



**MAJOR PROVIDER - APPLICATION FOR KEY LIST STATUS**

1 Name of organisation:

2 Name and address of correspondent  
(please note that all correspondence will be sent to this address unless you specify otherwise)

NAME:

POSITION IN GROUP:

ADDRESS:

  
  
POSTCODE:  
COUNCIL WARD:

E – MAIL:

TELEPHONE NO:

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**Section A AIMS AND OBJECTIVES**

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1. Please outline the aims and objectives of your organisation.

2. The primary purpose of the Leeds Leisure Services Department is to provide dynamic, enriching, learning and leisure experiences and environments, which are accessible to all. Key objectives are:
- To encourage and extend access for individuals, groups and communities to experience, enjoy, participate in and learn from cultural, recreational, sporting and entertainment activities
  - To provide access to information, create opportunities for self-development and to be a vehicle for Lifelong Learning through a range of life choices
  - To protect, develop and promote the heritage of Leeds and its people including buildings, collections, natural assets held in trust for present and future generations.
  - To offer recreational opportunities by creating, maintaining and managing an enhanced and sustainable natural environment.
  - To consolidate the reputation of the City for its cultural, recreational, sporting, greenspace and natural heritage assets and activities.
  - To support local business infrastructure and inward investment by promoting Leeds as an attractive place to live and work
  - To act as a catalyst for developing services and improving effectiveness through partnership working with other Council Departments and external agencies
- The Parks and Countryside Division has declared its intention to focus on the following priorities:**
- To promote interest, understanding, learning and participation by citizens in issues relating to horticulture, nature conservation, countryside and the environment.
  - A community planning approach to ensure that Departmental services meet the needs of local communities
  - The development of partnerships with a range of internal and external agencies to deliver Departmental Objectives

3. Outline briefly how your organisation's work and objectives fit in with our own:

**4. Parks and Countryside funding is for activities which are:**

- Increasing local peoples' access to, and participation in, parks, green spaces and natural environment
- Creating, sustaining and enhancing the diversity within parks, green space and natural environment
- Striving to achieve high environmental quality and sustainability
- Providing opportunity for educational activities
- Culturally diverse and reflecting the interests of the different ethnic communities resident in Leeds
- Taking place in areas with few greenspaces
- Linking professional environmental workers with local community groups
- Supporting local environmental training opportunities
- Targeted at identified disadvantaged groups
- Responding to expressed local needs, maximising the enjoyment of the local community

**5.** Organisations must be able to demonstrate that they work with three or more of the areas in 4 above. Please give examples of the priorities, which match your organisation's work.

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**Section B     DETAILS ABOUT THE ORGANISATION**

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The City Council must satisfy itself that the organisation is both competent and suitable, and that it has the appropriate management and accountability procedures to achieve its aims and objectives. This section will assist the City Council in making this assessment. Please complete as appropriate.

**LEGAL STATUS**

<b>6.</b>	What is the status of your organisation? Please tick as appropriate
Registered Charity	<input type="checkbox"/> Registration Number _____
Co-operative	<input type="checkbox"/> _____
Limited Company	<input type="checkbox"/> Registration Number _____
Other (Please specify)	<input type="checkbox"/> _____
<b>7.</b>	If the organisation is a company please provide:
a)	a copy of the memorandum and articles of association
b)	details of authorised signatories
c)	address of company's registered office
<b>8.</b>	If the organisation is a charity please provide:
a)	a copy of the constitution
b)	a copy of the minute of the appropriate committee meeting appointing trustees
c)	full names and addresses of trustees
<b>9.</b>	If the organisation is not incorporated and not represented by trustees please provide:
a)	a copy of the constitution

**MANAGEMENT ARRANGEMENTS**

<b>10.</b>	How is your organisation managed?
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
<b>11.</b>	Please name the post-holders of the following positions (or their equivalent) in your organisation
Chair	_____
Secretary	_____
Treasurer	_____
	What financial qualifications or experiences does your treasurer have? _____
<b>12.</b>	Please give the name and address of your auditors:
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	

