

LEEDS CITY COUNCIL DEVELOPMENT DEPARTMENT PARKS & COUNTRYSIDE

MAJOR PROVIDER - APPLICATION FOR KEY LIST STATUS

1	Name of organis	ation:		
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:		
S	ection A AIN	AS AND OBJECTIVES		
1.	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.			
11	Parks and Countryside funding is for ac	tivitie	es which are:
•	Increasing local peoples' access to, and participation in, parks, green spaces and natural environment	•	Taking place in areas with few greenspaces
•	Creating, sustaining and enhancing the diversity within parks, green space and natural environment	•	Linking professional environmental workers with local community groups
•	Striving to achieve high environmental quality and sustainability	•	Supporting local environmental training opportunities
•	Providing opportunity for educational activities	•	Targeted at identified disadvantaged groups
•	Culturally diverse and reflecting the interests of the different ethnic communities resident in Leeds	•	Responding to expressed local needs, maximising the enjoyment of the local community

Section B DETAILS ABOUT THE ORGANISATION

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

6.	What is the status of your organisation? Please tick as appropriate
0.	
	Co-operative
	Limited Company Registration Number
	Other (Please specify)
7.	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
8.	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
9.	If the organisation is not incorporated and not represented by trustees please provide:
	a) a copy of the constitution
	MANAGEMENT ARRANGEMENTS
10.	How is your organisation managed?
11.	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?
12.	Please give the name and address of your auditors:
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POLICIES AND PROCEDURES

13.		From your previous application the Department has on file copies of the following policy documents relating to your organisation:		
	Recrui	tment and Selection Policy		
	Health	and Safety Policy		
	Grieva	nce and Disciplinary Procedure		
	Equal	Opportunities Policy		
	Green	Policy		
		provide copies of any policies that have not ve been introduced over the last three years	t previously been submitted, and details of any changes	
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		
DE	ETAILS	OF TENURE		
16.	Do you	own, rent or lease your premises?		
	If your	premises are RENTED please answer the f	ollowing questions.	
	a)	Who is your landlord?		
	b)	What is the nature of your rent agreement	? (Please tick)	
	Lease			
	Licenc	e		
	Contra	ctual letter		
	No for	mal written agreement		
	c)	What is the length of your rent agreement	?	
	d)	When does it expire?		
	e)	When is the next review date, if different	îrom above?	
	f)	Are you responsible for the management a	nd maintenance of the property?	
	If your premises are LEASEHOLD please answer the following questions:			

Are you responsible for the management and maintenance of the property?

Who are the premises leased from?

What is the length of your lease?

When does it expire?

a)

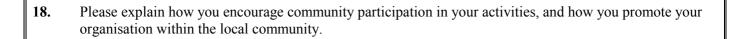
b)

c)

d)

Section C THE SERVICE

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.
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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.

	voluntary/charitable organisations (Princes Trust, Church Urban Fund etc) or Lottery funded projects.			
22.	Please describe the mo	onitoring, evaluation and review proceed	dures used by your organis	sation.
23.	Please give details of cand the amount.	other grant/support over the last two ye	ears - applied for/approved	/refused by whom,
Source	,	Purpose	Approved/Rejected	£

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

21.

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.	
Fl	UTURE 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