



## Area Committee Youth Activity Fund Application Form

**Please read the Guidance Notes BEFORE completing this form**

<b>1</b>	<b>Name of project</b>	Scotthall Sharks Community Athletics Club		
<b>2 (a)</b>	<b>Name of organisation/group</b>	Sport and Active Lifestyles – Leeds City Council		
<b>2 (b)</b>	<b>Organisation address</b>	Fearnville Leisure Centre Oakwood Lane, Leeds. LS8 3LF	<b>Tel No.</b>	0113 378 1990
			<b>Fax No.</b>	
<b>2 (c)</b>	<b>E-mail address</b>	Jason.minott@leeds.gov.uk		
<b>2 (d)</b>	<b>Contact name</b>	Jason Minott	<b>Position</b>	Active Sports Officer

### Section 1: About the Project

#### 3 What will the grant be used for?

Sports2school in partnership with Sport and Active Lifestyles would like to support the delivery for the Scotthall Sharks Athletics' Club at Scotthall Leisure Centre.

The athletics sessions will be delivered at Scotthall Leisure Centre on **Fridays afternoons 4.pm – 5.pm from SEPTEMBER 14 – TO THE END OF MARCH 15 – ALL YEAR ROUND (DURING THE HOLIDAYS)**

There will be 30 places available at the club due to staffing ratios 1:15 targeting children and young people aged 8 to 14 years old living in Chapel Allerton, Moortown and Roundhay wards.

A Level 2 athletics coach to deliver the sessions and now have a qualified level 1 volunteer assisting the level 2 coach.

The athletics club at Scotthall leisure centre will assist in the growth and sustainable of children and young people participating in athletics.

The club will coincide with the sports hall athletics programme that are delivered through the primary and high schools sports competition calendar. Providing a good school club link.

We will ensure that the children and young people pay a fee to attend the athletic provision to add value to the sessions £2.60 without a Breeze card and £1.90 with a Breeze card, to encourage the children and young people to sign up a Breeze.

We will be able to signpost local children and young people that want to develop their athletics abilities to the new athletics club, enabling the coaches to nurture the young talented performance with a view of potentially pathways to the performance clubs in Leeds (depending on where you live, Wetherby Runner & Leeds City)

This can improve the standards of performance which will have a massive contribution of retaining the participants

Whilst continuing to address diversity issues within sport such as gender, disability and ethnicity inequalities.

The impact of the project will be determined on:

- How many children and young people participate in the athletics club
- How many children and young people we will retain throughout the duration of the project
- Provide young leader with the opportunity to be part of a structure athletics session / lead on a specific discipline – Jump, throw or run.

The aims of the athletic sessions are to develop the athletes' ability and values in various different ways such as: physical,

cognitive, creative, social and personal. The sessions will consist of an open environment to support the athletes to give them opinions and ideas. The athletics programme will link in to standard talent identification and the results can be used for talent identification purposes. This will increase the number of club members in the network.

Details will also be available via the John Smeaton leisure centre and Sport and Active Lifestyles page on the Leeds City Council and Breeze Culture Network website. All relevant extended services will be informed so that promotion can go out via the network of Family Link Workers.

Equipment will be provided by Sport Services

<b>3a</b>	<b>Total cost of your project</b>	<b>£ 1973.75</b>
<b>3b</b>	<b>Funding from other sources (if any)</b>	<b>£</b>
<b>3c</b>	<b>Amount of Youth Activity funding requested</b>	<b>£1973.75</b>

#### **4 When will the project take place?**

Every Friday from September 2014 until the end of March 2015 – (During the half terms holidays)

#### **5 Which neighbourhoods / wards will benefit?**

Targeting children and young people aged 8 to 14 years old living in Chapel Allerton, Moortown and Roundhay wards

#### **6 Why is the project needed?**

This project is required due to the limited athletics provision available for children & young people within the Inner North East wards. Having the athletics club at Scotthall LC will hopefully encourage more non active children, young people and parents and guardians to access other activities at the centre e.g. swimming, Junior gym and fitness classes.

