

## **Positive Activities for Children and Young People Grant funding 2008/09 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 & 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?**

In 2007/08 there was a closing date. For 2008/09, applications will be considered **between 1<sup>st</sup> May and 31<sup>st</sup> July 2008**. There is no closing date and Councillors will consider applications as they are received. Early applications are advisable.

#### **What can this funding be used for?**

- The views of children & 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 & young people and contribute towards the achievement of the Every Child Matters outcomes.
- The funding can only be used for revenue activities only. Application for capital expenditure, such as refurbishment of buildings, youth shelters, will not be funded through these grants.
- Applications for activities taking place after 31 March 2009 will not be considered.

### **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 activities are taking place. 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, you can check this using the 'My Local Area' (post-code search) facility at: <http://worcestershire.whub.org.uk>.

## About Your Project

- Please provide a Name/Title for your Project.
- 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 & young people (aged 8 to 19) who will benefit from this project.
- Please provide a date by which the project will be completed – when all of the money will have been spent by. This must be 31<sup>st</sup> March 2009 at the latest.
- Please indicate which of the five Every Child Matters Outcomes your project will contribute towards. Please tick as many as apply, but the project must contribute towards at least one of these.

### Children & Young People Plan Priorities

The Worcestershire Children & Young People's Plan identified ten local Priorities for Change:

#### Be Healthy

- Support all children, young people and their families to choose healthy lifestyles.
- Ensure all children have a healthy start to life.

#### Stay Safe

- Identify and deal effectively with bullying and support all children, young people and families who have been affected by it.
- Ensure that all children and young people are safe and protected and support those who are at risk of harm and neglect.

#### Enjoy & Achieve

- Raise the achievement of all children and young people.
- Ensure that all children, young people and their families have access to positive things to do and enjoy in their communities.

#### Positive Contribution

- Enable all children and young people to be responsible citizens and recognise the contribution they can make.

#### Economic Well-being

- Ensure that all young people are able to access appropriate education, employment and training opportunities and make progress.
- Ensure all young people are equipped with essential life skills and have support to move successfully into adulthood.
- Enable children and young people to grow up in prosperous communities.

### **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. The maximum amount available is £3,500.
- 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 1<sup>st</sup> April 2008 from statutory and other bodies, to support your work with children & 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 in which the project/activity is taking place. Contact details for all Worcestershire County Councillors are being circulated with the Application Form and Guidance Notes, and can also be found at:

[http://worcestershire.whub.org.uk/home/wcc-mas-councillors-list\\_of\\_county\\_councillors-18.pdf](http://worcestershire.whub.org.uk/home/wcc-mas-councillors-list_of_county_councillors-18.pdf).

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 all 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 £3,500 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. The panel includes officers from Children's Services, Worcestershire Council for Voluntary Services and whenever possible young people. Applying for this funding does not preclude you from applying for FLOSS (Youth Opportunity Fund) or other sources of funds for other projects. (For details about FLOSS please contact Rachael Adams on 01905 827734 or email Radams2@worcestershire.gov.uk).

### **What do we have to do if we are successful?**

Successful applicants will be 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.

### **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 31<sup>st</sup> March 2009.

**What else will you want to know about our project?**

Successful applicants will be sent information on the monitoring requirements as part of the Conditions of Grant form. 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 (contact details enclosed) or Anne Roberts on 01905 765506 or email [Aroberts1@worcestershire.gov.uk](mailto:Aroberts1@worcestershire.gov.uk).

If you want to know how your application is getting on – contact your County Councillor.