**The Achievement Award Scheme Guidance and Process.**

**Deadline Friday 1st May 2020**

Young Harrow Foundation have partnered with the Jack Petchey Foundation to offer you this opportunity.

The Achievement Awards are *not solely for academic* achievement – they may be used to recognise a personal triumph for someone who has faced a challenge, a young person who has pushed themselves outside of their comfort zone or it may be an opportunity to recognise the outstanding efforts of a team player.

Any young person aged between 11 and 25 years old can be **nominated by their peers** in their school or youth organisation. \* **You can nominate up to 4 winners** in this round who have not been nominated before. All applicants welcome but we will *prioritise* nominees from organisations who have not engaged with this before.

Also please note organisations for this round can NOT be an existing independent member of Jack Petchey, as we have done in previous rounds.

What you need to do next

* Work with a group of young people to agree WHO they wish to put forward for the award discussing the reasons for the nomination.
* Work with the group and nominated young person using the list below - “*What can I spend my Achievement Award grant on?”* for ideas about how to spend your grant of £250.
* Enable young people to create their own wish list for your organisation so they can suggest items that would benefit or enhance your work.
* Complete the Application/Nomination and submit on or before the deadline (see below).
* Spend the grant as soon as possible and within the date given in these guideline.
* Book and plan for activities or trips as soon as possible– this is because we want the young people to enjoy the pride associated with the award in a timely manner.
* Ensure that the grants benefit as many young people aged 11-25 years as possible
* Keep a record of the date of trips and numbers attending (we expect a group to benefit from the trip – not one or two individuals).
* Keep a breakdown of any equipment purchased.
* Keep receipts as you will be asked to supply these to us.
* If purchasing any equipment, it must remain the property of the organisation.
* Allow a maximum of two winners to combine their awards if they both consent to doing so giving a total of £500 to spend.

Email the completed application form to Keisha.Njoku@youngharrow.org by midday on Friday 1st May 2020

What happens next?

**The YHF Change Champions** (Youth Advisory Panel) who themselves have experience of making a significant contribution to the 5 key areas will meet and decide on who will receive the AWARD.

This will happen approximately 2 weeks after the deadline and your organisation will be informed of the outcome no later than: Tues 19th May 2020

If successful we will ask for your bank details in a signed Grant Agreement.

You will then have until Mon 8th June 2020 to arrange the activity or purchase as set out in the application.

What monitoring is required from us?

We will provide you with a very short form asking for a report on what the money was actually spent on and who benefitted from the grant awarded. If they spend it on an event we need to know the date of the trip and how many young people went, if it was spent on equipment we need an itemised list with cost breakdown.

PLEASE ensure you keep ALL receipts as copies of these must be submitted.

**All purchases should be complete before Mon 8th June 2020** so that receipts are available for submission. If the event is scheduled after this date that is fine so long as the money has been spent (for example to book the event in advance) before 8th June but the **actual event must take place no later than 31st August 2020.**

**YHF Celebration Event**

Award winners will be invited to a **celebration event** where they will receive further recognition and be given their medallion. If you cannot attend you must arrange to collect it from the YHF office (they will NOT be posted out).

**Questions?**

First Check FAQs and Achievement Awards Toolkit [here](https://www.jackpetcheyfoundation.org.uk/coordinators-area/achievement-awards/currently-running-the-scheme/) in the coordinators area or if you don’t see the answer then Email keisha.njoku@youngharrow.org or WhatsApp / Text 07404 139 496.