

# Terms & Conditions

By submitting an application to the Youth Empowerment Fund, the applicant confirms their acceptance of the terms and condition listed below.

## **Application Review Periods:**

The applicant agrees to the following review periods for financial assistance:

- Up to £100 – reviewed monthly
- £101 - £1000 – reviewed March, May, September, November
- £1001 - £2500 – reviewed January and July

Following the assessment month, a formal notification regarding the application outcome will be issued to all applicants within 6-8 weeks.

All applications for the Youth Empowerment program must be submitted by the last day of the month for the specified review period. Applications received after this deadline will not be considered.

## **Awarding Grants: Availability and Selection:**

The Youth Empowerment Fund reserves the right to regularly review the terms and conditions at any time without prior notice. By accepting a grant award from the Youth Empowerment Fund, successful applicants confirm their acceptance of responsibility to stay informed of these changes by regularly checking the Youth Empowerment Fund website. These updated terms and conditions, effective from June 2023, apply to all current and previous applicants of the Youth Empowerment Fund."

The Applicant acknowledges and understands that completion of the Youth Empowerment Fund application form does not guarantee funding. Grant awards are subject to the availability of funds, the number of applications received, and the evaluation and selection process conducted by the Youth Empowerment Fund Board and Youth Panel.

By submitting the grant application, the Applicant acknowledges and agrees that the Youth Empowerment Fund reserves the right to determine whether a lower amount of funding may be applicable for certain items requested, such as laptops or tablets. In such cases, the Youth Empowerment Fund may offer a designated amount of £500 for laptops and £400 for tablets. The Applicant agrees to accept this amount and comply with any additional terms and conditions set out by the Youth Empowerment Fund.

The Youth Empowerment Fund operates with a limited amount of funding allocated per financial year. By submitting an application, the Applicant acknowledges and accepts that, in the event the allocated funding is depleted, there may be additional waiting time until the fund is replenished. The availability of funds is subject to the Fund's budgetary constraints and priorities. The Fund reserves the right to prioritise and allocate funds based on its discretion and in accordance with its mission and objectives. The Youth Empowerment Fund will make reasonable efforts to communicate any delays or changes in funding availability to the applicants.

Applicants will be assessed based on the merits of each application and the young person's ability to articulate their ambitions and goals. To meet the criteria for review, each applicant must provide an ambition statement in the designated section of the application form, titled: " How will this funding will enable you to realise your ambition?" The ambition statement should be a minimum of 200 words and should outline the applicant's aspirations, motivations, and plans for the future.

Applications that contain missing or incomplete information, such as supporting statements, missing or incorrect eligibility, etc. will not be considered for review. The applicant will need to reapply in the next application period with a revised application containing all required information. We strongly encourage you to carefully review your application before submitting it to ensure all required information is included.

To apply for the Youth Empowerment Fund, applicants are required to submit screenshots or photographs of valid documentation as proof of the item or service they are seeking funding for. Acceptable forms of documentation include official statements, quotes, or invoices from the respective company or supplier, website pages displaying the item or service with relevant details, and email correspondence explicitly confirming the requested item or service's details. Please note that social media correspondence, including messages or posts, will not be considered as valid documentation. We encourage all applicants to ensure that the provided documentation is current, clear, and accurate. Only applications with the appropriate and legitimate documentation will be considered for funding.

The item(s) purchased using the grant funds must be the same item(s) listed on the application form, purchased from the same vendor, and must be purchased online or in store. Any change in the item(s) must be approved in writing by the Youth Empowerment Fund prior to the purchase

To be eligible for funding, applicants must ensure that the items they request are intended solely for their personal use and benefit. For instance, a football player may seek funding for a football kit designated for their individual use, but they cannot request funding for multiple football kits to be used by the entire team. It is essential that the requested items remain exclusive to the applicant.

If an Applicant is 18 years of age or older and resides with a parent or guardian but is applying for themselves, they will be obligated to provide additional evidence to confirm their residence at the same address provided as evidence of household earnings below £25,000. Such evidence may include, but is not limited to, a utility bill, or official correspondence that demonstrates the shared address.

Successful applicants are required to provide receipts for all items claimed in their application to the Youth Empowerment Fund within 14 days from the date of purchase. Failure to provide receipts upon request may result in Applicant being unable to apply for future funding.

Successful applicants must purchase all items from the same supplier or website that was indicated in their application. The purchases must match the items requested in their application. Failure to comply with these requirements may result in the applicant being unable to make further applications to the Youth Empowerment Fund.

Applications that are not completed in full may be delayed or declined. It is the responsibility of the applicant to provide all required information and documentation as requested in the application form. [www.newham.gov.uk/yefapply](http://www.newham.gov.uk/yefapply)

### **Applicant Limitations:**

Applicants may apply for funding in the following age categories:

**1. 9-12 Years:**

- Each successful applicant within the age range of 9-12 years is eligible to submit only one funding application. The applicant may apply again from age 13-15 years.

**2. 13-15 Years:**

- Each Successful applicant within the age range of 13-15 years is eligible to submit only one funding application. The applicant may apply again from age 16-25 years.

**3. 16-25 Years:**

- Each successful applicant within the age range of 16-25 years is eligible to submit only one funding application.

### *Additional Notes:*

Once an applicant has been awarded funding in any age category, they are not eligible to apply again within the same age category.

