

Report of the Director of Environment and Sport to the meeting of Bradford East Area Committee to be held on 15th October 2014

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Subject:

Allocation of funding:

- Children and Young Peoples Community Chest Funding;
- Community Chest Funding;
- Youth Opportunities Funding;
- Area Action Planning Funding.

Summary statement:

This report provides an update on the allocation of Children and Young Peoples Community Chest Funding and Community Chest Funding. The report also outlines the process, criteria and timescales for the allocation of Youth Opportunities Funding and Area Action Planning Funding.

Steve Hartley
Interim Director of Environment and Sport

Portfolio:

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Overview & Scrutiny Area:



1. SUMMARY

This report provides an update on the allocation of Children and Young Peoples Community Chest Funding and Community Chest Funding. The report also outlines the process, criteria and timescales for the allocation of Youth Opportunities Funding and Area Action Planning Funding.

2. BACKGROUND

The following reports were presented to the Bradford East Area Committee on 26th June 2014:

- Youth Service Report (covering Youth Opportunities Funding) – Document A
- Area Action Planning Funding – Document H
- Community Chest Budget – Document F

A further report was presented to the Bradford East Area Committee on 17th September 2014 in relation to Youth Opportunities Funding and Area Action Planning Funding – Document O. The Bradford East Area Committee resolved that:

(1) That a Grants Advisory Group made up of the Chair, Deputy Chair and a member from the other largest group represented on the Committee be established.

(2) That the Bradford East Area Committee delegates decisions about the allocation of the Youth Opportunities Funding, Area Action Planning Funding, Community Chest Funding and Young Peoples Community Chest Funding, to the Area Co-ordinator, in consultation with the Grants Advisory Group. The decisions of the Area Co-ordinator should be reported to the Area Committee at its next available meeting.

Children and Young Peoples Community Chest Funding and Community Chest Funding

The Grants Advisory Group held a meeting on 29 September 2014 to consider applications with the Bradford East Area Co-ordinator. At this meeting decisions were made about applications for Children and Young Peoples Community Chest Funding and Community Chest Funding. A list of organisations granted funding is attached as Appendix A (Children and Young Peoples Community Chest Funding) and Appendix B (Community Chest Funding). The Children and Young Peoples Community Chest Funding was fully allocated – total of £10,000. There is still some money available for allocation from the Community Chest Funding.

Area Action Planning Funding and Youth Opportunities Funding

On 29 September 2014 the Grants Advisory Group also with the Bradford East Area Co-ordinator's Office to agree a process for allocating the above funding streams. In terms of the Area Action Planning Funding, the Grants Advisory Group and Area Co-ordinator agreed to call this Bradford East Communities Fund. Ward Members from across the Bradford East Area will be invited to put forward projects by contacting their Ward Officer who will complete an expression of interest form on their behalf. These expressions of interests need to be completed by the 31st October 2014. The Grants Advisory Group and



Area Co-ordinator will hold a meeting in early November 2014 to consider the expressions of interests. A total of £60,000 will be available. Only expressions of interest that are supported by Elected Members will be considered; groups cannot apply directly for this funding. Applications are invited for projects up to a maximum of £2,000. The Bradford East Communities Fund criteria is attached as Appendix C.

With regards to the Youth Opportunities Funding applications will be invited from early October 2014 with a closing date of 31st October 2014. The Area Co-ordinator and Grants Advisory Group, in consultation with some young people from Bradford East will consider applications in early November 2014. Groups will be able to apply for up to £2,000. An application form is attached as Appendix D and this also contains the criteria.

3. OTHER CONSIDERATIONS

There are no other considerations for this report.

4. FINANCIAL & RESOURCE APPRAISAL

£20,000 Youth Opportunities Funding and £60,000 Bradford East Communities Fund is available to the Bradford East Area Committee for 2014/2015. This should be spent by 31st March 2015.

Staffing: Support will be provided from within the existing resources of Neighbourhood and Customer Services, other Council Services and partners.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

There are no significant risks arising out of the proposed recommendations in this Report.

6. LEGAL APPRAISAL

This work relates directly to the Local Government Act 2000 and to the Duty of Well-being placed upon the Council to promote and improve the well-being of the District.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

It is anticipated that support will be made available to schemes that promote fairness and inclusion, whilst supporting the Area Committee's commitment to equal opportunities for all.

