**The Achievement Award Scheme 2019**

Young Harrow Foundation have partnered with the Jack Petchey Foundation to **offer members the chance to nominate 1 to 5 (max) young people** per organisation **(1 max for our members who already run the JP scheme independently)** **aged 11-25** years for a Gold Achievement Award – this round we have 60 to distribute. Each award gives the young person a choice on how to **spend £250** on something which benefits them and other young people in your organisation.

The Jack Petchey Achievement Award Scheme is the flagship programme of the Jack Petchey Foundation and it currently operates across 2000 different schools, groups and organisations within London and Essex.

The Achievement Award Scheme aims to enable schools, colleges and youth organisations to **recognise, reward and celebrate the achievements of their young people**. Jack Petchey CBE wants young people to raise their aspirations, believe in themselves and make a contribution to their society.

Achievement Awards are designed to recognise a wide range of achievements. It is not just about being clever, or gifted, but about putting the effort in and doing your best. The success of the Award Scheme arises from empowering **young people to nominate their peers** and select the Achievement Award winner. The award winner also chooses how their award money is to be spent (further details in the spending your grant leaflet).

What you need to do

1. Familiarise yourself with the Jack Petchy **Achievement Awards** **Frequently Asked Questions** here <https://www.jackpetcheyfoundation.org.uk/coordinators-area/achievement-awards/currently-running-the-scheme/faq/>
2. Here you will find links to the documents including – **Toolkit, Nomination Form, Wish List, Spending Guidelines, Spending Agreement** and **Citation Video**. Ignore the reporting section as we will communicate on your behalf with the Jack Petchey Grant Officer.
3. Then create a **nomination process** which facilitates **other young people in your organisation** nominating **1-5 young people (see note 6)** in your organisation for the award who has made a significant achievement in one of our 5 key areas – you may want to use the ‘nomination form’ in the FAQ section as mentioned above or your own method and check the criteria – aged 11-25, young people are involved in helping other young people in one or more of **our 5 key areas Mental & Emotional Wellbeing, Youth Violence, Accessing Employment Opportunities, Inequalities or Being Active.**
4. You can also create a **Jack Petchey notice board** where you put up information and nominations in your building.
5. If you ran the Jack Petchey scheme through YHF last year you can still participate but you will not be allowed to put forward any previous winners.
6. **If you already run the Jack Petchey Scheme independently then you will only be eligible for 1 nominee**
7. Come up with a **wish list** of things the organisation could spend £250 on for the nominee to choose from if he/or she wins – you may want to use the ‘wish list form’ in the FAQS – if they are nominated then they can choose form this wish list and add it to the application form
8. Complete the **application form** – see information attached on **how to complete the citation**. This will be read out when giving the young person their award so please watch the **citation video under the FAQs or using this link here**  <https://youtu.be/hY2eqeruH6U> **Everyone must showcase clearly how the nominee contributed to one of Harrows 5 key areas of need as listed above.**
9. Email the completed application form to [Keisha.Njoku@youngharrow.org](mailto:Keisha.Njoku@youngharrow.org) by **5pm on Friday 10th May 2019.**

Then what?

**The YHF youth panel - Change Champions** who themselves have made a significant contribution to the 5 key areas and will be driving the agenda forward with YHF, will meet and decide on the winners and then you will be notified **week beginning 19th May 2019**. You will be able to get the resources to give the award soon after and then organise to **spend the money before Fri 14th June 2019**. As this is the deadline for the monitoring & evaluation including receipts of money spent.

Monitoring & Evaluation – very simple!

We will then ask you to simply send us a short report on **what the money was actually spent** on with **receipts** by **Friday 14th June 2019**. (Included on the last page of the application form) 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.

**All purchases should be complete before Fri 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 but the **actual event must take place no later than 31 August 2019.**

YHF Celebration Event

Award winners will be invited to an **event in September 2019** where they will receive further recognition and be given their medallion.

Questions?

First Check FAQs and documents here in the coordinators area or if you don’t see the answer then Email [Keisha.njoku@youngharrow.org](mailto:Keisha.njoku@youngharrow.org) or WhatsApp / Text 07404 139 496.