

## **2020 Positive Activities Grant Guidance Notes - Application Process, Awarding Criteria & Timeline**

Youth and Family Support, East Riding of Yorkshire Council has £40,000 funding available to support youth provision across East Riding for 2020. This shall be awarded to successful applicants as the following: –

2 x £7,000 Band 'A' Awards and 13 x up to £1,999.99 Band 'B' Awards.

### **I. Application Process**

#### **Stage I – Registration requirements for PAG**

Applicants from **youth projects** are required to register on [www.beecan.org](http://www.beecan.org) (\* see note below) and upload the requested policies / documents. This needs to be completed by **31 January 2020**. For any questions, please contact the Hive Team - Tel: 01482 806226, email: [hive@heysmilefoundation.org](mailto:hive@heysmilefoundation.org),

Applicants from **sport projects** are required to be registered as an ERCAS (East Riding Club Accreditation Scheme) organisation through Sports, Play & Arts (ERYC); this needs to be completed by **31 January 2020**. Please contact, Tracey Topliss, email: [tracey.topliss@eastriding.gov.uk](mailto:tracey.topliss@eastriding.gov.uk) or Tel: 01482 392523

\*Beecan is the system we (SMILE) are using to record the information provided. It is a great way to reach out to local funders and this doesn't stop when the PAG Grant closes. By registering on Beecan, you will also be shining a spotlight on your service and funders supporting the East Riding will be able to see the great work you do. With your policies uploaded and a great description of your service for all to see, you won't have to keep answering the same questions or send out the same documents. Funders on Beecan.org will already know about how you operate and the great things you do, before you even apply for a grant.

Any organisation that has not completed the registration on beecan.org or registered with Sports & Play Service by 31 January 2020 **will not be eligible for a PAG award.**

### **Stage 2 – Application**

Applications for PAG award open on **5 November 2019 at 12 noon** and close on **31 January 2020 at 23:59**. If you would like advice on your application please contact Darron Lawer - YFS Community & Partnership on Tel 07796697940 or email: [darron.lawer@eastriding.gov.uk](mailto:darron.lawer@eastriding.gov.uk).

### **Web Link to application forms:**

<https://eastridingofyorkshirecouncil.flexigrant.com/default.aspx>

**Stage 3 – Decision** - The PAG Awarding Panel meets in Mid-February 2020 to consider applications. Groups are notified by the end of February whether their application is successful or unsuccessful.

**Stage 4 - Presentation Event & Grants Awarded** – Mid March 2020

**Stage 5 – Project Commences** – 1 April 2020

## **2. Awarding Criteria**

The 2019 Positive Activities Grant is managed by East Riding of Yorkshire Council's Youth & Family Support (YFS) Service and is designed to benefit young people by grant aiding voluntary youth and sports organisations that provide diversionary positive activity within the East Riding of Yorkshire area. (Please note – any bid where provision is outside of East Riding of Yorkshire will not be considered).

### **PAG Conditions:**

- Organisations must be a voluntary organisation or a not for profit organisation registered on beecan.org and upload the requested policies, that cover four key principles (Good Governance, Valuing People, Safe & Supported and Commitment to Quality) prior to the commencement of the project/provision.
- Grants will only be allocated to organisations who will deliver positive activity to groups of young people aged 9 – 19, or up to 24 with a learning disability.
- Grants will not be awarded to individuals.
- Applications are limited to only **ONE** per organisation.

### **There are two bands of grant available:**

- **Band A** – For Voluntary Youth organisation's that deliver Positive Activities for young people that has **NOT** previously been awarded a Positive Activity Grant; we particularly welcome applications from East Riding Town & Parish Councils wishing to establish new youth provision in their area.

