

POSITIVE ACTIVITIES FOR YOUNG PEOPLE GRANTS APPLICATION FORM

This application should normally be completed online via the Area Board website.

Complete this application form to let us know about the project/programme/activity you want to do.

Please return this form to: XXXXXXXXXXXXX

Remember to read the Criteria and Hints and Tips to make sure you include everything you need to.

FOR AREA BOARD/LYN USE ONLY:

Date application received

Is my organisation/group eligible?

We are a voluntary and community sector organisation as per the council definition or have a sponsor organisation or group which meets this criteria	Yes
We are based in the county of Wiltshire and/or will be providing services/activities for the sole benefit of Wiltshire residents for the funding awarded	Yes
We have a bank account in the name of the organisation or group, which requires at least two joint signatories, who are not related, for all transactions or have a sponsor organisation which meets this criteria	Yes
We have the necessary policies and procedures that fulfil legal requirements e.g. accounts, health and safety, equal opportunities, insurance, safeguarding etc.	Yes
We are applying on behalf of a political party	No
This application is for religious activity	No
We are applying on behalf of a statutory body or school (including Wiltshire Council)	No
This application is for the sole benefit of an individual	No
We are applying on behalf of a private – profit making / commercial organisation	No

Is my project/activity/programme eligible?

My project/activity/programme is for the provision of positive activities for young people	Yes
My project/activity/programme is for 13-19 year olds (up to 25 years of age for young people with special educational needs and/or disabilities)	Yes
My project/activity/programme has already happened	No
My project/activity/programme has involved young people in the application process	Yes
My project/activity/programme helps meet the outcomes and priorities set out by the relevant Local Youth Network	Yes
My project/activity/programme is solely for capital items (equipment)	No
My project/activity/programme is to train funders and/or trustees	No
We have already made 2 successful applications to the Area Board in this financial year	No
The primary purpose of this project/activity/programme is to raise funds for another organisation	No

How is your organisation committed to the organisational principles required of applicants?

(Please refer to the application pack)

The Centre is committed to providing an excellent sport and leisure facility for all the community.

SECTION 1: ORGANISATION/GROUP DETAILS

Name of organisation/group:	Cricklade & DistrictCommunity Association
------------------------------------	---

How much are you applying for?	£750
---------------------------------------	-------------

Name of sponsor organisation (if applicable):	
--	--

Organisation/group contact details:

Name / position:	GaryWalker
Address:	Cricklade Leisure Centre Stones Lane, Cricklade
Postcode:	SN6 6JW
Phone number:	01793 750808
Mobile phone number:	
E-mail:	gary@crickladeleisure.co.uk
Web address:	www.cricklaldeleisure.co.uk

Do you have an up to date Health and Safety Policy in place?	yes
---	-----

Please provide details of insurance cover you have in place
Co Vea Insurance Public liability: Policy No. PC02021533930

Do you have an up to date Equality of Opportunity Policy in place?	Yes
---	-----

You will be required to provide a copy of your governing document (i.e. constitution, memorandum and articles of association) as well as copies of the policies listed above.

How many young people to do you expect to engage through your project/activity/programme?	Around 24 per week
--	--------------------

How have young people been involved in the development of your project/activity/programme?
Yes in consultation with the local youth co-ordinator and our operations manager.

How does your project/activity/programme support local needs, outcomes, priorities and objectives for positive activities?

The local JSA has highlighted

'Promote the area as a healthy lifestyle community

Ensure new development and infrastructure promotes health and wellbeing and includes good public transport links and green space.'

'Increase sports participation across all sectors of the community targeting young, old, women and minority groups to maximise facility opportunity.'

Key Outcomes of the local LYN:

- Help young people connect with their communities, enabling them to belong and contribute to society e.g. through volunteering
- Provides opportunities for young people to take part in a range of sports, arts, music and other activities where they can socialise safely with their peers and develop relationships, including with adults they can trust
- Encourage young people's personal and social development
- Improve young people's physical and mental health and emotional well-being
- Help young people to achieve in education, work or training
- Prevent and divert young people away from risky behaviours e.g. teenage pregnancy, substance misuse and involvement in crime and anti-social behaviour.

Local Youth Survey April 2015

In both the Cricklade and Purton Areas, Sport and a youth cafe were voted the two most wanted facilities.

(Cricklade, Sport 60%, Youth cafe 54%)

(Purton , Sport 67%, Youth cafe 55%)

How will your project/activity/programme be accessible, affordable, wanted and valued by young people?

Our hope is that this will be funded, but the organisation is minded to make this as financially accessible as it can. Our desired aim is to provide it free to the users during the pilot for the first 4 weeks and young people to contribute £1 per session afterwards.

SECTION 2: WHAT ARE YOU PLANNING TO DO?

What will your project/activity/programme involve?

(Use the box below to say why/how you identified the project/activity/programme, what you want to do, where, when and how you plan to do it. The more detail you give us the better). Please use a separate sheet if you need to.

We will provide an allotted time in the gym(max 15 a time) for an hour. This period will be supervised in order that those attending get the best benefit out of the session including guidance on the safe way to use the equipment. This will be followed by a supervised hour in the sports hall, for up to 24 young people. The activities will be varied, ranging from football to volleyball and any other sport that can be reasonably held in the hall. These will be decided by youth.

We will also give subsidised rates in the cafe to young people during this session.

How long will the project/activity/programme last? (This could be for more than one year – subject to Area Board funding)

Start Date: 4/10/15

End date:6/12/15

This will be a trail period, should the numbers be good we will look to put in place long term

Where will your project/activity/programme take place?

