

YORK YOUTH COMMUNITY ACTION PILOT



Supported by
department for
children, schools and families

APPLICATION FORM FOR GRANT FUNDING – ORGANISATIONS

This is the application form for grant funding from the City of York Council's Youth Community Action Pilot.

Please ensure that you have thoroughly read the Guidance for Applicants and FAQs before starting to complete this document – they contain important information for anyone thinking of applying.

Contact details for more information are provided on the last page.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550



Cares is an initiative of
Business in the Community

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YOUTH COMMUNITY ACTION GRANT APPLICATION FORM

Please enter your information/answers in the white boxes – if typing, using Arial font size 11.
Use 'x' to indicate your chosen answer where applicable.

Please respect word limits where applicable – the intention is to make the application form easy to complete.

1 Details about you and your organisation

1a.	Organisation name

1b.	Organisation's registered address or contact address (including postcode)

1c.	Web site address (if applicable)

1d.	Please briefly outline your organisation's aims and main activities (max 200 words)

2 Main contact details for the project

2a.	Name of authorised person making the application

2b.	Authorised person's job title/role

2c.	Address including postcode (if different to address above):

2d.	E-mail address

2e.	Daytime telephone number(s) that we can contact you on

3	Organisation type
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3a.	Please check the boxes that best describe your organisation	
	Community or Voluntary Organisation	
	Community Interest Company/ Social Enterprise	
	Registered Charity	
	Statutory Organisation	
	Other (please describe)	

3b.	If your organisation has a registration number, please provide it below	
	Registered Charity Number	
	Company Number	
	Community Interest Company Number	

3c.	Please check here to confirm you have enclosed a copy of your constitution (not applicable for statutory organisations)	
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3d.	If you are a branch of or related to a larger organisation, please provide details below:	
	Have you received their consent to apply for this grant?	Yes/No

3e.	Does your organisation have a bank or building society account in the name of the organisation that requires two signatures to release funds?	Yes/No
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3f.	Applicant organisations must provide a copy of last year's accounts (except statutory orgs). If you are a new organisation (less than 12 months), please provide an estimate of your first years income and expenditure instead.	
	Please check here to confirm you have enclosed this information (or write 'n/a')	
	Statutory organisations only: Please check here to confirm that this grant request does not simply replace existing funding	

3g.	Please check to confirm that your organisation has an equality and diversity policy (please enclose a copy)	
	If not, you should have a clause committing to equal opportunities in your constitution. Please provide the reference here (paragraph/ page):	

4	Funding your project
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4a.	We will only fund the costs of providing volunteering opportunities for 14-16 year olds who are residents of York or attend a school in York (within City of York Council boundaries)	
	Please check here to confirm that your grant request meets this requirement	

4b.	Grants are available for revenue costs. Capital costs for example, for small items of equipment should not exceed a total of £7,500.	
	Please check here to confirm that your request meets this requirement	

4c.	Funding will only be available for activities that are completed by the end of March 2011.	
	Please check here to confirm that your project meets this requirement	

5	About your project
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5a.	Please give the title of your project below
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5b.	Project Summary Please describe your project in the box below including: <ul style="list-style-type: none">• The aim of the project• What you will spend the money on (max 250 words)
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5c.	For each volunteering activity you are proposing, please complete the table below: (If you are doing more than two activities, just copy and paste this table as many times as necessary)		
Description of Activity (max 100 words)			
When and where the activity will take place (please give specific details, for example, 4.00 - 6.30pm on Monday every week for eight weeks)			
What date will the activity start?			
What date will the activity end?			
For our monitoring purposes we need to know when/where this activity will take place.....		Please check appropriate boxes	Please name which schools you plan to work with *
It's community activities so in evenings, weekends, school holidays			
In schools, in curriculum time			
In schools, outside curriculum time (extra-curricular activity)			
Outside schools in curriculum time			
How many volunteering opportunities can you provide for 14-16 year olds over the course of your project? Briefly explain how you arrived at this figure (max 100 words)			
How many of these opportunities do you expect to be taken up? Briefly explain how you arrived at this figure (max 100 words)			
Approximately how many hours will each young person spend volunteering during the course of the project? Briefly explain how you have arrived at this figure (max 100 words)			
What category best describes this voluntary activity? Please check the most appropriate.			
Arts		Environment	
Music		Citizenship and Democracy	
Sport		Leadership Mentoring and Support	
Other or mixed activity (please describe)			

* Note - If you are proposing new activities that will involve schools, we ask you not to initiate new contact with the school/s, before your application is considered – we are seeking to avoid schools being inundated with requests for support and involvement. If your application is successful, and you plan to work with schools, we will then work with you to coordinate contact.

