridge, Epsom & Ewell, Guildford, Mole Valley, Reigate & Banstead, Runnymede, Spelthorne, Surrey Heath, Tandridge, Waverley, and Woking. Please note: These boundaries *exclude* the London boroughs of Croydon, Kingston, Richmond and Sutton.

\*Young people temporarily resident closely outside the Surrey borders with substantial and current roots or ties in Surrey (for example a permanent address) can also be considered.

### SIZE OF GRANTS

Grants from the Surrey Young People's Fund will typically be **between £50 and £200**. In exceptional circumstances, the Fund may consider larger awards, of up to £500.

Please note: Our money is not limitless, we need to make sure funds are used where they are most needed. This means that we may not be able to award a grant for all the funding you are seeking.

### WHAT CAN BE FUNDED?

Items must be directly related to enhance the young person's employability skills, either through:

- Qualifications, certificates or licences
- Vocational or technical skills, or
- Self-development opportunities which improve social skills, motivation and confidence

Requests should also fall into one of the following categories:

- Course fees
- Travel costs (for education, training or employment). Please note there is a limit of £250 on funding towards travel costs.
- Childcare (for short term education or training)

- Equipment, materials or tools
- Work or training related clothing
- Volunteering/work placement costs
- Online learning

## WHAT CANNOT BE FUNDED?

Funding is not normally available for anything that has already been paid for, or has already taken place.

**Please make sure you wait for the outcome of your application before you start an activity or book a course that incurs costs, or spend any money**

Funding is also not available for the following:

- Where other grants or benefits would cover the cost
- Higher Education courses (i.e. NVQ levels 4 and 5 / Higher National Diplomas / Art Foundations / Degrees).
- Alleviation of hardship. i.e. basic living costs, clothing or furniture (flexibility for interview clothing/work clothing may be appropriate)
- Medical treatment or care
- Costs towards overseas trips
- Political groups or causes
- Religious teaching and learning
- General appeals
- Loans or help to pay back debts
- Third party applications or organisations
- Items or costs which are the responsibility of a statutory provider, (e.g. within the core curriculum time in schools/colleges and for a young person in care who should be provided for by social services).
- Retrospective funding – as noted above (except for exceptional cases)

Please also note that the Surrey Young People's Fund has been set up as a funder of last resort. We therefore ask you to demonstrate that you have already tried other funding avenues.

## WHAT TO DO IF YOU ARE INTERESTED IN APPLYING

Get the application process started by completing the Expression of interest form on our website at <http://surreycommunityfoundation.akikodesign.com/apply-for-funding/expression-of-interest-form-individuals/>

If you are eligible to apply to the Surrey Young People's Fund the next step is then to arrange for one of our Assessors to meet you, so you can talk further and get their support and advice, including in making an application.

Your application will be assessed against the Fund criteria and priorities, and will be considered by the Surrey Young People's Fund Panel, who meet on a regular basis.

If you have an urgent request, we may be able to respond on a fast-track basis, however please contact us in the first instance to discuss your situation, and we can then advise you.

Once decisions have been made you will be advised as soon as possible. If you are successful, please note that our grant will be payable directly to the course trainer or the supplier of the relevant items.

***Please keep these Guidance Notes for your reference***