



## LEICESTER SHIRE

### Connexions Leicester Shire Voluntary and Community Sector Programme Information for Applicants 2009/10

#### SUMMARY

Third sector organisations are invited to bid for funding for projects that support the aims and priorities of Connexions Leicester Shire. The third sector comprises voluntary and community sector organisations, together with social enterprises and similar not-for-profit organisations.

Funding is available for two types of Project:

- **Small Projects** will be funded up to £7,500 to operate in the financial year 2009/10. More detailed guidance on applying for Small Project funding is in **Appendix A**.
- **Major Projects** will be funded up to a maximum of £30,000 p.a. commencing 1 April 2009 and finish by 31 March 2012. More detailed guidance on applying for Major Project funding is in **Appendix B**.

#### GENERAL INFORMATION

Connexions Leicester Shire provides advice, guidance and support for all 13 to 19 year olds in Leicester and Leicestershire. Young people can access support, advice and guidance from Personal Advisers based in Connexions Centres and schools throughout the City and County, and from a range of outreach provision.

Connexions Leicester Shire recognises that third sector organisations are in touch with, and have gained the trust of many 'hard to reach' young people. It aims to build their capacity, so that they can deliver services to, and achieve successful outcomes for, young people.

The Board of Connexions Leicester Shire is allocating £400,000 to fund projects that enable third sector organisations to support its aims and priorities.

#### The Purpose of the Programme

Connexions Leicester Shire will fund third sector organisations for projects that provide support, advice and guidance services for young people aged 13 to 19 years in Leicester and Leicestershire, and where the outcomes contribute toward the priorities below. For young people with learning difficulties and disabilities (LDD) the upper age limit may be extended to 25 years.

Organisations are advised to discuss with the appropriate Connexions Leicester Shire Manager how their proposed project would contribute toward the stated priorities before submission. Contact details are listed below.

#### Priorities for Funding

The main priorities for Connexions are:

- Enabling young people aged 16 to 18 who are not in employment, education or training (NEET) to re-engage with learning
- Preventing young people of school age who are at risk of exclusion from becoming NEET when they reach 16 years

In addition, Connexions contributes toward the following shared priorities:

- Enabling young mothers aged 16 to 19 to engage with education, training or employment
- Enabling young people aged 16 to 25 with learning difficulties or a disability (LDD) to engage with education, training or employment
- Ensuring that young people who have left care are in education, training or employment at age 19
- Enabling young offenders to engage with education, training or employment.

### **Priority Target Groups**

An analysis of Connexions Leicester Shire's management information shows that certain groups of young people are more likely to become NEET. We will give priority to provision that re-engages these young people with learning when they are NEET, or prevents them from becoming NEET.

These priority groups currently include:

- Young parents
- Young people supervised by the Youth Offending Service
- Young people in, or leaving the care of, the local authority
- Young people with a learning difficulty or disability (LDD)
- Young people living in hostels or in unsettled accommodation
- Young people who describe their ethnicity as 'Caribbean'; 'White and Caribbean' or 'Other black'
- Bangladeshi young people living in the county of Leicestershire
- 'White British' young people, particularly those living in disadvantaged areas in west Leicester and in priority neighbourhoods in the County.

This does not preclude applications that address groups or issues that have yet to be identified by the Connexions MI, but where the applicant can show firm evidence of need.

### **What Will Not Be Funded**

Projects will not be funded where:

- the spending has already taken place
- another publicly funded agency would normally be expected to support or provide the service, including alternative curriculum provision for school age young people
- the organisation will be in receipt of funding for the same work from another source, though this will not preclude joint funding where the details are agreed in advance.

Organisations may make more than one application, but cannot normally receive funding for more than one project in any financial year.

## **COMPLETING THE APPLICATION FORM**

Applications must be made on the relevant form. You must answer all the questions and include all the information requested. Do not send additional material; it will not be read.

Applications may be handwritten, or downloaded from the Connexions Leicester Shire website and completed on a computer. If using a computer, please use at least font size 11. You must keep your answers within the allocated boxes, and may not increase the box size. This ensures that answers are succinct and that handwritten applications are not disadvantaged.

The named contact person may be contacted to clarify any details before a decision is made. Appropriate Connexions partners will be consulted, as will the Connexions Manager who deals with the relevant geographical area or specialism.

Use the guidance below to complete each section of the form.

## **1. About Your Organisation**

Applications will only be accepted from third sector organisations that:

- Are governed by a properly constituted body of trustees or volunteers – though not necessarily registered charities- and
- Can demonstrate a capability for managing the project effectively.