7.2 SUSTAINABILITY IMPLICATIONS

The resources made available to Bradford East Area Committee, outlined in this Report, will be used to support priorities within the Bradford East Ward Plans.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS



Greenhouse gas emissions and other environmental impacts are a consideration.

7.4 COMMUNITY SAFETY IMPLICATIONS

Community safety issues are recognised as a key contributor to the quality of life in neighbourhoods. It is anticipated that activity generated through these resources will have a positive impact on community safety issues in Bradford East.

7.5 HUMAN RIGHTS ACT

There are no direct implications arising from the Human Rights Act.

7.6 TRADE UNION

There are no direct Trade Union implications arising from this Report.

7.7 WARD IMPLICATIONS

It is anticipated that the funding referred to in this Report will be used to support projects in all Wards in the Bradford East Area.

7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS

The funding outlined in this Report will contribute to addressing priorities in all the Wards in the Bradford East Area.

8. NOT FOR PUBLICATION DOCUMENTS

There are no not for publication documents.

9. OPTIONS

This Report is primarily for information purposes to report back to the Bradford East Area Committee about the allocation of Children and Young Peoples Funding and Community Chest Funding. In addition, this Report outlines the process, criteria and timescales for the allocation of Bradford East Communities Fund and Youth Opportunities Funding.

10. RECOMMENDATIONS

That the Bradford East Area Committee notes the decisions of the Grants Advisory Group in consultation with the Area Co-ordinator.

That the Bradford East Area Committee asks the Area Co-ordinator to submit a further report after the next Grants Advisory Group meeting detailing the decisions made about Bradford East Communities Funding, Youth Opportunities Funding and Community Chest Funding.

11. APPENDICES



Appendix A – Children and Young Peoples Community Chest Funding allocation
Appendix B – Community Chest Funding allocation
Appendix C – Bradford East Communities Criteria
Appendix D – Youth Opportunities Funding application form

12. BACKGROUND DOCUMENTS

Reports to the Bradford East Area Committee, 26th June 2014:

Youth Service Report – Document A

Area Action Planning Funding – Document H

Community Chest Funding – Document F

Report to the Bradford East Area Committee, 17 September 2014:

Allocation of funding – Youth Opportunities Funding and Area Action Planning Funding – Document O



CHILDREN AND YOUNG PEOPLES COMMUNITY CHEST

APPENDIX A

Ward	Ref	Project	Total Cost	Amount Requested	Decision
Bradford Moor	CYPCC/01/14	<p><u>Get2Gether (Mil Jul)</u> Running a series of taster sessions aimed at children and young people during holiday periods including cooking, gardening, arts and environment to build practical life skills and knowledge. In addition, raising awareness about how to contact service providers to report crime and environmental issues inviting professionals such as Police Officers and staff from Aspire 1 to some sessions as well as encouraging young people to volunteer in their local neighbourhoods as young champions. The money will be spent on resources, room hire, face painter, publicity and sessional workers.</p>	£1540	£1000	£500
Idle & Thackley	CYPCC/02/14	<p><u>Quest Taekwondo Thorpe Edge</u> Assistance with payment of rent and new training equipment to benefit 24 children and young people for Taekwondo sessions.</p>	£880	£0	Rejected – further information was requested and not received
B & U, I & T, Ecc	CYPCC/03/14	<p><u>The Sorted Church</u> New equipment to be used to support the running of 3 evening youth sessions each week at a well used youth club. The money will be spent on 2 table tennis tables, sports equipment, 2 x boxes and games, books, dvds, TV and a pool table and accessories.</p>	£2000	£1000	£420.00 (2 x table tennis tables)
B & B	CYPCC/04/14	<p><u>Bangladeshi Community Association</u> To run workshops and activities to improve their neighbourhood and to help them to live a healthy life style. The money will be spent on professional training/work shops and an outing.</p>	£1000	£1000	Rejected – event was proposed for the summer period
Bfd Moor	CYPCC/05/14	<p><u>Enjoy and Succeed</u> For after school sports sessions. The money will be spent on venue hire, equipment and coach.</p>	£1000	£1000	Rejected – further information was requested and not received

