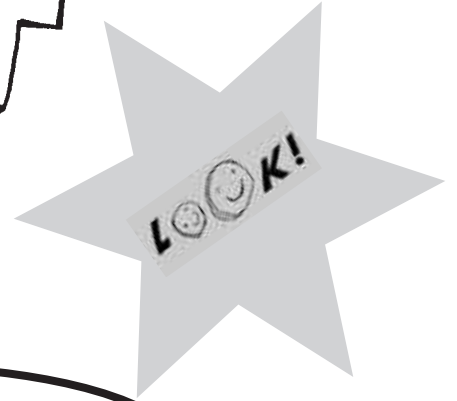


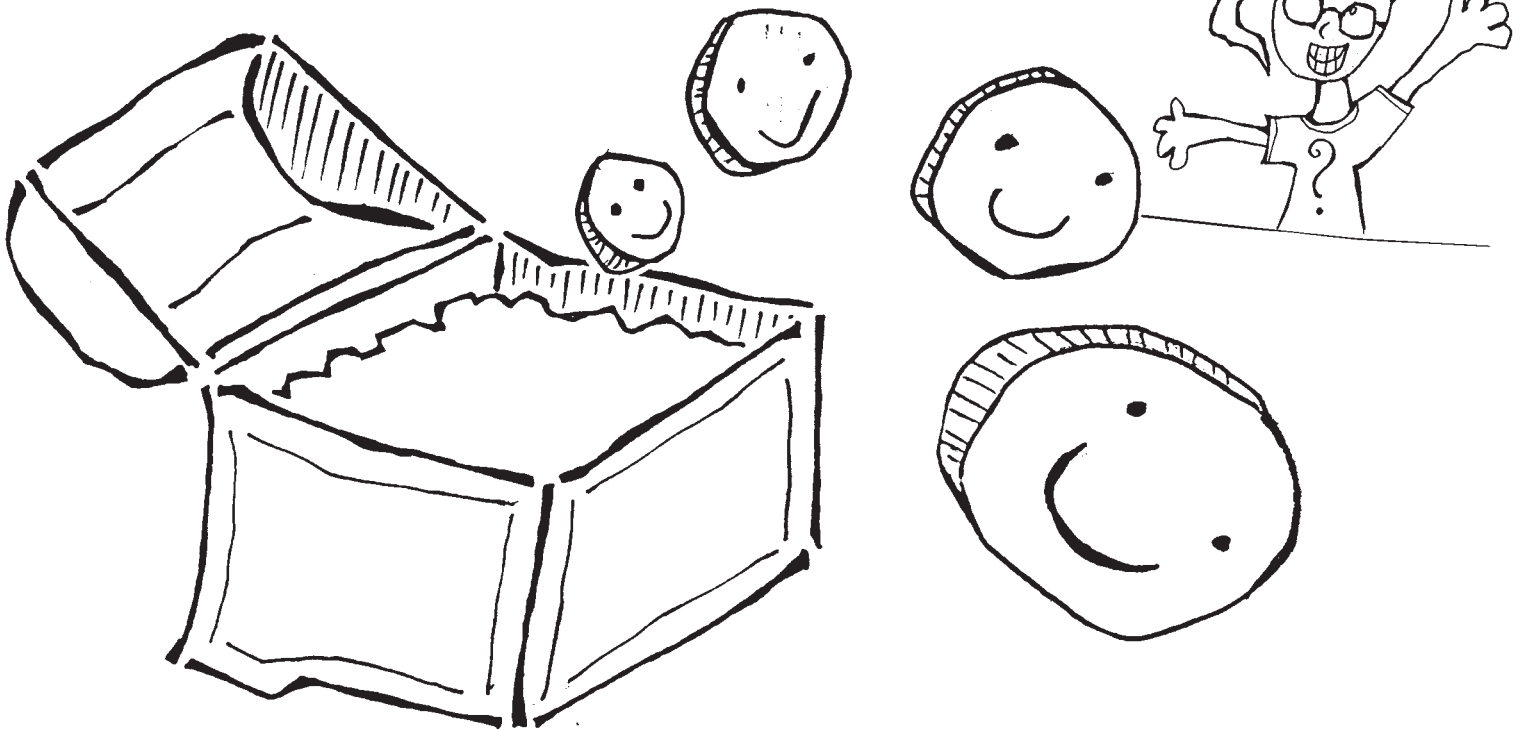


Oxfordshire  
children's fund

# COMMUNITY CHEST



**A CHILDREN & YOUNG PEOPLE'S  
APPLICATION FORM**

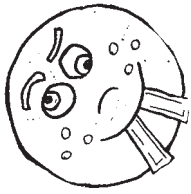


**DESIGNED BY:**

**DEVELOPED BY**

**DELIVERED BY**

**CHILDREN & YOUNG PEOPLE**



# THIS COMMUNITY CHEST APPLICATION FORM IS TO BE FILLED OUT BY YOU, THE CHILD



With the help and support of either a parent / carer or sponsor  
**Please write as clearly as possible!**

First name:.....

Last name: .....

Child's signature: .....

Date of birth:.....(circle) boy or girl?

Address .....

.....

.....

Postcode: .....

Home telephone: .....

Mobile: .....

Have you applied to the Community Chest  
before?(Circle) Yes or No?

## Money Matters!

If you are asking for an activity:

How much does it cost per lesson? £ .....

How much does it cost per week? £.....

Total you are asking for is? £ .....

If successful whose name would be on  
the cheque?

.....

Who are they? .....

activity co-ordinator / organisation / sponsor?

How many children live in your home? .....

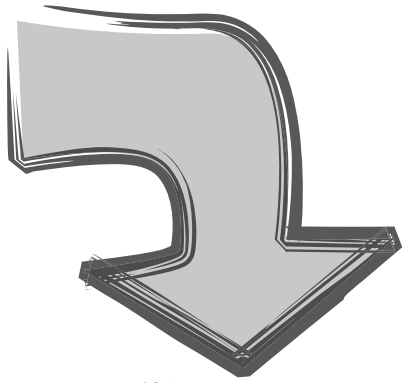
How many adults live in your home? .....

**Tell us what activity you would like to do?** .....

In your own words can you give us 2 or more reasons that make it difficult for you to do this  
activity? The more information the better! You can use extra paper if you want.  
(If a parent / carer or sponsor want to give us additional information please do so on separate paper)

.....  
.....  
.....  
.....  
.....  
.....





## TELL US MORE ABOUT YOU!

What is your cultural heritage?

### Ethnicity

- White British
- White Irish
- Any other white background
- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background
