

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: Richard Williams – Community Youth Officer, Wiltshire Council, Monkton Park Offices.

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

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| FOR AREA BOARD/LYN USE ONLY: Date application received | |
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Is my organisation/group eligible?

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| We are a voluntary and community sector organisation as per the council definition or have sponsor organisation or group which meets this criteria | Y |
| We are based in the county of Wiltshire and/or will be providing services/activities for the so benefit of Wiltshire residents for the funding awarded | Y |
| 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 | N (pending) |
| We have the necessary policies and procedures that fulfil legal requirements e.g. accounts, health and safety, equal opportunities, insurance, safeguarding etc. | N (pending) |
| We are applying on behalf of a political party | N |
| This application is for religious activity | N |
| We are applying on behalf of a statutory body or school (including Wiltshire Council) | N |
| This application is for the sole benefit of an individual | N |
| We are applying on behalf of a private – profit making / commercial organisation | N |

Is my project/activity/programme eligible?

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| My project/activity/programme is for the provision of positive activities for young people | Y |
| 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) | Y |
| My project/activity/programme has already happened | N |
| My project/activity/programme has involved young people in the application process | Y |
| My project/activity/programme helps meet the outcomes and priorities set out by the relevant Local Youth Network | Y |
| My project/activity/programme is solely for capital items (equipment) | N |
| My project/activity/programme is to train funders and/or trustees | N |
| We have already made 2 successful applications to the Area Board in this financial year | N |
| The primary purpose of this project/activity/programme is to raise funds for another organisation | N |

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

(Please refer to the application pack)

Our equality and diversity policy allows access to our facilities for people from all backgrounds and abilities. The site from which we operate was designed for full access for those with special requirements. Our business is built around a sustainable model which includes income projections over a three year period (as detailed in our business plan) based on generated income and receiving funding from local grant sources. We have already been in discussions with Chippenham Borough Lands Charity and will be applying for funding imminently. Our project is tailored to represent mostly those interested in musical activities from Chippenham and the surrounding areas. We often engage young people from local villages who would otherwise be unable to access such activities. We were originally part of the integrated youth service for Wiltshire Council but due to the service being discontinued, we are now currently working closely with the CYO for Chippenham (Richard Williams) in order to deliver outcomes set by the LYN. We have also worked with local arts groups such as WYAP and Music Matters as well as featuring our young people on local radio stations BBC Introducing in the West and Chippenham FM. We are also in contact with BBC Wiltshire. We ensure that we deliver a high standard of service and a professional product to all young musicians involved with us. We have been in discussion with the new Chippenham campus team regarding our facilities being integrated into the new development and we have offered advice as to how to maintain and expand musical activities for young people in the area. Our project is run by a small local team who have experience and skills in both youth work and in the music industry and are able to deliver a high quality service which is far below the rate of local commercial studios, allowing young people access to professional facilities at a rate which is affordable to them but still generates enough revenue to remain self-sustainable. We take a record of all data regarding numbers of young people engaged on a session-by-session basis and this data is used to monitor outcomes and targets allowing us to take steps to continuously improve the service that we offer.

SECTION 1: ORGANISATION/GROUP DETAILS

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| Name of organisation/group: | CPM Sounds Ltd. |
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| How much are you applying for? | £5,000 |
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| Name of sponsor organisation (if applicable): | |
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| Organisation/group contact details: | | |
| Name / position: | Guy Britton – company director | |
| Address: | 16 Hatherell Road, Chippenham, Wiltshire | |
| Postcode: | SN15 3ST | |
| Phone number: | 01249 661467 | |
| Mobile phone number: | 07743384556 | |
| E-mail: | guybritton@gmail.com | |
| Web address: | | |

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| Organisation/group contact details: | | |
| Name / position: | Thomas Mallard – company director | |
| Address: | 9 Derriads Green, Chippenham, Wiltshire | |
| Postcode: | SN14 0QR | |
| Phone number: | 01249 462426 | |
| Mobile phone number: | 07792059216 | |
| E-mail: | tommallard.drummest@gmail.com | |
| Web address: | | |

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| Do you have an up to date Health and Safety Policy in place? | Yes/under review |
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| Please provide details of insurance cover you have in place | |
| Public liability insurance is pending | |

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| Do you have an up to date Equality of Opportunity Policy in place? | Yes/under review |
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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.

