**THE YOLANDA MOORE FOUNDATION**

**Application guidelines**

We know that filling out an application for something you really want or need can be daunting, so most importantly you should know that we are here to help. Hopefully this document, along with our FAQs on the Apply page of our website will answer your questions but don’t hesitate to get in touch with us if there’s something confusing you - [apply@tymf.co.uk](mailto:apply@tymf.co.uk)

**Accessibility**

We strive to make our charity as access - conscious as possible. If you require assistance filling out our application form for access reasons, that isn’t an issue at all - just drop us an email to let us know that someone else has filled in the form on your behalf. If you require further assistance filling out our form and require someone to assist you, please do get in touch with us at [**apply@tymf.co.uk**](mailto:apply@tymf.co.uk) and we will help however we can.

**Eligibility**

**ONLY APPLICANTS WHO ARE AGED 15 - 24, WHO LIVE IN LONDON, DORSET, HAMPSHIRE OR OTAGO WILL BE CONSIDERED ELIGIBLE FOR FUNDING.**

Please do not fill in the application form if you do not meet those requirements.

**We want to support you with the things that can be seen as “extra” but will make all the difference to you moving forward with your personal and professional development. We DO NOT fund:**

* **Subsistence, rent or general expenses**
* **Undergraduate or post graduate University fees**
* **Travel to School or University**
* **Driving Lessons**
* **Laptops or iPads**
* **Printers or noise cancelling headphones**

**DEFINITIONS**

**Personal Development Grants:** Grants that refer to monies given for Educational or Vocational courses, Internships or Volunteering Opportunities (inclusive of travel costs)

**Personal Support Grants:** Grants that refer to monies given for personal practical support, items such as (but not limited to) books, interview clothes, travel, equipment, materials.

**Funding Goal:** Your reason for applying for funding. E.g. My funding goal is to become an Engineer through an Engineering course at my local college.

**References**

We will only ask for a reference from your referees if your application has been deemed eligible for funding. Once we have received your references our Board of Directors reviews your application to decide if your application for funding has been successful or unsuccessful and if the full amount of monies requested will be awarded. As soon as a decision has been made regarding your application.

**Supplementary evidence**

We in some cases ask for supplementary evidence to support your application. It is your decision as to whether you supply us with this evidence or not, it may affect your application if you do not supply evidence when asked. A member of our team will contact you if we feel that supplementary evidence is required.

**Filling out the form**

We recommend filling the form out using Microsoft word or Google docs. This will allow you to expand answer boxes as required and makes it very clear for us to read. It will not affect your application if you do prefer to fill a printed version of the form out.

*Filling a printed form out:* Please write only in **black** pen. Try to make your writing clear and concise. Should you need more space for your answer, please continue on a blank sheet - clearly labelling your answer with the question it refers to. Please remember to also fill out an Equal Opportunities form. Once completed, please either scan both forms and email them to [**apply@tymf.co.uk**](mailto:apply@tymf.co.uk)or post them to the following address:

19 DeRedvers Road, Lower Parkstone,

Poole, Dorset

BH14 8TS

Please email the above address to let us know you have posted an application.

*Filling out the form online:* Please use **black** type and a clear font. Extend answer boxes as required. Once complete, please email form along with the Equal Opportunities form to [**apply@tymf.co.uk**](mailto:apply@tymf.co.uk).

Please note that unless specified we will use the email address and number you have given on the form to contact you.

The background information about you can be as detailed or as short as you like. If you feel it is relevant to your application then please include it. If you feel that there is something else you would like to add to your application, please include this in your initial email along with your application form.

**About your application**

This section helps us categorize what kind of support you require.

1. **Vocational or Educational support** - please tick this box if your request for funding refers to: funding course fees, funding travel to a course, funding an Internship (including travel), funding for course materials such as books or equipment, funding for vocational materials such as books, tools or equipment.
2. **Funding to support others -** please tick this box if your request for funding refers to: funding travel to aid a voluntary/charitable experience, funding your maintenance whilst completing a voluntary/charitable experience, general funding related to your work voluntary or otherwise supporting others. Please note - if applying for this kind of funding, it is expected that you will tell us how you have fundraised part of the funding for yourself.
3. **Funding for personal support -** please tick this box if your request for funding refers to: funding for sporting or arts activities, including travel or equipment, funding to support yourself personally (clothes etc). Please note - if applying for this kind of funding, it is beneficial to your application to tell us why or how this personal support will help you achieve your goals or ambitions.

If you are not certain which box you should tick, please tick the box or boxes that are the most relevant to your application. These categorizations are here to help us understand your application and we understand that some applications may fall within several categories. If you feel you meet our funding criteria but fit into none of the above categories, please contact us to discuss your application.

1. Please tell us here what you are currently doing and/or what you are hoping to do in the future. Please make it relevant to your application so that we can understand your ambitions for the funding. E.g. *“I am currently volunteering at my local nursery school and in the future I hope to attend an Educational Course that will help me qualify as a nursery teacher”*
2. Please tell us here why you need funding and what it is specifically for. Include here specific reference to exactly what you will spend the funding on, for example: the name and location of the course you wish to attend, the name of the charitable project you require funding for, the name of the company you hope to intern with. The more specific you can be here, the better. E.g. “*I have been offered the chance to complete a publishing internship at MadeUpCompany Books in London, I do not have the money or the financial support from my family to move to London and work at the payrate they are offering. I am applying for financial support to help support me while I complete this internship”*
3. Please tell us here how, if funding was granted, it would help your future or current situation. Whether that’s allowing you to pursue your vocational or academic ambitions or allowing you to gain an experience you would not have had previously. E.G. “*In the future, I hope to work for a much bigger film company. Being able to complete this short course in film, with the funding provided, will allow me to get the skills and experience necessary to begin applying for roles within the film industry.”*
4. Please tell us here what has been difficult about pursuing your funding goal. This can include reference to your financial situation, accessibility barriers, gender barriers, personal barriers such as mental health or family limitations. Describe anything that you feel has prevented you from achieving your goal on your own. E.g. *“I have always been interested in Engineering but have felt it is a very male dominated industry. I have found it hard to gain experience or skills in this industry as a woman and believe that with the support of the foundation I would be able to achieve my goal.”*
5. Please tell us here how you feel you meet our Charitable objectives. You can find these on the first page of this document.

We aim to get back to applicants within two weeks of their submission. We aim to make a decision regarding your application within two months of receiving it. At times this may take longer but we will keep you informed about timings and the process if delays seem likely.

If you require funding prior to the two month decision period, please make this clear in your application. We may not always be able to accommodate a faster turn-around.

If you have any questions about the application process, please get in touch with us via email: [**apply@tymf.co.uk**](mailto:apply@tymf.co.uk)

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