



New things to do
New places to go



Group application form 2011/12

Torbay Opportunity Fund
for Youth



The
Children's
Society



Youth Service

The Important Stuff!

Please read this before you start to fill in the form – it tells you what you need to know.

What is TOFFY?

The TOFFY (Torbay Opportunities Fund for Youth) panel is made up of young people from Torbay.

The TOFFY panel has had training to make sure they give the money to the right groups. Some are from groups who have received money from TOFFY before they became part of the panel.

Who can apply?

If you are aged 13 -19 (or up to 25 if you have “additional needs” i.e. a disability or Statement of Educational Needs) YOU can apply to TOFFY!



What can you apply for?

The money **MUST** be spent on “Things To Do, Places To Go” that young people have suggested.

You can ask for money for special activities, trips, staff wages or small bits of equipment.

Whatever you ask for **your total amount must be no more than £5,000.**

What will be funded?

Applications are judged on the following points – what we call the TOFFY criteria:

- ▶ **Does the idea come from the young people?**
- ▶ **Do the projects/activities make a difference to lots of young people?** (although small groups will get funding if they fit the other criteria)
- ▶ **Are the projects/activities for young people who cannot do the activities without our help?**
There are lots of different reasons why some young people can't take part in things, either because they don't have a lot of money or because they have certain challenges in their lives such as having a disability, not living with their family, or living in an area where there is not much happening.
- ▶ **Is it on a Friday or Saturday night?** TOFFY is keen to get applications for projects/activities that run on these nights because young people have said they want more things to do on Friday and Saturday nights.
- ▶ **Is it a new group or a new activity?** TOFFY can only give large grants to fund projects that give young people new opportunities. However it can be a new activity for an old group.

What can't you apply for?

TOFFY cannot fund an old group doing old things! If you are an old group your project/activity must be something new for you to do/try/learn.

TOFFY money is to make Torbay a better place for young people and we prefer that the money is therefore spent in Torbay. We do fund for activities outside of Torbay BUT the government tells us that applications for trips abroad must be 'carefully considered' so trips abroad are less likely to receive funding.

In the last few years TOFFY has funded quite a few minibuses – we have now decided that the money now needs to focus on different things so TOFFY will not fund more minibuses. However we do fund transport costs (i.e. bus fares and minibus hire) for certain activities and projects.

How will I know about TOFFY's decision?

TOFFY will write to the lead young person and the supporting adult on the form. No one else will be able to tell you TOFFY's decision so please wait until you get our letter.

If you have not heard after 6 weeks please contact the Youth Service to let them know you have not heard anything and they will find out why - remember the Youth Service will contact you as soon as they have your application form to give you your reference number.

TOFFY will work as hard as we can to get your application processed however we never know how many applications will come in and when so please be patient with us - and make sure you get your application form into us in plenty of time before you need the money!

How long does it take?

The TOFFY panel receive lots of applications throughout the year but never know when they will arrive. Because of this we cannot say exactly how long it will take to 'process' your application, because it depends on how many we have received! What we do promise is that we will look at your application and get a decision to you from 6 WEEKS after receiving it.

Please make sure you have applied in plenty of time before your activity/project takes place!

You may get your decision sooner, depending on how many applications we have to look at; we try and get them done as quickly as possible.

What happens if your application is turned down?

We will tell you the reasons why, and you are welcome to change your application and reapply if you want to.

Application forms are kept CONFIDENTIAL. This means that the only people who see the forms are

- The TOFFY panel
- Torbay Councils' Youth Service administrator (the person who does all the paperwork!)

If you have any questions you can ask

- The Youth Service 01803 206481

Or have a look at the My Bay website

- www.my-bay.org.uk

Why might an application be rejected?

- if it does not fit the TOFFY criteria, which is what the Government, Torbay Council and TOFFY have agreed the money should be spent on. (see the TOFFY criteria written on the previous page)
- if the form is not completed properly. (in which case we will write to you and ask you to fill it in again and/or answer some questions we might have.)
- if the form is not completed by a young person. Don't worry we will not judge you on how you write or if there are any spelling mistakes! However we are happy for the form to be completed by an adult if you find it difficult to write for whatever reasons BUT you must complete the box below to say why an adult is writing it and both the adult and you need to sign it!