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Ward	Ref	Project	Total Cost	Amount Requested	Decision
B & U	CYPCC/06/14	<u>E:merge (Bradford) Company Ltd</u> An aspiring 9 piece group/band meet on a weekly basis. The grant would be used to pay for equipment/instruments, tutoring and holiday sessions.	£1000	£1000	Rejected – only 9 – 20 young people will benefit.
Little Horton	CYPCC/07/14	<u>Athletico FC</u> Using football as a means of engagement and educating on the effects of criminality and anti-social behaviour. The money will be spent on venue hire, F A coach and training equipment starting in mid October 2014.	£1039	£1000	£500
Little Horton	CYPCC/08/14	<u>Marshfield Neighbourhood Association</u> Part funding a day trip to Chester Zoo.	£1000	£1000	£500
B & B; L H	CYPCC/09/14	<u>East Bowling All Stars</u> Towards delivering football coaching and/or football games twice a week starting in October 2014 and setting up more provision for children and young people. Money would go towards pitch hire, equipment, insurance, publicity, medals and trophies.	£3750	1000	£500
B & B	CYPCC/10/14	<u>The Friends of Bowling Park</u> For setting up a Bowling Park Young Leader’s Scheme. Overall they want to encourage young people to take a more active role in the management of the park and ultimately would like them to play a greater part in the future running of the ‘Friends’ group. The grant will be used for a leader, branded clothing, refreshments/food, activities, project equipment and set up.	£1310	£1000	£500 for Bradford Council Youth Service to explore work with the Friends Group
B & B, Bfd Moor	CYPCC/11/14	<u>Jubo Dhol Football Club</u> Towards sports diversionary activities. The grant will go towards sessions/hire, referee costs and equipment. The group will work with the Proud of BD3	£2040	£1000	£500

CHILDREN AND YOUNG PEOPLES COMMUNITY CHEST

APPENDIX A

Ward	Ref	Project	Total Cost	Amount Requested	Decision
		initiative and undertake litter picking and other positive social environmental action by users of this group to practically help improve the BD3 area.			
B & B, L H	CYPCC/12/14	<p align="center"><u>East Bowling Pensioners Club</u></p> <p>Towards an intergenerational Xmas event where older people are able to meet children and young people as part of an intergenerational day. Members from different faith communities and cultures will come together to celebrate Xmas and the event used to encourage debate and discussions building connections through interfaith and intergenerational routes. The money will go towards venue hire, food, publicity, live music, drummers and festive games.</p>	£1120	£620	£620
Bfd Moor	CYPCC/13/14	<p align="center"><u>Indian Cricket Club</u></p> <p>The grant is required for the under 19 years running costs, training, also indoor training.</p>	£2700	£0	Rejected – further information was requested and not provided
East Wide	CYPCC/14/14	<p align="center"><u>Life Education (Bradford) Ltd</u></p> <p>Life Education is delivered to some schools in all wards. The 4 mobile classrooms visit around 100 schools a year. The grant is for 2 days life education to schools not currently using the service and the costs of towing the mobile classroom.</p>	£690	£500	Rejected – felt schools could fund
B & B, Bfd Moor & L H	CYPCC/15/14	<p align="center"><u>Global Community Outreach</u></p> <p>Towards a weekly cohesion and befriending scheme for children and young people including asylum seekers and refugees from the Park Lane Centre. Volunteers will take an active role running sessions and facilitating activities. The grant will go towards the venue hire, food, the purchase of games, publicity and promotion. Children and young people come from across the Bradford East area - BD3, BD4 and BD5.</p>	£3050	£1000	£600

