



### Floss Step by Step Guide.

1. Talk to your group about Floss and the ideas you have. Think about what you are going to ask for and how it will benefit your group (must be 5 or more young people).
2. Read through the application pack, guidance notes, top tips and this guide. We know it's a lot of reading but it will make your chances better.
3. Price up your project idea to see if it realistic; consider the costs up to the total of £2,500 maximum.
4. Think of legal boundaries and permissions.
5. Fill in the application form! Make sure you name your project and give us all the contact details we need.
6. Which outcomes will the idea meet?
7. Send in the application form by **16<sup>th</sup> MAY BEFORE 12.00 MIDDAY**
8. Wait until FLOSS contacts you.

### If successful:

9. Floss Young Assessors will invite you to an interview about your project.
10. Think about interviews – Who will do the talking? What will you say?  
When is the group available?

Cont. on next page.....

**If you get the money:**

1. You will receive a letter and Conditions of Grant form.
2. Return forms completed before the cut off date
3. Keep all of your receipts
4. Spend the money on what you asked for and by the 31<sup>st</sup> March 2009
5. Complete Monitoring and Evaluation Forms and send back to us **1 month after finishing your project**, by 25<sup>th</sup> April 2008 at the latest. Take photos or collect other evidence to show what you have been doing with the money.
6. If something goes wrong, contact FLOSS and let us know. (Tel. 01905 827489 or email [Floss@worcestershire.gov.uk](mailto:Floss@worcestershire.gov.uk))

**If unsuccessful:**

- Ask for feedback
- Think about reapplying in the next year