



# Step by step guide to applying for YOF/YCF money



**Try following these steps**

**Step 1** - Talk to other young people and decide what you want the money for.

**Step 2** - Brainstorm your ideas including what a difference it would make to young people, who it would benefit and what would be the outcome/s of getting the project funded.

**Step 3** - Find an adult sponsor eg a youth worker and an organisation that can support your project / idea and before filling out the application form **please read the guidance notes!**

**Step 4** - Decide which pot of money you are applying for and work out how much everything will cost. Young people fill out the application form.

**Step 5** - Use the '**Final Step Checklist**' in the guidance notes before you send your application off.

**Step 6** - If your application is for more than £1,000 you need to plan your presentation. Remember the presentation will be to young people so make it fun and informative. The guidance notes have tips for making a successful presentation.

**Step 7** - The young people's panel meet, see the presentations then decide what projects they are going to fund.

**Step 8 - If successful** - the grant winners will be written to with the money as soon as possible so your project can begin!

**Note - If the panel is unsure whether to fund your project** – they will write to you and ask you to '**come back**' and do your presentation again and they will suggest how to make your presentation stronger. If **unsuccessful** the panel will explain why and encourage you to apply again. If you are unsuccessful you can appeal this decision by following the appeals procedure.

**Step 9** - The **2 Young Evaluators** must complete the on-line evaluation survey, produce a money record with receipts, gather feedback material from your project and send it all back to us at your project finish date. **These jobs need to be complete before you can apply again!**

**Good luck!**