### **Parents /Guardians and Corporate Parents:**

Only legal parents or guardians are authorised to submit applications for grants to the Youth Empowerment Fund. In cases involving looked after children, the corporate parent may also submit an application on their behalf. The corporate parent must provide documentation supporting their legal status as the representative of the looked after child.

Legal parents, guardians, or corporate parents submitting applications are solely responsible for ensuring the accuracy and completeness of the information provided. The Youth Empowerment

Fund will not be held liable for any inaccuracies or omissions in the application submitted by authorised individuals.

Applications submitted by individuals who do not meet the criteria of legal parent, guardian or corporate parent will be deemed unauthorised and may be disqualified from consideration. The Youth Empowerment Fund reserves the right to take appropriate action in such cases.

### **Supporting Statements:**

All supporting statements submitted in support of your application must be in the form of an email or letter directly from your referee. No other formats will be accepted.

The supporting statement should be from the relevant referee, or working professional, e.g. Teacher, Youth Worker, University, Work Placement etc. Example: If you are requesting funds for maths tuition, therefore, we would expect a supporting statement from your Maths Teacher.

#### **1. Referee Information:**

Each supporting statement must include the following information about your referee:

- Full Name:
- Contact Address:
- Job Title/Position:

#### **2. Content of Supporting Statements:**

Each supporting statement must address the following points about you, the applicant:

- **Ambition or Goals:** Your referee should outline your career aspirations and specific goals you are pursuing.
- **Relationship with Applicant:** The duration of your relationship with the referee should be clearly stated.
- **Impact of Funding:** Your referee should explain how the requested funding will specifically help you achieve your stated ambitions or goals.

### **Universal Credit Statements as Proof of Income:**

Applicants who wish to use a Universal Credit statement as proof of household income under £25,000 (including all benefits) must ensure that the following information is clearly visible:

Required Information:

- Name and address identifying the beneficiary
- Monthly Universal Credit payment amount
- Standard Allowance amount

- Housing allowance amount
- Children's allowance amount (if applicable)
- Total Universal Credit entitlement before deductions

*Incomplete Statements:*

Universal credit statements not displaying all of the required information above will be declined.

Please note: It is the Applicant's responsibility to ensure that their Universal Credit statement includes all required information. Incomplete statements will not be accepted and may delay the processing of your application.

**Tuition Fees:**

If the funds awarded by the Youth Empowerment Fund are intended for private tuition or ongoing training sessions, the successful Applicant must provide proof of payment in the form of a statement or invoice on headed paper with the company's contact details and VAT number (if VAT registered). The statement or invoice must include a clear breakdown of the pricing details for each session, with the total amount clearly displayed.

For example: If Maths Tuition fees at a cost of £10 per month are required for a 12-month period, we would expect to see an invoice, statement, or quote with the breakdown shown below:

*Maths tuition- £10 monthly*

*£10 x 12 months= £120*

*Total =£120*

Failure to provide the required documentation may result in the grant being delayed or declined.

**Treating Our Staff with Respect:**

Our staff are committed to treating everyone with respect, and we ask that you show them the same respect Any behaviour that is intimidating, threatening, or violent towards our staff will result in disqualification from the Youth Empowerment Fund application process and may impact future eligibility.

**Pre-Paid Card:**

The prepaid card awarded by the Youth Empowerment Fund must be collected by the applicant (if 18 years or over) or by the parent/guardian who completed the application form on behalf of the applicant. The Youth Empowerment Fund may withdraw the prepaid card at any point if it believes that the application has been made fraudulently or that the grant funds are not being used for their intended purpose

Successful applicants who are unable to collect their prepaid card in person must notify the Youth Empowerment Fund at least 24 hours in advance and provide written authorisation for another party to collect the card on their behalf. The authorised party must present valid identification and a copy of the applicant's authorisation letter or email when collecting the prepaid card. The Youth

Empowerment Fund will not be liable for any loss or damage arising from the collection of prepaid cards by authorised parties. By accepting the grant award from the Youth Empowerment Fund, successful applicants confirm their acceptance of this condition.

Successful applicants who do not collect their prepaid cards within 30 days of being notified will forfeit their grant and the prepaid card will be returned to the Youth Empowerment Fund. In such cases, the applicant will need to make a new application if they wish to be considered for a grant in the future.

#### **Card Security and Loss/Theft:**

The Applicant is responsible for the safekeeping of their prepaid card. The Youth Empowerment Fund is not responsible for lost or stolen cards. However, you must report any lost or stolen cards to the Fund immediately to prevent unauthorised use. Please report any lost or stolen cards immediately by contacting: [yefinfo@newham.gov.uk](mailto:yefinfo@newham.gov.uk).

#### **Misuse of Grant Funds:**

The Applicant agrees to provide accurate and complete information. Knowingly providing false or misleading information or omitting information that you were under a legal duty to disclose may be considered a criminal offense. Newham Council reserves the right to take action against you, including court action, if you are found to have provided false or misleading information.

The Youth Empowerment Fund reserves the right to withdraw the prepaid card awarded to a successful applicant at any point if it believes that the application has been made fraudulently, or if the grant funds are not being used for their intended purpose.

Grant funds must be used solely for the purposes outlined in the approved grant application. Any deviation from the approved purposes without prior written consent from the Youth Empowerment Fund constitutes misuse of grant funds. Misuse of grant funds may lead to the following consequences:

- Suspension of grant funding or ineligibility for future funding opportunities. The YEF reserves the right to take appropriate action in case of non-compliance.
- Legal Action: The misuse of grant funds may be considered a criminal offense, and the applicant may face legal action, including court proceedings.