



APPLICATIONS FOR YOUTH & YOUNG PERSONS BUDGET **2023/2024**

GUIDELINES/CRITERIA AND CHECK LIST

1. The aim of the Town Council's Youth & Young Persons Budget is to **support public and community services and facilities for the young**, and to support children and young people in their communities. Through the Town Council's Youth Provision Strategy Group, consultation is carried out with youth providers within Bognor Regis and the wider area, with the co-ordinated involvement of children and young people in decision making. The Strategy Group make recommendations to the Community Engagement and Environment Committee who have responsibility of the Youth & Young Persons Budget.
2. The Bognor Regis Town Council Vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local youth, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2019-2024 and organisations are required to show how their application would meet one or more of these: -

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable the local youth to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

In taking these priorities into account applicants may have regard to the following supporting actions:

- Improving the Bognor Regis Town Environment
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Providing services and support for younger people

The Town Council will fund organisations:

- Whose activities and projects are for the benefit of Bognor Regis youth
- That are not providing activities that are of a political or religious nature
- That do not hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- That do not fundraise to support their head office for distribution to other areas

The Town Council will not fund organisations applying for:

- Retrospective funding - for something that has already taken place or been purchased
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
- Funding for loan payments or outstanding debt or interest

3. To ensure the safeguarding of public finance any organisation submitting a request for funding will be required to demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities, insurance etc.

4. For your application to be processed, it is essential that a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution, current Public Liability Insurance, up to date Enhanced Disclosure and Barring Service certificate and a copy of the Policy Statement regarding Child Protection be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc.
5. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
6. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
7. All applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
8. Applicants may be asked to provide additional information.
9. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
10. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the Youth & Young Persons Budget funding must be returned to the Council.
11. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
12. **Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.**
13. Applications for the grant must be made on the form provided by this Council and must be emailed to the Projects Officer (in accordance with clause 7 above) to arrive not later than **5.00pm on 31st January 2024**. Late applications will not be considered.

Please complete the enclosed Check List and return with your application form

Check List

In order to prevent unnecessary delay, please tick and ensure that you have:

- ☐ Read the notes for applicants (overleaf).
- ☐ Answered all questions. It is not sufficient simply to attach documents in response to questions. Ensure you have entered the actual amount of grant requested.
- ☐ Attached your most recent audited or certified accounts, appropriately signed. (Chairman/Treasurer/Secretary and an independent signature) followed by the current year's accounts once these become available.
- ☐ **PLEASE NOTE:** audited or certified accounts are to be signed by an independent professional person not associated with your organisation.
- ☐ Current Public Liability Insurance Certificate.
- ☐ Provided evidence that all staff in contact with Young People have an Enhanced Disclosure and Barring Service certificate.
- ☐ Provided a copy of your Policy Statement regarding Child Protection.
- ☐ Attached your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report).
- ☐ Attached additional supporting material, e.g. cuttings, reviews etc. (optional).
- ☐ Attached copies of estimates for proposals/project.
- ☐ Attached a copy of your most recent bank statements for all bank accounts.

PLEASE NOTE: Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Organisations in receipt of Youth & Young Persons Budget funding may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.