CHILDREN AND YOUNG PEOPLES COMMUNITY CHEST

APPENDIX A

Ward	Ref	Project	Total Cost	Amount Requested	Decision
Bfd Moor	CYPCC/16/14	<u>Thornbury Youth and Community Centre</u> For horse riding sessions and mini-bus costs. To encourage young people to enjoy the outdoors, develop relationships and live a healthy lifestyle.	£1000	£1000	£500
L H	CYPCC/17/14	<u>BD5 FC</u> The club is committed to encouraging children to engage in a healthy life style while having fun. The grant will go towards fees, equipment, kit, food, trophies, coaching courses etc as part of a 'Grow and Sustain' initiative.	£4407	£500	£500
B & B	CYPCC/18/14	<u>Greenway Youth Club</u> Towards visiting the countryside, theme parks, music events etc. The grant will be spent on minibus hire, petrol and wages. The group has 60 – 70 regular attendees, mainly Eastern European and Asian young people.	£1928	£930	£500
L H	CYPCC/19/14	<u>West Bowling Youth Initiative</u> For diversionary winter activities for young people at risk from anti-social behaviour. The project will focus on delivering sports activities. The grant will be spent on staffing costs, admin and publicity.	£1000	£1000	£250
L H	CYPCC/20/14	<u>Bowling Old Lane Cricket Club</u> Towards children’s holiday sessions; arts and crafts, focussed activity and sports activity. The money will go towards volunteer expenses, sessional workers, materials, bouncy castle, equipment and delivery.	£1600	£800	£250
B & B	CYPCC/21/14	<u>BEES</u> For sessions at Bowling Park Community Orchard. There will be a mix of tasks; practical maintenance, harvesting fruit and exploration of the orchard. The	£900	£900	Rejected - £800 is for staffing - suggest contact Greg at Rockwell

CHILDREN AND YOUNG PEOPLES COMMUNITY CHEST

APPENDIX A

Ward	Ref	Project	Total Cost	Amount Requested	Decision
		grant will be spent on sessions, transport, refreshments and cooking ingredients.			Centre to encourage joint working
L H	CYPCC/22/14	<p><u>Light of the World Community Centre</u> Towards engaging a youth support worker to help in extending a Youth Club Project with activities such as pool, football, table tennis and music lessons. Sessions aim to reduce the growing gang culture, alcohol misuse and aimlessness among local young people.</p>	£3800	£800	£500
Bfd Moor	CYPCC/23/14	<p><u>The Children's Society</u> Towards staffing costs in providing free weekly play sessions for children. Activities will take place in the grounds of Bradford Moor Community Centre and include junk modelling, arts & crafts, sand/play, sports, physical activities, music etc.</p>	£2783	£983	£500
B & B	CYPCC/24/14	<p><u>Bradford Punjabi Cultural Society</u> Towards celebrating Punjabi Cultural Day on 5th October at Ventnor Hall, bringing together people of different faiths and ethnicities to build bridges. The money will go towards venue hire, artists, publicity, PA system and food.</p>	£2500	£500	£500
B & B	CYPCC/25/14	<p><u>Karmand Community Centre</u> Towards a residential to London to build self confidence, social skills and team building. The money would pay for train transport to London for the group including 15 young people.</p>	£3982	£1000	Rejected – only 15 young people will benefit.
East Wide	CYPCC/26/14	<p><u>Bradford Dragons Basketball Club</u> For approx 40 hours of basketball coaching in 8 schools in the Bradford East area finishing with a mini festival. The grant will pay for qualified coaching and they hope to develop an after school club at Byron</p>	£1200	£1000	Rejected – felt schools could support this

CHILDREN AND YOUNG PEOPLES COMMUNITY CHEST

APPENDIX A

Ward	Ref	Project	Total Cost	Amount Requested	Decision
		Primary to keep interested families engaged.			
Bfd Moor	CYPCC/27/14	<u>Bradford Moor Residents Association</u> For a support worker and activities to promote positive interactions, build relationships and develop teamwork skills. The money will go towards a worker, transport and lazer tag/outdoor team building.	£1390	£990	£500 for outdoor team building
East Wide	CYPCC/28/14	<u>Bradford Disability Services</u> For taking a group of disabled children to see the pantomime at the Alhambra Theatre in January 2015.	£500	£500	£250
B & U	CYPCC/29/14	<u>Bradford Expedition Leaders Association</u> For Assistant Expedition Leader Training for 2 adults so they can lead 18 young people on basic outdoor trips. Also towards boots and insurance cover.	£841	£841	Rejected – not enough young people would benefit.
B & B	CYPCC/30/14	<u>The Vine Trust</u> Towards a sessional worker to support volunteers in ensuring appropriately run activities for young people, to help recruit new people to get involved and manage the Youth Drop In. Also towards hall hire, stationery, refreshments and games / craft equipment.	£4000	£1000	£600 for sports / games equipment
Bradford East wide	CYPCC/31/14	<u>Bradford East Area Co-ordinator’s Office</u> Towards a youth project and / or event to be determined by the Grants Advisory Group in consultation with the Area Co-ordinator and Youth Service.		£510	£510
				TOTAL	£10,000

