**St Albans Care Leavers Fund Application Form**

**BY SUBMITTING THIS APPLICATION YOU CONFIRM:**

* I have permission to make this application on behalf of the young person named, who is aged between 16 and 25 at the time of application, and has previously been in care in St Albans, Hertfordshire
* The information provided is accurate to the best of my knowledge and belief
* My organisation is able to receive the payment, spend funds on behalf of the young person, and provide evidence of how the money has been spent e.g. copy of receipt/invoice
* All information submitted can be stored on Hertfordshire Community Foundation’s database in line with their data protection and confidential information policies
* I have read, understood and accept the Terms and Conditions at the end of this form

Once completed, please submit your application to:

* [Georgina.Bawden@hertscf.org.uk](mailto:Georgina.Bawden@hertscf.org.uk)
* Care Leavers Fund, Hertfordshire Community Foundation, 2-4 Forum Place, Fiddlebridge Lane, Hatfield, AL10 0RN

**Section 1 – Support Worker Contact Details**

|  |  |
| --- | --- |
| Contact title |  |
| First name |  |
| Surname |  |
| Name of organisation |  |
| Position |  |
| Contact telephone number |  |
| Contact email |  |

**Section 2 – Young Person’s Details**

|  |  |
| --- | --- |
| Name of young person |  |
| Home Address |  |
| Date of birth |  |
| By completing this application you confirm the young person was previously in care in St Albans | |

**Section 3 – The Request**

|  |  |
| --- | --- |
| **Please give details of the item or activity you are asking us to support** | |
|  | |
| **How much are you requesting (up to £500)?** |  |
| **Why are you requesting this item/activity?** | |
| **What impact will this grant have on this young person?** | |
| **How long have you been supporting this young person?** | |

**What happens next?**

Applications to the St Albans Care Leavers Fund are considered on a rolling basis. The decision on whether to award a grant is at the discretion of HCF and there is no guarantee a grant will be made. Once the application has been considered, you will be notified of the outcome via email.

Please note we will not discuss applications with the young people directly.

**Terms and Conditions**

**USE OF FUNDING:**

* Hertfordshire Community Foundation grants are made for specific uses and any funding awarded should be spent on those uses only.
* Any alterations or requests to change what the grant can be spent on should be submitted in writing to [grants@hertscf.org.uk](mailto:grants@hertscf.org.uk). Only if you receive written confirmation with approval for these changes can you make any variation in spend or duration of the grant.
* Applicants are to inform Hertfordshire Community Foundation as soon as possible if they receive funding from another source for the same use as the HCF grant.
* HCF cannot fund any items that have already been purchased. The grant should not be used to reimburse young people who have already paid for the items requested.
* Any portion of the grant not used for the purposes specified, or unspent by the end of the grant period must be returned to HCF.
* No items funded by the Hertfordshire Community Foundation should be sold on or disposed of within their working life.

**ADMINISTRATION:**

* By submitting the application, the referrer confirms that their organisation is willing to administer and supervise the grant including receiving payment, purchasing the goods on behalf of the applicant and providing HCF with proof of purchase.
* Payments will be made to the referring organisation. We will not make payments to the individual applicants.
* Referrers must confirm:
  + Receipt of funds within two weeks of the payment being made
  + Proof of expenditure as soon as possible and within twelve months of the payment being made at the latest
* We may refuse to process grant requests if the support worker has applications active which have not yet been spent and reported on.
* Failure to submit sufficient monitoring without a satisfactory explanation will affect the success of future applications.

**DISCLAIMER:**

* The items or services funded by this grant are chosen and sourced by the grant recipient (support worker and young person). As such, Hertfordshire Community Foundation will, under no circumstances, be liable for damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of items, services or activities undertaken with Hertfordshire Community Foundation funding.

**DATA PROTECTION STATEMENT:** Hertfordshire Community Foundation (HCF) will use the information given in this form and any supporting documents to review, assess and process this application and any subsequent grant that may be approved. The data provided in this application will be held until such time when you request it is removed or HCF chooses to remove it. To view HCF's full data policy statement, please visit [www.hertscf.org.uk](http://www.hertscf.org.uk).