

Young People's Holiday Activity Programme

Application Pack for Voluntary and Community Sector

Background Information

Kirklees Young People's Service is now part of a new service called the Integrated Youth Support Service (IYSS). The rationale for IYSS is based on the recognition that all agencies working with young people should integrate their work around the needs of young people. IYSS will offer services which are:

- Preventative: e.g. youth work, detached work, play and recreation
- Targeted: a tailored package of support to individual or targeted groups of young people including those 'at risk'
- Statutory: those young people involved with the Youth Offending Team (YOT)

Kirklees Integrated Youth Support Service has allocated funding to invest in open-access school holiday activity programmes for young people who live in Kirklees. We want young people to have fun, informal, open access learning opportunities in their own neighbourhoods, at no cost to them.

There is also additional funding through Kirklees Early Interventions Grant to create additional opportunities for young disabled people in Kirklees. We want to support organisations to deliver universal activities that welcome the inclusion of young disabled people and to deliver more specialist activities specifically for young disabled people. If you want to know more about delivering these activities just give us a call.

The programme is being managed by Kirklees Council's Integrated Youth Support Service. We are inviting organisations to apply to deliver part of the programme in any of the seven Kirklees localities for the Easter and Spring Bank 2012 school holidays. We would particularly welcome applications from organisations who can offer diverse programmes in young people's own communities.

We want all activities to be inclusive, which means they should cater for any young person in Kirklees who wants to take part. If you need extra support to include disabled young people in your activities or you can take referrals of young disabled people to your universal or targeted activities please specify the costs in your application.

Targeted programmes specifically tailored to meet the needs of disabled children and young people are welcomed (please see attached information leaflet for further details).

Specification

- Project length: Easter 2012 holidays (up to 16 days) and / or Spring Bank 2012 half term (up to 9 days)
- Location: One or more of the following localities:
 - Batley, Birstall and Birkenshaw;
 - Denby Dale, Kirkburton and Mirfield;
 - Dewsbury;
 - Holme and Colne Valley;
 - Huddersfield North;
 - Huddersfield South;
 - Spen
- Days: Any day(s) of the week, including weekends
- Session times: A minimum of 1 hour per session, but can be up to a full day
- Ages: 8-12s or 13-19s or up to 25 for disabled young people
- Target number of young people: Around 25, depending upon capacity and staff ratio
- Example activities:
 - Arts and crafts based activities
 - Environmental projects
 - Activities for disabled young people
 - Community cohesion projects
 - Adventurous activities
 - Sport and recreation activities
 - Play activities
- Additionally, sessions must be:
 - Open access and for significant numbers of participants
 - Additional to the current activities you offer
 - Free of charge to access

To avoid duplication with current programmes, contact the locality Integrated Youth Support Service staff to check what's already planned in the area – see Useful Contacts sheet.

Dates and Deadlines

Commissioning Round	Holiday Dates	Deadlines
Easter and Spring 2012	Easter: 31 st March – 15 th April 2012	<u>19 December 2011, 12 noon</u> – NO EXCEPTIONS
	Spring Bank: 2 nd June – 10 th June 2012	

Deadline for this round

Applications must be sent back to us by 19 December 2011, 12 noon – No exceptions

All required forms must be signed in person (no electronic signatures) by both the lead contact and a committee member. Original paper copies (email applications will not be accepted) must be returned by the deadline above to: Amy Woodhead, Kirklees Integrated Youth Support Service, 2nd Floor, Somerset Buildings, 10 Church Street, Huddersfield, HD1 1DD.

Supporting documents (where required) will be accepted by email to yps.projects@kirklees.gov.uk . These must also be received by 19 December 2011 12 noon – no exceptions

Your policies, procedures, documents and qualifications must be up to date, clear, useable, accessible and embedded in your organisation's practice. If they are not, your application may not be accepted.

