



## GUIDANCE NOTES

To be read in conjunction with the FLOSS Application Form

**Please make sure you complete all sections of the Application Form.  
We are unable to look at applications with any missing information.**

These notes should help answer the main questions you might have with filling in the Application Form. If there is anything else you want to know then please get in touch with us, our contact details are on the last page.

### **What is Floss?**

FLOSS stands for *funding lots of stuff!* (the other S stands for whatever you want it to – special, super, smashing, sound, sorted!) and this is exactly what we want to do. FLOSS is different to other funding because it is ‘money for young people’ and it is young people who are in charge of coming up with ideas for how this is spent and it is young people who make all the decisions.

### **What can the money be used for?**

The simple answer is the money can be used for anything that will in some way benefit groups of young people living in Worcestershire, as long as this fits with one of the five outcomes shown on the Priorities for Change part of the form.

### **Who can apply for money?**

Applications need to come from between 2 and 5 young people (aged 13 to 19)\*. Applications must come from young people themselves; we will not consider applications that have not come from young people. The age range for Floss is 13 to 19\* and most of the young people to benefit from the funding should be in this group (but a few might be slightly younger or older than this age range).

\* For young people with learning difficulties or disabilities the age range is higher, and here we can fund groups with members aged up to 25.

### **How big is a group?**

The minimum size for a group is 5 young people, but the more young people that are going to benefit from a project the better.

### **How do we fill in the Application Form?**

Dur, with a pen! Seriously though, we have tried to keep the form as short and simple as possible and we hope that you will find it straightforward to complete. What you write doesn't need to be really long or detailed; we are just looking for an idea of the types of things the money would be used on and for.

### **What will this information be used for?**

The application form will be used to decide whether or not we will give any money for your idea. We will use your contact details to get in touch if we have any questions or to arrange to come and visit you. We will not contact you about anything else and we will not share this information with any other people.

### **What's the Monitoring Form all about?**

Because this funding comes from the government we need to keep some figures on how it is used, including details of who asks us for money. This is what the monitoring form is for, but this information is separate to the application form and it is not used to decide who gets money.

**Please note, we only need to have details for those young people making the application (up to 5 young people) and NOT the whole of your group.**

### **Why do we need to have a Support Worker?**

Although Floss provides money for young people, we want all young people to be supported to take advantage of this opportunity and that is why we think it would help for everyone to have a support worker. They can help your group complete the application form and if you are successful they can also help you with spending the money and running your project, but all based on your ideas.

### **Who can be our Support Worker?**

This can be anybody from a local youth group or organisation (a member of staff or a volunteer) such as a youth worker, teacher, social worker or sports coach.

### **What if we haven't got a Support Worker?**

If you contact us, we can help put you in touch with a local organisation who can provide you with a Support Worker, for example Youthworcs (youth service), Millennium Volunteers or Worcestershire Council for Voluntary Youth Services. We will try our best to put you in touch with someone who can help.

### **Why do you need a breakdown of the amount we are requesting?**

This helps us to make sure that you have worked out how the money will be spent and not just asked us for the maximum amount available!

### **How many times can we apply?**

The maximum amount that we will give to any group this year is £2,500. It is up to you whether you choose to ask for all of this amount towards one project or whether you want to ask for money for different things in separate applications. This year, there is only one opportunity to apply for funding – in May.

### **Can our youth group/organisation only support one project?**

The same organisation can sponsor more than one project (*up to a total of 4 different groups*), but these must be for completely different young people; for example a school could sponsor projects from it's football team, drama group and computer club. However, if it is the same young people that are going to benefit from these projects then we can only fund up to the maximum amount of £2,500. This is so we can spread the money around lots of different groups.

### **Where does the form need to be sent to?**

Please return your completed form to:

Floss, c/o Droitwich Youth House,  
Old Coach Road, Droitwich, Worcs, WR9 8BB

### **When does it need to be sent in by?**

There is only one funding round during 2008 and the closing date is:

Round 1 - Friday 16<sup>th</sup> May 2008

We need to have received your completed form by midday on this closing date.

### **What happens next?**

Once all applications have been received we will go through these and decide whether or not they are appropriate. Most groups will probably be visited by a couple of young people from our Team of Assessors so we can find out more about what you want to do and how this will make a difference to young people. The periods set aside for these visits are:

Round 1 - Mon 19<sup>th</sup> May to Fri 6<sup>th</sup> June 2008

### **When will we know the final decision?**

We aim to make all decisions within four weeks of the closing date, but this does depend on groups being available to meet with us. Please do not contact us until after four weeks cos this just means our support workers end up getting stressed! The FLOSS Management Group is going to be meeting on Wednesday 11<sup>th</sup> June to decide on final allocations, so you will be contacted after this date to let you whether or not your project has been successful.

### **What do we have to do if we are successful?**

If you are successful we will write to you with details of what you need to do to get the money. There is a Conditions of Grant form that projects need to sign and return to us and this explains all of the rules for getting money.

### **When will we get the money?**

We do try to pay this as soon as we can but it usually takes around a week for us to do this once we have received everything we need.

### **When must the money be spent by?**

Any money given out this year must all be spent by 31<sup>st</sup> March 2008, otherwise Floss will have to come round and take it back!

### **What else will you want to know about our project?**

We want to hear about how you spend the money and what difference it makes to young people. We will send information on exactly what is needed to all groups that are successful. It is important that we get this back **within one month of you spending the money and by 25<sup>th</sup> April 2008 at the very latest.**

### **Still want to know more?**

If you have any other questions, please contact Floss on 01905 827489 or [floss@worcestershire.gov.uk](mailto:floss@worcestershire.gov.uk) or also via:

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Email: [gbenton@worcestershire.gov.uk](mailto:gbenton@worcestershire.gov.uk)

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**Floss is run by young people for young people.** If you'd like to get involved with this in any way (whether in the management of the funds, promoting Floss to other young people, being one of our team of Young Assessors or reviewing how the money gets spent) then please get in touch with us.