

APPLICATION FORM GUIDELINES

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Please note the following points when preparing your application:

- That the application meets the fund objectives and current priorities (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 in accordance with our meeting timetable (see below):
- You will receive confirmation that we have received your application within 21 days
- Please complete the grant form below, including signature and date, and email it to: info@thecac.org.uk. Originals and other documentation should be sent by post to, the following address. Please affix adequate postage

**Childrens Aid Committee Charitable Fund
PO Box 68019
London NW4 9HN**

- If you need any further help, please either contact Asher Eisen, our Grants Advisor - asher@thecac.org.uk

GRANT MEETINGS

Our grants committee meet five times per annum and we have set the following grant categories to be heard at each meeting:

Meeting Date	Grants to cover the following areas	Last date for grant applications
Jan 2019	Staffing for youth work posts	01-01-19
Mar 2019	Holiday Schemes and General grants	01-03-19
May 2019	Informal education projects in schools	01-05-19
Jul 2019	Professional Development & Leadership Training	01-07-19
Sep 2019	Staffing for youth work posts and General grants	01-09-19

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 prepared using 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.

A Grant Claim Form can be downloaded from our website.

OBJECTS OF THE FUND

The objects of the charity are to assist in the provision, within London and the Home Counties area, of facilities for leisure time and 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.

AREAS THAT WE SUPPORT

The CAC provides grants that cover the following five areas:

1. Staffing
2. Professional development & training
3. Informal educational programmes within Schools
4. Holiday schemes
5. General grants

Staffing: Grants to support youth work & informal education posts, which directly engage young people in activities and programmes. These grants are subject to match funding with a grant ceiling of £10,000 (and no more than 50% of the salary costs for the post). Please note that current recipients of staffing grants will follow the original guidelines in their grant letters. The grant may be extended for a second year subject to a satisfactory completion of the first.

Professional development and training: Grants towards improving the professional competence of youth workers or towards the delivery of Hadracha & leadership training for youth organisations and movements. We are specifically looking for creative interventions to enhance the professional skills of youth workers and /or improve the capability of madrichim / leaders to run projects and camps (please note that we will not support training proposals, which duplicate services already offered by specialist agencies like Jami & Reshet).

Informal educational programmes within Schools, which are aimed at the development of better personal support to young people within schools

Holiday schemes, which enhance the experience of children and young people (Normally subject to a ceiling of £1000)

General grants for activities and projects not covered by the above



FUNDING PRIORITIES

We have set our funding priorities for the next year to December 2019 and they are listed below in order of importance:

1. Grants that address the **leadership and professional development** of youth workers and those working with young people active in the community.
2. Grants that address the challenges of **well-being, mental health and safeguarding** and bringing these skills, to youth workers and those working with young people or via programmes that address these issues directly with young people. Priority will be given to those in non-statutory organisations within the community.
3. All other activities that fall within our charitable remit.

FOR INTERNAL USE

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?	Yes/No
If yes who.	
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	
Qualifications of leader	
Paid staff employed by the organisation	
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.

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H. PROJECT OUTLINE & METHODOLOGY

<p>1. AIM OF PROJECT (what does it seek to improve)</p>	<p>Age range</p> <p>Numbers</p> <p>Specific issues targeted</p>
<p>2. DESCRIPTION OF ACTIVITIES & METHODOLOGY (how will your activities be structured & delivered)</p>	<p>KEY PERSONNEL</p> <p>Project leader</p> <p>Other staff</p> <p>Qualifications</p>
<p>3. STAGES AND TIMESCALES OF PROJECT DELIVERY (the process of setting up and delivering the project)</p>	<p>WHEN BY / LOCATION</p>

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

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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?

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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

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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	