#### **7 List the targets for the project, how will you measure success?**

The community athletics club will meet several targets of the **Child Friendly Plan**

- Children and young people find the city welcoming and safe with friendly places to go, have fun and play.
- Places and spaces to play and things to do, in all areas and open to all.
- Children and young people are treated fairly and feel respected.
- Children and young people have the support and information they need to make healthy lifestyle choices.
- Addressing the barriers that prevent children and young people from engaging in and enjoying learning.
- Children and young people express their views, feel heard and are actively involved in decisions that affect their lives.
- Children and young people spend time and play is free of litter and dog fouling.

The new community athletics club also meets the following strategies and policies:

- Complements the **Sport England** – whole sports plan to increase participation levels for children and young people aged 5 -16yrs olds and also increasing satisfaction levels (facilities & playing environment, social aspects, release and diversion and ease of participating)
- Complements the **Change 4 Life** – messages of Sugar swaps, meal times, meal size meals, snack checks, 5 a day, cut back fat, 60 active minutes and up and about.
- Complements the **Children and Young People Plan** – Improving behaviour, attendance and achievements – Encourage activity and health eating – provide play, leisure, culture and sporting opportunities – reducing crime and anti-social behaviour – increasing participation, voice and influence.
- Complements the Leeds City Council – **Sports Service aims** of increasing participation levels and reducing health inequalities.

- Compliment the **Start Active, Stay Active guideline for children and young people** - All children and young people should engage in moderate to vigorous intensity physical activity for at least 60 minutes and up to several hours every day. Vigorous intensity activities, including those that strengthen muscle and bone. All children and young people should minimise the amount of time spent being sedentary (sitting) for extended periods.
- Compliments the **Sport Leeds Strategy** – to support the inactive to become active, retaining and increasing participation in sports and active lifestyles and also developing sporting pathways and excellence.

**8 Tell us about your organisation, what experience do you have running similar projects?**

Scotthall Leisure Centre provides a yearly programme of sporting activities for people of all ages and abilities, particularly for those living in the Inner North East Leeds area. Activities are delivered by qualified council staff and coaches, and there are also opportunities for people to use the centre on an informal basis, such as using the gym, swimming and playing badminton.

Sports2 sport also have experience in deliver athletics provision in schools and community settings and are currently delivering the athletics at Scotthall LC.

<b>Organisation type</b>	<input type="checkbox"/> Charity	<input type="checkbox"/> Company Limited by Guarantee
	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Council Service
	<input type="checkbox"/> Education Provider	<input type="checkbox"/> Other Public Sector Organisation
	<input type="checkbox"/> Community / Voluntary Group	<input type="checkbox"/> Other (please state): _____
<b>Company/Charity Registration No.</b> (if applicable)		

**9 Tell us how many people are involved in your organisation**

<b>Management Committee Members</b>	
<b>Staff</b>	One level 2 coach
<b>Volunteers</b>	One level 1 coach

**10 If volunteers are involved in the delivery of the project, please describe their role and state approximately how many volunteer hours will be provided**

There is only one volunteer that assist the level two coach to deliver the athletics activities and he assists the coach in setting up the sessions by putting out the cones and delivers the warm up or cool down to the children and young people. And also creates the sessions plan for the athletics delivery.

**11 Is the project similar to any others in the area? How have you avoided duplication?**

There isn't another athletics club for children and young in the Inner North East area, so this athletics club would be the only club in the Inner North East to support children and young people in their development of athletics.

**12 Are there any other organisations involved in the project?**

Sport and Active Lifestyles , Scotthall Leisure Centre, Sports2schools, Wetherby Runners and Leeds athletics Network and West Yorkshire Sport.

Other organisations will be aware of the project, if the funding is secured.

### **13 What consultation have you carried out ahead of the project?**

Through the Carr Manor School Sport Partnership and the Schools Games Organiser (SGO) it was identified that there was no athletics provision available for children and young people who wanted to continue developing their athletics skills and abilities outside of schools hours.

This was also identified through secondary research (verbal conversations) with children and young people who participate in primary and high school sports hall athletics competition that there was a need to provide some form of athletics provision within the wards to cater for the needs and demands of the local children and young people who wanted to continue participating in athletics outside of the environment.

### **14 Who owns the building / land where the works / project will take place?**

**If you do not own the building / land tell us what permission you have from the owner to undertake the works/project there and what arrangements are in place to ensure ongoing access/benefit for your organisation/local residents**

Leeds City Council – Sport and Active Lifestyles owns the leisure centre and we have full usage of Scotthall Leisure Centres Sports hall from 4.pm until 5.pm on Friday afternoons, this will be booked through the completion of a booking form.

