

IMPORTANT INFORMATION

PLEASE READ CAREFULLY

This information sheet contains important points to note that may affect your application including changes to the application, submission and assessment processes, also reasons why your application may not be accepted.

Completing Section A

- Send us one Section A form per year, unless you have made any organisational changes or updated your policies and certificates.
- 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

Completing Section B

- All organisation's need to complete section B forms
- Please complete **a Section B form for each area and holiday that you are applying for funding for**. For example, if you want to deliver the same activity twice at Easter, once in Spenningsley and once in Huddersfield North, you will need to complete two Section B forms. If you want to deliver the same activity once in Winter and once in Summer please send two forms. Each form should consider the different venues, times, risks involved in each activity.

Submitting your Application

- Applications must be sent back to us by the deadline – No exceptions
- All required forms must be signed in person (no electronic signatures) by both the lead contact and a committee member.
- Applications must be returned to: Katy Peasley, 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 .
- Any application that does not have signed forms and supporting documents (where required) will not be accepted, even if returned by the deadline.
- 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 one week before the deadline. You will receive comments on how to improve your application.
- Please note all drafts must be followed up with signed hard copies by the above deadline to be accepted.

Monitoring

- If you have any outstanding monitoring issues from any previous funding rounds from IYSS your application will not be accepted.
- 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

Payment

- We will pay you per holiday and will pay 90% of the funding in advance and 10% on submission of satisfactory monitoring
- We will only authorise payment for subsequent holiday periods upon receipt of satisfactory monitoring for previous holiday periods.
- If we have paid you but you do not deliver, or provide evidence you have delivered the sessions in line with your contract and policies we will write to your trustees or board members to recover the debts.

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.
- 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.