



Charity Registration Number 302933

The Children's Aid Committee Charitable Fund GRANT AID APPLICATION FORM

APPLICATION FORM GUIDELINES

Please note the following points when preparing your application:

- That the application meets the fund objectives (see below)
- The application form must be returned with your latest audited report and accounts. Applications will not be considered without this documentation.
- Confirmation of your charity registration details
- Estimates, as appropriate, should be attached (3 estimates in the case of capital or equipment expenditure)
- You submit the application form prior to any of the following dates;

25/05/11 - 20/07/11 - 21/09/11
16/11/11 - 11/01/12 - 21/03/12

- You will receive confirmation that we have received your application within 21 days
- Depending on the date we receive your application and the dates of the committee meetings it may be that you will not receive a response as to whether your grant has been successful for up to six months, although we hope it will be quicker.
- You can download the form and print it. Once completed send it together with all required documentation by post to:

Childrens Aid Committee Charitable Fund
PO Box 686
Borehamwood
Herts, WD6 9EQ

- Please affix adequate postage
- Recorded or special delivery post will not be accepted

ADDITIONAL INFORMATION FOR APPLICATION & THE MONITORING OF FUNDING FOR YOUTH WORKERS POSTS

INTRODUCTION

Having considered the funding crisis in the Jewish Youth Service, the CAC are now prepared to consider applications for assistance towards the funding of youth work posts in Jewish youth organisations which are constituted as charities. All the normal CAC qualifications for funding will apply. Although the emphasis is on the creation of new posts in order to assist in the development of the service, the CAC will be prepared in some cases to fund existing posts subject to them meeting the criteria of innovative or developmental work.

The maximum funding available for each post is up to 50% of employment costs (with an absolute ceiling of £10,000 p.a.) for a period of up to 2 years. No organisation can be funded for more than one post at any given time or qualify for another staffing grant until 1 year has elapsed from the end of the funding period. The approval of funding for a second year's grant is not automatic and will depend on adherence to the grant conditions, satisfactory performance and availability of funds to the CAC.

MONITORING & PAYMENT PROCEDURES

Quarterly salary grant installments will only be released after quarterly progress reports together with agreed evidence of salary payment are received by the CAC. These must be submitted within a month of the end of the relevant quarter. Additionally, the organisation's management must be prepared to meet with representatives of the CAC in order to discuss progress. Failure to comply with the reporting procedure could result in the termination of funding.

FORMAT OF REPORTING

The monitoring report submitted to the CAC should be undertaken under the following headings:

- Summary of activities undertaken in the past quarter
- Numbers of young people regularly participating and age group profile
- Special events and activities delivered and planned.
- Areas of success and good practice
- Areas of difficulty and how the organisation plans to tackle them.

OBJECTS OF THE FUND

The objects of the Committee are to assist in the provision within London and Home Counties area of facilities for leisure time recreational activities for young persons of the Jewish faith with the object of improving for them their conditions of life and in furtherance of those objects the Committee shall, by means of grants, promote and assist in such cases as they think fit: -

- a) Any Jewish youth club which is a registered charity established and operating within the London and Home Counties area and which is an organisation having as its only or main object the improvement of the conditions of life for young persons of the Jewish faith by making available to them such facilities as aforesaid.
- b) Such other organisations as the Committee may think fit being organisations which are registered charities operating within the London and the Home Counties area and established for purposes which are intended to benefit young persons of the Jewish faith.



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**The Children's Aid Committee Charitable Fund
GRANT AID APPLICATION FORM**

Application Code		Date Issued	
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It is important that you have read the instructions prior to filling out this form!

A.DETAILS OF ORGANISATION

Registered Name of Charity	
Known as	
Charity Registration No	
Address & postcode	

B. CONTACT DETAILS

Name and position	
Are you a professional fundraiser?	Yes/No
Have you ever applied to CAC on behalf of others? If yes who.	Yes/No
Address & postcode Please be sure to complete contact details	
Phone day Phone evening Fax Mobile E-mail	

C. PERSONNEL

Current Nominated Honorary Officers by Name	and position:

Name of Leader in Charge & their qualifications	
Paid staff employed by the organization	
Number full time	
Number part time	
What qualifications do they hold	
Number of volunteers involved.	

D. MEMBERSHIP INFORMATION

Age groups /bands	Numbers attending in each band	Major day of the week

E. PREMISES

Please give details of the premises, their size and facilities.	
Are the premises :- freehold/leasehold/rented	

F. POLICIES

Do you have a Health & Safety Policy?	Yes/No
When was it last updated? Date	
Can a copy be made available for inspection?	Yes/No

Do you have a Child Protection Policy?	Yes/No
Can a copy be made available for inspection?	Yes/No
What procedure do you have to vet staff & volunteers	

G. FINANCIAL DETAILS

State financial year end dates	Last financial year ending	Prior year ending
A-Total Income:	£	£
B-Total Expenditure:	£	£
A-B= Surplus (deficit)	£	£
Balance Sheet details		
C-Fixed Assets	£	£
D-Investments	£	£
E-Current Assets	£	£
C+D+E=F-Total Assets	£	£
G-Total Liabilities	£	£
F-G=Net Assets	£	£

Please provide full details of ANY Trust Funds associated or connected with your organisation.

H. SUMMARY OF PURPOSE OF GRANT

Purpose of project for which the grant is being sought:

What is the evidence for the need for this project? Please describe the circumstances and any relevant research

In the case of applications relating to activities, please describe how the project is to be managed and staffed (number and profile of intended employees/volunteers):

Evaluation: How will the effectiveness of the project be measured?

I. PROJECT BUDGET

Total estimated cost.	£
Amount requested from the CAC	£
Are you registered for VAT	Yes/No
In the case of applications for equipment or building costs, please also provide 2 current estimates	
PROJECT BUDGET	

What other sources of funding have been tried for this purpose and with what results?

Any other comments or information you may wish to give should be included here. Please be brief as if the Fund considers a grant, your organisation will be visited and this will provide an opportunity to discuss the application

J. CONDITIONS TO BE MET SHOULD A GRANT BE MADE

A condition precedent to a grant being made is the giving of undertakings by a duly authorised official of the applicant in the terms set out below and we would be obliged if you will confirm as follows:

- a) We undertake not to allow any activities in our Club/Centre, which may constitute an offence to the Office of the Chief Rabbi
- b) We undertake that any grant will only be used for the purposes for which it is requested and granted.
- c) The CAC reserve the right to demand repayment of the grant in full in the event of any building associated with the applicant's or/and this grant being sold within 5 years. We will take legal action for recovery of any grants against your organisation or/and its trustees and recommend that your trustees hold professional indemnity insurance.

Signed by a duly authorised official	
Please print name	
Position of duly authorised official	
Date	