



## Imagination Unlimited Eligibility Criteria & Guidelines

Imagination Unlimited is a fund enabling care experienced young people in Barnet aged 0-25 to improve their health and wellbeing and unlock their potential by providing access to skills, hobbies and pastimes. We do this by providing items of equipment and accessing new opportunities and experiences which would otherwise be financially out of reach.

It is administered by Barnet Council on behalf of Live Unlimited.

### APPLICATION GUIDELINES AND FREQUENTLY ASKED QUESTIONS

**PLEASE READ THESE GUIDELINES AND FAQs BEFORE COMPLETING YOUR APPLICATION**

#### 1. WHAT IS THE IMAGINATION UNLIMITED FUND FOR?

The fund is for a variety of purposes such as:

- Personal development opportunities and activities – such as hobbies and new past-times e.g. musical instruments and lessons, recording studio sessions, art materials and classes, sewing equipment
- Activities to help you achieve your potential – for example, by providing items to help you move into employment, education or training (such as work-related clothing e.g. safety boots but not interview suits<sup>1</sup>), alternative learning opportunities that develop your personal and social development e.g. training handbooks & software or mechanical tools, vocational courses
- Cultural Activities – experiences such as visits to exhibitions, galleries, theatres, museums, other activities such as performances (excluding school trips)
- Sport and Wellbeing activities and Equipment – such as football kit, tennis equipment, bicycles, dance classes, canoe lessons (excluding gym membership)
- Training – e.g. cookery classes, sewing, football coaching
- Making a positive contribution to your community and society – such as paying to assist with volunteering and active citizenship opportunities, including gaining recognised certificates or qualifications to support this.

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<sup>1</sup> Please contact [Suited & Booted \(suitedbootedcentre.org.uk\)](http://suitedbootedcentre.org.uk) if you require an interview suit

## 2. WHAT IMAGINATION UNLIMITED WILL NOT FUND

The Fund will not provide long term or maintenance funding, and preference will be given to first time applicants in any financial year. Funding will not be approved for;

- Daily living costs
- Debt/debt management
- Rent arrears/deposits
- White goods or furniture, fixtures/fittings, carpets, renovations/building works
- Electrical equipment e.g. TVs, headphones,
- Mobile phones, laptops, dongles and wireless routers
- Fashion trainers and clothing
- Reimbursements of funds already paid out
- Purposes for which the Local Authority has a statutory responsibility to provide
- Any other purpose deemed by the Trustees not in keeping with the charity's objects.

## 3. WHO CAN APPLY TO IMAGINATION UNLIMITED?

- 3.1 Applications can be made by any looked after child, care leaver and young people in kinship, special guardian arrangements or subject to a Barnet care order (or on their behalf by a responsible adult such as Foster Carer, Special Guardian, Kinship Carer, Social Worker, Social Care Team Manager, Virtual School Case Worker, Advocate, Independent Visitor or Personal Adviser) and young people up to the age of 25 who are in the care of the London Borough of Barnet.
- 3.2 Applications must be made on behalf of individuals and will not be accepted from organisations.
- 3.3 A group application can be made by a person on behalf of a group of individuals e.g. if requesting funding for an excursion or day trip.
- 3.4 If the applicant is under 18, the application should be signed and verified by the person submitting the application on their behalf to confirm all information provided is correct. If the applicant is over 18, they should sign the form themselves and ask the person supporting the application to confirm all information is correct.
- 3.5 All grant applications made to Imagination Unlimited from previous recipients or from previously unsuccessful applicants will be considered on their own merits. Although the administrator will have regard to the outcome of the previous application, any new application will in no way receive preferential or adverse consideration.

#### 4 HOW MUCH CAN I APPLY FOR?

- 4.1 You can apply for any amount up to £250 \* (excluding Section 5 Group Applications).
- 4.2 The Imagination Unlimited fund cannot pay for items for which the council is able to pay. You will be asked to confirm you have checked to see whether there is any funding available from the council or other sources for your item(s).
- 4.3 If additional funding has been received from another source such as the council or another funding body, you'll be required to disclose how much and from where.