**Maximum of two award's of £7,000 each**



- **Band B** – For established Voluntary Youth organisations and organisations that have previously been awarded a Positive Activity Grant who wish to continue to deliver positive activity to young people in the East Riding. **Maximum of thirteen awards up to £1,999.99**

## **Scoring Criteria**

1. Evidence that there is a need for the project / activity and that young people have been consulted & shaped the application.  
Up to 20 marks. Page 2 of the application Form – Questions – “Briefly state how do you know there is a need for this project and how will it address that need?” and “How will young people who benefit from the project are involved in developing and delivering it?”
2. From Voluntary Youth or Sports organisations that can deliver provision for targeted and vulnerable young people (Child Looked After (CLA), Children in Need (CIN), Young Carers, SEND, BME, LGBTQ, Travellers, Young Offenders and Young People who are part of the Supported Families programme).  
Up to 10 marks. Page 2 of the application form – Question “Please indicate which of the following groups will benefit from your project”.
3. The Project / activity is delivered in an area of high urban or rural deprivation within the East Riding will be awarded:
  - 10 marks for being projects in areas of a deprivation within the top 10% of most deprived areas.
  - 5 marks for being projects in areas of a deprivation within the 11 to 20% of most deprived areas.
  - 3 marks for being projects in areas of a deprivation within the 21 to 30% of most deprived areaPage 2 of the application form – Question “Please select the ward (s) where your project will take place”.
4. The application supports the East Riding 2020 Board Ambitions & East Riding of Yorkshire Council’s corporate priorities.  
Up to 10 marks – Page 2 of the application forms – Question “Please select the relevant East Riding 2020 Board Ambitions / Council Corporate Priorities that your project relates to”.

## **Additional Notes.**

1. PAG awards must be spent in the 2020/21 financial year; any monies not spent will need to be returned to ERYC.
2. Please note that we may be oversubscribed with applications and the above scoring process will be used to decide the successful Grant Awards.

**PAG Application Timeline**

<b>2020 PAG Awards Open for applications and support to Organisations considering a PAG application</b>	<b>5 November 2019</b>
<b>Application Deadline</b>	<b>31 January 2020</b>
<b>PAG Awarding Panel</b>	<b>Early February 2020</b>
<b>Grant letters sent to successful organisation, and unsuccessful applicants notified</b>	<b>Mid – Late February 2020</b>
<b>PAG Presentation Evening</b>	<b>Mid March 2020</b>
<b>Positive Activities Projects/Activities commence</b>	<b>1<sup>st</sup> April 2020</b>

**Award Panel Members**

- Independent representative
- Member of East Riding Funding Team
- YFS Partnerships & Participation Strategic Manager
- Young Person

**For further information contact Darron Lawer on  
Mobile: 07796697940 or  
Email: [darron.lawer@eastriding.gov.uk](mailto:darron.lawer@eastriding.gov.uk)**

**All PAG information is also available via:**  
<http://www2.eastriding.gov.uk/council/grants-and-funding/positive-activities-grant/>

**Other questions**

Q) Why are you requesting these documents?

A) As part of the PAG award, we want to ensure that youth projects can demonstrate 4 key principles:

- Good Governance,
- Valuing People,
- Safe & Supported
- Commitment to Quality



EAST RIDING

OF YORKSHIRE COUNCIL

Q) Do I have to upload all of the requested documents to Beecan.org before I can start my Flexi Grant Application?

A) No, you can start them both at any time, providing that everything is uploaded by the 31<sup>st</sup> January.

Q) What are the policies/ documents I need to upload?

A) The Essential policies/documents are:

- A Constitution / Set of Rules
- Public & Employers Liability Insurance
- Buildings Insurance (Where applicable)
- Copy of most recent accounts
- Health and Safety Policy
- Copy of a new member form including a request for medical conditions and emergency contacts
- Children's Safeguarding Policy, including contact details for the lead person
- Anti-Bullying Policy
- Whistleblowing policy
- Complaints procedure
- Code of conduct
- Schedule to review policies and practices

Q) I don't have the documents requested on Beecan, or don't think I need them, what do I do?

A) If you don't have the requested documents, you can check the resources section on Beecan to find templates of some policies that may be relevant. You can also contact the Hive Team on 01482 590270 or [hive@heysmilefoundation.com](mailto:hive@heysmilefoundation.com) if you can't find what you need, or discuss why a certain policy is not relevant to you.

Q) What happens after I have uploaded my documents and policies to Beecan?

A) The Hive Team (Smile) will review the documents and highlight any areas for development. This may include evidence of training or DBS checks which can't be held on the Beecan site due to Data Protection.