

Appendix B

Guidance Notes for completing the North East Area Council Youth Development Fund Application Form

The North East Area Council has made £60,000 available to support Youth Provision projects

The Youth Development Panel (a sub-panel of the North East Area Council) will consider and make grants based on the details of each individual grant application.

How much funding can be applied for: -

Projects requesting funding between £1,000 and £10,000 will be considered.

Groups are eligible for up to 100% of their project costs however, the Youth Development Panel appreciates efforts made by groups to contribute, or find other funding which will help towards the total project cost.

What the fund is for: -

- To further the provision of youth activities across the North East Area Council

Who can apply:-

- Voluntary and Community Groups who are based within one of the four Wards of the North East Area Council.
- Voluntary and Community Groups applying should be able to show that their activities are open and accessible to all, and will primarily benefit young people living in the four Wards of the North East Area Council.
- Groups without a formal constitution can apply; however purchasing must be through a legitimate organisation.
- Official organisations such as community, statutory and voluntary agencies can also apply following the above criteria.

What the Grant can be used for:-

The North East Area Council have established a set of priorities. Youth Provision has been identified as a priority. Projects meeting the outcomes of Healthy Lifestyles, Physical Health and Enjoy and Achieve will be considered.

Eligible items could include the following.

- Healthy Eating activities
- Sports and Team Games
- Arts and Crafts
- First Aid
- Environmental Projects
- Active Citizenship Projects

Projects and activities should deliver the North East Area Council's priorities and should be underpinned by the Council's Corporate priorities of:

- Growing the economy
- Changing the relationship between the council and the community
- Improving people's potential and achievement

What can NOT be applied for:--

- Projects that can seek funding elsewhere within the project time scale.
- Expenditure outside the statutory powers of the Council
- Spending not targeted wholly within the North East area.

How to apply:-

A standard application form is attached.

Copies are also available from: Lovewhereyoulive@barnsley.gov.uk .

Conditions for awards:-

- Any award must be spent exclusively for the purposes set out in the application.
- Any equipment purchased will not be disposed of without the written permission of the Youth Development Group
- Any amount of the award not spent within 6 months will be returned.
- All financial records, receipts etc. will be kept for at least 2 years following the award.
- Applicants will be required to provide copies of receipts of expenditure within 6 months of issuing the payment or evidence of action if an order is placed.
- Groups receiving awards may be required to report to future Area or Ward events about the benefits received from the grant.

Procedure

- A representative of successful applications will be invited to the Youth Development Panel to talk about their proposal.
- The Youth Development Panel will task the Area Team to process applications
- If successful, the applicant will be asked to work with the Area Team to agree a full Service Level Agreement
- A payment for the approved amount will be sent to applicants, with a covering letter and the agreed Service Level Agreement of what will be delivered.



Filling out the Application Form

1. Applicants Details:

Please provide full standard contact details of the person/group who will act as our contact with your project, so that we can contact you if your project is approved. This includes a postal address where you will be able to pick up correspondence and a contact number we can call during working hours.

2. Project Description:

Choose a name for your project which will allow it to be easily recognised.

Please provide details about your project i.e. the aims of the project. The aim is a brief statement that explains the overall purpose of your project.

Please state how long your project will run for, and when it plans to spend the allocated grant.

Please tick which of the outcomes your project meets (your project may meet more than one outcome)

Please explain how you will measure the success of your project – how will you know you have made a difference to the community?

You will need to have a clear idea of the specific changes and improvements your project will have in your community. Please demonstrate the outcomes you believe your project will achieve. Consider what learning or other effects this project may have on your community and how this project may impact on its future.

3. Project Costs:

Please specify the amounts you plan to spend on individual elements of your project, such as materials, equipment etc. VAT should be included in all figures quoted.

Please provide details of the bank account into which the grant is to be paid.

If you are an individual acting for the benefit of your community you will need to supply the bank details of a group you have been liaising with and who will hold the grant on your behalf as grants **cannot** be paid into a personal bank account.

4. Funding:

Groups are eligible for up to 100% of their project costs however, it is a match funded programme, which means that every £1 provided in funding must be matched by a similar amount of in-kind donations (this means donations for cash, services, free products or volunteer time).

5. Declaration:

Read the conditions applied to the grant and sign and date the form.

6. Constitution & Policies:

Please tick any policies that are relevant to your group, you may be asked to provide evidence of these policies at the Youth Development Panel.