

# Commissioning of positive activities for young people in Cheltenham 2017/18 Application guidelines

## Background

In recognition of the changes in the way general services for young people are provided, Gloucestershire County Council (GCC) has agreed to invest £50k in each of the six Gloucestershire districts in 2017/18. This funding is to be used to help voluntary and community sector (VCS) organisations provide positive activities for young people.

The objective of the funding is to enable a programme of activities in each district that makes a positive difference to young people and mitigates the impact of reduced public sector provision of universal youth work

Cheltenham Borough Council will lead the allocation process and make the decisions about which applications will be supported. As part of its commitment to working in partnership with others, it will seek advice and support from a range of partners including the Cheltenham Youth Work Network, borough and county councillors.

## The outcomes we want to achieve with the funding

We have aligned the outcomes for the positive activities fund to the Cheltenham Youth Strategy document that was agreed by Cheltenham Partnerships in 2016 following consultation with the Cheltenham Youth Work Network.

### Our overall outcome is:

**Young people across Cheltenham have access to a wide range of places to go and things to do, delivered through high quality and effective youth work practice enabling positive outcomes for young people.**

We will consider applications for funding that will deliver improved outcomes for young people aged 11-19 in at least one of the three following areas that reflect the outcomes for partnership working in Cheltenham.

### Supporting young people to feel safe

We want to support youth work provision that is giving young people the skills, confidence and support to lead safer lives. This provision should reduce the risk of young people engaging in, or being the victims of anti-social behaviour, substance misuse, criminal damage and teenage relationship abuse.

### Developing the emotional resilience of young people

We want to support youth work provision that is giving young people the skills, tools and support to increase their emotional resilience and improve their mental health, thereby reducing the number of young people getting into crisis.

## **Building positive relationships with the community, supporting young people to recognise the role they play and the skills they can contribute**

We want to support youth work provision in Cheltenham that is promoting the merits of positive behaviour and community responsibility that is supporting young people to enjoy and sustain their formal and informal education thereby reducing a risk that young people might not meet their potential.

## **Funding available for developing and improving quality**

Gloucestershire County Council has indicated that up to £5,000 of the £50,000 pot can be used to develop and improve the quality of VCS organisations as providers of youth activities.

Accordingly, we would like to allocate up to £5,000 towards:

- Supporting effective engagement mechanisms with young people; we would like to see proposals for how we effectively capture the voice of young people and how this can be reflected in our decision-making processes.
- Developing effective partnership and networking opportunities for youth work providers and those that have a strategic contribution to supporting the sector. This will help link youth work providers to the work of Cheltenham Partnerships and to act as a conduit for sharing information.

If you are interested in applying for either of these opportunities, please make an application in the normal way. This funding can be in addition to any award to fund direct provision of activities for young people.

## Making an application

### The application form

Please complete all pages of the application form. Incomplete applications will not be considered. We want to encourage applicants to complete their applications on a computer as hand written applications can be difficult to read. If you require any help with completing the application forms please let us know as soon as possible and we will provide assistance.

Your grant application should also be accompanied by a copy of your last annual accounts (audited where this is a requirement for your organisation) and a copy of your constitution.

### Who can apply?

The GCC fund of £50,000 is to be allocated exclusively to Voluntary and Community Sector (VCS) organisations which includes community, parish and social enterprise organisations as well as voluntary ones.

Whilst we are keen to encourage new programmes that meet emerging needs, we will also consider funding existing work where they can demonstrate success in delivering activities and a continuing need for funding.

### What we will fund

The funding is being made available to support the direct provision of positive activities which is defined as activities for young people that supports young people to feel safe, develops their emotional resilience and builds positive relationships between them and the wider community.

The funding is also being made available to support the costs of delivery such as the venue, equipment and staffing costs. In addition, up to £5k of the fund can be used to invest in developing and improving the quality and sustainability of VCS organisations as providers of youth activities.

### What we won't fund

- Staffing/managerial costs that are not related to the direct delivery of the programme.
- Work being delivered outside the boundaries of Cheltenham borough.
- Applications that cannot demonstrate that safeguarding arrangements are in place.

### How much can be applied for?

To encourage a wide range of innovative bids, there will be no lower amount and no upper amount. Bidders should be aware however, that there is a strong commitment to ensure that young people are able to access a wide-range of activities across the whole borough.

### Monitoring and evaluation

Applications need to show how reporting, monitoring and evaluation will be carried out. Successful applications will be asked to show the findings of the monitoring and evaluation to the respective partnerships and to the Gloucestershire County Council.

### Timescales

Applications will need to be received by 5.00pm on **Monday 4 December**. We aim to assess applications and communicate decisions to applicants shortly afterwards.

## Assessing Applications

### Who will assess the applications

An assessment panel will be formed that will include two nominees from our partnerships, plus the following:

- The relevant CBC Cabinet member for the positive activities funding;
- Angela Gilbert to represent the wider VCS.

In addition, we will invite Cheltenham county councillors to review the recommendations made by the assessment panel ahead of any Cabinet decision.

### The specific assessment criteria

The assessment panel will be looking for applications that have been well thought out and can demonstrate the following:

- How your work will meet our overall outcome and the four partnership outcomes as set out above;
- Evidence that there is a need for your work including evidence from consultation with young people;
- Evidence of the active involvement of young people in the application.
- How your work will be sustained beyond 2016 either seeking other sources of funding and support or through using the strengths in the local community

### General assessment criteria

- Overall value for money including any match funding (which can include in-kind contributions);
- Accessibility of your work including affordability;
- Evidence of thorough planning including safeguarding arrangements, health and safety, any relevant licensing issues, appropriate risk management and contingency planning;
- Sustainability of your work and its outcomes beyond March 2017;
- Evidence of partnership working, including developing collaborative bids;
- A robust system for collecting, monitoring and assessing the impacts and success of the your work and for reporting and sharing this information.

The assessment panel will seek to distribute this funding to promote equality of access across the different areas of Cheltenham.

**Please note: to be considered for funding this year, your organisation must have submitted appropriate monitoring information from previous awards**

## **If you are successful**

### **Duration**

Successful applicants will have a period of 12 months to implement the application.

### **Project management**

The applicant organisation will be responsible for the project management and delivery of successful schemes. Consequently we will be looking for applications that demonstrate clarity of both planning and delivery of the projects with an understanding of what permissions and measures will be required to see the successful implementation of the project.

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

### **Agreements and performance management**

Before your work 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 work 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 contact:**

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