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ID 490

Applicant Mr Paul Howard
Westbury Youth Club
Charity Number: 1164413
Leigh Park Community Centre
Leigh Park Way
Westbury
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Current Status: Application Received

1. Project title? (Max. 8 words Eg. Tinkleton Village Youth Transport Project)
***required field**

Westbury Youth Club 20172018

2. Project summary: (100 words) *required field

This project will provide a supervised youth club every week during term time for the young adults aged 11 to 18 years of age. Activities will include fun games that will also provide young adults with useful learning experiences an opportunity to pursue an activity or learning objective they may wish for themselves with assistance and guidance from one or more of our volunteers as well as meeting and mixing with other young adults of their age living in our community. In addition we intend to provide the young adults with skills that will assist them in their every day life away from the club. In the future we also hope to provide organised opportunities for visits and experiences away from the community centre.

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
Westbury

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

BA13 3FN

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?

Since the closure of the council run youth club some years ago there has been a need for a club to be re-established in Westbury this was achieved in October 2016 at the Leigh Park Community Centre. The need came directly from the young people and they have been involved in the planning during sessions that have been run the young people will continue to have a say in how the club is run and where the money is spent. It is anticipated that 30 to 35 youths will attend each session which is based on previous attendance. A fee of 1 per session will go back in to the club and pay for resources. The club is run by a group of 12 volunteers who are very dedicated in the delivery of the youth club service to the area all who wish to use their skills and knowledge to provide a better environment for the young people. The club will be open to all youths within the Westbury area and will be held in a building that has full disabled access

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?

All staff and volunteers will be DBS checked and are required to carry out safeguarding training. We have a run-a-club licence provided by Wiltshire Council which has enabled us to gather all the necessary templates for policies and procedures and effective running of the youth club.

9. Monitoring your project

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

We will know that our project is successful by the number of young people who use the facilities. We complete evaluations at the end of each sessions to ensure the young people are getting a valid and resourceful service.

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:

We are a newly formed group and do not yet have published accounts:

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 help	£	Itemised Income eg Our reserves	£	Tick if income confirmed
Activity Resources	£ 1763.00	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
Hall Hire	£ 1989.00	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
Volunteer Expenses	£ 1248.00	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/>
Total	£ 5000.00	Total	£ <input type="text"/>	

(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
- Corsham
- Devizes
- Malmesbury
- Marlborough
- Melksham
- Pewsey
- Salisbury
- Southern Wiltshire
- South West Wiltshire
- Tidworth
- Trowbridge
- Warminster
- Westbury
- Royal Wootton Bassett & Cricklade

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