

# Report of the Director of Children's Services to the meeting of Bradford South Area Committee to be held on Thursday, 24<sup>th</sup> January 2013

AO

---

**Subject:**

Youth Opportunities Funding 2012/13

**Summary statement:**

The report informs Bradford South Area Committee of the applications for Youth Opportunities Fund for the area and the recommendations of the Area Youth Opportunities Fund Panel.

---

Kath Tunstall  
Strategic Director – Children's Services  
Report Contact:  
Pete Sims  
Senior Youth Work Manager  
Phone: (01274) 437198  
E-mail: [pete.sims@bradford.gov.uk](mailto:pete.sims@bradford.gov.uk)

**Portfolio: Cllr Ralph Berry**  
**Children and Young People's Services**

**Overview & Scrutiny Area:**

**Children's Services**



2009-2010  
Positive engagement  
of older people  
2006-2007  
Improving Rural Services:  
Empowering Communities



Suzan Hemingway, City Solicitor

## **1. SUMMARY**

- 1.0 The report informs Bradford South Area Committee of the applications for Youth Opportunities Fund for the area and the recommendations of the Youth Opportunities Fund Area Panel.

## **2. BACKGROUND**

- 2.1 The Youth Opportunity Fund (YOF) is part of the Early Intervention Grant held by Children's Services. As part of the remodelling of the Youth Service to demonstrate commitment to the approach to devolution YOF funding of £50,000 was allocated to each Area Committee.

- 2.2 It is available to increase 'things to do' for young people organised from within their local neighbourhood. Applications have been made to each Area Committee's panel of young people and Councillors.

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 commission and provide activities for young people, especially in deprived neighbourhoods, and to increase the responsiveness of providers to what young people want;
  - Improve things to do in line with what young people want in their neighbourhoods and thereby increase participation in positive activities;
  - 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
- 2.3 Applications must be from organisations working with young people aged between 13 and 19 (up to 25 years for young people with disabilities). The young people will need to have been heavily involved in developing the proposals with the support of an experienced adult within that organisation. This is to ensure that there is adequate support for the implementation of any successful application. Organisations must be working with young people in the constituency area 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.

- 2.4 Information on the application process was publicised through a wide range of networks by the Youth Service, the Voluntary Sector and Neighbourhood Services in mid July with an closing date for applications of Friday 10 August. Four applications were received by the closing date, however, these applications were not successful.
- 2.5 A second round of applications took place with a deadline of 19<sup>th</sup> October 2012. Eight applications were received and five of these were successful.
- 2.6 A third round of applications took place with a deadline of 4<sup>th</sup> January 2013. One application was received and this was successful.
- 2.7 The process to determine Youth Opportunities Fund in each area involved the development of a Youth Opportunities Fund Area Panel to consider applications and make recommendations to the Area Committees.
- 2.8 The panel consisted of a group of a group of young people acting as volunteers drawn from across the Constituency who have been trained as decision makers, working alongside local Councillors from the Area Committee. The panel assessed the application forms and shortlisted applications that meet the criteria and whether they:
  - Meet the needs of young people identified through the recent ward planning process
  - Contribute to the Constituency priorities for young people
  - Have involved young people in the writing of the bid
  - Engage with disadvantaged/hard to reach groups of young people
  - Will have a positive impact
  - Encourage partnership working
  - Enable young people to gain outcomes and accreditations
  - Are considered good value for money.

There may be applications for District Wide provision or for provision across more than one constituency area and these have been assessed by the YOF Panel in the constituency area in which the organisation is based.

- 2.7 The details of applications received including the amounts applied for are contained in Appendix 1.
- 2.8 The recommendations of your YOF Area Panel are contained in Appendix 2.
- 2.9 The YOF Guidance notes are contained in Appendix 3
- 2.10 It is intended to move to a third round of the YOF process has been put in place to ensure that applications for the remaining funding are received and assessed by the YOF Area Panel and brought to the Bradford South Area Committee meeting in January 2013.

### **3. OTHER CONSIDERATIONS**

There are no "Other Considerations"

### **4. OPTIONS**

- 4.1 That Bradford South Area Committee adopts the recommendations outlined in this report.
- 4.2 That Bradford South Area Committee adopts the recommendations outlined in this report, with amendments.
- 4.3 That Bradford South Area Committee decides not to accept the recommendations outlined in this report.

### **5. FINANCIAL & RESOURCE APPRAISAL**

#### **5.1 Financial**

£50,000 has been allocated to the Area Committee to determine which projects should receive funding from Youth Opportunities Fund.

#### **5.2 Staffing**

Support for the development and implementation of the process to determine the YOF through Area Committees has been provided from within the existing resources of the Youth Service and Area Coordinator's Office.

### **6. RISK MANAGEMENT AND GOVERNANCE ISSUES**

- 6.1 There are no significant risks arising out of the proposed recommendations in this report.

### **7. LEGAL APPRAISAL**

This work relates directly to statutory guidance issued by the Department for Education and came into effect in June 2012. The Local Authority has a duty to secure services and activities for young people aged 13 to 19 (and up to 24 years for those with learning difficulties) to improve their well-being. The duty is to practicably secure equality of access for all young people to positive, preventative and early help needed to improve their well-being. This includes youth work and other services and activities that:

- Connect young people with communities so they have a voice in decisions which affect their lives
- Offer safe opportunities in a wide range of activities, to develop a strong sense of belonging, socialise safely, enjoy social mixing, spend time with older people, and develop relationships with adults they trust
- support personal and social development of young people so they build the capabilities they need for learning, work, and the transition to adulthood
- improve young people's physical and mental health and emotional well-being;
- help young people at risk of dropping out of learning or not achieving their full potential to engage and attain in education or training; and

- raise young people's aspirations and build resilience

## **8. OTHER IMPLICATIONS**

### **8.1 EQUALITY & DIVERSITY**

- 8.1.1 The reporting of this funding is the responsibility of the City of Bradford Metropolitan District Council and that those projects and schemes supported will promote fairness and inclusion while supporting Bradford South Area Committee's commitment to equal opportunities for all.

### **8.2 SUSTAINABILITY IMPLICATIONS**

- 8.2.1 It is anticipated that the resources available to local organisations will support priorities within the Bradford South Area Committee Action Plan 2011-14 and the District's Sustainable Community Strategy.

### **8.3 GREENHOUSE GAS EMISSIONS IMPACTS**

- 8.3.1 It is anticipated that greenhouse gas emissions and wider environmental impacts will be a consideration in assessing activities.

### **8.4 COMMUNITY SAFETY IMPLICATIONS**

- 8.4.1 Community safety issues are acknowledged 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 across the area.

### **8.5 HUMAN RIGHTS ACT**

- 8.5.1 Local authorities must take steps to ascertain the views of young people and to take them into account in making decisions about services and activities for them, in line with Article 12 of the United Nations Convention on the Rights of the Child (UNCRC).

### **8.6 TRADE UNION**

- 8.6.1 There are no implications for Trade Unions.

### **8.7 WARD IMPLICATIONS**

- 8.7.1 The area covered by the recommendations of the YOF panel falls largely within the following wards:

### **8.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS**

- 8.8.1 The process for determining projects includes a requirement that successful applications will contribute to addressing priority issues within the Bradford South Committee Action Plan 2011-14.

## **9. NOT FOR PUBLICATION DOCUMENTS**

- 9.1 None.

## **10. RECOMMENDATIONS**

- 10.1 That Bradford South Area Committee adopts, adopts with amendments or does not accept the recommendations of the YOF Area Panel
- 10.2 That Bradford South Area Committee thanks the Bradford South YOF Area Panel for assessing applications and making their recommendations.
- 10.2 That the Area Youth Work Team continues to work with the YOF Panel to monitor the development and implementation of the YOF projects.
- 10.3 That the Senior Youth Work Manager presents reports to future meetings Bradford South Area Committee on the implementation of projects who receive YOF.

## **11. APPENDICES**

Appendix 1 – The details of the number and type of applications including the amounts applied for in Bradford South

Appendix 2 – The recommendations of Bradford South YOF Area Panel

Appendix 3 – The YOF Guidance notes and Application Form

## **12. BACKGROUND DOCUMENTS**

None

## Appendix 1 :

### YOF Bids in Brief: January 2013

#### 18<sup>th</sup> Bradford South Queensbury Scout Group

##### **What does the project aim to do?**

- Introduce young people to the sport of gliding.
- Enable young people to obtain a scouting badge and certificate which will provide a stepping stone to further and more advanced opportunities.
- Enable young people to participate in a camping activity where they will gain other skills such as cooking.

##### **What is the issue the project addresses?**

- Development of physical and mental potential of young people.
- Developing team work skills and encouraging young people to take responsibility for their own actions.
- Encouraging older people and adults to work together.

##### **How will the project improve 'things to do' for young people?**

The project will offer 36 hours of weekend provision for young people in the completion of the gliding course and a further 24 hours of camping activities.

##### **How many individual young people will benefit from the project?**

7 young people have been involved in writing the application to the Youth Opportunity Fund and 12 to 16 young people will directly benefit from the activities offered by the project.

##### **How much money is requested from YOF?**

The total cost of the project is £820.00 and £720.00 is requested from the Youth Opportunity Fund.

## **Appendix 2 : The recommendations of Bradford South YOF Area Panel.**

It was the recommendation of the panel that the application from the 18<sup>th</sup> Bradford South Queensbury Scout Group be supported for the reasons stated below:

- The application demonstrated clear involvement of young people with 7 supporting statements from young people.
- The project offers different experiences for the young people which they may not have opportunities to undertake otherwise.
- The project offers value for money and includes a contribution from participants.
- The project offers opportunities for young people to develop new skills and receive a scouting badge and certificate.



## **Appendix 3 : The YOF Guidance notes and Application Form.**

### **3.1 YOF Guidance Notes**

#### **The Youth Opportunity Fund (YOF)**

The Youth Opportunity Fund (YOF) is a grant that is available to increase 'things to do' for young people organised from within their local neighbourhood. Applications will be made to each Area Committee's panel of young people.

The main 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 to convey a powerful message to young people that their needs and aspirations are important;
- Change the way local authorities and their partners commission and provide activities for young people, especially in deprived neighbourhoods, and to increase the responsiveness of providers to what young people want;
- Improve things to do in line with what young people want in their neighbourhoods and thereby increase participation in positive activities;
- 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

#### **Who can apply?**

- Applications are welcome from all organisations who work with young people aged between 13 and 19 (up to 25 years for young people with disabilities).
- Young people must be heavily involved in the application but it is expected that they will be supported by a bona-fida organisation and an experienced adult will be involved to ensure adequate support and deployment of any successful grant.
- Only organisations working with young people in the constituency area are eligible to apply.
- Applications from services working with the following groups are encouraged: Looked after young people, vulnerable young people and those at risk and NEET young people.

## **How much can I apply for?**

This is a fund which is designed to have maximum impact on things to do for young people in their neighbourhoods- therefore we are looking to fund projects, with up to a maximum of £5,000. per project. Bids should be initiated and run by young people.

## **When can I apply?**

The deadline date for the Youth Opportunity Fund is:

**Friday 19<sup>th</sup> October 2012**

**All application forms need to be submitted by 4.30pm to:**

Luke Eloi - YOF Coordinator  
Bradford Youth Service, 1 City Road, Bradford, BD8 8ER

**Applications received after 4.30pm will not be considered**

## **Who decides?**

A group of young people acting as volunteers drawn from across each Constituency area have been trained and will be the decision makers, working alongside local Councilors who are part of the local Area Committee Grants Advisory Group. Young people will make up the majority of this group and together they will be known as the YOF Area Panels.

They will assess all application forms and shortlist applications that meet the criteria. They will see if your application:

- meets the needs of young people identified through the recent ward planning process
- has involved young people in the writing of the bid
- engages with disadvantaged/hard to reach groups of young people
- has involved young people in the consultation process
- contributes to the Constituency priorities for young people
- will have a positive impact
- encourages partnership working
- Enables young people to gain outcomes and accreditations
- Is considered good value for money.

All the above will be considered by the panel when assessing your application.

Where applications are for District Wide provision or for provision across more than one constituency area the application will be assessed by the YOF Panel in the constituency area in which the organisation is based.

For further information on the Youth Opportunity Fund or for an application form please contact Luke Eloi on 01274 433718 or [luke.eloi@bradford.gov.uk](mailto:luke.eloi@bradford.gov.uk). The forms are available electronically or in paper formats.

## **The Application Process**

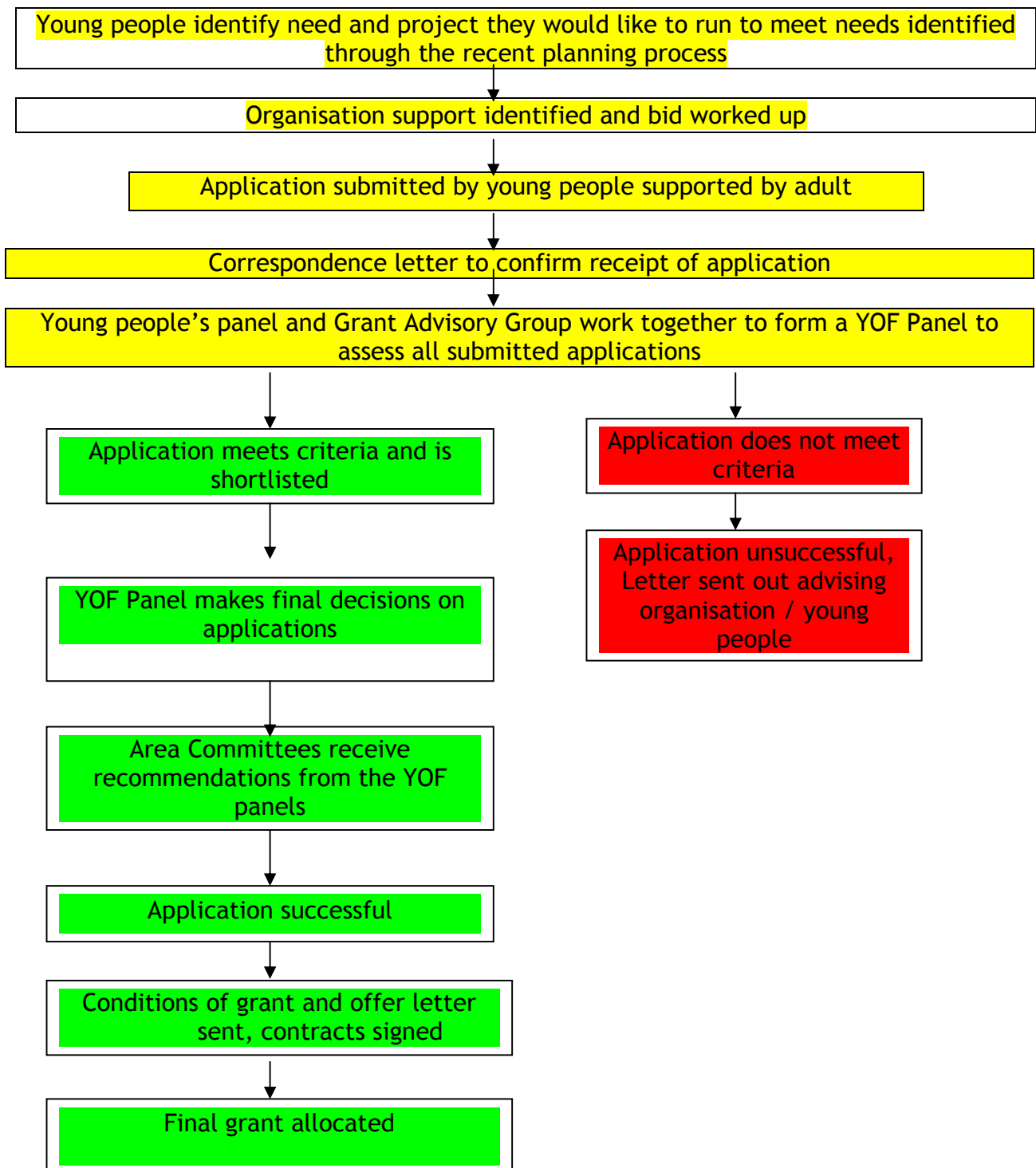
If you feel your project meets the criteria, please fill in the application form and send it to the youth worker detailed on page 1 of this document.

The application process will be in stages.

**Stage 1.** The YOF Panel in each constituency area will meet to consider all applications.

- Stage 2.** A shortlist is then drawn up against the outlined criteria.
- Stage 3.** The YOF Panel members will work together to make recommendations on which applications they wish to fund. They will make recommendations to the Area Committee.
- Stage 4.** The Area Committee will look at the recommendations made by the YOF Panel and confirm they meet the locally identified priorities. We will then contact your group to let you know if your application was successful. If your application is unsuccessful a letter will be sent offering you the opportunity to discuss the reasons for the application rejection.

### Process Flow Chart





Successful organisations are required to provide the Council with quarterly case studies & quarterly monitoring information, the failure to do so will result in funding being reclaimed

**All applications made to the funds will be judged against the following criteria:**

- Proposals which work in partnership with young people in helping them identify, assess and act upon issues impacting on their lives (supported by evidence)
- All YOF applicants must demonstrate working in partnership with young people to research and consult with local communities and other young people
- Applications will support young people to improve things to do in line with what young people want in their neighbourhoods
- YOF applications should have particular focus on hard-to-reach young people, disadvantaged communities and community cohesion
- Young people must be involved in the writing of the bid
- YOF promotes active involvement and empowerment of young people
- Applications must evidence the impact activities have on young people's outcomes
- Projects should be able to demonstrate young people's learning, achievements, educational value and accreditation opportunities
- Applications are encouraged to increase the well-being of young people by contributing to the achievement of the Area Action Plans
- YOF proposals must be able to demonstrate clear systems in relation to finance, monitoring, management of staff, volunteers and the project
- YOF encourages projects working in partnership, in meeting the needs of young people and the issues affecting their lives
- The funds are for the exclusive benefit of young people aged 13 – 19 years old (up to 25 years of age for young people with disabilities)
- Young people & organisations can apply for up to a maximum of £5,000.00
- Young people should be able to benefit from a range of safe and enjoyable things to do including a wide range of sporting, cultural, educational and recreational activities and experiences. Where applications are for contact sports these must be run by instructors affiliated and be carried out with National Governing Body Guidelines.
- All policies and documents requested **must** be submitted with the application. The requested documents are Safeguarding or Child Protection Policy, Equal Opportunities Policy and the organisations / projects last Audited accounts (failure to do so, will result in your proposal being rejected)
- All applicants must provide the Local authority with monitoring information on all young people involved in the application
- Organisations are expected to adhere to all financial regulations within their respective organisation.
- Priority will be given to organisations who have not received YOF from previous funding allocations
- Additional consideration will be given to organisations providing activities between Friday evenings and Sunday evenings.
- Young People can only apply once for "start up" funds for entrepreneurial activities.

**The following will not be considered for funding:**

- Activities which promote political, religious or other strong beliefs
- Activities which include or promote violence

- The funding cannot be used to fund capital expenditure
- Applications from organisations who work with young people that benefit young people from outside of the Bradford District
- Applications from organisations working with young people who are not aged 13 – 19 (or up to 25 with a disability)
- Activities which are dangerous and do not have relevant safety measures in place
- Previously successful YOF / SMBC applicants from the allocation 2011-12 are not eligible to apply for this round of funding.

### 3.2 YOF Application Form



## Youth Opportunities Funding Application Form and Guidance

**2012-13**

**Closing Date**

**Friday 19<sup>th</sup> October 2012**

**All application forms need to be submitted by 4.30pm to:**

Luke Eloi  
YOF Co-ordinator  
Department of Children's Services  
Bradford Youth Service  
1 City Road  
Bradford  
BD8 8ER

Applications received after 4.30pm will not be considered

**YOF Application Form**  
**Section 1**

**Contact Details**

**Name of Organisation/Project:**

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

Please supply us with details of one young person and one adult contact.

**Named Young Person:**

**Address:**

**Telephone Number:**

**Mobile Number:**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

**E-mail Address:**

**Named Adult & Position in Organisation:**

**Address:**

**Telephone Number:**

E-mail Address:

**ALL CONTACT DETAILS NEED TO BE ENTERED**

## **Section 2 Project Details**

**1. Where is your project based?** Please tick the constituency your project is based.

Bradford East

Bradford South

Bradford West

Shipley

Keighley

**2. What does your YOF proposal aim to do?**

*(Please give a brief description), Maximum of 200 words*

**3. Who is your YOF proposal aimed at? Maximum of 150 words**

**4. How will your YOF proposal improve 'things to do' for young people?  
Maximum of 150 words**

**5. What is the particular issue your YOF proposal is addressing? Maximum of 200**

**6. How have you established the need/demand for your YOF  
Proposal? (Please provide evidence). Maximum of 150 words**



**7. How will your YOF proposal engage disadvantaged/hard to reach groups of young people in your project? (Please specify). Maximum of 150 words**

**8. What impact will your YOF proposal have on the Ward / Constituency or District? (Please give examples). Maximum of 150 words**

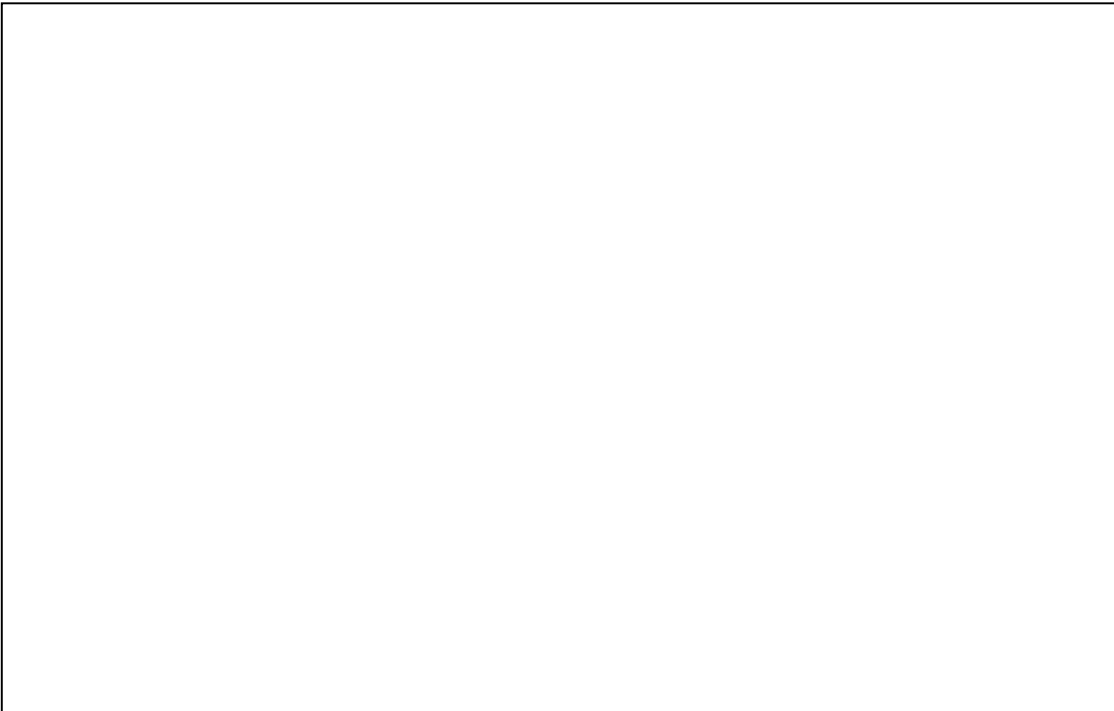
**9. How will your YOF proposal incorporate partnership working? (Please give examples). Maximum of 150 words**

**10. Please briefly explain how your bid will meet the local area priorities identified through the recent ward planning process. Maximum of 100 words**

**11. How have you involved young people in the writing up of the bid and how many young people were in involved? Maximum of 100 words**

**12. How have you involved young people in the consultation of the bid and how many young people were involved? Maximum of 100 words**

**13. How will young people be involved in the management of your YOF proposal?**  
(Please provide examples of young people's roles & responsibilities). Maximum of 150 words



**14. How many individual young people will benefit from your YOF proposal and how will they benefit?** Maximum of 100 words



**15. How long will your project last for and how many hours of provision will young people are able to access over the course of the project? (Please provide detailed timeframes for the duration of your proposal). Maximum of 100 words**

**16. What educational and accreditation opportunities will young people achieve from your YOF proposal? (Please provide examples). Maximum of 100 words**

**17. What systems are in place for the management of your YOF proposal? (Please provide examples on finance systems, monitoring & evaluation systems & management of staff). Maximum of 150 words**

## **Section 3**

### **Young People's Statement**

Please fill in the question below as it is important that we are able to take into consideration the views and feelings of the young people who are involved in writing this bid.

**This statement is to be completed individually by all young people involved in the writing of this bid.**

This section must be signed and dated by all young people. Please photo copy for additional young people.

**If this bid is successful can you tell us what difference it will make to the lives of you, and other young people who will benefit from the funding, and how will it make a difference?**

**Name of young person:**

**Please sign here:**

**Date:**





**SECTION 5**  
**Financial Breakdown**

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

Item/activity	Months Oct, Nov, Dec	Months Jan, Feb, Mar	Total
<b>Totals</b>			

Can you guarantee that all funds will be spent by 31<sup>st</sup> March 2013?  
Yes/No



**Please state the Project Costs:**

	£
Total amount of YOF Required	

**Is this the total amount needed for your project? Yes/No**

If No, please state below other sources of income.

Source	Amount (£)

**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.**

**SECTION 6**  
**YOF PARTNERSHIP WORKING**

Organisations involved in your YOF proposal

Name of project:

**Partnership working parties - Details**

Contacts should be the people involved in the proposed YOF project

**MAIN PARTNER**

NAME OF ORGANISATION:

VOLUNTARY ORG/STATUTORY ORG (PLEASE STATE):

NAME OF CONTACT & POSITION IN ORGANISATION:

ORGANISATION ADDRESS:

TEL:

EMAIL:

ROLES & RESPONSIBILITIES OF PARTNER:

SIGNATURE:

DATE:

**SUPPORTING PARTNER 1**

NAME OF ORGANISATION:

VOLUNTARY ORG/STATUTORY ORG (PLEASE STATE):

NAME OF CONTACT & POSITION IN ORGANISATION:

ORGANISATION ADDRESS:

TEL:

EMAIL:

ROLES & RESPONSIBILITIES OF PARTNER:

SIGNATURE:

DATE:

**SUPPORTING PARTNER 2**

NAME OF ORGANISATION:

VOLUNTARY ORG/STATUTORY ORG (PLEASE STATE):

NAME OF CONTACT & POSITION IN ORGANISATION:

ORGANISATION ADDRESS:

TEL:

EMAIL:

ROLES & RESPONSIBILITIES OF PARTNER:

SIGNATURE:

DATE:

**SUPPORTING PARTNER 3**

NAME OF ORGANISATION:

VOLUNTARY ORG/STATUTORY ORG (PLEASE STATE):

NAME OF CONTACT & POSITION IN ORGANISATION:

ORGANISATION ADDRESS:

TEL:

EMAIL:

ROLES & RESPONSIBILITIES OF PARTNER:

SIGNATURE:

DATE:

**SUPPORTING PARTNER 4**

NAME OF ORGANISATION:

VOLUNTARY ORG/STATUTORY ORG (PLEASE STATE):

NAME OF CONTACT & POSITION IN ORGANISATION:

ORGANISATION ADDRESS:

TEL:

EMAIL:

ROLES & RESPONSIBILITIES OF PARTNER:

SIGNATURE:

DATE:

**Where to submit your YOF application**

Please check your Application and ensure all required information fields are filled in and signed where required. This includes all Partnership group information and signatures.

Failure to do so will result in your application being rejected.

Upon full completion please submit your application with copies of:

- 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 to:
- 

**LUKE ELOI**  
**YOF Co-ordinator**  
**Department of Children's Services**  
**Bradford Youth Service**  
**1 City Road**  
**Bradford**  
**BD8 8ER**  
[luke.eloi@bradford.gov.uk](mailto:luke.eloi@bradford.gov.uk)

# YOF Guidance Notes

## How to complete the application form

Application area	Explanation/Prompt
<b>Section 1.</b>	
Name of organisation/Project	Fill in your organisation & projects full name and contact details
Named Contacts	Write in the names and contact details of 1 young person and 1 adult from your organisation that can be contacted to discuss the bid
<b>Section 2</b>	
1. Project details	Please tick the box or boxes to tell us which constituency your project will be based in
2. The Proposal	Please give a brief description on what your YOF proposal aims to do?
3. Who is your proposal aimed at?	Show the age range as set by the criteria, of the majority of young people the project is aimed at.
4. How will your proposal improve 'things to do for young people'?	Please provide details of how your proposal will improve 'things to do' in line with what young people want in their neighbourhoods
5. What is the particular issue/issues your YOF proposal is addressing?	Please illustrate what is the issue/issues your YOF proposal is attempting to address in relation to the needs of young people. <b>Please provide evidence of this when submitting your bid</b>
6. How have you established need/demand for your YOF proposal?	Please provide evidence of the consultation process involving young people and other organisations in relation to the need/demand of your YOF proposal. <b>This evidence could include questionnaires, research findings, presentations, community consultations or any other evidence which will support the consultation process of the need/demand. Please provide evidence of this when submitting your bid</b>
7. How will your YOF proposal engage disadvantaged/hard to reach young people?	Please demonstrate how you will engage disadvantaged/hard to reach young people in your project in relation to your YOF proposal. <b>Please specify which groups of disadvantaged/hard to reach young people you will engage with</b>
8. What impact will your YOF proposal have?	Please demonstrate the impact your YOF proposal will have on a Neighbourhood, Ward, Constituency or District. <b>Please give examples of how this will impact on any of the above</b>
9. How will your YOF proposal incorporate partnership working?	Please specify and demonstrate how your YOF proposal will incorporate partnership work to meet the needs of young people and the issues affecting their lives. <b>Please provide letters of support for your YOF proposal (if applicable)</b>
10. How will your YOF proposal contribute to the local area priorities?	Please provide examples of how your YOF proposal will contribute to the local area priorities
11. How have you involved young people in the writing of the bid and how many were involved?	Please provide details on all the mechanisms used to involve young people and how many young people were involved in the writing up of the bid
12. How have you involved young people in the consultation of the bid and how many were involved?	Please provide details on all the mechanisms used to involve young people and how many young people were involved in the consultation of the bid. <b>Please provide evidence of young people's involvement in the consultation process</b>
13. How will young people be involved in the management of your YOF proposal?	Please provide examples of how young people will be involved in the management of the project and what will their roles and responsibilities be for the duration of the project
14. How many individual young people will benefit from your YOF proposal and why will they benefit?	Please provide details of how many individual young people will benefit from your proposal and why will they benefit. <b>Please only provide details of individual beneficiaries of your proposal.</b>
15. How long will your project last for and how many hours of provision will young people be able to access?	Please provide detailed timeframes of number of hours young people will be able to access for the duration of your YOF proposal. <b>i.e. Hours of provision per week/monthly, activity hours, events, workshops, meetings and planning hours for projects involving young people etc...</b>

<b>Application area</b>	<b>Explanation/Prompt</b>
16. What educational and accreditation opportunities will young people achieve?	Please provide examples on how young people involved in your project will be provided with opportunities to learn, achieve and gain educational and accreditation from their involvement in your YOF proposal
17. What management systems do you have in place?	Please show how the project will be managed and who will be responsible to ensure that all evidence will be recorded and achieved. Please show who will be responsible for maintaining financial records, what experience do they have of managing budgets, who is responsible for monitoring & evaluation & how is this done, are there clear management structures for staff & volunteers. <b>Please give details on all of the above in relation to your YOF proposal</b>
<b>Section 3.</b>	
<b>Young people's section</b> If this bid is successful can you tell us what difference it will make to you and other young people?	This question is to be completed separately by all young people involved in the writing up of this bid. Please tell us what difference the funding will have on the lives of yourself and other young people and how this will impact on young people's lives.
<b>Section 4.</b>	
How many young people have been involved in the writing of this bid	Please fill in the total number of young people involved in the writing of this bid. <b>Please provide accurate information in relation to ethnicity, age &amp; gender, disability (if applicable), and information regarding disadvantaged/hard to reach young people including age.</b>
<b>Section 5.</b>	
Youth Opportunities Fund	Please show a detailed breakdown of what the money you are applying for. Please specify how much you would intend to spend in which months.
<b>Section 6.</b>	
Partnership working document	Please provide details of all organisations who will be involved in the YOF proposal. This document is for organisations who will be involved in work with young people throughout the duration of the proposal, management of proposal, finance of proposal, monitoring & evaluation of proposal or any other specific roles & responsibilities organisations will be involved in during the course of the proposal. <b>Please specify what the roles &amp; responsibilities for each organisation involved in this proposal will be.</b>

### Examples of funding breakdown

<b>Item/activity</b>	<b>Months Oct-Dec 2012</b>	<b>Months Jan - Mar 2013</b>	<b>Total</b>
Dance tutors for 2 lots of 12 weeks @ £25 per session	£300	£300	<b>£600</b>
Accreditation costs - Arts Award £20 x 10 young people	-	£200	<b>£200</b>
Staffing costs for 1 x sessional worker for 3hours per week @ £7 per hour	£252	£252	<b>£504</b>
<b>Totals</b>	<b>£552</b>	<b>£752</b>	<b>£1,304</b>