

# Tottenham Youth Fund Guidance Notes



Please refer to this guide to help you  
complete the application form. If you still  
have questions you can email  
[TYF@selbytrust.co.uk](mailto:TYF@selbytrust.co.uk)



**THE SELBY TRUST**  
Many Cultures, One Community

**TOTTENHAM**  
**YOUTH FUND**

The Tottenham Youth Fund is managed by The Selby Trust which is a registered charity  
Selby Trust Limited is registered in England & Wales. Company No: 2814639. Registered Charity No: 1042095

# HELP WITH THE APPLICATION FORM

## PRE-QUESTIONS

This is to check if you're eligible. We are only funding young people who live in Tottenham and their youth project or centre is in Tottenham. If you answer no to any of the questions, then I am afraid your application will be rejected.

## ABOUT YOU

We need your name – so we know who is applying. We need your gender so we can keep an eye on who is applying, if we end up on funding applications from males, we would know to market it properly to females.

We need to know your postcode so we can check if you live in Tottenham, but we **do not** need your full address. We need your age to check if you are between 11 and 19 years old.

## TELL US ABOUT YOUR SUPPORTING ORGANISATION

This is your youth project or youth centre; we will need their name, address, a contact name and a contact email address. Remember they should be based in Tottenham, but their office maybe somewhere else so tell us that in a later question

## ARE YOUR FRIENDS INVOLVED IN THIS IDEA?

Here you can put the names of others involved. If there are like 3 or 4 of you from your youth project who have been working to get this application together. Don't worry if it is just you.

## TELL US WHAT YOU WOULD LIKE FUNDING FOR?

This is the bit where you tell us some more detail. So if you are asking us for more footballs, if you say "we want more footballs", then you might not get the funding. But if you said "we want more footballs because our youth centre has more young people and we do not have enough...." This way you're telling us a bit more detail that makes us understand.

## HOW MUCH DOES IT COST?

Here you would need to know exactly how much you need. So you would have needed to do some research like visit shops or check the internet. Remember, do not base your costs on things that are on special offer as the price might go back to normal by the time you have the money.

There is room for you to apply for more than one thing but they have to be connected. So if you're running a cookery project you might be applying for kitchen equipment, but this is a few things like a toastie maker, saucepans and a juicer. You cannot apply for things that are not connected like footballs and saucepans.

## **WHAT DIFFERENCE THIS WOULD MAKE**

This is the most important question and one that helps us decide who we will give the money to. Here you can tell us how things will change if you get the trip or equipment. Tell us your story, this could be a range of different things, this could be:

- How it would help more young women come to your youth centre
- How it would give more things for young people with disabilities to do
- It would help with your drama project if you could go to the theatre

## **ANYTHING ELSE YOU WANT TO TELL US?**

This part is for you use to make sure you include things you want us to know. This could be things like how your project came about, or why the trip you have chosen would be a good idea.

It's also a good place to explain things to us like why your organisations address is not in Tottenham.

## **QUESTIONS YOU MIGHT HAVE**

### **WHAT IS THE TOTTENHAM YOUTH FUND?**

The Tottenham Youth Fund has been set up by Councillor Seema Chandwani and David Lammy MP to help young people in Tottenham get resources for their local youth projects and youth centres.

### **WHO IS ALLOWED TO APPLY?**

The fund is only open to young people aged between 11 and 19 years old living in Tottenham and their youth project needs to be in Tottenham too.

We will not accept applications from people older than 19, even if they are on behalf of young people. This fund has to be for what young people would like or want.

### **HOW DO I KNOW IF I AM FROM TOTTENHAM?**

If your home postcode is N15 or N17, then you definitely live in Tottenham. However, there are parts of Tottenham Constituency with the N4, N8 and N22 postcode. Check with your parent or carer who your MP is or check the website: <https://www.parliament.uk/mps-lords-and-offices/mps/>

### **CAN WE APPLY FOR STAFFING?**

No. The Tottenham Youth Fund is for equipment or one off trips. The maximum level young people can apply for is £250 and would not cover staff salary.

## **CAN SCHOOLS APPLY?**

No. Only young people between 11 - 19 years old can apply. Organisations and institutions cannot apply. Young people from your organisation and institutions can apply, including schools. However, for schools the application must be for activities that are not during school hours or as part of the curriculum. It can be for an after-school activity like a Football programme.

## **OUR ORGANISATION IS BASED IN ANOTHER BOROUGH, BUT WE DELIVER IN TOTTENHAM - CAN OUR YOUNG PEOPLE APPLY?**

Yes. It would be helpful if you made that clear in the application form to avoid delays. For example, our project is delivering at Chestnuts Community Centre and this is bid is specifically for this project.

## **OUR PROJECT IS A PRIVATE ORGANISATION, CAN YOUNG FROM OUR ORGANISATION APPLY?**

This is dependent on the type of organisation you are, if it is a profit making company then we will not accept the application. We will also not accept applications where there is not at least two bank signatories or where the equipment is being used to generate profit which is not being reinvested back into the project.

For example: If young people apply for catering equipment for their tuck-shop and all profits go back into running the project or service, then we will accept the application. However, if your young people apply for catering equipment for a private profit making cafe based at your building, then we will not accept the application.

