

# Small Grant Guidelines 2017-18

Momentum is funded by Norfolk County Council to award small grants of up to £500 to voluntary clubs, groups & organisations working with young people aged 11-19 years in Norfolk.

We have asked Young Commissioners from the Youth Advisory Boards to assess all grant applications and evaluations.

- You must be a Momentum member (Associate members cannot apply)
- We have four deadlines a year for grant applications:  
**7th June, 7th September, 7th December and 7th March.**
- Please allow at least 6 weeks for a decision to be made and funds to be released (we cannot fund activities that have already taken place).
- There are four grants available – members can apply for up to two grants per financial year.
- If your application is successful we will pay 50% of the grant to you and the remaining 50% on receipt of a satisfactory evaluation. (Start-up grants are paid in full)
- You will be expected to show receipts for the **full** amount with your evaluation.

## Start-up

This grant is for setting up a new youth group for 11-19 year olds and can include the costs of: DBS checks, insurance, venue hire, set up costs, Momentum membership and Ambition Quality Mark along with other set-up costs. You will be expected to work towards Ambition First Steps in your first year with our support. We can also provide you with a copy of our “Youth Kit”, which will give you guidance on setting up a new group.

For specific activities or a project that benefits young people. You must provide evidence of how young people have been involved / consulted in the planning of this activity or project. You have to meet 30% of the cost of the activity or project yourself – we will not fund the full cost. **Examples:** outreach project, camping trip, planned series of events.

## Activity / Project

## Equipment / Resources

For equipment or resources for your group. You must tell us how any equipment will be stored securely and provide evidence of how you consulted with young people. **Examples:** pool table, chairs, games consoles and games, computer equipment, seating, kitchen equipment, drinks machine.

You can use this grant to meet the costs of your staff / volunteer’s professional development. If you are applying for funding for Momentum training please enclose completed booking forms with your application. We will need to see confirmation of booking for other training.

**Examples:** 1 place on the Level 2 NOCN Youth Work Award, volunteer training or staff training for the year.

## Training & Development

## Applications for grants will not be considered for the following

- Maintenance, repair or upgrading of vehicles.
- Building / construction work of any kind.
- Promotion of religious activities or political causes.
- Loans of any kind or to fund repayment of existing loans.
- Retrospective funding of any kind.
- Purchase of sports team strips or uniforms
- Any form of fundraising or collections, although support for activities that result in raising group funds may be considered

## Standard Conditions for all applications

- The grant must be of benefit to 11-19 year olds.
- Groups must have a bank account in the group's name with two unrelated signatories.
- Payments will not be made to individuals
- You must provide all supporting documents with your application.
- Applications and evaluations are assessed by Young Commissioners from the Youth Advisory Boards – this may involve them visiting your group / organisation.
- Successful applications must have spent the approved grant by the end of the financial year.
- A satisfactory evaluation form must be received within 3 months. Once we are satisfied with your evaluation we will release the remaining funds.
- If you do not complete an evaluation we can request that you refund the first instalment.
- In the event of a member group closing, assets purchased with small grants may be given to a similar member group at the discretion of Momentum trustees.
- Momentum (Norfolk) has the right to recover capital goods or revenue funding if the recipient is seen not to comply with the terms of the grant.

## Outcomes and feedback form young people

- Please provide evidence of how young people have been consulted; this can be minutes of meetings, flip charts, write-up of comments.
- We want to know how the funding will have an impact on the young people you support. This allows us to show Norfolk County Council the difference the small grants programme makes.
- Example of outcomes include: increased self-confidence, gained new skills, improved engagement, and so on.
- We want to hear from young people how they feel they have benefited – this can be in the form of photos, evaluations, letters, quotes etc.

**Please ensure that you have included all the documentation requested with your application – if we do not receive this, it may mean that your application misses the deadline.**

**If you need any help in completing the application form or have any questions please contact our Supporting Excellence Officer, Aimee Gedge on 01603 672333 or [aimee@momentumnorfolk.org.uk](mailto:aimee@momentumnorfolk.org.uk)**