

## Orbit Rising Stars Award

### Application Form Guidance

The following guidance will help you to complete each part of the Orbit Rising Stars Award Application Form.

**ALL sections of the application form must be completed.**

#### **Section 1 – About the Young Resident**

Please complete all questions in this section. Only Orbit young residents 16 years and under can apply for this grant.

#### **Section 2 – Activity**

Use the first box of this section to explain the activity the young person would like to take part in, e.g. drama, dancing, music, arts, sport training or coaching and educational help such as extra tutoring.

Use the second box in this section to tell us how the award will benefit them in the present or future.

#### **Section 3 – Costs and Dates**

One application allows you to apply for up to £250 for one child. If you are applying for more than one child then you can get up to £500 per household.

**Please note there is a maximum amount of £250 per child in a 12 month period – a maximum of £500 per household regardless of the number of young residents.**

***Breakdown of cost*** – use this section to tell us about the cost of their chosen activity. Please give as much information as you can (see Box 1 for an example). If the activity is made up of a number of sessions over a period of time tell us the cost per session. This information must be provided in order to appraise the application.

If you expect to receive any other money to help the costs of the activity please tell us how much and who will be contributing.

***When does it start and end*** – you need to tell us when the activity starts and ends. Where possible please provide the dates (see Box 2 for an example).

***The Organisation running the Activity*** – you need to provide clear details of where the activity is taking place or who is running it. We need the name of a contact person who we can speak to.

You need to make the initial contact with the organisation delivering the activity and tell them about the Orbit Rising Stars Award Scheme.

**If the application for an Award is successful the award will be paid directly to the organisation providing the activity/training.**

#### **Section 4 – Reference**

The application must be supported by 1 referee.

The reference must be typed or written on official headed paper. It must be signed by the young person's school head teacher/teacher, tutor, teaching assistant, social worker, health visitor, welfare officer, youth worker or religious leader (or a similar official person who knows the family).

**This reference must be returned with the application form and NO applications can be approved without it.**

#### **Section 5 - Photography & Monitoring Consent**

Following a successful application, Orbit East and Orbit South Housing Associations may want to check (monitor) how the activity is progressing. We may want to take some photographs and details about the successful applicant and their activity to use in annual reports and newsletters etc.

To do this, Orbit East and Orbit South Housing Associations need the permission of a Parent or Guardian. By signing this section you will give Orbit permission to undertake any monitoring (including photographs) of the successful applicant and their activity.

#### **Section 6 – Declaration**

A parent/guardian or carer **must** sign this.

By signing you also agree to the criteria and terms of the grant should your application be successful. You will be contacted before an award is made to make sure you still wish to receive an award.

#### **Section 7 – Feedback**

Please also tell us where you heard about the Orbit Rising Stars Award as we would like to know what is the best way of making people aware of this scheme.

**Please return the completed application form and reference to the address on the form.**

**Closing date for applications is April 16<sup>th</sup> 2010. Applications received after this date may only be considered in exceptional circumstances.**

If you require more guidance in order to complete the application form, please contact Gareth Thomas on 0800 678 1221.

## Examples to help you fill in your application form.

### **Box 1 (This is an example of how to show the activity costs on your application form)**

Swimming Club example:

|   |         |
|---|---------|
| Session 1 – 1 hour swimming lesson  | £15.00  |
| Session 2 – 1 hour swimming lesson  | £15.00  |
| Session 3 – 1 hour swimming lesson & swim activities<br>After school club | £30.00  |
| Session 4 – 1 hour swimming lesson  | £15.00  |
| Session 5 – 1 hour swimming lesson & swimming exam                        | £25.00  |
| Total activities cost =   | £100.00 |

### **Box 2 (This is an example of how to show a timetable of the activities on your application form)**

Swimming Club example:

|                                    |                              |
|------------------------------------|------------------------------|
| Session 1 (first swimming lesson)  | 2nd August 2010              |
| Session 2 (second swimming lesson) | 9 <sup>th</sup> August 2010  |
| Session 3 (third swimming lesson)  | 16 <sup>th</sup> August 2010 |
| Session 4 (fourth swimming lesson) | 23 <sup>rd</sup> August 2010 |
| Session 5 (fifth swimming lesson)  | 30 <sup>th</sup> August 2010 |