It is recommended you use the draft application submission process below to have this checked before the deadline. Any organisation submitting unsatisfactory policies etc with a final application will not be offered support in developing them at this time due to time and capacity constraints

Any application that does not have signed hard copy forms and supporting documents (where required) returned by the above date and time will not be accepted

Applications must be well laid out, legible, completed in full and all calculations clearly shown and checked in order to be accepted

Draft Applications

You may send a draft application to us for checking before you submit your full hard copy application if you wish. Draft applications will be accepted by email to yps.projects@kirklees.gov.uk up to 12th December 9am. You will receive comments on how to improve your application by 15th December. Please note, all drafts must be followed up with signed hard copies by the above deadline to be accepted.

When will I know if my application has been successful?

Decisions are expected by 9th February 2012 and will be sent by email

When will we get the funding to pay for the activities?

We will pay per holiday period. We will pay you 90% of the funding in advance of each holiday period you are successful in, with 10% being paid on receipt of satisfactory monitoring. We will only be able to pay you for subsequent holiday periods on receipt of satisfactory monitoring for the previous holiday's activities.

Maximum Project Funding

Other than the amount available per locality (please see table below), there are no upper limits to the funding, but bids must be value for money with justifiable unit costs. When considering value for money the panel will take into account the costs against the activity details, outputs, outcomes and unique offer of the bid. We also want to provide a varied programme so we are looking to work with a number of organisations within the budget available.

Easter and Spring Bank 2012		
Locality	Which wards this covers	Funding
• Batley, Birstall and Birkenshaw	Batley East, Batley West, Birstall and Birkenshaw	£4,843.44
• Denby Dale, Kirkburton and Mirfield	Denby Dale, Kirkburton , Mirfield	£2,790.81
• Dewsbury	Dewsbury East, Dewsbury West, Dewsbury South	£6,601.31
• Holme and Colne Valley	Colne Valley, Golcar, Holme Valley North, Holme Valley South	£4,230.82
• Huddersfield North	Ashbrow, Greenhead, Lindley	£4,877.25
• Huddersfield South	Almondbury, Crosland Moor & Netherton, Dalton, Newsome	£5,857.91
• Spen	Cleckheaton, Heckmondwike, Liversedge & Gomersal	£3,754.47

- **Funding is also available from the Early Intervention Grant for Disabled Young People across all localities**

Applying

How do I apply?

There is an application form with this pack

There are 2 sections to the application:

- Section A: Please complete this form if you were NOT funded through the Winter 2011/12 commissioning round. (even if you have completed it prior to the Winter 2011/12 round) Please also send all the supporting documents it refers to.

If you were funded through the Winter 2011/12 round you do not need to complete this form for this round unless you have updated your first aid, food hygiene (if relevant), public liability or policies/procedures.

If you are unsure whether you need to complete this section please contact us.

- Section B: Fill in separate Section B forms for each activity, each area and each holiday period you are applying for.

For example: If you want to deliver the same activity twice at Easter, once in Spenningshall and once in Huddersfield North, you will need to complete two Section B forms. If you want to deliver the same activity once at Easter and once at Spring Bank please send two forms. Each form should consider the different venues, times, risks involved in each.

- **In addition to the paper application, those applying for short breaks funding will be expected to attend the assessment panel. Full details see below in Frequently Asked Questions.**

What criteria apply?

Organisations need to:

- Be not-for-profit
- Be constituted and have a bank account
- Be able to keep young people safe (adequate safeguarding and health and safety systems)
- Have a workforce (voluntary or paid) who **all** have CRB disclosures
- Be able to provide open-access programmes for significant numbers of participants
- Be able to keep records about what they have done and who they have done it with (we will ask you to use our paperwork)
- Not have any outstanding financial or sessional monitoring from any earlier activities funded through any IYSS programmes
- Provide stimulating activities that young people want to do
- Give young people the opportunity to mix with each other
- Preferably have a track record of working in local areas
- Communicate their values around working with young people
- Be inclusive, and welcome young people of all abilities and backgrounds

Criminal Records Bureau Disclosures

All staff and volunteers working with young people are required to have an enhanced Criminal Records Bureau (CRB) disclosure. A conviction on any of your (paid or unpaid) workers' disclosures may not exclude organisations from securing funding but will be considered as part of the commissioning process. If any of your staff and volunteers require CRB disclosures these can be processed by The Youth Association – please contact 01924 333400 or visit <http://www.youth-association.org/associates-crb.html>.

