



NJJOYA
FOUNDATION

Application Guidance Notes

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Thank you for requesting the Njoya Foundation application pack.

What is the Njoya Foundation?

Established in 2005, The Njoya Foundation aims to support voluntary and community groups through a series of grants that enable the empowerment of male youth of African and African-Caribbean descent aged 5 – 15 through educational activities that enables them to excel.

The Foundation seeks to facilitate a connection between African and African-Caribbean youth and their indigenous African culture, supporting their understanding of their roots and encouraging positive self-images and confidence.

We will fund projects that promote academic achievement and young people's growth through community-based personal development programmes. We are especially interested in funding projects teaching these young people an awareness of business and finance.

- there are four application deadlines: Spring – 12th of May, Summer – 12th of August, Autumn – 12th of November, Winter – 12th of February
- the application form is short and simple
- you will be told if you are successful or not within eight weeks of application deadline.

Please take time to read these guidance notes carefully. They give information on who can apply for a grant, the kinds of things we will give grants for and what happens after we receive your application.

Who can apply?

You can apply if:

- you are a not-for-profit group or you are a school
- you have a bank account that requires at least two people to sign each cheque or withdrawal
- you can use the grant within one year.

We do not fund:

- companies that aim to distribute a profit
- statutory bodies not mentioned above
- activities that do not primarily benefit young males of African descent aged 5 - 15
- individuals

Currently we are supporting solely London based projects, where the main benefactors are young males of African descent aged 5 – 15.

How much can you apply for?

You can apply for a grant of between £50 and £500 to help fund a specific project or activity. Organisations can receive up a maximum of £500 from the Njoya Foundation in any 12-month period.

The aims of the Njoya Foundation are to:

Advance the life and the education of boys between the ages of 5 and 15 of African and African-Caribbean descent in particular but not exclusively by:

- Developing their skills, capacities and capabilities to enable them to participate in society as mature and responsible young adults;
- Advancing education in African culture and traditions involved in cultural activities and projects

For us to consider you for a grant, you will need to show us how you will meet the above aims

The Njoya Foundation can fund a wide range of projects and activities

New Initiatives is an example of the type of organisation the Foundation aims to fund and work in partnership with.

Origin, one of New Initiatives main programmes, is a 'rites of passage' scheme for young men of African and African-Caribbean heritage. It provides personal development programmes that tackle real issues faced by our young men. A key part of New Initiative's success with Origin (and their recently added AKUAH programme for young women) is their encouragement of parents and guardians to network, by attending events such as parent workshops to develop community bonds. For more info visit www.njoyafoundation.org.uk

Here are some of the things that a grant could be spent on:

- publicity materials
- venue hire
- computers
- transport costs
- volunteers' expenses
- updating equipment for health and safety reasons
- training
- fees to hire equipment
- educational toys and games.

If you are not sure whether your project is something we can fund, please look at our website www.njoyafoundation.org.uk for more information or email info@njoyafoundation.org.uk

We will not fund

- more than £500 in any 12 month period
- costs to maintain the work of your group or its activities – that is, repeat events or activities, rent, gas, electricity and water bills and maintenance costs (including maintenance equipment)
- items which only benefit an individual, for example, bursaries and kit and equipment that is not shared
- salaries for permanent or fixed term contract jobs
- activities promoting religious beliefs
- endowments
- loans or interest payments
- used road vehicles
- fundraising activities for your group or any other group or activity
- projects with high ongoing costs or that require specialist skills to maintain (unless your group can show that it has the funds and skills to maintain the project)
- projects with property (including temporary buildings), building work (including improvement and refurbishment) or land improvement (including playgrounds)
- projects (including buying goods or services) that take place or start before you receive our award letter.

Please note:

1. You can only make one application at a time.
2. If you are a school, we can only fund programmes relating to heritage or education programmes.
3. Schools projects must be extra-curricular. We use the Department for Education and Skills' definition of extra-curricular: that is, activities taking place outside the school day (not including lunch time). Projects must also help children to learn about new things that would not have been part of their normal school day. This must be an integral part of the project and may be achieved by working in partnership with a local community group or local people. These requirements do not apply to projects run by mainstream or special schools working solely with children with special needs.
4. When applying on behalf of a project that works with children or young people or vulnerable adults we will need to be sure they will be safe. As a minimum requirement, you must have a policy that explains how you ensure that the policy is put into practice. We will ask to evidence of this in your application.
5. The NSPCC have produced a step-by-step guide for organisations to safeguard children called Stopcheck. You can download this from their website at www.nspcc.org.uk or buy a copy by calling 020 7825 2775 or 0116 234 7223. We suggest you read this advice to help you develop child protection policies and procedures.
6. You may be required to pay VAT on purchases made with the grant. Make sure that you check whether VAT needs to be included when you develop your costings. The amount you request should only include VAT where you do not intend to recover this at a later date. If you later find that VAT claimed under the grant becomes recoverable, you must refund this amount to The Foundation.

How to apply

Once you have read through the guidance notes, and can see you have the requirements to apply for a grant from The Njoya Foundation please proceed to the application form.

