

# PLYMOUTH ASPIRATIONS TRUST

Information and Guidance



Before you fill in your application form, please make sure that you read the guidance notes and funding criteria.

The application should be completed by you (young person), however, if you have difficulty completing the form it may be filled in on your behalf i.e. by a parent / carer, using your own words to answer the questions. If there is something that you are not sure about, please do not hesitate to contact the Plymouth Aspirations Trust team on Plymouth 307414.

A panel of trained young people, from across Plymouth, will be supporting the Trustees in making decisions on all applications. Please note that the Trustees meet three times a year, September, January and April.

The application form must be completed in full. If there is any part of the form you are not sure about, please do not hesitate to contact us.

You may include or attach any additional information that you feel supports your application. This includes picture or video footage on DVD or other Multi Media formats.

Once we have received your form, we will get in touch with you if we need any further information. We will confirm receipt of your application within 4 weeks of receiving it to let you know what will happen next.

If you are successful, we will be in touch to let you know and to support you through the next stage.

If you are unsuccessful, we will contact you with brief feedback explaining why your application was rejected.

Your project or activity should **not** already have taken place when you submit your application for funding. However, the Trust recognises that, given the frequency of the Panel meetings, your project or activity might have taken place by the time applications are considered. Funding may be awarded retrospectively on the proviso that applicants can provide proof of exact expenditure (ie: receipts).

## **GUIDANCE**

Our criteria sets out what your application must include in order to be considered for funding. If you are unsure about any of the criteria please contact the Plymouth Aspirations Trust team on Plymouth 307414.

### **How much is available to apply for?**

Grants are available for up to £500.

### **Who decides where the funding goes?**

A panel of trained young people from across Plymouth will be supporting the Trustees in making decisions on all applications.

### **When is the deadline?**

Applications will be reviewed three times a year in September, January and April. We advise that you submit by the start of these months.

### **How many stages are there in the application process?**

There are 4 stages for your application as follows:

1. Submission of application form and any additional supporting information
2. Review by Young Peoples Panel with recommendations to Trustees
3. Review and Approval by Trustees
4. Communication of decision to applicant

### **Can I apply using other media other than just filling in the application form?**

You may include or attach any additional information that you feel supports your application, however, the form must be completed and support can be requested if required. Additional supporting material may include picture or video footage on DVD or other Multi Media formats.

### **How long will it take for a decision to be made?**

Decision panels will take place three times a year therefore you may have to wait for a maximum of four months for your application to be reviewed.

### **Do I need a bank account to get the funding if my application is successful?**

Yes, however, this grant may be paid into an appropriate, supporting adult's or youth group account, if necessary, or we can buy equipment for you. If you are asking for funding for a specific event / training or club, it may be possible for us to pay the provider, direct. You will receive guidance on this aspect if you are successful.

### **Can I apply multiple times?**

In exceptional circumstances we will accept repeat applications, providing that there is a gap of at least 12 months and that the reason for funding is different from your original application.

## FUNDING CRITERIA

In order for you to access the Plymouth Aspirations Trust Fund, it is important that you read and understand the Grant Criteria below. These set out what your application must include in order to be considered for funding. If you are unsure about any of the criteria please contact the Plymouth Aspirations Trust on Plymouth 307414.

### Who can apply?

Any Young Person aged 11-19 (up to 25 with additional needs) who has been in continuous residence in Plymouth for 3 years before the date of the award.

Applications should be from young people who have overcome significant difficulties or who do not have the financial means to take advantage of opportunities available to them.

### How much can each individual/project apply for?

Grants are available for up to £500.

### What are the funding priorities?

The Plymouth Aspirations Trust aims to assist individual young people in Plymouth who have been recognised by a supporting organisation as having an aspiration to achieve higher and greater things towards recognising their wider aspiration to include sporting, musical, artistic, vocational or academic endeavours.

Examples of applications that have been funded in the past include:

Army cadet residential, boxing lessons, dance lessons, attendance at sporting competitions, purchase of musical instruments, engagement in activities that further an particular interest.

### What can't the Plymouth Aspirations Trust fund?

- Group applications from a school, group or club attending the same event.
- General gap year/work experience/overseas school trips, including volunteering where there is no link to future ambitions.
- Applications where the amount requested is not realistic or there is no breakdown of monies.

### What you can do to improve your chance of getting the funding?

Ensure that you complete all the sections of the application form. Please contact the support team on 307414 if you require any special provision to complete the form.

Make sure you have a supporting adult or organisation to act as a reference for your application – they can supply a supporting statement or letter to 'back up' your application and aspirations.

Please make sure you have included the challenging circumstances you may be or have experienced that your application may be linked to.

Include how the activity or project fits into your plans for the future.

Please ensure you are very clear about what you want to spend the money on and include the prices.