

12/05/2015 13:09:33

**ID**

105

**Applicant**

Mrs Julia Mannering  
Chippenham Sailing  
& Canoeing Club

**Project title**

**Extending youth participation at Chippenham Sailing & Canoeing Club**

**Project summary**

the Club (CSCC) plans to run sessions throughout the summer holidays which are available to young people from the age of 13 years upwards. Each session will be approx 2 hours, No outlay is necessary for kit or craft. Participants can access paddle sport or sailing. The aim of the project is to make challenge and perceived risk available in a fun environment. For participants to develop new skills and have the opportunity to try non-mainstream sports regardless of ability. The project will also benefit young members of CSCC to further develop their own coaching skills.

**3. Amount of funding required: \*required field**

- £0 - £1000
- £1001 - £5000
- Over £5000 (Please note - our grants will not normally exceed £5,000)

**4. Which Area Board are you applying to? Not sure? [-check on a map](#) \*required field**

Chippenham

**5. What is the Post Code of where the project is taking place?(If the application is for something that will move around to different locations please insert the post code for where it will be based for the majority of the time.) \*required field**

SN15 3JY

**6. Please tell us which theme(s) your project supports: \*required field**

- Informal education
- Youth work/development
- Sport/Leisure
- Residential
- Arts/Culture
- Employment or training
- 1:1/group work
- Community Project
- Community Safety
- Volunteering

- Environment
- Health
- Other

If Other (please specify)

## 7. About your project

**Please tell us about your project (a strong application will address all of the following):**

**\*required field**

- How does your project support local needs and priorities?
- How have young people been involved in your project so far?
- How many young people do you expect to benefit?
- How will your project be accessible and affordable?
- How will you encourage volunteering and community involvement?
- How will you ensure your project is accessible to everyone (Disabled, low incomes, vulnerable, etc.)
- How will ensure your project is inclusive?
- How will you work with other community partners?

Accessibility to all - this project will give young people more to do in the summer. The Club holds Clubmark and Paddle-Ability Top Club.

the Club has run activity sessions during previous summer months for children with additional needs (Autism) Calder House School (Colerne) Atworth Youth Club and people with mental health difficulties. The Club has groups from Cocklebury Farmhouse, Springfields Academy and Downland school having regular sessions. Activity in a safe fun environment will provide space for adventure, challenge and achievement to those who may not like mainstream sport or are put off by athleticism. the club has a range of craft suitable for the small to the large and from those who will be passive participants to the very active..

Young people - some of our young people have become Cadet Leaders or coaches. they have been consulted on this project and will participate as available.

Numbers - there will be 20 places per session across the disciplines with 5 sessions in the calendar.

Affordability - a nominal £2.50 on a pay-as-you-try basis for non-members. the value of participation is appreciated if there is a small payment for each session. The Club also accepts Wiltshire Time Credits. Free to existing members.

Volunteering - this project is outside the usual courses that the club volunteers currently support. It is hoped that participants in the project may find that they enjoy alternative sport, if they do not have financial means then alternative ways of membership can be considered. This project is also an opportunity for CSCC to broaden its appeal.

Inclusive and community partners - posters/flyers and liaison with schools and local uniformed groups. Liaison (referrals from)- Richard Williams Wiltshire Council Community Youth Officer and Paul Pritchard, Sports Development Manager (Wiltshire Council)

## **8. Safeguarding**

**Please tell us about how you will protect and safeguard young people in your project (You must address all of the following): \*required field**

- Please evidence your commitment to safeguarding and promoting the welfare of children and young people.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.
- Who in your organisation is ultimately responsible for safeguarding?
- How do you ensure that young people are kept safe online when accessing your services?

We have 2 CWOs – Lead and alternate (1 male, 1 female) their information and contact details are clearly displayed on our premises. They are accountable to BC (formerly BCU) and RYA. they are trained through safeguarding and Time to Listen courses.

The key documents held in the Clubhouse which all coaches sign as read, are:

Child and vulnerable groups protection policy

Child protection and harassment policy

Club code of conduct

Safeguarding whistle blowing policy

Reporting guides

Coaches and officials code of conduct

Antibullying policy

Guidelines for use of photographic equipment

Paddle safe away trips

Paddle safe events

Managing challenging behaviour

Changing room guidance

Text and email guidance

## Social media guidelines

all coaches are responsible to our NGBs and must undertake safeguarding as part of the coaching qualification, but are not required to provide references.