- Bangladeshi
- Indian
- Pakistani
- Any other Asian background
- African
- Caribbean
- Any other Black background
- Any Chinese background
- Traveller
- Any other Ethnic background
- Prefer not to say

(please circle the correct one)  
(if you are not sure please ask an adult)

- |  |          |
|--|----------|
| Do you receive help from a TA?<br>(Teaching Assistant) | Yes / No |
| Are you on School Action Plan?                         | Yes / No |
| School special needs register?                         | Yes / No |
| Do you receive free school meals?                      | Yes / No |
| Or do you prefer not to say?                           | Yes / No |
| Do you have a disability?                              | Yes / No |
| If yes can you tell us what it is?                     |          |



## ADULT SPONSORS BIT!

The sponsor is a professional who works with children & young people



Full Name: .....

Job title:.....

Work address:

.....

.....

.....

Phone or mobile: .....

As a Sponsor I have made sure that this application supports the activity the child has chosen and that the child has been central in filling out this form themselves. I confirm that the family cannot currently afford this activity/equipment/transport. I have advised the child and their parent / carer that if successful the child will become an Award Winner and therefore:

1. The cheque will be sent to the child's address.
2. The child then needs to hand the cheque over to the Named person on the cheque
3. The receipt for the full amount is sent back to the Children's Fund (CF) within 2 weeks
4. The Sponsor and Award Winners will contact CF if there are any changes and will fill out & return a simple Evaluation Form within a month

Signed: .....

