

# North Manchester Ending Youth Violence Commissioning Application Form

Please read the Guidance Notes before filling in the form.

If you would like any help or advice filling it in, please contact Caleb Jackson on 07873 555648 or email [caleb.jackson@enthusiasm.org.uk](mailto:caleb.jackson@enthusiasm.org.uk). Please return the form by **5.00pm Friday 11<sup>th</sup> January 2013** to: Caleb Jackson, The Enthusiasm Trust, Manchester Creative and Media Academy, 300 Victoria Avenue East, Blackley, M9 7SS or email to [caleb.jackson@enthusiasm.org.uk](mailto:caleb.jackson@enthusiasm.org.uk)

Please do not exceed the word limit for each section.

## 1. Your Contact Details

|                          |  |
|--------------------------|--|
| <b>Organisation Name</b> |  |
| <b>Your Name</b>         |  |
| <b>Role</b>              |  |
| <b>Contact Address</b>   |  |
| <b>Post code</b>         |  |
| <b>Telephone</b>         |  |
| <b>Mobile</b>            |  |
| <b>Email</b>             |  |
| <b>Website</b>           |  |

## 2. About your organisation

|            |   |                                  |
|------------|---|----------------------------------|
| <b>2.1</b> | <b>What does your organisation do and what is your track record in North Manchester (250 words max)</b>               |                                  |
| <b>2.2</b> | <b>What type of organisation are you?</b>   | Registered charity (give number) |
|            |   | Community or voluntary group     |
|            |   | School or other statutory body   |
|            |   | Individual or private company    |
| <b>2.3</b> | <b>Does your organisation have appropriate safeguarding policies and procedures in place to protect young people?</b> |                                  |

|     |  |           |      |                                     |
|-----|--|-----------|------|-------------------------------------|
| 2.4 | <p>Have all people with access to children, young people and vulnerable adults had Safeguarding training? If no please give reasons. If yes, please give details of who provided the training.</p>   |           |      |                                     |
| 2.5 | <p>Do all staff and volunteers in contact with children, young people or vulnerable adults have Criminal Records Bureau (CRB) clearance? If your answer to this question is no, please explain why not.</p> <p>We may ask for CRB reference numbers for our records.</p> |           |      |                                     |
| 2.6 | <p>Does your organisation have an Equal Opportunities policy and procedures?</p>   |           |      |                                     |
| 2.7 | <p>Please provide contact details of your management committee – we may contact members of your committee if funding is awarded</p>  |           | Name | Address, email and telephone number |
|     |  | Treasurer |      |                                     |
|     |  | Chair     |      |                                     |
|     |  | Secretary |      |                                     |

### 3. About your project

|     |   |  |
|-----|---|--|
| 3.1 | <b>What project are you proposing to deliver in North Manchester?</b> (250 words max)   |  |
| 3.2 | <b>Why do you think that such a project is needed?</b> (250 words max)  |  |
| 3.3 | <b>How will your project meet the priorities for ending youth violence?</b> (250 words max)   |  |
| 3.4 | <b>When will your project start?</b>  |  |
| 3.5 | <b>When will your project end?</b>  |  |
| 3.6 | <b>Do you plan to continue with your project once any funding has ended? If so, tell us how you plan to do this</b> (200 words max) |  |

### 4. Project Beneficiaries

|     |  |  |
|-----|--|--|
| 4.1 | <b>How many young people will participate in your project or activity and how did you calculate this number?</b> (100 words max)                       | <b>Number :</b><br><b>How calculated:</b>  |
| 4.2 | <b>Which ward(s) will the young people involved in your project or activity come from?</b>   | <i>(Please circle or highlight all that apply)</i><br>Crumpsall                      Cheetham                      Higher Blackley<br>Harpurhey                      Moston                      Charlestown |
| 4.3 | <b>Will your project focus on a particular area / location within this ward</b>  | <b>Street:</b><br><b>Estate:</b><br><b>Other:</b>  |
| 4.4 | <b>Will you accept referrals into your project / activity if another organisation or partner identifies someone who can benefit from your project?</b> | <b>Yes      No      (Please circle)</b>  |

## 5. Project Budget

Please provide as much information as possible about the costs for your project. Note there is a limit of £1,000 per application.

|            |   |   |
|------------|---|---|
| <b>5.1</b> | <b>Total grant requested</b>                | £ |
| <b>5.2</b> | <b>Total Project cost</b>                   | £ |
| <b>5.3</b> | <b>Total to be found from other sources</b> | £ |

## 6. Breakdown of costs

Please ensure the totals match the figures given in question 5

| Activity or item | Amount of funding requested £ | Other funding (please list the funding body and amount £) | Total Project Cost £ |
|------------------|-------------------------------|---|----------------------|
|                  |                               |   |                      |
|                  |                               |   |                      |
|                  |                               |   |                      |
|                  |                               |   |                      |
|                  |                               |   |                      |
|                  |                               |   |                      |
| <b>TOTALS</b>    | £                             | £   | £                    |

## 7. Bank account details

Please give us details of the bank account into which you would like us to pay a grant. The bank or building society account must be in the name of your organisation and must have at least two people to sign each cheque or withdrawal. These two people should not be related.

|  |  |
|--|--|
| <b>Name on bank account</b>  |  |
| <b>Bank name</b>   |  |
| <b>Bank address and postcode</b>                                       |  |
| <b>Bank sort code</b> (please double check that this is accurate)      |  |
| <b>Bank account number</b> (please double check that this is accurate) |  |
| <b>If Building Society – Roll Number</b>                               |  |

## 8. Agreement to grant conditions

You now need to sign the application form. Please read the below carefully and then sign to confirm your acceptance of these conditions.

