

Guide to Completing Grant Application Forms

Since administering the scheme, we have found there are several 'common errors', made by applicants when completing their applications. Please read the points below to ensure your application meets the eligibility criteria.

The Grants Panel do really want to give the money to voluntary youth organisations in the borough, but can only give to projects which meet the criteria. If you have any queries, please contact Caroline for clarification. Email : Caroline.stone@bromleycvys.org.uk or by telephone on 0208 402 7395. We hope you find this information useful and look forward to receiving your grant in due course.

Training Grants/Grants to Individuals

- The grant must be awarded before the event or training takes place. Please ensure your application will reach the Panel in good time. If an event or training has already taken place, the application will be rejected.

Grants to Voluntary Youth Organisations

- The eligibility criteria states that 50% of your membership should be between the ages of 13-19 years (24 years for young people with special needs). If your whole group does not meet the criteria, perhaps you could plan a project specifically for the young people in this age range?
- Bromley Council for Voluntary Youth Services do not provide grants for staff costs or for building rent, maintenance or insurance. These costs are typically very high, and the panel would sooner spread its resources across a larger number of groups.
- Section 3, asks you to demonstrate how your grant would help meet the objectives of the youth service. Please read through the Youth Service objectives, which are attached to the application form, and state which objectives a grant would help you meet and how this would be achieved.
- Section 3, also asks you how young people have been involved in the application. It is very important that the application shows how young people have been involved in the decision making process of what is required and why.
- Don't forget your accounts. For applications in excess of £2,000 audited accounts will be required. For those under £2,000 a statement of your organisations accounts will suffice.