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| How many young people do you expect to engage through your project/activity/programme? | <p>So far in 2014 we have engaged 56 individual young people on a close working level and we expect this to increase in 2015 aiming to engage nearer to 100 young people on a close working level.</p> <p>More will also be engaged casually through live events and similar events held throughout the year.</p> |
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How have young people been involved in the development of your project/activity/programme?

Our project has been running as part of the Integrated Youth Service since February 2011, and was built on research carried out on young people in the area which demonstrated an expressed need for this kind of service. As of October 2014 we have become an independent organisation.

During our 3 years under Wiltshire Council we have directly engaged 32 bands equating to 95 young people. We have also put on 8 gigs, with attendances on average of 50 young people from various backgrounds and abilities within the local area, plus a number of parents and interested partners, all of whom have helped to shape and raise the standards of the activities we deliver. We currently have a waiting list of 11 bands and performers, equating to 32 young people, for live events, recording space, and rehearsal rooms. We are now continuing this service as a private company as a response to the desire amongst local young people with a passion for music to continue using our facilities and working with the team we have in place. This work has also been recognised by parents, who regularly contact us and attend events, as an extremely positive activity for young people.

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

Our facility provides a unique access to professional recording and rehearsal facilities that are otherwise unaffordable and inaccessible to a large majority of young people. We work with the Community Youth Officer to outline objectives, as well as interacting with young people to establish goals both on a personal level and with benefits to the wider community.

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

Due to the unique nature of our facilities, and being the only one of its kind in Chippenham and the surrounding area, our service is seen as an important stepping stone for young musicians towards higher education and/or working within a professional capacity in the music industry. The affordability of our services means it is highly valued by young people who are passionate about developing their creative needs. In order to remain accessible, we offer our services at prices far below like-services in commercial recording and rehearsal facilities.

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.

Our intention is to provide a service that offers band development, support and technical advice, instrument & skills tuition, recording and rehearsal facilities and showcased performance experiences. The sessions are open to all young people, particularly those with an active interest in music, and are available at a very affordable cost subject to prior booking. The sessions will run Monday to Thursday evenings from 6pm to 9:30pm with the view to also using a Saturday morning session if required.

See attached business plan for more detail.

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| How long will the project/activity/programme last? (This could be for more than one year – subject to Area Board funding) | Start Date: 01/11/2014 | End date: Ongoing; (NB funding application towards 6 months costs subject to partnership match funding). |
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| Where will your project/activity/programme take place? | | |
| Please give the address, or area where the project/activity/programme will take place: | Riverbank Studios, Monkton Park, Chippenham. (Beneath the Olympiad) | |

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

As mentioned in our business plan, it is one of our ambitions to take on volunteers to help with the running of the studio and the management of live events; this is in keeping with an established volunteer culture within the studio. To date we have had 4 volunteers assist in the development and running of the service. We believe that these opportunities as volunteers may also lead to future employment either with us at Riverbank, or elsewhere in the field of music. We also work closely with other local music and media related organisations with a goal to create a greater presence of arts and culture in Chippenham and the surrounding area. Tom Mallard, Company Director was until recently a long committed volunteer and Riverbank and has played a big role in helping the studio reach the position it is in now.

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

It is not specifically targeted at vulnerable groups, but we have previously worked with vulnerable young people and it is our policy not to discriminate against any groups. We will work closely with the CYO to enable any opportunities for marginalised groups or individuals if the work of Riverbank is deemed to be beneficial to them.

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

As mentioned previously we often work with local community radio stations such as Chippenham FM and Sparksite, we also worked with Wiltshire Next Generation. In the long term we believe it is a service which could potentially be offered to schools, as mentioned in the business plan, and could be very supportive and complementary of any campus development, and/or the work of Wiltshire College.

Which of the following categories would you say your

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| project/activity/programme falls into? (please tick) | | | | |
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| Informal education | Y | Youth work/development | Y | |
| Sport/Leisure | | Residential | | |
| Arts/Culture | Y | Employment or training | Y | |
| Music/Dance/Drama | Y | 1:1/group work | Y | |
| Community project | Y | Volunteering | Y | |
| Other (please state) | | | | |

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| What is the target age range for this project/activity/programme? | 13-19 |
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| 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)? |
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| The marketing strategy will ensure all schools and local youth service providers are aware of the service and where necessary we will (in liaison with the CYO) do outreach visits when able/ as requested, to talk about the service we aim to offer. This might include housing services, community based youth clubs, or SEND service providers. |

| Who else will your project/activity/programme benefit? |
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| Giving the next generation of musicians and creative people a place to develop is of benefit to the entire community and will improve local arts and culture. It also benefits parents and the public by giving young people a place to go and positive activities to participate in. |