Frequently Asked Questions

How will the funding be allocated?

We would like to fund a varied programme of activities in all seven of the Kirklees localities. Different amounts of funding are available in each area, reflecting the size of the population and the levels of need. A separate allocation of money made available from the Early Intervention Grant for Disabled Children is also available to support additional activities for disabled children and young people in Kirklees.

How will you decide which applications are funded?

A panel will assess which applications meet the specifications and criteria (see page 2 & 5 of this pack). We will assess:

- That the application is for the right ages, areas, sufficient numbers of young people, and address' the areas priorities
- That staff and volunteers receive appropriate support
- Young people, parents and carers are involved in planning and decision making
- How unique your offer to young people is
- Your connections to and experience in the area
- Your values around working with young people
- Capacity to manage, deliver and report effectively
- Value for money
- That the total programme of activity provides a varied offer to children and young people in the borough
- Your performance on any previously funded activities in terms of numbers, quality and monitoring returned on time and completed accurately

Assessment of Early Intervention Grant – Short Breaks Funding Applications

- In addition to the standard commissioning process (completing the correct forms and submitting all required forms and documents by the deadline) applicants for short break funding will be invited to attend an assessment panel meeting so as to give panel members opportunity to discuss any questions they may have re the application
- This will take place 26th January 2012 at Westfields, Westfields Road, Mirfield, WF14 9PW. The lead contact and the lead committee member must be available for this. If the lead committee member is also the voluntary

organiser they may attend alone. If a member of staff is the lead contact they must be accompanied by a fully versed committee member. Appointments will be sent once applications have been received.

What won't you fund?

- Activities with religious worship or instruction content
- Individuals
- Party political groups
- Childcare services
- International activities
- Trips and treats
- Members only activities
- Activities with a cost attached for the young person
- Organisations with less than 3 committee/board members
- Activities where the voluntary board members are also paid to deliver activities
- Organisations who have not completed previous monitoring to a suitable standard or not submitted it on time

Will we need to send you a programme?

Yes please. We are commissioning for activities to contribute to a whole programme delivered by the Integrated Youth Support Service and its partners in the Voluntary and Community Sector. Because of this we want to promote it as a whole programme and to celebrate the Voluntary and Community Sector's part in it, so we'll ask you to send us your programme in time to meet our planning and promotion deadlines.

What monitoring will we need to submit?

Because you will be working in partnership with the Integrated Youth Support Service we will ask you to complete the same forms as our staff for the activity programme. This includes registration forms and registers to help safeguard young people, and sessional monitoring to reflect on the activities for each session, helping you develop them each time.

We will provide you with the following templates to fulfil this:

- Registration forms
- Registers (Form D)
- Session reports (Form C)

We will ask for evidence of your expenditure – all receipts and invoices showing what you have spent from the contract.

We also ask for feedback on the activities with information such as:

- Any publicity or flyers you did for the sessions
- Any photos, films, messages or success stories of young people
- Anything special you want to tell us or anything you think hasn't gone well.
- Participant evaluation forms

If you are applying for funding of activities for disabled young people we will ask you to give us extra feedback about your activities and the young people you have reached and / or the experience you have gained through this work including information on the type and level of disability.

All monitoring MUST be submitted within 10 days of the activity being completed. Monitoring must be legible, understandable and checked for accuracy. Financial monitoring must include receipts and invoices covering the full amount awarded under each budget heading. Re-profiling between budget headings is not allowed without discussion with IYSS before the activity starts. Receipts must show the store, date of purchase, items bought and total amount. Please annotate if it is not clear what the receipt is for.