Please give the address, or area where the project/activity/programme will take place:

Cricklalde Leisure Centre, Stones Lane, Cricklade

How will you encourage volunteering and community involvement in your project/activity/programme?

By promotion in and around Cricklade. Direct contact local volunteer groups and our own volunteer group.

Is your project/activity/programme targeted at any vulnerable groups of young people e.g. Looked After Children etc?

We have contact with organisations in the area that deal with hard to reach families and other vulnerable groups, which will attempt to encourage them to attend the activity

Will you be working with other community partners (e.g. police, schools etc) to support the delivery of your project/activity/programme?

We will be working with the Community Youth Officer, Cricklade town council, Purton Parish Council, the local LYN and all the relevant senior schools and colleges.

Which of the following categories would you say your project/activity/programme falls into? (please tick)

Informal education	Yes	Youth work/development	Yes
Sport/Leisure	Yes	Residential	
Arts/Culture		Employment or training	

Music/Dance/Drama		1:1/group work	
Community project		Volunteering	Yes
Other (please state)			

What is the target age range for this project/activity/programme?	13 -18
--	--------

How will ensure your project/activity/programme is inclusive and is accessible to 'hard to hear/underrepresented' groups of young people (those with protected characteristics)?
By contacting these groups, with contacts already in place.

Who else will your project/activity/programme benefit?
We hope that inclusion of the youth will introduce other members of the family group to the centre.

SECTION 3: FINANCE

Overall cost of the project/activity/programme?	
Please give us a breakdown of what you intend to spend the money on.	
ITEM/ACTIVITY	COST

Supervised use of fitness suite, (approximate weekly costs)	£52.50
Hall Hire for sporting activity	£35
Supervision in hall	£10
Total cost of project/activity/programme	£97.50 *10 (£975 total)

Are you using any of your own funds for this project/activity/programme? If yes, How much?	Yes £22.50 (£225)
---	------------------------------

State / De-minimus aid (to be completed by sponsoring organisation if applicable)	
We confirm that including any proposed grant sum together with any other public money we have received from any source in the past three fiscal years does not exceed €200,000	Yes

Please give details below of any other de-minimus aid received during the previous two fiscal years and the current fiscal year
None
Exemption – If applicable, please confirm the basis on which you are except from the state aid regulations
N/A

Details of your sponsor organisation (if applicable):	
Name of sponsor organisation:	C&DCA
Key contact name/position:	Richard Martin
Address of sponsor organisation:	Cricklade Leisure Centre
Telephone number of sponsor organisation:	01793 750808
We may need to contact your sponsor organisation before we agree any funding. Are you happy for us to do this?	Yes

A copy of your most recent financial management accounts which show current income and expenditure may be required or if you are a new organisation (less than 6 months) then you can submit a cash flow statement and a copy of a recent bank statement (this will need to be provided by the sponsor organisation if applicable).

Financial Management (this section will need to be completed by the sponsor organisation if applicable)	
Please confirm that you have a minimum of 2 signatories for your bank account	Yes

(1 must be a member of your governing body)	
Bank account. Please provide current bank or building society account details which must be in the organisation's/sponsor organisation's name (personal accounts will not be accepted)	
Bank account name	Lloyds Ban
Bank account number	00758613
Bank sort code	30/13/35
Bank or building society branch name	Lloyds Cricklade High Street
Building society roll number (if applicable)	

SECTION 4: SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE (to be completed by sponsor organisation if applicable)

The council takes safeguarding and promoting the welfare of children and young people very seriously. We want to ensure that all those working with young people share this commitment and provide safe environments.

Please evidence your commitment to safeguarding and promoting the welfare of children and young people.

Safeguarding included in risk assessment documentation
 All staff working alone with vulnerable groups or individuals are required to have CRB and more recently DBS checks. Relevant documents on our policy available on request

Do you have the following policies and procedures in place (please note you may be required to provide copies of these):

- **Child Protection Policy**
- **Complaints Procedure**
- **Whistle Blowing Policy**

NO – we do not have a Whistle blower policy

How do you make sure staff and volunteers understand their safeguarding responsibilities?

Staff Handbook and Induction procedure, Safeguarding included in risk assessment documentation

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.

Where legally required

How are young people involved in the development and delivery of your activities/services?

Consultation with the Community Youth Officer and the LYN

What policies and procedures do you have in place for dealing with safeguarding issues and concerns?

They can be found in the relevant Normal Operating Procedure and Emergency Action Plan

Who in your organisation/group is ultimately responsible for safeguarding?

Gary Walker

What is your procedure for dealing with an allegation against a member of staff or a volunteer?

How do you ensure that young people are kept safe online when accessing your services/activities?

Not applicable

SECTION 5: MONITORING AND EVALUATION

What outcomes and impact will your project/activity/programme achieve for young people?

Improved sport skills
Healthier lifestyle
Opportunity for social skills

How will you monitor and measure outcomes and impact, including feedback from young people who use the project/activity/programme?

Attendance recorded
Evaluation carried out with the Community Youth Officer and the local LYN

Other Information

If there is anything else you would like to tell us about your project/activity/programme please use the space below.

Are you happy for us to share information about your project/activity/programme with others and in promotional materials? For example, on websites, on the radio, in adverts, on posters etc. Yes

Are you happy to join the Local Youth Network if not already involved? Yes

Declaration	Tick
I confirm that, as far as I know, all the information on this application form is true and correct.	Yes
I understand that you may ask for more information on the project/activity/programme at any stage.	Yes
Your name/position: Richard Martin/Operations Manager	
Your signature: Richard Martin	Date: 27/08/2015

Thank you for taking the time to complete this form. Please make sure that you have completed every question and read the criteria thoroughly before returning your form.

Please see our **hints and tips** information.