



# Oxfordshire Youth Opportunity & Youth Capital Fund

## Appeals Procedure

The young people on the YOF/YCF Grant Giving Panels assess all applications against a set criteria. If you think that your project should have been funded you have the right to appeal within 2 weeks of receiving your 'unsuccessful bid' letter. **Your appeal will go to a different panel of young people whose decision will be final.**

### The appeal process is explained below:

1. Young Person Leader (applicant) fills out the appeals form
2. Appeals form sent to: Ruth Kempson, Macclesfield House, New Road, Oxford, OX1 1NA
3. Panel meet as soon as possible to discuss appeal
4. Panel review application and decision made
5. Panel decide on results of the appeals process
6. Panel send a letter to the young person leader (applicant) and to the adult sponsor to tell them the decision made on the application and the reason
7. Once the decision has been made about the appeal and the letters have been sent, no further appeals about this decision can be made. The Panels decision will be final

**The Panel will be supported throughout this process by an independent worker.**

### What is the alternative to an appeals procedure?

You are certainly entitled to submit a new application for funding straight away. If you do, we advise you to discuss with our Participation team the reasons why your previous application was unsuccessful and aim to address those points before submitting a new application. It may be that with some amendments, your application would be successful. Please note there will be 3 YOF grant giving panels meeting every month until the £300,000 YOF is spent each year. The YCF has similar money but meets only 2/3 times a year. Please see the YOF/YCF Guidance Notes for details. Thank you and good luck!



Integrated Youth  
Support Service  
[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

# Oxfordshire Youth Opportunity & Youth Capital Fund Appeals Form

If you think the panel made an unfair decision about your YOF/YCF application please fill in this form. Once completed send it back to Ruth Kempson, Macclesfield House, New Road, Oxford, OX1 1NA or email: [ruth.kempson@Oxfordshire.gov.uk](mailto:ruth.kempson@Oxfordshire.gov.uk)

Your name:

Name of your project:

Amount of money you applied for:

£

Your reference number:

Date you received the 'unsuccessful bid' letter:

**What are you appealing against and why?**

(Continue on a separate page if you need more space)

**Appeals form continued**