

Children and Young People's Services
Funded by Wigan Council

Guidelines

The contribution made by voluntary and community organisations towards providing services for children and young people in the Borough is essential to the ongoing life of the Borough. The Department recognises this and wishes to continue to support the diverse work of voluntary and community organisations through Children and Young People's Services.

The grants made by Children and Young People's Services contribute to the revenue expenditure of community and voluntary organisations that work with or provide a service to children and young people.

Minimum Criteria for applications

To be considered for Grant Aid, Community and Voluntary Organisations must meet the following criteria: -

1. Have a Constitution or set of rules.
2. Have a management committee – with elected officers.
3. Have Annual accounts.
4. Evidence of willingness to undertake Criminal Record Bureau checks on new volunteers who will be working with children and young people.
5. Be based or be able to demonstrate benefits within Wigan Borough.
6. Work with one of more groups who are a priority for Children and Young People's Services
7. Must include the following supporting documents with the completed Grant Aid form, unless you have already sent these to us:
 - Constitution or set of rules
 - Annual Accounts for the last financial year
 - Proof of Public Liability Insurance and proof of Employers Liability Insurance and any other insurances (if appropriate).
 - Evidence of commitment to Equality and Diversity.

If the bid is submitted for a new organisation the requirement for the above documentation may be waived, and support offered to develop appropriate documentation and insurance cover.

Priorities for Children and Young People's Groups

The priorities below apply to groups working with the age group 0-19

1. Parenting
2. Teenage Pregnancies
3. Positive Activities with Young People
4. Learning Disabilities and Disorders – Accessing Provision
5. Domestic Violence

Groups activities should also address at least one of the 5 Key Outcomes in Every Child Matters which are:

1. Being healthy
2. Staying safe
3. Enjoying and achieving
4. Making a positive contribution
5. Achieving economic well being

The protection of children and young people is a priority for Children and Young People's Services. All applicants must have procedures which ensure that all new staff and volunteers who work with children and young people are subject to Enhanced Criminal Record Bureau checks.

What type of expenditure is not eligible?

Grant Aid will **not fund**: -

- Projects based outside the Borough boundary – unless there is evidence of considerable membership from within the Borough or considerable benefits for residents of the Borough.
- Projects for the benefit of an individual.
- Holidays, social outings, buffets and parties.
- Projects or activities which have already taken place (retrospective funding).
- Political or campaigning projects.
- Organisations which restrict users to one particular denomination, religion or sect.
- Purchase of items of equipment (i.e. capital expenditure).
- Major refurbishment or repair of premises/equipment.
- Ongoing salaries of core staff.

What type of expenditure is eligible?

Grant Aid may be awarded to contribute to: -

- Rent
- Heating & Lighting expenditure
- Stationery and postage
- Insurance
- Supervision costs
- Volunteer expenses
- Transport costs – to and from meetings, for those who would otherwise have difficulty in attending.
- A contribution to the salaries of matched funded or part-time project staff.

If you are not sure whether or not the funding you require is eligible please do not hesitate to contact the Commissioning and Contracting Team, Progress House, Westwood Park Drive, Wigan.

Assessment

Applications from new groups or groups which have not applied for Grant Aid recently will be contacted by an Officer from the Department who will arrange a visit to assist in the assessment process.

Grant Applications from new groups or organisations will be evaluated and any award will reflect the work to be done with children and young people and the numbers likely to benefit.

Grants will be first assessed to ensure they meet the minimum criteria, and then against the priorities within the "5 Key Outcomes" outlined above.

Amount of Grants awarded

Grants of up to £500.00 will be assessed and approved by an internal panel within the Department of Children and Young Peoples Services.

Grants over £500.00 and under £9,999 will be assessed by a Joint Panel. The panel will make recommendations to the Strategic Manager, Commissioning, Children and Young People's Services who will make the final decision.

Any larger awards made will have been subject to a more rigorous assessment and evaluation process and will be monitored quarterly against agreed outcomes.

Please note no award can be greater than the qualifying amount requested.

Conditions of Grant Award

All grants awarded will be subject to the terms and conditions outlined in the Grant Agreement including monitoring requirements. Larger grants will be subject to a written Service Agreement and enhanced monitoring requirements.

The award of a Grant implies no commitment from Children and Young People's Services to future or ongoing funding of the organisation.

Please note that an appropriate financial management system must be in place with a minimum of two signatories required for cheques (the signatories must not be related to each other or live at the same address).

When to apply for Grant Aid.

As the amount of Grant Aid is strictly limited, please return your completed form as soon as possible to Children and Young People's Services. There is a rolling programme of Joint Panels and applications will be considered at the next Joint Panel following processing of the Application, provided all the relevant information has been sent in to Children and Young People's Services.

Under normal circumstances only one Grant Application will be accepted from an organisation each financial year.

Payment

Once the Panel recommendation has been confirmed by the Strategic Manager in Children and Young People's Services, all applicants will be notified by letter and an offer of grant made stating the conditions under which the grant is awarded. Information about monitoring requirements will also be enclosed with the Grant Agreement. Following the signing and return of the Grant Agreement or Service Agreement as appropriate by each applicant, payment will be made.

The Grant must be spent as agreed in the Grant Agreement or Service Agreement and monitoring visits may be made to ensure compliance with the terms of these agreements.

Acknowledgement of the support of the Council must be included in the Annual Accounts and Reports of the organisation or any publicity materials issued by the organisation.

Sources of Help

If you need help with completing your Grant Application please do not hesitate to contact

Deirdre O'Brien
Children and Young People's Services
Progress House
Westwood Park Drive
Wigan
W3 4HH
Tel: 01942 486234

Wigan & Leigh CVS
93 Church Street
Leigh
WN7 1AZ

Tel: 01942 514234

e-mail d.o'brien@wigan.gov.uk

e-mail info@cvswl.org

All completed grant forms should be sent to Deirdre O'Brien at Progress House, Westwood Park Drive, Wigan WN3 4HH.