This application form is being completed by an adult because ...

Signed young person

Signed adult

This is our TOFFY admin box
– please leave it blank!

Project no

Date received

Request YCF £ YOF £

Approved YCF £ YOF £



Welcome to the TOFFY application form – these questions help us to see if you can have TOFFY money and help us decide how much!

Please make sure you have read the notes so you have as much information to help you.

1

What is the name of your project or activity?

2

How long have you been meeting as a group?

3

Please give details for the lead young person so that we can contact you if we have any questions about your application. Choose one person from your group who is happy to do this.

Name

Date of Birth

Ethnicity* Asian Black Chinese Dual heritage White Other

Address

Town

Post code

Telephone

* We need to know this information to make sure everything is fair for different ethnic groups

4

We would like to know if you have had money from TOFFY before.

This will help us to see where the money is going and see the different kinds of things you are doing with the money.

Have you applied for TOFFY money before?

What was the name of your project?

Were you successful?

If yes, how much did you get?

When did you get the money?

10

When will your project/activity take place?

We need to know which year's money you may get. The Government gives us money in April and it has to be spent by successful applicants by the end of March the next year. If you are successful you must spend all the money before 31st March 2011. If you apply in February for a project/activity in May and are successful we will give you money from the next years budget.

11

Where will your project/activity take place?

We need to know the exact area so please do not put "Brixham", "Paignton", or "Torquay" but instead write the specific area you live in e.g. Chestnut Heights, Goodrington, Ellacombe, etc.

Who is it for?

Tell us about your group!

We would like to know something about your group and the young people who will benefit from your project/activity.

This is to make sure all the young people in Torbay have a chance to benefit from TOFFY. We have to tell the Government where and on whom the money goes so that they know we are spending it properly.

12

Why did your group start?

13

What do you do in your group?

14

What age are the young people involved in your project/activity?

The Government has given us money for young people aged 13-19 or up to 25 with a disability or Special Educational Needs (SEN) We need to know the ages of ALL young people who will benefit from your project/activity. If you do not know the exact numbers an estimate is fine

Ages	Male	Female	TOTAL
Under 13			
13-14			
15-16			
17-19			
20 – 25 (for people with disability/SEN only)			
TOTAL			

15

Which areas are the young people from? WE need to show that TOFFY money is spent on young people from right across Torbay.

Don't worry if the young people involved in your activity/project come from only one area – it will not affect TOFFY's decision.

We need to know the **exact area** so please do not write "Brixham", "Paignton", or "Torquay" but instead write the specific area you live in e.g. Chestnut Heights, Goodrington, Ellacombe, etc.

Exact area	Number of young people

Who is it for?

TOFFY money must be spent on young people who cannot do the activities without our help. There are lots of different reasons why some young people can't take part in things.

We need to know what these reasons are for the group you are applying for. This section will help us (and you!) understand more about your group.

16

How many young people will your activity/project involve?

Please write the number of young people that you are aware of, which fit each category in the box beside it. You may not know this information about all the young people in your group – some of them may not want you to know these things about them – but fill in what you can.

We would like to emphasise again that all this information is confidential. We will only be passing the totals of each category of all the applications added together, to the government – not each group/project/activity. It is important to the government that the numbers of young people who are helped from different groups are monitored, so that funding is fair across the country.

Young people with a disability		Lesbian, gay, bisexual, transgender young people	
Looked after young people		Black and ethnic minority young people	
Young people who are leaving/left care		Young people from the traveller community	
Young people in trouble with the law		Young refugees	
Young carers		Young parents	
Young people in supported housing		Young people from 'low income' families	

The money bit!

We need to know how much money you need from TOFFY, and how much money you have from other places. We might be able to put you in touch with other people who might be able to give you money for your project, or you may have found ways of raising the money yourselves!

REMEMBER the maximum amount of money you can apply for from TOFFY is £5,000

18

Where is your money coming from?