Community Chest

Appendix B

Ward	Ref	Project	Total Cost	Amount Requested	Decision
District Wide	CC/20/14	<u>BRADFORD METROPOLITAN FOOD BANK</u> Towards purchasing food to balance each food bag.	£25000.00	£500.00	(Already granted £100 from West area.) Agreed £100
Bowling & Barkerend	CC/21/14	<u>ST AUGUSTINES CHURCH</u> Towards a community barbecue to encourage good relationships with east Asian/east Europeans and white British. Also to encourage pride in the area. The money will go towards food.	£500.00	£200.00	WITHDRAWN
Little Horton	CC/22/14	<u>BRADFORD TEACHING HOSPITALS CHAPLAINCY SERVICE</u> To raise understanding of the Chaplaincy Service. The money will go towards handouts e.g. coasters, key rings, pens, sweets.	£870.00	£347.00	WITHDRAWN
Bowling & Barkerend	CC/23/14	<u>EAST BOWLING PENSIONERS CLUB</u> For room rent, bingo books, raffle books, tea, coffee and sugar.	£500.00	£500.00	Check not already funded this year, if not agreed £500.
East Wide	CC/24/14	<u>BRADFORD BENGALI HINDU CULTURAL SOCIETY</u> Towards a multi-cultural festive community event starting on 29 September until 4 October. There will be singing, dancing, art workshops and it is hoped to bring different faiths and identities together to make new friends and break barriers between communities. There will be food and refreshments.	£5000.00	£500.00	A cultural event - agreed £500
B & B, Bfd Moor & L H	CC/25/14	<u>GLOBAL COMMUNITY OUTREACH</u> Towards a weekly after school homework club for children and young people. Many children are from the asylum/refugee community but sessions are open to all. This club will develop friendships/tackle loneliness. Money is for refreshments, publicity and room hire.	£1450.00	£500.00	Understand need for work with this community - agreed £500

Ward	Ref	Project	Total Cost	Amount Requested	Decision
Little Horton	CC/26/14	<u>BOWLING OLD LANE CRICKET CLUB</u> Towards the purchase of new chairs for the Community Hall to replace the old chairs.	£1022.50	£500.00	Financial information from group not received, to request this and then email Councillors.
B & B, Bfd Moor	CC/27/14	<u>SHRI LAKSHNI NARAYON TEMPLE</u> Towards the celebration of Dusera. Money will be spent on arts and craft, fireworks, food/snacks and advertising.	£1000.00	£500.00	Seek clarification on activity (e.g. whether cultural or religious) and then email Councillors.
B & B	CC/28/14	<u>BOWLING PARK RESIDENTS GROUP</u> For a lawnmower as they are responsible for the Community Garden.	£499.00	£499.00	Further info needed from group on area covered, activity etc. then email Councillors.
District Wide	CC/29/14	<u>TAKE 13 LTD</u> Towards launching and running a Community Cinema Project throughout Bradford. 12 monthly screenings throughout Bradford will take place.	£68425.00	£500.00	(Applied to all area offices) Rejected – does not meet priorities.
Ecc, I & T	CC/30/14	<u>CITY OF BRADFORD ESPRIT DIVING CLUB</u> Towards Irish Nationals Diving Competition in Dublin. Money will go towards accommodation, flights, food, staff etc.	£6590.00	£300.00	Rejected – does not meet priorities.
B& B	CC/31/14	<u>BANGLADESH COMMUNITY ASSOCIATION</u> Towards an Award Ceremony to congratulate students who have completed their GCSE, A levels and graduations. Money will go towards room hire, awards, refreshments and publicity costs.	£1000.00	£200.00	Rejected – does not meet priorities.

