

Children & Young People Activities Funding Guidance Notes.

As a result of a Youth Review agreed in March 2013 an activities fund has been made available to provide local activity for children and young people age 8-17 years across the city.

The activities fund will be administered through area committees across the city using this guidance and grant application process. Area committees will be supported by council officers from cultural services along with the involvement of children and young people throughout the process.

The activities fund is for activities offering opportunities for play, arts, sport and cultural activities with young people age 8-17 years enabling young people to play, have fun, get creative, and have new experiences both after school and during the school holidays.

We are looking for creative, reliable and dynamic partners to deliver fresh and interesting ideas which will keep our young people engaged in positive activities.

Aims and Objectives

Each Area Committee is made up of the 9 Councillors whose wards cover an area of the city; their aim is to improve local services and quality of life outcomes for local people. The extended services clusters are partnerships of all of the schools, children's centres and other organisations providing services to children & families in the area and their priorities lie in achieving the objectives of the Leeds City Council Children and Young Peoples Plan.

Our aim is to build on existing local funding opportunities currently within cluster partnerships and area committee well-being fund. This will ensure a co-ordinated approach to provide local provision to each community with the involvement of children and young people.

Where projects show match funding from other sources they will be more favourably assessed as they give greater benefit for a smaller amount of funding from this pot OR a % of match funding is required OR nothing>?

Children and Young Peoples Plan

In order to support the delivery of the children and young people's plan the activities will support the outcome: Children and Young People Have Fun Growing Up by providing play leisure, culture and sporting opportunity for all 8-17 year old across the city.

This process will also support the outcome: children and young people are active citizens who feel they have a voice and influence, the activities fund will increase participation, voice and influence in localities around the city.

Child Friendly Leeds

In order to ensure we continue to make Leeds a Child Friendly City the activities and projects provided need to support what children and young people have told us is important to them:

There are places and spaces to play and things to do, in all areas and open to all

- More staff in places and spaces children and young people go
- Things to do all year round, not just during holidays
- Families and young people informed about what is going on across the city and how to get there e.g. bus routes

Consideration needs to be given to those young people who may not easily access provision and how they will be included or how your activities may be adapted to include all children and young people.

What are CDD plans/strategies to be included?

Eligibility

To be eligible to tender your group must

Be registered with the Breeze Culture Network

Be an arts organisation

Be a Community or Voluntary Groups

Be a commercial organisation operating on a non-profit basis

Council Department?

Quality Assurance, Monitoring and Evaluation

Providers will be required to keep registration forms and a register of attendance and to have attendees fill out evaluation forms (which will be supplied). Providers must complete monitoring reports at agreed intervals, templates for which will be supplied and agree to unannounced spot check visits to check that safeguarding procedures are being followed. You will also sign a funding contract/SLA to agree the details of what will be delivered. Providers are expected to capture data using young people's Breeze card and a hand held scanner for this method will be provided.

Marketing

Providers must....

make sure that their activity is listed on the Breeze website through the Breeze Culture Network. You must also upload/scan Breeze card numbers of attendees at each activity.

provide information to be included in the Cluster 'What's on' guide, webpages and mail shots

agree to us sharing information about the work supplied in reports or promotional newsletters with other statutory bodies, VCF organisations, for use in surveys and consultations. This may include the providers contact name and details.

Young Peoples Involvement

Young people will be present on the panel when assessing applications and making recommendation as with all panel members.

You must provide evidence within your application of young peoples need for this activity.

Through the Breeze card there will be a crowd voting process for each application. Within the application form there is a section for you to include a paragraph pitching your project. This will then be placed on the Breeze website and young people will vote on the projects.

How we make decisions

As applications are received, a file is created for each proposal. An initial assessment will be made for each organisation and missing or inconsistent information will be followed up. This includes checking that the budget is sound and that all necessary policies and procedures, financial information and constitution (if not already received) have been enclosed.

Your paragraph (within your application) for young people will be published on the Breeze website and crowd voting for each activity will XXXXXXXXXX% of the overall score.

A panel of councillors with young people will assess the applications and score each application and add the crowd voting score.

Organisations will be notified once all applications have been assessed.

We only fund activity that meets the cities aims and objectives.

Deadlines and process

Deadlines for applications is XXXXXXXXXXXX. You can send completed applications to

All applications will be put before a panel of Councillors, and children and young people who will make a provisional decision to be ratified at Area Committee XXXXXXXXXXXX, applicants will be notified of this decision after this date. XXXX whichever format is agreed.

The maximum grant that can be applied for is £XXXX.

Checklist for your application

Completed application form; Fill in the whole application form unless there are sections you are asked not to complete.

Supporting documents; (if you are the lead organisation on a partnership bid, these must be documents for your organisation.

A copy of your audited/most up to date accounts or recent bank statement.

A copy of your constitution/governing document. This must have as a minimum the name, aim/purpose, objects and a dissolution clause for the organisation.

A list of trustees/Committee members and signatories.

A copy of your equality and diversity policy.

A copy of your Protection of Children and Vulnerable Adults policy.

A copy of your health and safety policy.

Provide a copy of your liability insurance.

Provide evidence of enhanced CRB checks of all staff and volunteers dated in the last 3 years

Notes;

Is it worth adding..... Who cannot apply? What don't we fund?

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