



Youth Led Grant: Applicant Guidelines

These notes should be read before applications are submitted to the Youth Led Grant Scheme. It is also advisable to refer to these notes during the application process.

We highly recommend contacting a CVSC representative before completing or submitting an application:

- Email: grants@cvsc.org.uk
- Phone: 01492 523845

For more help or advice, contact Josephine Hastings:

- Email: josephinehastings@cvsc.org.uk
- Phone: 01492 523847

What is the Youth Led Grant Scheme?

- The aim of the Youth Led Grant scheme is to **support a range of small volunteering projects and activities**, led and carried out by **young people in Conwy**.
- The purpose of the grant is to **empower young people to develop their own initiatives**; take an active role in their communities and involve/recruit young people to take part.
- Grants of **up to £2,000** are available to **support volunteering or set up a volunteering activity**.
- Applications are selected and recommended by a **panel of young people aged 14-25**.

Who Can Apply?

- **Applications must be made by a young person (aged 14-25)** but can be supported by an adult from the organisation.
- Applicants must be **based within Conwy County**, and must be linked to a **voluntary organisation or community group**, which:
 1. Is **legally constituted**. It must have a governing document, which is signed and adopted by the group.
 2. Is **independent of the government and the private sector**.
 3. Has its own **bank account** (in the name of the group), which requires **at least 2 signatures** to authorise transactions.
- ***The application could be made by an informal group of young people and consideration will be given to paying the grant to an eligible organisation that will support you or in exceptional circumstances the Volunteer Centre will consider paying invoices direct to suppliers.***
- ***Only one grant will be allowed per group within the period of 12 months.***





What must I Include in the Application?

Applicants will be required to complete an **application form**, and must provide:

- A signed copy of your **constitution** or set of rules.
- A copy of the group's / supporting organisation's recent **bank statement**. A minimum of two written **quotes** or estimates from any suppliers.
- New groups must enclose a list of names of officers and members of the group's committee (if relevant).

What Criteria Must the Project Satisfy?

The project must contribute towards at least one of the **Well-being of Future Generations Act (2015) Goals**:

1. [A Prosperous Wales](#)
2. [A Resilient Wales](#)
3. [A More Equal Wales](#)
4. [A Healthier Wales](#)
5. [A Wales of Cohesive Communities](#)
6. [A Wales of Vibrant Culture and Thriving Welsh Language](#)
7. [A Globally Responsible Wales](#)

Applicants are encouraged to reflect on the **Well-being of Future Generations Act (2015) Five Ways of Working**, when designing their project, and report on the positive steps they take towards these.

Please click on the link below for further information.

[The ways of working are: Long-term, Integration, Involvement, Collaboration, and Prevention.](#)

Timescales of the Grant

- Projects must be completed and accounted for by **28th February 2025**. Any funding not spent by that date must be repaid.
- Applications will close on **10th June 2024**.
- Applicants will receive an email confirming receipt of their application and should be **notified of the outcome within 4 weeks of the closing date**.



What Will Happen If the Grant is Awarded?

The contact person for the project will receive a letter / email outlining the panel's decision, along with an award letter and a grant acceptance form.

If offered funding, applicants must agree to:

- Submit a short report with receipts for all expenditure.
- Spend the grant exactly as specified in the application unless prior agreement from CVSC is granted.
- Publicise the Welsh Government contribution to the project.
- Submit photographs of project work.
- Ensure the grant is spent and reports and receipts and other documentation are completed and returned to CVSC by **28th February 2025**.

Please speak to a CVSC officer before submitting your application.

DATA PROTECTION AND AUTHORISATION OF USE

Community and Voluntary Support Conwy (CVSC) operating on behalf of the Youth Led Grant Fund, will use your personal information in order to process your funding application, and will be entered on a database utilised by CVSC and its Third Sector Support Wales partners (further information and our privacy notice are available from thirdsectorsupport.wales). The information will be held for the length of the Youth Led Grant project and then destroyed securely.

Please return completed Application Form and supporting documents to: grants@cvsc.org.uk
Grants Team, CVSC, 7 Rhiw Road, Colwyn Bay, Conwy LL29 7TG