If monitoring is not received on time, or has been incorrectly completed you will not be able to apply for any future rounds of funding from IYSS until the matter is satisfactorily completed.

Useful Contacts

Locality	PRIORITY AREAS	YOUTH WORK Area Team Leader (Age 13-19)	RECREATION OUTREACH (Age 13-19) Manager – Ashley Fothergill	JUNIOR PROVISION (Age 8-12) Manager – Phillip Blackwell	KEY WORKER (Age 8-19) Manager – Graham Bruce
Batley, Birstall and Birkenshaw	Batley East, Batley West, Birstall and Birkenshaw	Tahir Khan 01924 326234 tahir.khan@kirklees.gov.uk	Joy Cummings-Douglas 01924 326235 joy.cummings-douglas@kirklees.gov.uk	Sean McManamin 07870 262513 sean.mcmanamin@kirklees.gov.uk	Eugene Andrew 07973 181419 eugene.andrew@kirklees.gov.uk
Dewsbury	Dewsbury East, Dewsbury West, Dewsbury South	Theresa Dyson 01924 324556 theresa.dyson@kirklees.gov.uk	Tahir Ashraf 07967 613114 tahir.ashraf@kirklees.gov.uk	Ali Ashiq 01924 326235 ali.ashiq@kirklees.gov.uk Sarah Goldsmith 01924 325128 sarah.goldsmith@kirklees.gov.uk	Danielle Clift 07973 181475 danielle.clift@kirklees.gov.uk
Holme and Colne Valley	Colne Valley, Golcar, Holme Valley North, Holme Valley South	Liz Voros 01484 222509 liz.voros@kirklees.gov.uk	Inderjit Basra 01484 222850 inderjit.basra@kirklees.gov.uk	Shafiq Sidat 01484 222374 shafiq.sidat@kirklees.gov.uk	Monica Johnson 07813 206852 monica.johnson@kirklees.gov.uk
Denby Dale, Kirkburton and Mirfield	Denby Dale, Kirkburton, Mirfield	Liz Voros 01484 222509 liz.voros@kirklees.gov.uk	Inderjit Basra 01484 222850 inderjit.basra@kirklees.gov.uk	Mandy Aujla 07976 905068 mandy.aujla@kirklees.gov.uk	Monica Johnson 07813 206852 monica.johnson@kirklees.gov.uk
Huddersfield North	Ashbrow, Greenhead, Lindley	Mark Gilchrist 01484 223348 mark.gilchrist@kirklees.gov.uk	Glenn Swindell 01484 223449 glenn.swindell@kirklees.gov.uk	Anthony Simpson 01484 222888 anthony.simpson@kirklees.gov.uk	Shanaz Hussain 07973 179648 shanaz.hussain@kirklees.gov.uk
Huddersfield South	Almondbury, Crosland Moor & Netherton, Dalton and Rawthorpe, Newsome	Jennifer Simon 01924 223348 jennifer.simon@kirklees.gov.uk	Joanne Stanley 01484 222888 joanne.stanley@kirklees.gov.uk	Yusuf Pandor 07855 828183 yusuf.pandor@kirklees.gov.uk	Adam Lancaster 07973 122551 adam.lancaster@kirklees.gov.uk
Spennethorpe	Cleckheaton, Heckmondwike, Liversedge & Gomersal	Tahir Khan 01924 326234 tahir.khan@kirklees.gov.uk	Stuart Waddington 07967 393110 stuart.waddington@kirklees.gov.uk	Laura Whiteley 01924 325128 laura.whiteley@kirklees.gov.uk	Eugene Andrew 07973 181419 eugene.andrew@kirklees.gov.uk

For information on the Early Intervention Grant for Disabled Young People contact Darren Tordoff - 01924 482178 / darren.tordoff@kirklees.gov.uk