**GUIDANCE NOTES AND CRITERIA
BRADFORD EAST AREA COMMUNITIES FUND**

1. Applications will only be considered that are put forward by Elected Members on behalf of constituted groups/organisations that are based in and benefit communities living in the Bradford East Constituency area. This is a one-off funding stream that has been made available by the Bradford East Area Committee from October 2014 to March 2015.
2. Applications will only be considered that support the delivery of priorities identified in the Bradford East Ward Plans.
3. Priority will be given to applications that benefit areas of need which are evidenced by indices of multiple deprivation.
4. The maximum allocation from the Bradford East Area Communities Fund would not normally exceed £2,000 for any individual project. Any projects awarded funding MUST spend this funding and complete their project by 31 March 2015. Grants will be allocated on a one-off basis.
5. Where appropriate, an independent audited financial statement of the groups/organisations position will be required together with a copy of the constitution and/or rules, if this is the first application for financial assistance, or if the constitution has changed since you last applied for funding. Only groups that are constituted and have a bank account in their own name are eligible to be funded. **If you do not provide all of the documents requested this is likely to delay your application being considered for funding.**
6. Projects should not contravene Council Policy Guidelines in areas of equality of opportunity (i.e., no discrimination of membership on ground of sex, race, religion, occupation or opinion).
7. The organisation should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion, occupation or opinion).
8. Bradford East Area Communities Fund cannot be used to fund religious or political activities.
9. Bradford East Area Communities Fund cannot normally be used to enable fundraising for a secondary body, unless within the terms of a loss guarantee.
10. Grants may be used to complement other sources of funding, (e.g., Sports, Council, Arts Council, Yorkshire Arts). Bradford East Area Co-ordinator's Office expects organisations to make every effort to be self-supporting, and will give preference to such organisations
11. All funded projects must use Bradford Council's Neighbourhood and Customer Services logo and acknowledge on any publicity materials that the funding has been provided by Bradford Council through the Bradford East Area Committee.

12. Please note that some of the data collected as part of this funding bid is shared with internal and external partners. Projects funded could be publicised electronically, in funding reports or in the media. It is also possible that this information may be released in accordance with a Freedom of Information request.

13. All monies given to a project / organisation must be accounted for in full (e.g. copies of accounts and/or receipts detailing how the money was spent) and a short report on the project submitted by April 2015. **(Any subsequent applications from a project / organisation will not be considered if this condition is not complied with).**

Appendix D

Bradford East - Youth Opportunities Fund

Application Form and Guidance

2014-2015

Closing Date: 31 October 2014

TBC

All application forms must be submitted via post by 4.30pm to:

Ishaq Shafiq - Ward Officer
Bradford East Area Co-ordinator's Office
Harris Street Cleansing Depot
Bradford BD1 5HU
Telephone: 01274 431066

Applications received after 4.30pm will NOT be considered

**PLEASE NOTE YOU CANNOT HAND DELIVER YOUR
APPLICATIONS FORM IN PERSON**

Bradford East - YOF Application Form
Section 1

Contact Details

Name of Organisation/Activity:

(Please provide your registered name, as it appears on your constitution/governing document)

Your details and a named adult

Your Name: (Lead Young Person)

Your Address:

Telephone Number:

Mobile Number:

<input type="text"/>	<input type="text"/>
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E-mail Address:

Named Adult & Position: (from the organisation)

Address:

Telephone Number:

E-mail Address:

ALL CONTACT DETAILS NEED TO BE ENTERED

Section 2

Project Details

- 1. Description of your activity: (for example, what is your activity all about? Who will be involved in your activity & how; what will they get out of it? Is it educational, do you/they get an award? Why is this a good activity?)**

- 2. How will you be involved in the activity? What will your roles be; how will other young people be involved? Consider the roles and responsibilities of yourself and others throughout the process.**

3. When will the activity start and end?

4. How will you achieve this? (For example, you need to think about dates, times, cost effectiveness, getting people involved, support & evaluations)

SECTION 3 Financial Breakdown

Please provide a breakdown of what the funding will be spent on (inc. research for best value and if prices are estimates etc)

Item/activity	Month when this is going to be spent	Total
Totals		

SECTION 4 Bank Details

Please provide us with your Bank Details (this is where payment will be made if your bid is successful)

Bank Name	
Bank Address	
Account Name	
Account Number	
Sort Code	
Council code (internal or BACS)	

Monies cannot be used for Capital Expenditure and are for Revenue use only.

What now....

Submitting your Bradford East YOF application

Please check your Application and make sure all questions are answered with as much information as possible. If you need any support speak to a worker and they will guide you and support you in filling out the application.

