

Young People's Holiday Activity Programme Funding Pack: Guidance

Section A

IMPORTANT: Any organisation who was NOT funded in the Winter 2011/12 round MUST complete and return a Section A form along with all the supporting documents by the deadline stated for this round. This is necessary even if you have completed the form for recent rounds of funding prior to the Winter 2011/12 round.

(any organisation who was funded in the Winter 2011/12 round does not need to complete a section A form for this round – unless you have any updates to your insurance, first aid, food hygiene (if relevant) or policies/procedures.)

Telephone and email address:

Please provide a phone number and email address that you are easily contactable on. All correspondence regarding this programme will be sent to your chosen contact email address. It is your responsibility to check this regularly.

These contacts will also go on any Integrated Youth Support Service relevant programmes and / or publicity and be distributed to the public so please ensure you are happy for them to be published

Company Status: As well as giving your company type, please remember to include an organisational structure chart showing the names and roles of all the board/committee members and paid staff. You need at least 3 people on the board/committee.

Constitution:

Please remember to send us a signed copy of your governing documents – constitution / memorandum and articles of association etc. These must clearly show your membership is not restricted and include a dissolution clause showing that any remaining assets are not distributed amongst members.

Board Members' / Trustees' Names:

Please tell us the name and contact number of the board member, trustee or chairperson who is supporting or overseeing this application.

Bank Account:

We'll ask you to send in these details if you are successful so we can set you up as a supplier on our financial system.

We will pay you per holiday and will pay 90% of the funding in advance and 10% on submission of 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 evidence you have delivered the sessions we will write to your trustees or board members to recover the debts.

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

Policies and Procedures:

To safeguard you and the young people attending activities we have funded we need to check you hold the relevant policies and procedures, insurance and qualifications; and that these are clear, useable, accessible and embedded in your organisation's practice. Please tick the boxes and send copies of all the policies and procedures and documentation (insurance, copy certificates) you hold to us.

If you do not have a policy or procedure around a particular issue, we can help you develop one, but please still tell us about your practice. This should build your confidence in delivering well managed activities and support your organisation to gain further funding from Integrated Youth Support Service and other agencies.

Insurance: We need to see evidence of an active policy that has public liability cover to a minimum of £5 million. If your policy expires before any of the activities you will be asked to send your new documentation upon receipt.

First Aid: You need to ensure you have at least one qualified first aider on the site of your activity at all times. We need to see a copy of this person's first aid certificate

Food Hygiene: If you are doing any activity involving food you need to ensure you have at least one person qualified in Food Hygiene working on the activity at all times. We need to see a copy of this person's food hygiene certificate.

Administration and Management:

We want to commission organisations that have a track record of good management and organisation of their activities, information and group. Although we will provide you with our own monitoring forms (registration / consent forms, registers and sessional reports) we are interested to know if you have experience of completing this type of information.

Section B

Complete one section B form for every activity you want to deliver. Please submit a different form for each area and each holiday you want to deliver in. For example:

If you want to deliver the same activity twice at Easter, once in Spennings and once in Huddersfield North, you will need to complete two Section B forms. If you want to deliver the same activity once in Easter and once in February please send two forms considering the different venues, times, risks involved in each.

Age Range Catered For:

If you intend to deliver to more than one age group in one activity please evidence in the **ACTIVITY DETAILS** how you will cater for and target each age group specifically.

Numbers Of Young People Catered For:

Please tell us if the numbers you are targeting are the minimum or maximum you could work with and whether this is due to venue or staff capacity etc. We may wish to suggest you increase or decrease your numbers to maximise the offer to young people.

Please be clear if the number you state is per session or per programme. For example, if you are running a 3 day activity. Is it a 3 day programme where young people are recommended to attend all 3 days, or is it the same or similar activity each day where you could get different children each day?

How Many Staff / Volunteers Will Be Working on the Activity?: 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>.

Please confirm the number of CRB cleared members of staff who will be working on the sessions.

Project Costs:

Please be as specific as possible – if you want to attach a separate budget please do so. Remember, if you are applying for extra costs to engage or target disabled young people, please be specific and detail the extra costs.

Staff Costs:

Please state No. of staff x £ per hour x hours planned for each type of staffing. For example if you were running a scheme with two members of staff earning £7 per hour over 2 days and each day you ran the activity for 2 hours then the breakdown would be:

$$2 \text{ staff} \times \text{£}7 \text{ per hour} \times 4 \text{ hours} = \text{£}56$$

If you are paying volunteer expenses, include these costs in this section too. We can fund legitimate out of pocket expenses to a maximum of £10 per person per session (£5 public transport/mileage@max40p per mile, £5 food)

We expect you to have a system of reimbursement. This should include: a list of reasonable/authorised out-of-pocket expenses, a claim form (noting

receipts received), and a nominated person to pay volunteers. We will want to see relevant receipts and tickets for each expenses claim

Venue Hire for Activity:

If you need to hire a venue to deliver your activity please state these costs here. Please consider value for money when you are looking for a venue as we can only cover reasonable costs.

Management costs can include:

- Administration costs (paper, printing, time for submission of monitoring)
- Planning time / supervision of workers (paid or unpaid)
- Insurance costs for the activity

We will pay a maximum of 10% of the overall cost of the project for management costs.

Do you currently have any other funding to work with young people in Kirklees (either for this project or something else)? If so, please tell us what the funding is for, its start & finish dates and where it has come from:

You don't have to have match-funding for this programme, but if you are only asking for part of the costs please tell us where the rest will be coming from.

Please also tell us about any other funding at all, including:

- Other funders for this project
- Other funding applications for this project
- Other funders for any other projects
- In-kind support from other agencies
- We want to fund activities that are free for young people to attend, but if you have any subs / fees for your activities at any other time of the year that will contribute to the activity costs, let us know here

Submitting Your Application Form:

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

Original paper copies of all required forms (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.

All required forms must be signed in person (no electronic signatures) by both the lead contact and a committee member.

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

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. The earlier you submit your draft the more opportunity there will be for us to return to you with queries and to request any supporting information that may be missing so that you have submitted the best application you can before the deadline.

Please note, all drafts must be followed up with signed hard copies by the above deadline to be accepted.

Acknowledgements

We will always send an acknowledgement that we have received your application form. If you do not receive an acknowledgement please get in touch and let us know.

Assessment

Once you have submitted your application form it will be assessed and an appraisal prepared for the panel.

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

Contact Amy Woodhead on 01484 225154, or yps.projects@kirklees.gov.uk with any queries.

Good luck!

Integrated Youth Support Service - Kirklees Council