## **WE ARE YOUNG PEOPLE WHO DO NOT BELONG TO A YOUTH PROJECT OR ORGANISATION, WE WANT TO APPLY TO HELP US START SOMETHING - CAN WE DO THAT?**

The Tottenham Youth Fund love it when young people want to do things for themselves. Sadly, when it comes down to money, we have to make there are some rules in place. You will need to ask an organisation to help you. Remember, whatever you do will need other things like insurance or health and safety in place. There are a lot of youth organisations which will help you take care of all the boring bits so you can do what you want to do.

## **DO YOU FUND RELIGIOUS OR POLITICAL ACTIVITY?**

We do not fund religious activity - however young people applying from churches, mosques, synagogues etc. are not excluded from applying, as long as the activity is not religious in nature.

We do not fund party political activity - however we are happy to accept (and encourage) applications from young people who are campaigning on a social cause (i.e. votes at 16 or period poverty) or civil responsibility projects (i.e. UK Youth Parliament, Youth Councils etc.). So for example, if an application comes in for tee-shirts and leaflets to help highlight a campaign against gang crime, we will accept it. If an application came from the Labour Party or Lib Democrats to for leaflets for young people to join a party, we won't accept it.

## **WE NEED THE MONEY BEFORE YOUR DEADLINE, CAN YOU DECIDE ON OURS EARLY?**

Sorry, no we can't the Decision Committee only meets 4 times a year. We also feel it's unfair if people get a decision early and then there are no funds for those who apply in time for the deadlines.

## **WHY WOULD YOU REJECT OUR APPLICATION?**

The main reason will probably be that we do not have enough money for everyone. But there could be other reasons (some of them answered above). We will explain why when we respond.

We won't reject an application based on spelling, grammar or because we other people wrote more or less. As long as you are clear about your idea, what you want and what it's for, then that's all we ask for.

## **WHO IS ON THE DECISION COMMITTEE?**

Councillor Seema Chandwani, David Lammy MP and Dr Victor Olisa QPM

- Councillor Seema Chandwani is a local Councillor for West Green ward in Tottenham.
- David Lammy is the Member of Parliament for Tottenham
- Dr Victor Olisa QPM used to be the Police Borough Commander for Haringey and is now a Trustee at the Selby Trust.

## **NEED HELP**

You can email us on [TYF@selbytrust.co.uk](mailto:TYF@selbytrust.co.uk)



# **SUPPORTING ORGANISATIONS**

## **WHY DO WE NEED YOU TO COMPLETE THIS?**

The Tottenham Youth Fund will not pay young people directly, if they are successful the money will be paid to their youth project or organisation.

We also need to check to make sure things are in place as funds are coming from the public.

## **WHAT IF WE CANNOT AGREE TO EVERYTHING?**

This will depend on what you cannot agree with, it will be best if you email us on [TYF@selbytrust.co.uk](mailto:TYF@selbytrust.co.uk) to check with us.

Some things are not negotiable like health and safety, consent, insurance etc. But for example if there is good reason why you cannot take pictures of the young people for our marketing (i.e. you are working with young people who are trafficked) then we will of course understand and make you exempt.

## **OUR ORGANISATION IS BASED OUT OF TOTTENHAM**

We are more interested where your activity is. So if your organisation is based in Hackney, but your activity runs every weekend in Tottenham, and this equipment or trip is for the activity in Tottenham, then you are eligible to apply.

## **CAN WE SUBMIT MORE THAN ONE APPLICATION?**

Yes, but we will want to ensure as many projects and youth centres as possible so more than one may not be successful if we do not have enough funds.

## **WHAT HAPPENS IF WE ARE NOT SUCCESSFUL?**

Our funds are dependent on how many donations we receive from the public, we anticipate that we will not have enough money to fund all projects. If you are unsuccessful we may come back to you and ask if we can use your young people's application to generate more funds from the public where we can fund it.

## **WHERE DO I GET THE PHOTO CONSENT FORM FROM?**

You will be sent a photo consent form with your offer letter. An example of the form can be found in the appendix of this document.

## **WHERE DO I GO IF I HAVE ANY QUESTIONS?**

Please email [tyf@selbytrust.co.uk](mailto:tyf@selbytrust.co.uk) and someone will get back to you within 5 working days

## IMAGE CONSENT FORM

The Tottenham Youth Fund and The Selby Trust will be extensively marketing the work of projects funded by the Tottenham Youth Fund. This marketing assists us in raising more funds and funding more projects.

By completing this form, you give us permission to use the images of the person named below, in communications materials which promote or advertise the work of the Tottenham Youth Fund. This could be in any printed or digital format including, but not limited to, publications; adverts; audio-visual and electronic materials; media work; display materials; and any other media or social media channels we may use in the future. This includes the social media accounts of David Lammy MP and Councillor Seema Chandwani.

On occasion, we may also supply images to third party publications and websites, to support articles relating to our work.

The consent will automatically expire after five years and we will cease to use the imagery after this time. You may withdraw this permission at any time by writing to us at the address below.

<b>Name/Name of Child</b>			
<b>Address</b>			
<b>Telephone</b>			
<b>Email</b>			
<b>Signed</b>		<b>Date</b>	

To comply with the law, the Tottenham Youth Fund and The Selby Trust needs parent or guardian permission before we can photograph or make any recordings of a child (under 18 years of age).

<b>Parent/guardian name (if applicable)</b>		<b>Date</b>	
---	--	-------------	--



**THE SELBY TRUST**  
Many Cultures, One Community

**TOTTENHAM**  
**YOUTH FUND**

The Tottenham Youth Fund is managed by The Selby Trust which is a registered charity  
Selby Trust Limited is registered in England & Wales. Company No: 2814639. Registered Charity No: 1042095