

Positive Activities for Children and Young People Grant funding 2010/11 GUIDANCE NOTES

To be read in conjunction with the Application Form.

Please make sure you complete all sections of the Application Form. We are unable to accept applications with any missing information.

ELIGIBILITY CRITERIA

Who can apply?

This funding is only available to groups in the Voluntary and Community Sector: registered charities, social enterprises, companies limited by guarantee (with charitable aims) or community groups. Public/statutory sector organisations cannot apply for this funding.

When can I apply?

As soon as possible. This round of funding starts on 1st April 2010. The closing date is 1st February 2011. The activity and spending must be completed by 31 March 2011. Councillors will consider applications as they are received. Early applications are advisable.

What can this funding be used for?

- The views of children and young people should be central to identifying how this funding is used and inform the running of projects.
- This funding is intended to support and increase positive activities for children and young people aged 8 to 19 years old.
- The funding must be spent on the front-line delivery of services or activities to children and young people.
- Projects should benefit children and young people and contribute towards the achievement of the Children and Young People Plan priorities (as listed overleaf).
- The funding can be used for revenue activities only.
- Applications for activities taking place after 31 March 2011 will not be considered.
- For further advice on what is acceptable please contact Anne Roberts on 01905 765506 or email ARoberts1@worcestershire.gov.uk .

The following cannot be funded:

- Capital expenditure, such as refurbishment of buildings and building youth shelters.
- Support for projects for individuals, such as sporting achievements and travel.

GUIDANCE ON COMPLETING THE APPLICATION FORM

Contact Details

- Please provide contact details for your organisation, including the person who will act as the main contact for this application.

Electoral Division

- Please indicate which of the areas your project will cover. This is in terms of where the young people come from. Projects have to be focused at the local level and can only cover one area.
- Please indicate if you are applying for funding from other area(s), and if this is the case please list the other area(s) you are applying for funding from.
- If you are unsure who your local County Councillor is, or what area your group/project comes under, go to www.worcestershire.gov.uk, click on 'Contact your Councillor' and then 'Post code search'.

About Your Project

- Please provide a Name/Title for your Project.
- Please give a brief outline of what your group does.
- Please provide a brief outline of how you will use this money, including an idea of what this will be spent on and what this will enable you to do.
- Please provide the total number of children and young people who will benefit from this project and the age group.
- Please provide a date by which the project will be completed – when all of the money will have been spent by.
- Please indicate how the outcomes of your project will contribute towards the Worcestershire Children and Young People Plan Priorities, as listed below.

Children & Young People Plan Priorities

The Worcestershire Children & Young People's Plan identified ten local Priorities for Change (young people's version):

Be Healthy

- Support all children, young people and their families to have healthier, happier and more active lifestyles.
- Make sure babies are brought up well and in a safe environment.

Stay Safe

- Find good ways to deal with bullying and help all children, young people and families affected by it.
- Ensure that all children and young people are safe and protected and help those who are at risk of harm or are not getting the care they need.

Enjoy & Achieve

- Help children and young people to do well in and out of school
- Make sure everybody can enjoy activities in their communities.

Make a Difference

- Help children and young people be responsible and make a difference to their communities.

Have what you need

- Young people should have the opportunity to train and learn to improve their chances of doing well in life.
- Young people should get support to gain life skills to help them move into adulthood successfully.
- Make sure families have enough money.

Impact of Your Project

- Please describe how your project will benefit young people
- Please describe how young people have been involved in the planning of this project, for example any consultation with them on what the money should be spent on
- Please describe how young people will be involved in the running of this project, for example taking on responsibility for leading activities

Cost of Your Project

- Please enter the amount of funding you are requesting.
- Please provide a breakdown of the amount you are requesting, listing the items you would use this money towards and how much these would cost. Please try to be as accurate as possible.
- Please detail any other funding you have received, since 1st April 2010, from statutory and other bodies, to support your work with children and young people (aged 8 to 19).

Declaration

- The Main Contact should sign and date the declaration at the bottom of the last page confirming that the information given on the Application Form is correct to the best of their knowledge.

FREQUENTLY ASKED QUESTIONS

Where does the form need to be sent?

Please return your completed form to the County Councillor for the Division where the young people involved in the project come from.

Application Forms cannot be submitted by email, as we need to receive a signed copy of this.

What happens next?

The relevant County Councillor will consider applications received for their Division and can adopt a number of approaches as to how these are assessed, including the potential for consultation with local community forums and/or groups of young people. They will then recommend how the funding for their Division is allocated.

These recommendations will then go to a Grants Verification Panel for allocations to be finalised, including checking that there is no double funding or duplication in application and the application meets the criteria. The panel includes officers from Children's Services and Worcestershire Council for Voluntary Services. Applying for this funding does not preclude you from applying other sources of funds for other projects.

What do we have to do if we are successful?

Successful applicants will be notified by letter and sent a Conditions of Grant form outlining the requirements attached to this funding. You will need to sign and return this to us, along with your financial details, before payment can be made. Payments will be made by BACS transfer and only be paid to a Bank Account in the name of the Organisation.

When will we get the money?

We will try to pay this as soon as we can but it usually takes at least a week to do this once we have received all of the necessary paperwork.

When must the money be spent by?

Any money given out as part of these grants **must be spent by 31st March 2011.**

What else will you want to know about our project?

Successful applicants will be sent evaluation forms, which will have to be completed as part of the conditions of the grant. County Councillors will be responsible for overseeing the monitoring of funding for their Division.

Want to know more?

If you have any other questions, please contact your local County Councillor or Anne Roberts on 01905 765506 or email aroberts1@worcestershire.gov.uk.