An extra copy of question 5c is below if you need it. Please repeat copy and paste as required.

5c.	For each volunteering activity you are proposing, please complete the table below: (If you are doing more than two activities, just copy and paste this table as many times as necessary)		
Description of Activity (max 100 words)			
When and where the activity will take place (please give specific details, for example, 4.00 - 6.30pm on Monday every week for eight weeks)			
What date will the activity start?			
What date will the activity end?			
For our monitoring purposes we need to know when/where this activity will take place.....		Please check appropriate boxes	Please name which schools you plan to work with *
It's community activities so in evenings, weekends, school holidays			
In schools, in curriculum time			
In schools, outside curriculum time (extra-curricular activity)			
Outside schools in curriculum time			
How many volunteering opportunities can you provide for 14-16 year olds over the course of your project? Briefly explain how you arrived at this figure (max 100 words)			
How many of these opportunities do you expect to be taken up? Briefly explain how you arrived at this figure (max 100 words)			
Approximately how many hours will each young person spend volunteering during the course of the project? Briefly explain how you have arrived at this figure (max 100 words)			
What category best describes this voluntary activity? Please check the most appropriate.			
Arts		Environment	
Music		Citizenship and Democracy	
Sport		Leadership Mentoring and Support	
Other or mixed activity (please describe)			

* Note - If you are proposing new activities that will involve schools, we ask you not to initiate new contact with the school/s, before your application is considered – we are seeking to avoid schools being inundated with requests for support and involvement. If your application is successful, and you plan to work with schools, we will then work with you to coordinate contact.

7b. Will you recruit volunteers from any of the following groups? If so, please estimate the number of volunteers from that group.	
	Number of volunteers (if applicable)
Young people with disabilities	
Young people with learning difficulties	
Young people on alternative learning programmes	
Young people from deprived areas of York	
Young people from black and ethnic minority groups	
Looked after young people	
Other hard to reach groups (please describe below):	
7c. Please describe how you will involve young people from the groups you have indicated above. (max 250 words per group)	

8	Benefits of your project
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8a. Please indicate the benefits that your projects will bring to the young people who volunteer and to the wider community. How will this be achieved? Please complete the table below and if necessary, add more rows to the table. Refer to Guidance and FAQs for support in completing this.	
Benefits to the young people who volunteer, e.g. skills, learning, knowledge, outcomes from 'Every Child Matters'	How this will be achieved through the proposed activity
Benefits to the wider community	How this will be achieved through the proposed activity

8b.	Please describe, if applicable, any links your project may have with the school curriculum (max 250 words)

9	Partners
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9a.	Do you plan to work in partnership with any other organisations to deliver this project? If so, please describe who you hope to work with and how they might be involved. Please indicate if any partners have already agreed to be involved (see note re schools on Page 5) (max 250 words). Write 'n/a' if not applicable and go to Q10.

	If you answered yes to 9a above, please complete the following:	
9b.	Are you the 'Lead' organisation? (Responsible for finance, admin etc) NB if 'no' you are probably not the right body to be applying. Please ask us for advice.	Yes/ No
9c.	Is there, or do you intend to create, a partnership agreement?	Yes/No
9d.	If yes to 9c, please indicate as appropriate.	Copy enclosed Not yet completed
9e.	Will any of the partners receive any of the grant funds from you?	Yes/ No
9f.	If yes to either or both of 9c or 9e, we will need copies of some extra documents from your partners (or will need to work with you to put these in place) – these will be similar to the ones we are asking your organisation to provide/ work with us to put in place. Please check the box to indicate you and your partners understand this requirement.	

10	Evaluation
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10a	This is a pilot project and funding from the DCSF is based on learning and disseminating information from all the activities. Therefore, all successful applicants will be expected to comply with the monitoring and evaluation methods specified by the DCSF and ourselves. Please check the box to indicate that you understand these requirements and are willing to comply. (There is more info in FAQs)	
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10b	Please explain how <u>you</u> plan to evaluate the impact of your project on young people, the wider community and on your organisation <ul style="list-style-type: none"> • What methods will you use? • Who will carry out the evaluation? • What will you do with the results? (max 250 words) 	

11	Sustainability
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11a	Please explain how you plan to use the project to inform/ influence your future activity (after the end of the funding/pilot) (max 250 words)	

12	Track Record
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12a.	Does your organisation have any previous experience of working with young people or of facilitating volunteering projects? If so, please describe below (max 250 words)	

13	Safeguarding young people		
We will expect all organisations to have appropriate safeguarding arrangements in place before we will release funds for activities. However, for those organisations that do not currently have such arrangements/policies we are able to offer support to help put these in place. So, please complete the sections below as appropriate for your organisation.			