### **15 How will you promote the project and encourage participation?**

- We plan to promote the Scotthall Sharks athletics club throughout the local primary and high schools, through the School Games Organisers.
- Wetherby Runner have been available to deliver some Free one coaching sessions within local primary school
- Word of mouth, Flyers / consent forms been offered to every children and young person in local primary & high schools through extended services, posters in the leisure centre, schools, community centres
- East North East Housing magazines which goes out to all houses in the Inner North east.
- Information of LCC website, Breeze website, Breeze Culture Network
- Poster and flyers in the main reception at Scotthall LC

We encourage children & YP to take part in the activities by showing them the benefits of taking part e.g. making new friends, learning a new sport or activity and to promote the healthy benefits (eating healthy and staying fit)

### **16 Does the project require an exit strategy? Will it continue after the funding period?**

Sport and Active Lifestyles will have the opportunity to apply to other local, regional sporting funders for funds to deliver the athletics if required.

There may also to an opportunity for some school delivery in the summer term to promote, increase and retain participants.

We will also provide athletics activities over the summer over in the multi sports camps that will hopefully be delivered over the summer weeks at Scotthall LC multi sports camps

### **17 What are the potential risks attached to your project and what preventative action**

**have you taken or will you take to avoid them?**

You should include risks such as increased costs, bad weather, theft/vandalism, failure to secure match funding etc

<b>Risk</b>		<b>Action</b>
<b>1</b>	Extreme weather conditions.	Indoor facility will be available.
<b>2</b>	Accidents / injury to participants.	Areas and equipment checked before use to prevent / reduce this risk. First aid trained staff. Complete accident forms. Sports2school will have relevant risk assessment in place and a Service Level agreement will be created.
<b>3</b>	Poor behaviour of participants.	The coaches will have a code of conduct in place of any bad behaviour. Always refer to the code of conduct. Parents can be contacted if necessary. In extreme cases participants will be asked to sit out or leave the session.
<b>4</b>	Dehydration and exhaustion.	Athletics – access to drinking water. Sessions will be delivered to the pace and skill level of participants. Regular breaks.
<b>5</b>	Inappropriate clothing / footwear.	All promotion contains suggestions for appropriate clothing and footwear. Coaches will check that participants' clothing and footwear is safe.

**18 Does your project specifically target any of the groups below?**

**Which equality group(s) will your project work with?** (Please tick/highlight)

**Please specify how you are going to achieve this**

<input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Race <input type="checkbox"/> Religion & Belief <input type="checkbox"/> Sexual Orientation	<p>We will target all the local schools, community groups and multi agencies to advertise the multi sports and swim camp in order to ensure that everyone has the opportunity to take part in these projects no matter of age, race, ability, disability, gender, religion or sexual orientation.</p>
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**19 How have you considered community cohesion or any other equality issues in the planning of your project?**

All programmes –

All activities can be adapted to include children and young people with physical and or learning difficulties. This information is included in the publicity.

**Scotthall Sharks Community Athletics Club -**

The venue offers variety and is close to the Chapel Allerton, Moortown and Roundhay wards.

All children, within the right age group, are welcome regardless of ability and ethnic background.

All the partners have and comply with the Safeguarding, Equal and Diversity opportunities Policies of the Council or of their organisations

Accessible facilities. Excellent venue, pricing to suit low income / unemployed families.

**Section 2 : Financial information****20 Provide a breakdown of all the costs related to this project and tell us what would be**

<b>covered by the Youth Activity Fund grant</b>		
Item	Cost (£)	
	Youth Activity	Other
Level 2 athletics coach - £35 (per hr) x 26 (sessions) – all year round	£910	
Marketing = £75.75 (Internal – City Print)	£75.75	
Sports Hall - £38 x 26 (sessions Sept 14 – March 15) - all year round	£988	
<b>Total Costs</b>	£1973.75	
<b>Please Note – THREE QUOTES SHOULD BE OBTAINED WHERE POSSIBLE, PLEASE PROVIDE COPIES</b>		

<b>21</b>	<b>How will you ensure that your project will be value for money?</b>
<p>Scotthall Community Athletics Club -  Participants will be charged £2.60 without a Breeze card and £1.90 with a Breeze card, to encourage the children and young people to sign up a Breeze.  Children living in poverty who wish to attend, can access the activities via the Activities Fund money. (Extended Services)</p>	