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SECTION 3: FINANCE

| Overall cost of the project/activity/programme? | | |
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| Please give us a breakdown of what you intend to spend the money on. | | |
| ITEM/ACTIVITY | COST | |
| Wages for two staff at current opening hours for 6 months: | £3250 | |
| PA System (Pulse PMH) x3 | £390 | |
| LIVE PA Speaker Stand x6 | £120 | |
| Nikon D3200 DSLR Camera | £339 | |
| SanDisk Extreme SDHC 16GB Memory Card | £30 | |
| Shure SM58 Microphone x4 | £380 | |
| Rode NT-1a Recording Pack x2 | £300 | |
| AKG C1000s MKIV + 5M XLR Lead | £130 | |
| ART PDB Passive D.I. Box | £30 | |
| Refreshments (drinks + snacks) | £30 | |
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| Total cost of project/activity/programme | £4999 NB this is for 6 months match funding.i.e whole service based on projections will cost £20000 per annum | |

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| Are you using any of your own funds for this project/activity/programme? | No |
| If yes, How much? | £0 |

| State / De-minimus aid (to be completed by sponsoring organisation if applicable) | | |
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| 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/No | |
| Please give details below of any other de-minimus aid received during the previous two fiscal years and the current fiscal year | | |
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| Exemption – If applicable, please confirm the basis on which you are except from the state aid regulations | | |
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| Details of your sponsor organisation (if applicable): | | |
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| Name of sponsor organisation: | | |
| Key contact name/position: | | |
| Address of sponsor organisation: | | |

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| Telephone number of sponsor organisation: | | |
| We may need to contact your sponsor organisation before we agree any funding. Are you happy for us do this? | Yes/No | |

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).

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| 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 (1 must be a member of your governing body) | | Yes/No | |
| 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 | | | |
| Bank account number | | | |
| Bank sort code | | | |
| Bank or building society branch name | | | |
| 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.

We have a joint working policy on site. We monitor and supervise the spaces used. Records and contact details are kept of all participants. Membership/consent/photographic consent forms are used for young people under 18 years. We have a commitment to anti-discriminatory and anti-oppressive practice, and all participants are made aware of their responsibility to support this cultural aim when inducted. We operate a secure door policy which manages access.

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**

Yes , pending review

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

All staff and volunteers receive induction training on the matters, and will work closely with the CYO for update training as available.

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.

Yes.

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

Being relatively young ourselves and having risen through the youth service ranks we are very aware of what work is relevant to young people interested in performing or developing their music interest. All users are in the 13-19 age range and integral to how we shape the service on a daily basis.

Current users have been consulted when developing our business plan and features have been implemented as a response to requests made by them; including extended opening hours, more equipment to handle larger recording projects, use of studio-owned PA and drum kit so they don't have to rely on lifts from parents, and more regular live events.

Young people are heavily involved in planning, promoting and performing at our live events. We work closely with them to ensure such events are fun safe and beneficial to them.

A lot of recent development in our service has been through social media. We regularly communicate with young people and get feedback on our work, and take steps to improve and modify our services accordingly.

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

Pending

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

Thomas Mallard and Guy Britton

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

We will report to the CYO for advice or report to Social Services or the police depending on the severity.

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

We will monitor online activities for appropriateness. Direct access to the internet is does not feature directly as part of the service we aim to provide.

SECTION 5: MONITORING AND EVALUATION

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

An accessible and safe venue for young people wanting to practice and develop bands and music.
Increased music and performance ability.
Increased self confidence and self esteem.
Skill development specific to their music interest/need.

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| How will you monitor and measure outcomes and impact, including feedback from young people who use the project/activity/programme? |
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| We will collate participant feedback via social media routes and in hard copy form; sign self assessment form for participants at the start and end of their service period. |
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| Other Information |
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| If there is anything else you would like to tell us about your project/activity/programme please use the space below. |
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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. Y

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

| Declaration | | Tick | |
|--|---|-------------|--|
| I confirm that, as far as I know, all the information on the application form is true and correct. | | Y | |
| I understand that you may ask for more information on the project/activity/programme at any stage. | | Y | |
| Your name/position: | Thomas Mallard/ Director Guy Britton/ Director | | |
| Your signature: | Date:23/10/2014 | | |

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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.