**POLICIES AND PROCEDURES**

**13.** From your previous application the Department has on file copies of the following policy documents relating to your organisation:

Recruitment and Selection Policy	<input type="checkbox"/>
Health and Safety Policy	<input type="checkbox"/>
Grievance and Disciplinary Procedure	<input type="checkbox"/>
Equal Opportunities Policy	<input type="checkbox"/>
Green Policy	<input type="checkbox"/>

Please provide copies of any policies that have not previously been submitted, and details of any changes that have been introduced over the last three years

**14.** If your organisation caters for children and young people under the age of 16 please provide details of the child protection procedures which are in place, including details of any checks that are carried out on the suitability of the workers and volunteers who have unsupervised access to them.

**15.** Please provide a copy of your organisations

- Latest annual report
- Latest audited accounts

**DETAILS OF TENURE**

**16.** Do you own, rent or lease your premises? \_\_\_\_\_

If your premises are RENTED please answer the following questions.

a) Who is your landlord? \_\_\_\_\_

b) What is the nature of your rent agreement? (Please tick)

Lease	<input type="checkbox"/>
Licence	<input type="checkbox"/>
Contractual letter	<input type="checkbox"/>
No formal written agreement	<input type="checkbox"/>

c) What is the length of your rent agreement? \_\_\_\_\_

d) When does it expire? \_\_\_\_\_

e) When is the next review date, if different from above? \_\_\_\_\_

f) Are you responsible for the management and maintenance of the property? \_\_\_\_\_

If your premises are LEASEHOLD please answer the following questions:

a) Who are the premises leased from? \_\_\_\_\_

b) What is the length of your lease? \_\_\_\_\_

c) When does it expire? \_\_\_\_\_

d) Are you responsible for the management and maintenance of the property? \_\_\_\_\_

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**Section C THE SERVICE**

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**17.** Please provide a typical weekly programme of your activities with this application, and list any monthly/occasional/yearly events. Please indicate the numbers of people who normally attend each meeting or event.

**18.** Please explain how you encourage community participation in your activities, and how you promote your organisation within the local community.

**19.** Does your programme of activities complement or extend existing projects or programmes in the area?

**20.** Please describe how your organisation identifies local needs and how it is able to respond to changes in those needs.

**21.** Please give details of any links that your organisation has with other programmes e.g. Leeds City Council Main Programmes (Social Services, Community Planning & Regeneration, Education etc), Central Government Programmes (SRB, Urban), other public sector (police, probation etc) private sector, other voluntary/charitable organisations (Princes Trust, Church Urban Fund etc) or Lottery funded projects.

**22.** Please describe the monitoring, evaluation and review procedures used by your organisation.

**23.** Please give details of other grant/support over the last two years - applied for/approved/refused by whom, and the amount.

Source	Purpose	Approved/Rejected	£

24. Please indicate what systems are in place to ensure the continued use of the Local Authority logo in all publicity and marketing materials and to ensure that the organisation is strongly identified with Leeds.

## **FUTURE PLANS**

25. Please provide details of the longer term aims of the organisation:

26. Please provide details of the anticipated sources of longer term funding.



## DECLARATION

I declare that the information I have given on this form is accurate to the best of my knowledge and that I am authorised to act on behalf of the organisation in making this application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Block Capitals) \_\_\_\_\_

On behalf of (Organisation) \_\_\_\_\_

Position in Organisation \_\_\_\_\_

Please remember to include a copy of the following:-

Copies of policies as appropriate

Latest annual report

Latest audited accounts

Programme of your weekly activities

**PLEASE RETURN THIS FORM TO**

**DOUGLAS LOUIS  
TECHNICAL MANAGER  
PARKS & COUNTRYSIDE  
FARNLEY HALL  
FARNLEY PARK  
HALL LANE  
LEEDS LS12 5HA**