

Colyer-Fergusson Grants to Individuals

The aim of CFCT's 'Grants to Individuals' programme is to make small grants of up to a maximum of £500 to underprivileged/disadvantaged young people living in Kent to help them navigate the difficult journey into adulthood and employment.

Applicants should be **living in low-income households** and must 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 4-9 (previously C – A*)
- **Unemployed** – poorly skilled, educational underachievers 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 14-25.

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 £400.00 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 in an environment that enables advancement towards work or other activities that enhance a young person's confidence/achievements.
- Furniture and other items that help secure an individual's transition to independence or facilitate an improvement in their quality of life, enabling them to progress and/or maintain achievements at school, college or within work.
- childcare costs to help single parents access short term education.

Colyer-Fergusson Grants to Individuals

- transport costs to a new job prior to the first pay cheque or to enable attendance at college/school. CFCT may fund driving lessons under this category if a link can be shown to an individual's progress into work (*i.e. a job is on offer which requires the ability to drive*) or an full explanation given about how the total costs of car ownership will be met. When applying for driving lessons, please answer the supplementary questions on the form.
- mentoring, counselling and specialist educational assessment reports.
- tuition, equipment cost or summer schemes for disadvantaged young people with an 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 grantadmin@cfct.org.uk to discuss their request before applying for support for items not listed.

Exclusions

- The programme will not normally 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 activities that help the young person to pay off debt.
- The programme is not designed to support young **graduates** or 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 where the award is intended to pay for services to be provided by that organisation.
- The programme should not be used by organisations as an incentive to recruit young people onto their programmes and organisations should not advertise themselves as CFCT award partners.

Please send an email to grantadmin@cfct.org.uk with any questions.

Colyer-Fergusson Grants to Individuals

Bidding to become a Referral Partner

Applications can only be made by organisations that have applied and been accepted as CFCT referral partners. Referral partners are not-for-profit organisations working with young people, whose staff are in a good position to assess their needs. Each referral partner can nominate up to three members of staff who can submit referrals.

Organisations that wish to bid to become referral partner should send an email to: jrae@cfct.org.uk titled “CFCT Grants to Individuals 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 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 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.

Application Process

All applications should be made online via the application form on the CFCT website. The form is only accessible using the password provided by CFCT. When 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.*

Colyer-Fergusson Grants to Individuals

Data Protection

All personal data relating to young people will be held securely and in strictest confidence. Data will only be held for as long as it is required for our grant-making processes or as long as the law requires. Please ensure that you have read CFCT's privacy policy available on its website and that the young person is aware of this policy.

Please **ensure** that you have the young person's **full consent** to make their application on their behalf.

Grant Monitoring and Case Studies

CFCT are mindful that excessive monitoring places administrative burden on those organisations making referrals on behalf of individuals. However, in order to ensure that funds continue to be used effectively, targeted at those most in need, CFCT reserves the right to request case studies from referring organisation in April each year.

When requesting case studies, CFCT will use the following criteria:

- a) Organisations submitting less than five successful applications per year will not be required to submit a case study.
- b) Organisations submitting more than five, but less than ten applications will be required to complete a maximum of one case study.
- c) Organisations submitting more than ten successful applications will be required to complete a maximum of one case study for every ten successful applications.
- d) CFCT will request case studies from the list of each organisation's successful applicants.
- e) CFCT will require that completed case studies are returned within one month of request.

CFCT is 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.

For an example CFCT Case Study form please email grantadmin@cfct.org.uk