

Community Cash Awards Awarding Guidelines

The table below provides some guidelines for approving Awards for young people. Please use them as a guide, criteria can change and new precedents may arise – the Awards Team will update you as and when these emerge.

Target Groups	
Asylum Seekers	→ If any of the applicant(s) are asylum seekers and require training for their project, the training must cost no more than £200 per person otherwise their National Asylum Support Service (NASS) benefits will be affected. This arrangement is an official agreement between The Prince's Trust and the Home Office.

Types of Awards	
Buildings	→ If a project involves using/renting a building, the following questions need to be answered: <ul style="list-style-type: none"> - Who owns the building? - What leasing arrangements have been made and how long for?
Budgets	→ Please ensure that the group provides a detailed breakdown of the budget and an explanation of items, particularly anything unusual or over £500. For example: if there is an administration item for £500, a breakdown of how the cost has been worked out and what it covers is required. <ul style="list-style-type: none"> → Capital items over £500 should be accompanied by two quotes. → Activities over £500 like training or residentials need only one quote. → A useful guide to a project's budget is: <ul style="list-style-type: none"> - Capital expenditure should be less than 50% - Administration less than 10% - Training less than 20% - Publicity less than 10% - Travel less than 20%
Capital Items	→ It must be clear what will happen to items bought as part of the project once it is over. Capital items must continue to be used for the benefit of the community after the project ends. <ul style="list-style-type: none"> → Ask the group to compare the cost of hiring with buying equipment and ask them to justify why they wish to buy.
Charging for Facilities	→ Projects should be voluntary, and as such we would not expect them to charge for the use of facilities other than to cover costs or sustain the project. If groups do charge for the use of facilities, they should take into account the status of the users, eg low rates for young people and voluntary/community groups.
Insurance	→ Have the group included an insurance figure in their budget? → Insurance should be obtained for all capital items over £500. → Do the group need public liability insurance?
Leisure Activities & Outings	→ Social outings as part of a project will only be allowed if they are a very small proportion of the award, UNLESS they have a direct bearing on the aims of the project. <ul style="list-style-type: none"> → Equipment for leisure activities (eg buying a PlayStation) is unlikely to be funded, unless there is evidenced need such as providing facilities in Youth Cafés.

Types of Awards	
Magazines	<p>→ Standard issues:</p> <ul style="list-style-type: none"> - Print run - How often will it be produced? - An ongoing project? - Distribution - Publicity - Focusing on community issues? - Need within the community
Overseas Travel	<p>→ Community Cash Awards cannot fund trips abroad even if it has relevance to the project idea.</p>
Political & Religious Promotion	<p>→ Projects set up by political or religious groups are eligible if they address a community need but not if they promote a particular political or religious standpoint. For example, a Sikh group could potentially be funded to set up a multi-faith library for young people.</p>
Publicity	<p>→ Please clarify whether the group have entered into any obligations with others with regard to publicity.</p>
Radio Stations	<p>→ Standard Issues:</p> <ul style="list-style-type: none"> - Insurance - Security - License - Cost of hiring rather than buying
Residential	<p>→ If a group is going on a residential, details of where the residential will be held and how much it will cost are required. Residential in venues which would normally be used for holidaying, eg Centreparks will not be funded.</p> <p>→ Residentials should only be held at properly audited and licensed premises.</p>
Roles of group members	<p>→ A project that has outlined specific roles for each group member tends to be better organised and achieve more.</p>
Security	<p>→ Check that any items bought will be kept in a secure place.</p>
Training	<p>→ 20% or up to £500 of an award can be used for personal development.</p> <p>→ Wherever possible, the group should highlight what specific training they will benefit from, eg computer training. What qualifications, if any, will these lead to?</p>
Video Projects	<p>→ Standard Issues:</p> <ul style="list-style-type: none"> - Who is it targeted at? - Distribution numbers - How will the video be used (other than just sending it out)? - Duplication numbers - Publicity
Youth Cafes	<p>→ Issues to be considered:</p> <ul style="list-style-type: none"> - Access to premises on what basis? Has the leasing agreement been arranged (written commitment of this is required)? - Health & Safety - Maintenance and staffing - Has funding beyond the life of the Group Award been thought about? - Community need - If any decorating work is being done, how will the group be involved in this?