### 9. Monitoring your project

#### How will you know if your project has been successful? \*required field

It is standard practice within CSCC to get session feedback and consider suggestions without bias.

This can be written or verbal feedback.

Each person completes a participation form (all personal details are held confidentially) which measures involvement and age range.

### 10. Finance: \*required field, if you are a new organisation and don't have accounts leave blank and tick box below

#### 10a. Your Organisation's Finance:

##### Your latest accounts:

Month  Year

##### Total Income:

£  Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00

##### Total Expenditure:

£

##### Surplus/Deficit for the year:

£

##### Free reserves currently held:

£

##### Why can't you fund this project from your reserves:

CSCC has raised funds in 2013/14 for new hygiene blocks and a water treatment plant. the final invoices/works are outstanding and in total the project will come in at budget of £107000.00 many of the craft and equipment is showing damage through wear and tear but no funds have been available for replacements or new equipment such as stand-up-paddleboards. Our membership income pays for NGB affiliations, insurance and general overheads.

#### 10b. Project Finance:

**Part One: \*required**

Total Project cost £  Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00 [help](#)

Total required from Area Board £

**Part Two: Please itemise your project expenditure and project income \*required**

Quick tips:

1. List **ALL** expenditure in a general format eg. Materials 10.00, Tools 5.00
2. List **ALL** income **except the amount required from the Area Board** eg. Donations 20.00 [help](#)
3. Please enter in money format **with pence** but no pound sign or comma or p. Eg 15000.00
4. If your organisation reclaims VAT you should exclude VAT from the expenditure
5. Please ensure you **TOTAL** both columns correctly.
  - Expenditure column should equal Total project cost in Part One.
  - Income column should equal Total project cost **minus** Total required from the Area Board.
6. Here is an example layout, including how to display in kind contributions [help](#)

Itemised Expenditure eg Materials <a href="#">help</a>	£	Itemised Income eg Our reserves	£	Tick if income confirmed
Buoyancy aids 8 x £35	<input type="text" value="280.00"/>	participants at £2.50p	<input type="text" value="250.00"/>	<input type="checkbox"/>
Paddles 8 x £30	<input type="text" value="240.00"/>	CSCC reserves	<input type="text" value="500.00"/>	<input checked="" type="checkbox"/>
Sit on Top kayak	<input type="text" value="350.00"/>	marketing/refreshmer	<input type="text" value="160.00"/>	<input checked="" type="checkbox"/>
larger kayak for large	<input type="text" value="450.00"/>		<input type="text"/>	<input type="checkbox"/>
Topper (novice dingh	<input type="text" value="500.00"/>		<input type="text"/>	<input type="checkbox"/>
spray decks 8 x £25	<input type="text" value="200.00"/>		<input type="text"/>	<input type="checkbox"/>
marketing/admin (in ki	<input type="text" value="30.00"/>		<input type="text"/>	<input type="checkbox"/>
coaches 15 sessions	<input type="text" value="600.00"/>		<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
<b>Total</b>	£ <input type="text" value="2660.00"/>	<b>Total</b>	£ <input type="text" value="910.00"/>	

(please ensure you total these columns even if values are 0.00)

**11. Have you or do you intend to apply for a grant for this project from another area board within this financial year? \*required field**

- Yes
- No

**12. Tick all the Area Boards to which you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) \*required field, if Yes to Q11.**

- Amesbury
- Bradford on Avon
- Calne
- Chippenham

### **13. DECLARATION**

**Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):**

**Do you have the following (please tick any that apply):**

- Child Protection Policy
- Safeguarding Children
- Procedure for dealing with an allegation against a member of staff or a volunteer
- Complaints Procedure
- Public Liability Insurance
- Health & Safety
- Whistle blowing policy
- Internet use policy
- Constitution
- Annual Accounts
- Business/Project Plan (For projects where total project cost is over £50,000)

**Legal declaration \*required field**

- The information on this form is correct, that any award received will be spent on the activities specified.