#### 5 GROUP APPLICATIONS

- 5.1 Group applications can exceed the total award of £250, however the cost per individual must not exceed £250pp.
- 5.2 Group applications must provide an itemised breakdown of expenditure including numbers of people, ticket price, transport costs, food and refreshments. It is the applicant's duty to manage the referrals process for a group outing including providing appropriate support staff, undertaking risk assessments and conducting due diligence including ensuring necessary insurance is in place in accordance with LBB's Safeguarding and Privacy Policies.
- 5.3 Live Unlimited does not take responsibility for any activity being undertaken as part of a group application.
- 5.4 Group applications should be submitted to [hello@liveunlimited.org.uk](mailto:hello@liveunlimited.org.uk) (Please see Section 6 on application process for individual applications).

#### 6 HOW DO I APPLY TO THE IMAGINATION UNLIMITED FUND?

- 6.1 Please visit Live Unlimited [[www.liveunlimited.org.uk/imagination-unlimited](http://www.liveunlimited.org.uk/imagination-unlimited)] where you can find the application form on the Imagination Unlimited page. Please check all appropriate sections have been completed and that all relevant documents are attached to the form. Failure to do so will delay your application form being processed.
- 6.2 Please complete the application form and email to [imagination.unlimited@barnet.gov.uk](mailto:imagination.unlimited@barnet.gov.uk)
- 6.3 Group applications should be submitted to [hello@liveunlimited.org.uk](mailto:hello@liveunlimited.org.uk)

6.4 Funding cannot be paid directly to an individual and we cannot pay for item(s) already purchased. Please provide details of a third party, such as a course provider, where payment can be made if the application is successful.

6.5 Live Unlimited may require repayment of all or any part of the payment if:

- the specified activity or purpose for which it was awarded does not go ahead;
- part of the funding remains unused when the specified activity or purpose that the funding was intended for has not been completed; or
- the funding is used for an activity or purpose other than that which has been agreed.

## 7 WHAT IS THE DEADLINE TO SUBMIT MY APPLICATION?

There is no deadline; we welcome applications submitted at any time of the year. In most circumstance only one award will be paid to an applicant in any financial year (1<sup>st</sup> April in one year to 31<sup>st</sup> March the following year). In exceptional circumstance or where deemed appropriate, Live Unlimited retain the discretion to accept and consider more than one application from the same individual, such as if an individual is also part of a group booking.

## 8 WHAT HAPPENS AFTER I SUBMIT THE APPLICATION?

Once the application has been received in the [imagination.unlimited@barnet.gov.uk](mailto:imagination.unlimited@barnet.gov.uk) inbox it will be reviewed to make sure it has been completed accurately. Fully completed applications will be considered on a fortnightly basis by Child in Care and Leaving Care Managers and the outcome relayed back to the applicant. If the application is unsuccessful the reason for the decision will be explained.

## 9 HOW WILL FUNDING BE PROVIDED?

9.1 Item(s) will be purchased directly by the administrator or by an electronic banking transfer to a relevant third party on your behalf.

PLEASE NOTE: Funding will not be paid directly to you and funds will never be made in the form of cash.

9.2 Applications for funding that fall outside the criteria set out in this policy will, where possible and appropriate, be signposted towards a more relevant organisation/charity that may be able to provide the required support.

## 10 MONITORING AND EVALUATION

10.1 PLEASE NOTE: Live Unlimited wish to see the impact of the funding made. It is therefore conditional upon approval of a funding application that you complete

and return a feedback form within 30 days of receipt of the item(s). Failure to do so will mean that future applications submitted by you will not be considered.

10.2 It is the policy of Live Unlimited to monitor funding made and where appropriate spot checks will be made to ensure necessary receipts and feedback for items purchased are provided.

10.3 Failure to submit reports at the time specified by Live Unlimited may also jeopardise the continuation of the charity's support. The grant recipient should inform the charity of any extenuating circumstances whereby the submission of any report is delayed, to allow a mutually acceptable date for submission to be agreed.

## **11 ANNUAL REVIEW AND QUALITY ASSURANCE**

To ensure Imagination Unlimited remains fit for purpose it will subject to an annual review and, where relevant, refreshed/amended. Any changes will be approved by the Board of Trustees.