

# **NextGenArden – A Protocol for the Consideration of Applications**

## **Introduction**

NextGenArden is a charity established to provide support to young adults who live in Arden, or have a direct connection to Arden, to assist them in furthering their post school education, apprenticeship or career. The support may take the form of advice, mentorship or financial support. Initially, we will prioritise financial support.

This protocol relates to how applications for financial support will be received, processed, and a decision reached on the suitability of the application. It will provide timescales for the consideration of applications and the method by which applicants will be advised of the outcome of their application. It will also indicate how young people can contact the charity to discuss their proposal either online or in person.

## **The Application Process**

1. Application forms for support can be downloaded and sent to [contact@nextgenarden.com](mailto:contact@nextgenarden.com)
2. Applicants can meet in person with one of the trustees by appointment on a Tuesday morning at Glen Oakes Housing Association, but could also take the chance of coming to the Housing Association within the hours of 10-12 on a Tuesday. If candidates are in education, trustees will see another nominated family member or friend to discuss the generality of a proposed application.
3. Applications can be made for funding for items which will enhance the candidate's opportunity to gain employment or further or higher education. Grants will be considered for such things as computer technology, driving lessons, clothes for an interview, tools for apprenticeships, books, bus passes and fees for exams. These examples are not exhaustive so any item that will enhance the employment of the young person will be considered.
4. In general terms, when funding is approved arrangements will be made to pay the supplier of the items approved by trustees, rather than paying the applicant directly. Only on occasions when that is not possible will bank transfers be sent to applicants. On these occasions candidates will be required to provide proof of purchase. We appreciate that many applicants will not be able to purchase these items in advance of receiving the charity's funding and we will accept proof of purchase immediately after the payment of the monies to the applicant.
5. Applications will be considered from candidates aged between 16-26 years of age who must be able to demonstrate a connection to Arden. In exceptional circumstances applicants may be considered out-with the age group.
6. Applicants will be required to provide at least one person who can provide a reference. School teachers, housing officers, doctors, social workers, members of the clergy, youth

workers or other professionals or employers will be considered as appropriate. We acknowledge that some applicants will not have a relationship with anyone in authority to have a letter written in support of their application. In those circumstances, we will meet with the applicant.

7. When an application has been received by trustees it will be acknowledged within 14 days.

8. All applicants will be notified of the outcome of their application within 4 weeks of the date of receipt of the application.

9. Successful applicants will be contacted to confirm the timescale for providing financial support.

10. Unsuccessful applicants who meet the criteria will be able to reapply for support and will be given the opportunity to meet with trustees to discuss what might be considered as a possible item for funding from the charity.

11. In the event that a candidate is unsuccessful in their application and wishes to appeal the trustees will be happy to meet with them and provide feedback.

12. Applicants/Candidates can apply for more than one grant.

13. If the amount requested or the nature of the request is out-with the scope of NextGenArden trustees, we will try to signpost applicants to other relevant charities and sources of advice and support.