**Jack Petchey Application Form 2019**

**(Please see guidance notes before completing)**

**Contact Information:**

|  |  |
| --- | --- |
| Organisation |  |
| Contact name |  |
| Role/Title |  |
| Currently Run the JP Scheme independently of YHF | YES / NO  \*Circle no if you only ran the scheme with us last year under the banner of Young Harrow Foundation |
|  |
| Telephone |  |
| Email Address |  |

**Nominee information:**

**NOMINEE ONE (\*If you currently run the Jack Petchey Scheme ‘independently’ then you are only eligible to 1 nominee – if you do not or you ran it with YHF in 2018 then you can nominate up to 5 ‘different’ young people)**

|  |  |  |
| --- | --- | --- |
|  | Full name of nominee |  |
|  | Age of nominee |  |
|  | Which of the 5 Key areas have they achieved in? Please circle or highlight | 1. Mental & Emotional Wellbeing 2. Youth Violence 3. Accessing Employment Opportunities 4. Inequalities 5. Being Active. |
|  | Citation - Reason for the award and \* Please follow guidance video and be clear about how the achievement links to most relevant goal area/s highlighted above. |  |
|  | How will they spend the grant \* See guidance – (not for core costs) |  |
|  | Permission for photo to be taken and uploaded to the site if selected. | YES / NO  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian if under 18)  Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**NOMINEE TWO**

|  |  |  |
| --- | --- | --- |
|  | Full name of nominee |  |
|  | Age of nominee |  |
|  | Which of the 5 Key areas have they achieved in? Please circle or highlight | 1. Mental & Emotional Wellbeing 2. Youth Violence 3. Accessing Employment Opportunities 4. Inequalities 5. Being Active. |
|  | Citation - Reason for the award and \* Please follow guidance video and be clear about how the achievement links to most relevant goal area/s highlighted above. |  |
|  | How will they spend the grant \* See guidance – (not for core costs) |  |
|  | Permission for photo to be taken and uploaded to the site if selected. | YES / NO  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian if under 18)  Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**NOMINEE THREE**

|  |  |  |
| --- | --- | --- |
|  | Full name of nominee |  |
|  | Age of nominee |  |
|  | Which of the 5 Key areas have they achieved in? Please circle or highlight | 1. Mental & Emotional Wellbeing 2. Youth Violence 3. Accessing Employment Opportunities 4. Inequalities 5. Being Active. |
|  | Citation - Reason for the award and \* Please follow guidance video and be clear about how the achievement links to most relevant goal area/s highlighted above. |  |
|  | How will they spend the grant \* See guidance – (not for core costs) |  |
|  | Permission for photo to be taken and uploaded to the site if selected. | YES / NO  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian if under 18)  Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**NOMINEE FOUR**

|  |  |  |
| --- | --- | --- |
|  | Full name of nominee |  |
|  | Age of nominee |  |
|  | Which of the 5 Key areas have they achieved in? Please circle or highlight | 1. Mental & Emotional Wellbeing 2. Youth Violence 3. Accessing Employment Opportunities 4. Inequalities 5. Being Active. |
|  | Citation - Reason for the award and \* Please follow guidance video and be clear about how the achievement links to most relevant goal area/s highlighted above. |  |
|  | How will they spend the grant \* See guidance – (not for core costs) |  |
|  | Permission for photo to be taken and uploaded to the site if selected. | YES / NO  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian if under 18)  Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**NOMINEE FIVE**

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| --- | --- | --- |
|  | Full name of nominee |  |
|  | Age of nominee |  |
|  | Which of the 5 Key areas have they achieved in? Please circle or highlight | 1. Mental & Emotional Wellbeing 2. Youth Violence 3. Accessing Employment Opportunities 4. Inequalities 5. Being Active. |
|  | Citation - Reason for the award and \* Please follow guidance video and be clear about how the achievement links to most relevant goal area/s highlighted above. |  |
|  | How will they spend the grant \* See guidance – (not for core costs) |  |
|  | Permission for photo to be taken and uploaded to the site if selected. | YES / NO  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian if under 18)  Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**Note: No need to complete this if you currently run the scheme ‘independently’ of YHF**

**This section will NOT prevent you taking part in the scheme ‘under YHF’ providing you meet the criteria on the guidance form. However, it may do, if you wish to run the scheme independently in the future.**

Thinking more long term, after taking part in the scheme via Young Harrow Foundation, we are looking for organisations to eventually take their own lead on the scheme and so must confirm you fit the criteria to run the scheme now. Please confirm YES or NO the below criteria;

|  |  |  |
| --- | --- | --- |
| **No.** | **Requirement** | **YES / NO** |
| **1** | **Be a:**  **Registered charity,**  **State secondary school/college,**  **Local authority youth club,**  **Properly constituted 'not for profit' organisation.** |  |
| **2** | **Be based in London or Essex.** |  |
| **3** | **Have been operating for at least one year (Not applicable to schools)** |  |
| **4** | **Regularly work with young people aged 11 – 25.** |  |
| **5** | **Have an active attendance of more than 12 young people.** |  |
| **6** | **Be actively promoting the growth and development of young people.** |  |
| **7** | **Be committed to participation of young people in decision making within the organisation.** |  |
| **8** | **Be committed to diversity and inclusion.** |  |
| **9** | **Be financially sustainable.** |  |

**You must also be able to produce the following documents if requested;**

|  |  |  |
| --- | --- | --- |
| **No.** | **Document Evidence** | **YES/NO** |
| **1** | **Appropriate Constitution or Memorandum & Articles of Association showing a clause about what happens to funds if the club/group closes. This must be signed by a senior representative.** |  |
| **2** | **A Bank or Building Society Account in your organisation's name.** |  |
| **3** | **Income and expenditure records for your last financial year. This must be signed by a senior. representative. (If you are a charity and your most recent accounts are on the charity commission website, you may detail this on your application form to save on printing.)** |  |
| **4** | **Public Liability Insurance.** |  |
| **5** | **A Safeguarding Children Policy and where appropriate a Safeguarding Vulnerable Adults Policy** |  |

**Please do NOT include these with your application we just need confirmation that you have them.**

**Declaration:**

Please give the name of someone senior in your organisation who has the authority to authorise this application. Completion of the box below is verification that they have seen and agree with the detail given in this application.

I hereby certify that the information provided in the application form is correct as to the best of my knowledge.

|  |  |
| --- | --- |
| Name |  |
| Date: |  |
| Position in organisation |  |

**Please return your completed application form by email:**  keisha.njoku@youngharrow.org

**NO LATER than: 5pm on Friday 10th May 2019.**

**Monitoring & Evaluation – Deadline Friday 14th June 2019.**

**(Please only complete if an award is granted) – ONE FOR EACH NOMINEE.**

**All purchases should be complete before 14th June 2019** 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 14th June 2019 but the **actual event must take place no later than 31st Aug 2019.**

|  |  |
| --- | --- |
| Full name of Nominee |  |
| Name of Organisation |  |
| What was the money actually spent on?  E.g. Equipment / Outings / Event – give a brief description |  |
| Date of Event (if applicable) |  |
| Number of people who attended the event (if applicable) |  |
| How many receipts are attached in total? |  |

Itemised List

|  |  |
| --- | --- |
| Item – equipment / outing/ event receipt description | Cost |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |