

# Report of the Director of Children's Services to the meeting of Bradford South Area Committee to be held on Thursday, 28<sup>th</sup> November 2013.

**AE**

---

## Subject:

Youth Opportunities Funding 2013/14

## 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.

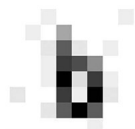
---

Kath Tunstall  
Strategic Director – Children's Services  
Report Contact:  
Pete Sims  
Area 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**



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 £20,000 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 September with a closing date for applications of Monday 4<sup>th</sup> November 2013. A total of three applications were received by the deadline.
- 2.5 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.
- 2.6 The panel consisted 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 A third round of the YOF process will be put in place to ensure that applications for the remaining funding are received and assessed by the YOF Area Panel and brought to the next available Bradford South Area Committee meeting. A deadline for applications will be 13/12/13 at 4:30pm.

### **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**

£20,000 has been allocated to the Area Committee to determine which projects should receive funding from Youth Opportunities Fund. A total of £9,968.29 was successfully applied for in the first round leaving a remaining budget of £10,031.71.

### **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: Tong, Wibsey, Royds, Queensbury. Applications were not received by Wyke or Great Horton during this round.

### **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 Youth Work Team continues to work with the YOF Panel to monitor the development and implementation of the YOF projects.
- 10.3 That the 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 November 2013 – a summary of the bids using direct text from applications written by young people.**

#### **Westfield Wyke Youth Group (Bradford Youth Service CBMDC)**

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

A group of young people based in Wyke want to improve the facilities in Wyke for young and old.

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

1. Develop better relations with the elders based in the park, meeting up with them to discuss better use of Wyke Park, develop joint activities such as a litter pick and an intergenerational bowls tournament.
2. Improve park facilities, such as the path for walking and cycling
3. Improve the Health & Safety issues relating to the SKATE PARK by
  - a) Making the Skate Park have more activities and ramps
  - b) Improve the surface to comply with Health & Safety issues

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

Not stated

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

£1,880

#### **Oakenshaw Youth Group (Bradford Youth Service CBMDC)**

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

A group of young people based in Oakenshaw want to improve the facilities in Victoria Park for both young and old people.

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

1. Develop better relations with the elders based in the park, meeting up with them to discuss better use of Victoria Park, develop joint activities such as a litter pick and an intergenerational bowls tournament.
2. Improve park facilities, such as the path for walking and cycling
3. Improve the Health & Safety issues relating to the SKATE PARK by
  - a) Moving the half pipe and one of the ramps leaving room for extra ramps and activities
  - b) Improve the surface to comply with Health & Safety issues

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

Not stated

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

£1,900

**Great Horton Cricket Club**

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

‘The main objective and purpose of this project is to keep young people off the streets. In order to do so a range of activities have been arranged for these young people. This project is in place to allow young people to have more involvement in sporting activities. Many people in the local community lack encouragement and support to attend events or organise them. Therefore this project will be in place to help these people in activities which are financially supported and funded.

**How will the project improve ‘things to do’ for young people?**

This project will hold many indoor and outdoor activities such as; football, cricket, basketball, four corners, table tennis, dodge ball and many more exciting activities. It will also have volunteers and coaches who will help it run successfully. This project will also do residential trips to other parts of the country which will encourage the young teenagers as it will help them see a bigger picture.’

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

Not stated

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

£2,000



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

**It was the recommendation of the panel that 1 of 3 applications be rejected. Details on the reasons behind these decisions are outlined below.**

### **Great Horton Cricket Club**

#### **2.1**

The Bradford South YOF Panel has recommended that the Great Horton Cricket Club YOF application be rejected. In order to assist you with any further applications, we have listed the reasons for the recommendation below:

The Bradford South YOF Panel felt that they needed clarity on the location of the project and who the target audience would be.

The Bradford South YOF Panel required more information on the break down of expenditure on food and volunteer expenses.

The Bradford South YOF Panel required more information on the number of sports sessions that will take place each week.

The Bradford South YOF Panel required more information on how two similar applications to Bradford South Community Chest and Community First provide best value for money for the project.

**It was the recommendation of the panel that 2 of 3 applications be approved. Details on the reasons behind these decisions are outlined below.**

### **Westfield Wyke Youth Group (Bradford Youth Service CBMDC)**

#### **2.2**

The Bradford South YOF Panel recommended that the application be supported. We have listed the reasons for the recommendation below.

The activity was thought to be good value for money and would help the y.p. involved to:

- Increase intergenerational awareness and foster community cohesion
- Encourage social engagement and personal development
- Make the park a safer and better place to visit.

### **Oakenshaw Youth Group (Bradford Youth Service CBMDC)**

#### **2.3**

The Bradford South YOF Panel recommended that the application be supported. We have listed the reasons for the recommendation below.

The activity was thought to be good value for money and would help the y.p. involved to:

- Increase intergenerational awareness and foster community cohesion
- Encourage social engagement and personal development
- Make the park a safer and better place to visit.

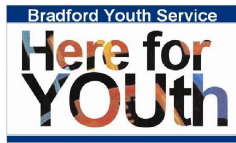
## **2.11 Recommended Expenditure and Future use of Budget**

In summary the total amount recommended to be supported from the YOF is £3,780  
This would leave a balance of £6,251.71

It is proposed that a third round of the YOF process will be put in place to ensure that applications for the remaining funding are received and assessed by the YOF Area Panel and brought to the next available Bradford South Area Committee meeting. A deadline for applications will be 13/12/13 at 4:30pm.

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

**3.1 New YOF Application Form 2013/14 & Guidance**



**Bradford South - Youth Opportunities Fund**

**Application Form and Guidance**

**2013-2014**

**Closing Date:**

**Monday 4<sup>th</sup> November 2013**

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

Pete Sims  
Area Youth Work Manager – South  
Unit 7/8 Mitre Court,  
Cutler Heights Lane,  
Bradford,  
BD4 9JY  
Pete.sims@bradford.gov.uk

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

**Bradford South - 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:**

**Your Address:**

**Telephone Number:**

**Mobile Number:**

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

**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
<b>Totals</b>		

## **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 South 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.

Then... either email or post to the following by 4:30pm 4<sup>th</sup> November 2013:

Pete Sims  
Area Youth Work Manager – South  
Unit 7/8 Mitre Court,  
Cutler Heights Lane,  
Bradford,  
BD4 9JY  
[Pete.sims@bradford.gov.uk](mailto:Pete.sims@bradford.gov.uk)

Mitre Court admin tel: 01274 435360



## YOF Guidance Notes

### Guidance on how to complete the application form

Application area	Explanation/Prompt
<b>Section 1.</b>	
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.
<b>Section 2</b>	
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 date.	Write down when your activity will start, give an approximate date if you need to. Then write when your activity finish, 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 Pete Sims(Details on the front)
<b>Section 3.</b>	
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.
<b>Section 4</b>	
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 South 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 South Youth Opportunities Fund application until Bradford South 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 South Youth Opportunities Fund.

**Bradford South Youth Opportunities Fund 2013/14**  
**Background Information**

The Bradford South 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.