Before signing this application form, it is important that you have read and understand the following terms and conditions. By signing this application, you are agreeing to the terms and conditions listed below. If your application is successful, you will be awarded funding based on this agreement. In the offer letter, there may be additional grant conditions which Enthusiasm and the panel identifies. These will be specific to your project and will form part of the agreement.


### **We (the applicant) understand and agree to the following:**

1. We will use the grant only for the purposes set out in the project application. We will not make any changes to the project, or how the grant is to be spent, without the prior agreement of Enthusiasm.
2. Enthusiasm will not pay grant funding for expenditure incurred before the project approval date.
3. We will not sell or dispose of any equipment, or other assets purchased with the grant, without the prior knowledge and written consent of Enthusiasm.
4. We will make sure that the project is value for money and will keep a record of all quotations and estimates.
5. We will comply with any relevant legislation affecting the way we run our project.
6. We will make sure that our organisation keeps the young people involved in our project safe by:
  - having our own safeguarding policies in place that are appropriate to our work and this project
  - reviewing these policies at least every year
  - ensuring that everybody who is likely to come into contact with children and young people has been checked with the Criminal Records Bureau and is fit to work with children and/or young people
  - the premises in which the service is to be provided are fit for children and young people including ensuring young people's safety when using computers and the internet
  - provide child protection and health and safety training and guidance for staff and volunteers
  - carrying out risk assessments if appropriate
  - complying with all requirements for registration under the 1989 Children's Act and any subsequent amendments.

For current guidance on safeguarding, legislation and resources see [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

7. We will make sure that we maintain adequate insurance to cover all of our activities at all times.
8. We understand that we are responsible for obtaining all necessary planning and statutory consents associated with this project.
9. We will provide three written quotations for any capital expenditure.
10. We understand that we must spend the grant by the date we have specified in our application. We understand that if the grant is not spent within the time frame, the funding may be withdrawn.
11. We understand that if we do not spend the whole of the grant, we will return the unspent amount to Enthusiasm within two months of project completion.
12. We will keep all financial records and accounts, including receipts, to show how the grant was spent.
13. We will provide copies of all invoices for all project activity paid for by the grant, to Enthusiasm. We will provide these within two months of project completion.
14. We will keep records of all beneficiaries of the grant, including age group and ethnicity and put procedures in place to monitor how successful we have been in achieving the outcomes detailed in this application form.
15. We will complete an End of Grant Monitoring form at the end of the project and return it to Enthusiasm within 28 days of project completion.

16. We will make sure that any publicity acknowledges the financial assistance provided by Enthusiasm and Manchester City Council.
17. We agree that Enthusiasm will have the right to withhold or request repayment of the grant or any part of it at its discretion if we breach this agreement.
18. We agree these terms and conditions will prevail and remain in force until the grant is spent and Enthusiasm has received copy invoices in relation to the project.
19. We agree that Enthusiasm can use the name of our organisation and our project in its own publicity materials. We will inform Enthusiasm of any situation where confidentiality is a particular issue.
20. We certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by the organisation. If this application is successful, in full or in part, the organisation will keep to these terms and conditions.

 All personal information provided will be treated in confidence and in accordance with the Data Protection Act 1998. It will be used for the purpose of administering your application, providing information to you about Enthusiasm events, activities and funding opportunities and for consultations and evaluations. It will not be shared for any other purpose. We will only use anonymised information for reporting purposes.

We agree in accordance with the data protection act 1998 to obtain permission from individuals or their parents and guardians if they are under the age of 18, to hold, publish and share their photo images with Enthusiasm and they may be used in publicity materials for Enthusiasm and Manchester City Council.

|               |  |                                 |  |
|---------------|--|---------------------------------|--|
| <b>Name</b>   |  | <b>Position in organisation</b> |  |
| <b>Signed</b> |  | <b>Date</b>                     |  |

**Please send your completed application forms to:**

Caleb Jackson, The Enthusiasm Trust, Manchester Creative and Media Academy, 300 Victoria Avenue East, Blackley, M9 7SS.

*We can accept email applications if electronic signatures are used and all additional information required is sent in electronic format to [caleb.jackson@enthusiasm.org.uk](mailto:caleb.jackson@enthusiasm.org.uk)*