



One Me Grant Making Policy

What is it for? To assist with financial barriers to access education, training and employment opportunities.

Purpose of funding:

To provide funding for young people between the ages of 16 to 25 living in the United Kingdom to access advice, assistance and programmes of physical, educational and other activities as a means of:

- a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- (b) advancing education;
- (c) relieving unemployment

Who can apply? Anyone who between 16 – 25 years old. You must be 16 or over or 25 and under on the date of your application. For further information see our Can I apply for a One Me Grant guide which can be found on our website.

www.one-me.org.uk

How to apply? Complete an application form, found on our website www.one-me.org.uk or alternatively contact us to request an application form:

Phone: 01522 574100

Email: administrator@one-me.org.uk

Write to: One Me Welton House Lime Kiln Way Lincoln LN2 2WH

Value of Grants: the value of grants made will be between; £100 - £1,000.



The Application Process

An applicant will be invited to express an interest in receiving funding by requesting an application form or completing the application form online at www.one-me.org.uk. This invitation will mostly be from “call to action” advertising, awareness events and or fund raising activities. Once a completed application form is received a selection panel will review it to ensure that it meets the purpose of the charity, which is

To provide funding for young people between the ages of 16 to 25 living in the United Kingdom to access advice, assistance and programmes of physical, educational and other activities as a means of:

- (a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- (b) advancing education;
- (c) relieving unemployment

The selection panel will be made up of a combination of Charity employees and volunteers. The selection panel will ensure that:

- The application is considered as having a positive impact on the public.
- Full supporting documentation accompanies all applications.
- A review of all the application supporting documentation is undertaken.

Should further information be required from the applicant the selection panel will make this request, at which point a deadline for information receipt will be set. **From this point on only applicants who have returned further information within this deadline will be considered.**

If the application is rejected by the selection panel, a letter will be sent to the applicants explaining that their application has been unsuccessful and upon what grounds this decision was made.

Applications that are deemed to have met the selection criteria above will be put before the Trustees for validation and the Trustees will make the final decision on the grant. At this stage the Trustees may require further information or consider that the application does not meet with the purposes of the Charity and reject the application.



Should the application fall outside of the value limits of the awards, the selection panel may still put the application before the Trustees if it is deemed to merit further consideration, the award may still be made at the discretion of the Trustees.

Once a decision has been made to award a grant to an applicant they will be notified in writing, with details on how to claim the award. Funds would normally be transferred electronically into the applicant's bank account. Should the applicant be under the age of 18 at time of application, parental/guardian consent will be sought before any monies are paid. Should a parent/guardian refuse to give consent the offer of the grant will be withdrawn.

Giving Back

If you are awarded a grant a condition of this award is that you will be willing to help the Charity going forward to reach other young people and help them in the way you have been helped. This may take the form (but not limited to) being a fund raiser or volunteer for One Me, asking your employer to consider One Me as their company charity, providing testimonials on how funding helped you to achieve your goals.



Conditions of Grant Awards

There are conditions attached to being awarded a grant and these are:

- 1) **Purpose** - A grant will be awarded on the understanding that it will be used only for the purpose stated in the application form and you are required to provide evidence of this as and when required by the One Me grant auditing panel.
- 2) **Giving Back** – if you are awarded a grant a condition of this award is that you will be willing to help the Charity going forward to reach other young people and help them in the way you have been helped. This may take the form (but not limited to) being a fund raiser or volunteer for One Me, asking your employer to consider One Me as their company charity, providing testimonials on how funding helped you to achieve your goals.
- 3) **Feedback** – you are expected to provide regular feedback on your progress. We will send you a feedback form to complete and return at regular intervals.
- 4) **Appeal Process** – the Trustees decision is final, there is no appeal process should your application be declined.
- 5) **PR** – by accepting your grant award you agree to assist One Me with publicising One Me, this may take the form of (but not restricted to) interviews, photos and case study material
- 6) **Verification of Application** – By sending your application to us either by post or online, you give us permission to contact relevant 3rd parties to verify your details.

By making an application for a grant from One Me, you are accepting these conditions and agree to abide by them.

If you are under 18

If you are under the age of 18 at the time of making your application for grant funding, parental/guardian consent will be sought before the grant is awarded and any funds are paid. Should a parent/guardian refuse to give consent the offer of the grant will be withdrawn.

Application Lead Time

Once received and subject to requests for additional information to support your application you should receive a decision within 28 working days.

Process Flow



