

Achievement Award spending guidelines

The Achievement Award Scheme grant is designed to give **the winner** an opportunity to make a contribution to their organisation.

Do:

- ✓ Allow the award winner to decide how to spend their £250 grant
- ✓ Consult our "What can I spend my Achievement Award grant on?" section overleaf and sample wish lists on our website for ideas about how they can spend their grant
- ✓ Enable young people to create their own wish list for your organisation so they can suggest items that would benefit or enhance their work
- ✓ Spend the grant as soon as possible and ideally by the end of the grant period
- ✓ Book and plan for activities or trips as soon as possible – this is because we want the young people to enjoy the pride associated with the award in a timely manner
- ✓ Ensure that the grants benefit as many young people aged 11-25 years as possible (not just one or two people)
- ✓ Keep a record of the date of trips and numbers attending (we expect a group to benefit from the trip – not just one or two individuals)
- ✓ Keep a breakdown of any equipment purchased
- ✓ Ensure all equipment purchased remains the property of the organisation
- ✓ Allow a maximum of two winners to combine their awards if they both consent to doing so
- ✓ Keep receipts as you may be asked to supply these to us

Do not:

- ✗ Spend the grant on everyday essential costs such as core equipment, regular staffing, expenses or running costs
- ✗ Donate the grant to an external organisation or charity (however, you can use the grant to organise a fundraising project to generate funds for a registered charity)
- ✗ Repeatedly spend the grants on the same equipment
- ✗ Spend the grant on alcohol, tobacco or anything illicit
- ✗ Bank awards for future use

If you are unsure about a proposed spend or have any questions relating to your grant, we are always happy to help - just contact your Grants Officer!