	All organisations that receive a grant must have in place or be working towards a Child Protection Policy including CRB checks for staff or volunteers who work with young people.	You	Your partners, if applicable. See Q. 9 b-f
13a.	Please check here if you have a Child Protection Policy in place (if so please enclose a copy with your application)		
13b.	Please check here if you are working towards implementing a Child Protection Policy. Note when you expect it to be complete.	Date:	Date:
13c.	Please check here if you need support in preparing a Child Protection Policy		

14	Health and Safety and Insurance
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14a.	What health and safety issues have you identified for young people taking part in your project and what arrangements have you got in place to address these issues. This might include health and safety policies/procedures, written risk assessments, training. (max 250 words).

14b.	You will need to have public liability insurance that covers you for the activities that you intend to undertake. It is your responsibility to assure yourself of the adequacy of the cover. Please check the box to indicate that you have, or that you will put in place this insurance cover for the entire length of the activities included in this application.		
14c.	If you are working with any partners (see Q.9) then they will need to comply with this requirement as well. Please check the box to indicate that they have, or that they will put in place this insurance cover for the entire length of the activities included in this application. Please place a check in the appropriate box.	No partners - not applicable	
		Partners	

15	Engaging with young volunteers
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15a.	All organisations receiving a grant must have in place or be working towards a Volunteer Policy.	
	Please check here if you have a Volunteer Policy in place (if so please enclose a copy with your application)	
	Please check here if you are working towards implementing a Volunteer Policy.	

15b.	If you need support in preparing your organisation to engage, recruit or work with 14-16 year olds, for example, help with writing a Volunteer Policy, please give details in the box below. (max 250 words)	

17	Finishing your application: Checklist
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We have checked that we have answered all relevant questions on the application form	
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We have enclosed (please check the boxes as appropriate):		
Q3c	<ul style="list-style-type: none"> A copy of our organisation's constitution (not statutory orgs.) 	
Q3f	<ul style="list-style-type: none"> A copy of last year's accounts, or, an estimate of our organisation's first year's income and expenditure (not statutory orgs) 	
Q3g	<ul style="list-style-type: none"> A copy of our organisation's equality and diversity policy or provided a reference to the relevant clause in our constitution 	

We understand we will need to:		
Q14a	<ul style="list-style-type: none"> Address health and safety issues that are relevant to the specific nature of the activities proposed in this application and for the involvement of young people – this will include implementing but is not limited to health and safety policies/procedures, written risk assessments, training 	
Q14b	<ul style="list-style-type: none"> Put in place appropriate Public Liability insurance 	

If our application involves partners, we:		
Q3g	<ul style="list-style-type: none"> Have enclosed copies of our partners' equality and diversity policy/ies or copies of relevant clause/s in their constitution/s 	
Q9d	<ul style="list-style-type: none"> Enclose our partnership agreement – write 'n/avail' if not currently available 	
	<ul style="list-style-type: none"> Confirm our partners understand and will comply with 14a and 14b above 	

If available, we have enclosed		
Q13a	<ul style="list-style-type: none"> A copy of our Child Protection policy 	
Q15b	<ul style="list-style-type: none"> A copy of our Volunteer Policy 	

Our application been signed by two officers/ trustees/ committee members, or it has been signed by a Director/ Assistant Director (statutory org/ CIC/ other)	
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DECLARATION

We confirm that the above information is correct to the best of our knowledge.

If a grant is awarded it will only be used for the purpose noted in this application and according to the terms and conditions specified.

We understand that we may be liable to repay the grant in part or in full, if it is found that any of the information supplied is incorrect.

We understand that if a grant is awarded we will be expected to provide proof of expenditure as detailed in the grant terms and conditions.

We understand that we will need to comply with monitoring and evaluation of the project by providing detailed information on various aspects including outputs and outcomes.

We recognise that this is a 'pilot' project with a requirement to disseminate learning on new methods and activities, and are prepared to actively participate in wider evaluation and feedback as is (reasonably) requested by the Youth Community Action Pilot Manager.

Signature		Signature	
Print Name		Print Name	
Position in organisation		Position in organisation	
Date		Date	

<p>Completed forms should be sent to: Grants and Partnerships Team City Finance Centre PO BOX 31 Library Square York YO1 7DU</p>	<p>Or e-mailed* to: grants.service@york.gov.uk</p> <p>* If you submit your application by e-mail, please ensure you send a hard copy of this declaration with the sections below completed.</p>
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Date the application was e-mailed:	
E-mail was from (email address and name):	

If you need to contact us with any questions: (01904) 551748 Grants & Partnerships Team