

Poverty of Opportunity

Colyer- Fergusson Hardship Awards for Young People

The aim of CFCT's hardship awards' programme is to make small grants of up to £500 to underprivileged/disadvantaged young people living in Kent to help them navigate the difficult journey into adulthood and employment. Applicants should fit into one or more of the following categories:

- Educational underachievers – aged 14-18, not expecting to achieve, or having not achieved, five GCSEs (or equivalent) grades A-C
- Unemployed - aged 16-25 not in education, training or employment (NEETS)
- Young people at risk of offending and ex-offenders – aged 14-25
- Young people in or leaving care – aged 14 or over.

Grant awards will be made to cover the costs of:

- tools or equipment for a job or qualification e.g. hairdressing kit, carpentry tools, chef's whites, personal protection equipment (PPE), or equipment that will facilitate participation in an event/activity that builds confidence, enhances skills etc.
- I.T. equipment where the acquisition can be shown to facilitate an individual's progress at college, school or in, or toward, work. These awards will be capped at £350.00 unless specialised equipment is required and can be evidenced.
- fees for employment linked services/checks e.g. CSCS construction card or Disclosure and Barring Service (DRS) checks to enable work with children. Cost of obtaining essential identification – e.g. birth certificate, provisional driving licence, passport.
- fees for courses leading to a recognised qualification or activities that enhance confidence, build skills and support the individual into work;
- interview clothes or clothing that will facilitate an individual's participation at school/college or within a particular environment that enables advancement towards work or other social activity that enhances a person's confidence/achievements.
- Furniture and other items that help secure an individual's transition to independence or facilitate an improvement in an individual's quality of life,

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enabling them to progress and/or maintain achievements at school, college or within work.

- childcare costs to help single parents access short term education;
- transport costs to a new job prior to first pay cheque or to enable attendance at college/school. CFCT may fund Driving Lessons under this category. However, they will only be funded where a demonstrable link can be shown with an individual's progress into work (i.e. a job is on offer which requires the ability to drive) and/or the referrer can show how the ongoing total costs of car ownership will be met. When applying for Driving Lessons, please answer the supplementary questions on the application form.
- mentoring, counselling and specialist educational assessment reports. Where applying for mentoring or counselling, please answer the supplementary questions on the application form.
- tuition, equipment cost or summer schemes for young people with exceptional talent in sports or arts (music, drama, dance etc.)

Please note:

The trustees may consider supporting other practical items and costs associated with helping young people to achieve and develop confidence/skills. However, referral partners are asked to contact David Williams to discuss their request before applying for the costs of any items not listed above.

All applicants must fall within the age ranges stated in the criteria above.

Unless there are exceptional circumstances the Trustees will not support the use of funds to pay off personal debt. However, the Trustees may consider funds that support a young person to avoid debt (i.e. debt counselling/money management courses), or fund other activities that facilitate the young person paying off the debt themselves. Please contact David Williams beforehand if you wish to submit an application to pay off personal debt.

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The programme is not designed to support young people going to university. Please visit www.gov.uk/education/funding-and-finance-for-students for information about alternative support sources for university bound young people.

The programme is intended to meet the needs of individual young people and therefore CFCT cannot accept interdependent applications for groups of young people.

CFCT will not normally accept applications from a referral organisation where any hardship award is intended to pay for services to be provided by that organisation. Please contact David Williams to discuss any such request.

Application process

The Trust will accept applications made on behalf of young people by officers of a charitable/not-for-profit organisation (referral organisation) who are working with the young person and are in a good position to assess their needs.

Applications will only be accepted via organisations who have been accepted by CFCT as a referral partner (see separate information below on how to become a referral partner).

Each referring organisation will nominate up to three people who will submit referrals on behalf of the client group.

Applications will not be accepted by anyone who is not one of the nominated referrers.

All applications should be made via the application form on the CFCT website. The application form on the CFCT website is only accessible using a password which will be issued to those nominated as points of referral.

On completing the application form please refer to the application criteria and answer all questions as fully as possible.

Ideally grant monies will be paid to the referral organisation by BACS to be passed on to the individual. *Where necessary and appropriate award payments may be made directly to a young person's bank account.*

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Bidding to become a referral partner

Organisations that wish to bid to become a CFCT Hardship Awards Referral Partner should send an email to: jrae@cfct.org.uk titled “CFCT Hardship Awards Referral Partner Bid” and provide the following information:

- The referral organisation’s legal name and any appropriate registration number – for example charity number, company number etc...
- The name, job title and contact details for the officer responsible for the bid
- A brief explanation of the organisation’s core mission/objectives
- How the organisations interfaces with young people in Kent and why it is well-placed to identify candidates for a CFCT hardship award
- A proposal for how funds will reach the young people in need. Is the organisation willing to process payments on their behalf or will payments need to be made to the young person directly? What safeguards can be put in place?
- A proposal for how hardship grants made through the organisation could be monitored/reviewed in the future to assess their impact.
- Names and email addresses of up to three people who will submit the application forms.

Successful organisations will be given access to an online application form which they will complete and submit on behalf of the young person in need.

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Grant Monitoring

CFCT are mindful that excessive monitoring places administrative burden on those organisations making referrals on behalf of individuals. However, in order to ensure resources continue to be targeted effectively at those most in need, it is important that CFCT is able to gather information on the grants awarded. The following process will be used by CFCT to monitor Hardship Grants awarded:

- CFCT reserves the right to request case studies from each referring organisation in April each year.
- Where appropriate CFCT will request that case studies are submitted from referral organisations using the proforma Case Studies form (see below).
- Where requesting case studies, CFCT will use the following criteria:
 - Organisations submitting less than five successful applications per year will not be required to submit a case study.
 - Organisations submitting more than five but less than ten applications will be required to complete a maximum of one case study.
 - Organisations submitting more than ten successful applications will be required to complete a maximum of one case study for every ten successful applications.
- CFCT will select the case studies required from the list of each organisation's successful applicants.
- CFCT will require that the completed case studies are returned within one month of the request.

CFCT are keen to receive open and honest feedback. If a grant has not had the desired effect on an individual's circumstances please supply the information within the case study. This will not affect an organisation's access to funding but, where certain patterns can be established, it will enable CFCT to make sensible and informed decisions about future distribution of resources.

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HARDSHIP FUND CASE STUDY

The information contained in the case studies will be held separately and anonymously for a maximum of three months. Information gathered will be amalgamated to help create general trends and patterns, informing the overall strategy of the Hardship Fund.

A - Personal Details (to be completed by CFCT)			
First name/initials		Amount awarded	
Date awarded		Category of assistance	
Form completed by		Organisation	
B - Details of grant (to be completed by referring agent)			
How was the grant intended to assist the young person?			
Please describe how the grant was distributed to the young person			
Please describe what records of expenditure were kept – please attach copies of receipts if you have them.			

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C - Impact

If known please update CFCT on the young person's situation detailing any positive impact that the funding had.

Please tell us what may have improved the impact of the funding

Name of person completing form	
Job title	
Date	
Date rec'd (office input)	
Reviewed by (office input)	