The application form included with these guidance gives us information about you, what you are applying for and your budget. The form also gives us important information that we use for monitoring our grants.

You may also find it helpful, when planning your project and making your application, to get some advice. There are a number of places you can go for this. The guidance notes in this pack and on the form will help you answer questions on the application form. If you still have any questions, please look at our website www.njoyafoundation.org.uk for more information or email us at info@njoyafoundation.org.uk.

Before you send your application to us, you must complete the 'Application Checklist' on the back of the form.

Send your complete application to:

Name	Njoya Foundation
Address	PO BOX 2126 Ilford
Postcode	IG1 9NB

What to send with your application

The section below tells you what to send with your application. Look at each heading and decide which one applies to you. You need to send a photocopy of all the documents we ask you for.

Please note: all supporting documents should be in the same name as the applicant group, such as your governing document, financial accounts and bank account. We will not process incomplete applications.

Community group, club, society or registered Charity

- your governing document
- your latest annual accounts or a statement of income and expenditure
- three consecutive months' worth of recent and original bank statements
- a completed bank details form

School

- a recent, original bank statement plus a photocopy of it, or (if you have an LEA account) a letter from the LEA with details of the bank account and stating that this award will be 'ring-fenced' for this project.

Company limited by guarantee

- your memorandum and articles of association
- your latest annual accounts or statement of income and expenditure

- three consecutive months' worth of recent and original bank statements
- a completed bank details form.

What do we mean by...

"Governing document or set of rules"

Your organisation's governing document is the document that you have adopted to specify how your organisation runs and what it aims to do. It may also be known as the set of rules, the trust deed or, in the case of companies, the memorandum and articles of association.

A governing document should include the following details:

the organisation's name, aims and objectives

how it achieves those objectives

how its governing body is elected or appointed

how people can join the group – if your organisation has a membership, we will check that anyone can join who wants to, in other words that there is open membership, or that there is a good reason why this is not the case

what will happen to the assets if the group folds

the date when the organisation adopted the governing document.

"Annual accounts or statement of income and expenditure"

This should show all the income you have received and items of expenditure for your last financial year. Your financial year can be for any 12 consecutive months. You need to send us your most recent and approved statement or accounts.

If your group has been running for less than one year, you will not be able to give us this information. Instead we need a financial projection.

"Financial projection"

Because new organisations cannot provide a set of accounts for their last year, we need to see estimates of your income and spending for the year when you will spend the grant. This will help us understand what size of organisation you hope to become and shows us whether your organisation will be able to deliver the project.

"Three months' worth of bank statements"

You need to send us three months' worth of original bank statements for your organisation. The most recent of these must not be more than three months old. You should also send us photocopies of these, which we will keep on our files. We will return the originals to you as soon as possible. Schools only need send one recent, original bank statement.

This must not be more than three months old.

If your organisation uses a passbook account, you need to send us photocopies of the pages of the passbook that show the account name and number, as well as the last three months' transactions. You need to ask the building society to stamp and sign all the photocopied sheets as "true copies of the original". If your organisation uses an Internet account, you need to send us print outs of the last three months' transactions.

If you are a new group and do not have three months' worth of bank statements, you should send all the statements you have.

If you do not send all the information we require, we will not be able to process your application. We will ask you for the missing information but this will extend the time it takes for you to get a decision from us. It will take up to 8 weeks from when we receive your complete application. If you are unclear on anything, please see contact us.

Important

- you must read, understand and accept this section before you apply to The Njoya Foundation
- all decisions on applications are final
- your application form may not give us all the information we need to decide on your application – if necessary we may ask for more information about your project or group
- please do not try to influence the decision by lobbying a Foundation member, directly or indirectly – if you do we will reject your application.

What happens next?

When we receive your complete application, we will send you an acknowledgement letter. Your application will then be assessed to see:

- how your group is set up and managed
- if the project is well organised and planned
- whether your application supports community activities*
- who in your community will benefit from the grant
- whether the budget for your project is appropriate and realistic, and the project is an efficient use of funds – sending us quotes or costings might help to show this

We will write to let you know the outcome of your application within about 8 weeks. If it is successful, we will send you a letter telling you how much the grant is, what it is for and when it will be paid. The grant will be paid directly into the bank account you have given us on the bank details form.

If we give you a grant, you will have to keep to our grant agreements. By signing the contract on the back of the application form you are agreeing to keep to our grant agreements, and any relevant laws, if you receive a grant. Agreeing this beforehand does not guarantee that you will get a grant but it will help us pay any grant quickly.

If you get a grant, you must use it only for the project you set out in the application form. You cannot give it to any other group. You must complete the project within one year of the date on your award letter. On completion of the project, you will need to complete a report. We will provide you with a template for this.

If your application is not successful, we will tell you the main reasons why. This may help you decide whether to apply again.

Data Protection

We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants. These organisations and individuals may include external assessors, accountants, and other organisations or groups involved in delivering the project.

To help us meet the needs of voluntary organisations, we might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups, and their details will not be made public, except as required by law.