<b>22</b>	<b>If your group has or intends to apply anywhere else for funding this project give details of who you have applied to, how much for, and when you expect to hear the outcome of these applications</b>															
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 45%;">Name of funding body</th> <th style="width: 25%;">Amount Requested</th> <th style="width: 30%;">Amount Approved or Expected Decision Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of funding body	Amount Requested	Amount Approved or Expected Decision Date												
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<b>23</b>	<b>If there is a shortfall in funding for the project, explain how you would meet this</b>
<p>If there was a shortfall in funding we could apply to the elected members for some MICE funds or POCA funding steam.</p>	

<b>24</b>	<b>Has your organisation received funding from the Council in the past?</b>
<p>For the last 5 years I've applied to the Well – Being Fund to deliver a multi sports &amp; Swim camp at Fearnville LC and Scotthall LC and I have been successful in gaining the funds and the sports camp have been very successful with children &amp; young people wanting to attend more days.</p>	

<b>25</b>	<b>Bank account details – please provide details about your organisation's bank account</b>
<b>Bank account name</b>	

<b>Sort Code</b>		<b>Account Number</b>	
<b>Signatories to bank account</b>	1.	2.	
<b>Please Note: CHEQUES WILL ONLY BE MADE PAYABLE TO GROUPS NOT INDIVIDUALS BANK ACCOUNTS MUST HAVE A MINIMUM OF TWO SIGNATORIES</b>			

<b>26</b>	<b>Please include the following documents (Public Sector Organisations exempt)</b> If you are unable to send them, please state the reason for this	
	<b>Attached?</b>	<b>If 'No' please state why you have not included these documents with your application</b>
Audited accounts from last 2 years	<input type="checkbox"/> Yes <input type="checkbox"/> No	Leeds City Council
Constitution/governing document	<input type="checkbox"/> Yes <input type="checkbox"/> No	Leeds City Council
A list of trustees/Committee members and signatories	<input type="checkbox"/> Yes <input type="checkbox"/> No	Leeds City Council
A copy of your equality and diversity policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Leeds City Council
A copy of your health and safety policy		Leeds City Council
A copy of your liability insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Leeds City Council
A copy of your Protection of Children and Vulnerable Adults policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Leeds City Council
Evidence of enhanced CRB checks of all staff and volunteers dated in the last 3 years	<input type="checkbox"/> Yes <input type="checkbox"/> No	Leeds City Council

<b>27</b>	<b>LEEDS CITY COUNCIL APPLICANTS ONLY</b>	
<b>Name of Finance Manager</b>	Pat Skeleton	

<b>28</b>	<b>Declaration -</b>
<ul style="list-style-type: none"> <li>I can confirm that to the best of my knowledge the information contained in all parts of the application and any supporting information is complete and accurate.</li> <li>If funding is granted the delivery organisation is aware it will be required to enter into an agreement to adhere to terms and conditions of the funding, to supply any additional information which is required, and that failure to comply may result in legal action being taken to recover any monies paid.</li> <li>I agree to details about the project/organisation being entered onto a computer database.</li> <li>I agree to details about the project/organisation being shared with council officers, ward members and third parties involved in the assessment of the application and monitoring of any funding awarded.</li> <li>I am authorised by the organisation to sign and submit this application on their behalf.</li> </ul>	
<b>This project application has been completed by:</b>	
<b>Name</b>	Jason Minott
<b>Organisation</b>	Leeds City Council – Sport and Active Lifestyles
<b>Date</b>	Thursday 20 <sup>th</sup> March 2014

## FINAL CHECKLIST

- All sections of application form completed
- Included any permissions for Question 14
- Included any documents needed for Question 26
- Signed and dated the form

**We accept signed applications and supporting documents submitted via email or in paper form; if you are intending to post your application, please ensure you have attached the correct postage to the envelope otherwise your application may not be delivered.**

On completion of this application form, please return a signed copy and supporting documents to:

South East Area Support Team  
Leeds City Council  
Garforth Library & One Stop Centre  
Lidgett Lane  
Garforth  
Leeds  
LS25 1EH

( 0113 336 8943

\* southeast.ast@leeds.gov.uk