

Inspiring young people through twinning

Guidelines

Cheltenham Twinning Association has a pot of funding worth £9,000 to support young people to take part in twinning activities with Cheltenham's twin and friendship towns.

Expressions of interest are now invited to this fund. The closing date is 5.00pm Friday 13 January 2012. Recommendations will be made by the Twinning Association that meets on Tuesday 17 January 2012.

What we want to achieve with the funding

Young people are able to take part in twinning activities that make a positive difference to them, their health and wellbeing and the communities they live in.

We will consider expressions of interest for funding that will make a positive difference for young people aged 11-25 (including children in year 6) in at least one of the following areas:

- Young people enjoy positive experiences that stimulate their interest in international languages and cultures.
- Young people enjoy positive experiences that help them with their current education and help them make the right choices about future education options.
- Young people enjoy positive experiences that help them become more employable.
- Young people enjoy sporting opportunities.
- Young people are more aware of the relationships between Cheltenham and our twin towns.
- Young people gain valuable insights into the culture of our twin towns and their countries.
- Young people improve their language skills.
- Young people's work experience so getting them ready for work.

The assessment criteria

In January 2012, the Twinning Association will assess all submitted expressions of interest. We will be looking for projects that have been well thought out (or have the potential to be) and can demonstrate the following;

- How the project could meet some or all of the 8 outcomes for young people set out above;
- What your plans are for proving that there is a need for the project including evidence from consultation with young people;
- Overall value for money including any match funding (inc in-kind contributions) and possibility of sustaining the project beyond the initial year of funding;
- How you will ensure that young people have fair access to the project including considerations around affordability;
- What your plans are for evidencing that the project will be well thought out including reference to; safeguarding arrangements, health and safety, any relevant licensing issues, appropriate risk management and contingency planning;
- How you will evidence that young people will be actively involved in the project.

The Twinning Association will then encourage successful applicants to work up their bids in more detail before considering final applications at the end of March 2012.

Who can apply?

Any statutory agency, public body, constituted voluntary sector, community or neighbourhood based organisation can apply. The funding must be used primarily to benefit children and young people who live in Cheltenham.

The awarding criteria will seek to distribute this funding across the different areas of Cheltenham.

How much can be applied for?

We are encouraging bids from over £500 up to a maximum of £1,500.

We want to encourage value for money and will be expecting groups to contribute to the success of the project, event or activity through volunteer time and or contributions or through meeting any additional costs incurred.

We recognise that for many community organisations, there will be the need to organise fund raising activities. Consequently the award will be held open for 12 months from the decision by the Twinning Association to allow for other funds to be secured. We will only pay the grant once you can demonstrate that the other funding is in place.

What we will fund

Projects should be related to twinning activities in one or more of our seven twin and friendship towns:-

- Annecy
- Cheltenham Pennsylvania
- Göttingen
- Kisumu
- Sochi
- Stampersgat
- Weihai

As the projects will involve working with children and young people, we will also ask you about what measures you plan to have in place to safeguard the wellbeing of children and young people.

Groups will also need to have current and relevant liability insurance in place before any agreement can be signed and you will be expected to provide copies to prove this.

What we won't fund

- On going revenue commitments
- Top-up funding for existing/continuing work
- Projects that cannot demonstrate that the necessary permissions will be achieved within the appropriate timescales

Can an organisation make more than one expression of interest?

Yes, though no more than one award will be awarded to any one organisation.

Completing the expression of interest form

Please complete all pages of the form. Incomplete applications will not be considered.

We want to encourage applicants to complete their forms on a computer as hand written forms can be difficult to read. If you require any help with completing the forms please let us know as soon as possible and we will provide assistance.

Agreements and monitoring

Before the project can start, the council will enter into a project agreement with the provider which will set out various obligations on the two parties. This is very important as the way in which the money is used will be subject to inspection and audit and your monitoring plans will help us ensure that your project is progressing along the right tracks.

Grant payments

For successful applicants, payments will generally be made in arrears on receipt of completed performance management report and claim form. However, we can arrange advance payments to help with cash flow but this will be subject to checks and you will be liable to repay this if your project does not make satisfactory progress.

Other considerations

Please be aware that as this is public money, the funding will be subject to inspection and audit. Any fraudulent activity will be quickly identified and reported to the police.

For further information, please contact

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