Once all information has been checked, you **must** submit the following documentation along with your application. (The organisation that is working with you/supporting you will need to provide you with these documents)

- Last audited accounts (**must be submitted**)
- Equal Opportunities Policy (**must be submitted**)
- Safeguarding or Child Protection Policy (**must be submitted**)
- Partnership agreement form (**if applicable**)
- Any other supporting documentation which you may feel will help your funding application.

Applications should only be made on the attached form and returned by post along with the supporting documents to: -

**Ishaq Shafiq - Ward Officer
Bradford East Area Co-ordinator's Office
Harris Street Cleansing Depot
Bradford BD1 5HU**

Telephone: 01274 431066

PLEASE NOTE THE CLOSING DATE IS 31 OCTOBER, 4.30PM

YOF Guidance Notes

Guidance on how to complete the application form

Application area	Explanation/Prompt
Section 1.	
Name of organisation/Project	Fill in the organisation & activities full name and contact details
Named Contacts	Write in your details, then the adult & their details that is supporting you in your activity.
Section 2	
1. Description of your activity.	This is most important point of putting your argument across of why your activity should be funded. You need to consider all details of your activity, including what its about, who will be involved and what will they get out of it, why is your activity unique, why should your activity be funded? You can get creative with your description and show pictures or other things to explain or support your activity.
2. How will you be involved?	This section needs to consider the roles and responsibilities of everyone involved, break this down as to who is doing what and when to achieve what you need to achieve.
3. Activity start date and finish dates.	Write down when your activity will start, give an approximate date if you need to. Then write when your activity finishes, is it a day activity or longer. Write this down.
4. How will you achieve this?	This section needs to show you have considered everything and planned out your activity. In this section explain/show how you will achieve your activity considering a timescale of what needs to happen when and who by. Consider where and when you will need support from others, dates and times, booking in certain activities, when and how; who is involved when and how, what will they achieve or gain from the activity, show how you have been cost affective; why is it value for money?, maybe some quotes and reasons why you chose the one you did; did you go for the cheaper option? If not why no? If you are struggling with this section and you need some support filling this out you can contact (?) (Details on the front)
Section 3.	
Financial Breakdown	Please show a detailed breakdown of what the money you are applying for with a maximum amount of £2000.00 in total. In each item or activity specify when you intend on spending the money.
Section 4	
Bank details	This section should be filled in by a supporting worker for your activity. Money cannot go straight to a young person but can be access through an organisation & person of an organisation.

Data Protection Regulations and Guidance

The Project Deliverer confirms that they understand and accept that they must work in partnership with the Area Committee, Area Co-ordinator's Office (ACO), the Youth Service and Young People's Audit Panels and other Partners during the contract period and data collected about this work can be shared with internal and where appropriate - external partners and the projects funded through the Bradford East Youth Opportunities Fund can be publicised electronically and publicly in the media.

Project Deliverers are reminded that expenditure should not be made against this Bradford East Youth Opportunities Fund application until Bradford East Area Committee has given approval and a signed contract is in place to cover the works between the Council and the Project Deliverer.

The Project Deliverer confirms that they willing and able to deliver the project.

Project deliverers should be aware that ongoing revenue funding is not available through the Bradford East Youth Opportunities Fund.

Background Information

The Bradford East Youth Opportunity Fund (YOF) is part of the Early Intervention Grant held by Children's Services and handed to each Area Committee. It is available to increase 'things to do' for young people organised from within their local neighbourhood.

The broad aims of the Funds are to:

- Give a voice and influence to young people, particularly those facing disadvantage, in relation to things to do and convey a powerful message to young people that their needs and aspirations are important;
- Change the way local authorities and their partners provide activities for young people, and increase the responsiveness of providers to what young people want;
- Provide opportunities for young people to develop their confidence, knowledge, skills and abilities;
- Enable young people to gain recognition and accreditation for their participation;
- Increase the well being of young people through their engagement in activities that have a positive impact on their development;
- Increase young people's engagement with services and with decision making processes at local level;
- Offer young people the opportunity to develop projects that promote and increase entrepreneurial skills;

Applications must be completed by young people aged between 13 and 19 (up to 25 years for young people with disabilities).

Organisations must be working with young people in the constituency area with the support of an experienced adult to be eligible to apply.

Applications from organisations and services working with the following groups are particularly encouraged: Looked after young people, vulnerable young people and those at risk and NEET young people.