		Amount
Your own funds – money you have collected from your group members or your own fundraising such as bag packing, car washing, etc		£
TOFFY – put in the amount you would like from TOFFY		£
<p>Somewhere else - There are lots of organisations and charities that give grants to small local projects as well as businesses that sometimes provide sponsorship.</p> <p>We would like to know if you have applied for money from somewhere else and whether you were successful! We need to know this so that we can learn about who is giving money to youth projects in Torbay.</p>		
Please tell us who		
Please tell us how much you asked for and how much you actually received.		£
Were you successful? Please tick the box that applies to you		Haven't heard yet Please tell us when you expect to hear whether you have got the money from them or not.
Yes	No	

Reporting and follow up

This section is for you to tell us how you are going to keep your project / activity 'on track', and how you will tell us about it at the end of the project / activity. We have to show the Government that the money has been spent properly, and that it was spent on what it was applied for.

19

How will you tell us how your project/activity went?

(for example a report, a video, photos, drawings ...)

We need to see what difference TOFFY money has made to you and other young people involved.

20

How will you share the success of your project with other people in your organisation, school or community?

(For example a project newsletter, display board, scrap book...)

21

Will you be willing to be involved in any publicity for TOFFY?

(e.g. a radio or TV interview, or a newspaper or magazine article)

We will help you with this. We will be showing the Government, the council and local people what has been done with TOFFY money. We also want to show other young people what things have been done with TOFFY money so that they can have an idea about things they can do.

Yes No

22

Will the young people involved be able to get an award or certificate?

Yes No

One way you could celebrate the success of your work is by earning rewards or certificates for being involved in the project. For example Torbay's "Make A Difference", or any other award from the organisation you are part of. Please give details below.

23

Must do's!

If you are successful and are awarded over £1000, you or your supporting adult, will need to complete an Annual Return to go to the council's youth service to tell them how many young people took part in your activity/project.

You will also be asked if any young people got any certificates or awards for taking part in the activity/project, and what difference the activity/project made to them. You will need to ask those young people what they got out of the activity/project. Your supporting adult will help you with this.

I agree (please sign)	Lead Young Person	Supporting adult

If you are successful you **MUST** display the TOFFY Logo on any equipment, signs, posters, flyers or leaflets.

We need to show other young people what TOFFY gives money for and your project may inspire them to design their own project/activity.

I agree (please sign)	Lead Young Person	Supporting adult

Supporting Adult Form

This section should be filled in by the person you told us about on the first page "Who are you?"

We need to know who is going to be supporting you. They will have responsibility for the money and that it is spent on what you have asked for. By completing this form, you (the adult) are agreeing to be the legal representative of the group.

24

Name

Organisation

Job role

Address

Town

Post code

Telephone

Mobile

Email

25

To ensure the safety and well being of young people, we require certain policies and procedures to be in place.

If you have any queries about any part of this, please contact Joe Elston, at Torbay Youth Service 01803 208275.

Please can you confirm the following by ticking the appropriate boxes

- All staff and volunteers involved with this activity have a valid enhanced \ CRB check

Please can you also confirm that your organisation has the following

- A health and safety policy
 A child protection policy
 An equal opportunities policy
 Relevant insurance for the activity/project
 Risk assessment for the project/activity
 A bank account that can be used if the application is successful (we will require details for this when the grant is processed)

Please don't be put off by this – if you don't have any of these items, we will try and help you

26

Finally, please sign below to confirm the information on this sheet is correct

Signature	Date

The final page

WELL DONE! You have nearly finished.

27

And finally!!! Please can you, as the lead person for this project, write and sign your name in the boxes below to confirm that as far as you know, everything you have written in this pack is true!

Name

Signature

Date

CHECKLIST

Have you answered questions 5,7,8 and 9 as fully as you can?

- In question 15 have you details the exact areas where the young people are from?
- In question 16 have you included numbers of young people (not just ticked the boxes)
- In question 17 is your itemised list clear to understand

FINALLY please don't be afraid to use extra sheets or pictures of your project if you have them.

That's it – **well done** - you have finished your application!

Please make sure **every** section is completed, and then pop it in the post and send it to:

TOFFY

Karen Rundle, Torbay Youth Service,
Parkfield, 38 The Esplanade, Paignton, TQ3 2NH

Karen will let you know when she has received your form and give you an application number.

TOFFY will look at your application as soon as we can. We get lots of applications but can never know how many will come in and when. Because of this, we say we will process your application within **6 weeks**.

This form can be made available in other formats and languages.
For more information please telephone 01803 206481

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