Dated: .....

## PARENTS & CARERS BIT!

I agree that the details in this application are correct and I give consent to this activity. As this child's parent / carer I have checked that (where possible) the child has been central in filling out this application form themselves. I confirm that currently we cannot afford this activity/equipment/transport. I realise if successful this child will become an Award Winner and therefore:

1. The cheque will be sent to our address.
2. The child then needs to hand the cheque over to the Named person on the cheque
3. The receipt for the full amount is sent back to the Children's Fund (CF) within 2 weeks
4. We will contact the CF if there are any changes and we will fill out & return a simple Evaluation form within a month.

Signed: .....

Dated: .....

## WHAT IS THE COMMUNITY CHEST?

The Community Chest is a pot of money: £50,000 each year from the Children's Fund for individual children and young people (C&YP). It aims to enable C&YP who rarely have opportunities to participate in 'fun', play, leisure and social activities that they want to do. There are five Children's Panels, one in each District Council area of Oxfordshire. The C&YP on the Children's Panels design and administer the fund by making all the decisions about funding applications. They also balance the budget and write the cheques with some support from Jacqui Malone the Children's Fund Participation Project Manager.



## WHO IS IT FOR?

Children and young people (5-13yrs) who may currently have difficulties getting to 'fun' activities because they can be expensive or difficult to get to. Unfortunately money from the Community Chest cannot pay for Support Workers for C&YP or any school activities or trips; unless in very exceptional circumstances.

## WHO CAN APPLY?

We want the C&YP to apply themselves with the support of parents, carers, teachers, community or group leaders, faith groups, professionals and organisations. Each form needs to be filled out and signed by the child, with the support of their parent or carer and an adult sponsor (who will be someone other than a family member)

## tiMescale

We hope to have a quick turnaround on receiving each application form of about a month. **There are no deadlines so you can apply at any time.** If you want confirmation that we have received your application form please send us a stamped addressed envelope.

## WHAT IS A SPONSOR AND WHAT IS THEIR RESPONSIBILITY?

A sponsor is a professional who works with C&YP. The sponsor will need to know the child and have some awareness of the particular difficulties they have that currently prevent access to such activities. They need to:

- Confirm that the child falls within the Children's Fund criteria (if unclear about this do contact our office)
- Agree to fill out a simple Evaluation form
- Send a receipt for the activity back to us within a month.
- Please note that this is a child-centered process and therefore the child (where possible) is encouraged to fill out the application form themselves with the support of adult. If successful, the child will receive the cheque through the post, which they then pass on to the activity organiser. **The sponsor's responsibility is to advise the child and their parents / carers of this unique process.**

## PAYMENT AND RECEIPTS

Where possible we would prefer to make the cheque payable to the activity co-ordinator or sponsor, otherwise a postal order or voucher can be requested. If you are successful we must have a receipt for the activity sent back to us within 2 weeks in the freepost envelope provided.

## FINALLY..

We hope the Community Chest will reach all the C&YP who don't always have the opportunities others do. Our Children's Fund vision is to prevent difficulties, promote inclusion, ensure participation and develop partnership with all Children's Services in Oxfordshire. We hope to capture C&YP's imaginations, give them a sense of belonging within their own communities, and enhance their self-esteem and sense of worth.

## HOST A CHILDREN'S PANEL

Is anyone interested in hosting a Children's Panel in one of the five Districts Councils of Oxfordshire? We are looking for 10 C&YP (5-13yrs) who would like to be trained to run the meetings and administer the Community Chest for 6 months. Once trained these C&YP will then be making decisions involving large sums of money. If you are interested in finding out more please contact:

Jacqui Malone (Mon – Fri 1pm - 5pm), Participation Project Manager, Children's Fund  
The Harlow Centre, Raymund Road, Oxford, OX3 0PG  
Tel: 01865 256646, Email: [Jacqueline.malone@oxfordshire.gov.uk](mailto:Jacqueline.malone@oxfordshire.gov.uk)