Organisations may be asked to provide a copy of their constitution, trust deed or governing rules before funding is agreed. Profit making bodies or the controlled subsidiaries of public sector agencies may not apply.

Applicant organisations need not be existing providers in Leicester Shire but, if they are, details must be provided in this section.

## **2. About Your Proposed Project**

This is your opportunity to explain the activities that your project will undertake. The single sentence description will be used to inform partner organisations, young people and the wider community. Please ensure that it explains your project clearly.

When listing the staff and volunteers that will be involved in your project, also state whether these are new posts or the reallocation of existing staff.

If you use an accredited quality assurance system, please give the details. Otherwise say how you will make sure that the provision and procedures reach acceptable standards.

We expect applications for the funding to build on sound information about the need that you intend to address. This should include some statistical evidence. Connexions Managers may be able to help you to access relevant information.

## **3. About the Young People Who Will Benefit From Your Project**

The numbers of young people that benefit from your project must only include those who will re-engage with learning, achieve an accredited outcome, receive a significant level of support or be helped substantially in some other way.

Funding can only be provided for work with young people who are 13 to 19 years old. If your project includes work with younger or older people, you must justify the sum sought on the basis of those within this age range.

Please state the wards, districts or boroughs in which the young people live that you expect to use your project. You must base this on realistic evidence of likely take-up. Merely stating that the project will be open to all will not suffice.

Explain the specific needs or other characteristics of the young people that you think will access the project. You should link this to the evidence of need you provided in section 2.

Tell us about how your project will improve the lives of the young people involved. Give details of any accredited outcomes that the young people will gain and list the “soft” outcomes that will result.

Connexions Leicester Shire aims to involve young people in the planning, delivery and evaluation of our services. We expect applicants for funding to demonstrate that they work in a similar way.

## **4. About the Outcomes of Your Project**

Connexions priorities and targets are listed above. This is your opportunity to state clearly how your project will help to achieve them.

Funding is made primarily on the basis of the results that projects attain. You should list the most important outcomes that you expect your project to achieve. Please make a realistic estimate of the numbers of young people that will attain each target.

You will need to collect information that will show that your project has been successful. What will you collect, and how will you do it? Successful projects will be offered training in recording information that is compatible with the Connexions management information system, Profile.

## **5. The Cost of Your Project**

Your project budget should reflect the full cost, including any justifiable overheads.

Please use budget headings that enable you to describe the expenditure clearly. In particular you should show any staffing costs, the costs of premises, of any training and materials, and of any expenditure on equipment.

Your project may cost more than the funding you are seeking. If so, you must say how you will find the remainder. If you are applying for funding from other sources, say when you will know the outcome of the other bid(s).

## **6. Signature**

A trustee or senior employee, who has been authorised to apply on behalf of the organisation, must sign your application. The same person will be asked to sign a legally binding funding agreement should your application be successful.

## **THE ASSESSMENT PROCESS**

A sub-committee of the Connexions Leicester Shire Board will meet on 16 March 2009 to decide on applications. A Young People's Panel will also assess applications, and at least two members will share their recommendations with the sub-committee of the Connexions Board and play a full part in deciding between competing applications.

### **The Assessment Process**

Applications will be assessed against the following criteria, taking into account the views expressed by external expert readers and Connexions Managers.

The Sub-Committee will consider the extent to which the proposed project would:

- Contribute toward Connexions' aims and priorities
- Contribute to, or conflict with, other provision that supports the city and county Children and Young People's Plans
- Be cost effective and provide value for money
- Improve the quality, range and distribution of support services available to young people in the priority target groups living in Leicester and Leicestershire.

### **Notification of the outcome**

Applicants should be informed of the outcome of their application on Friday 20 March 2009. A funding agreement will be sent to successful applicants for signature as soon as possible after that date, together with details of the process for claiming payment.

## CONTACT INFORMATION FOR CONNEXIONS MANAGERS

### County Areas

Blaby, Oadby & Wigston	Hayley O'Shea	0116 277 8090
Hinckley and Bosworth	Sue Tombs	01455 632719
Loughborough	Elaine Rolfe	01509 214002
Market Harborough	Julie Hilliam	01858 462309
Melton Mowbray and South Charnwood	Carole Crooke	01664 569966
North West Leicestershire	Barbara Beyst	01530 812231

### City Areas

Leicester Central	Abigail Kearley	0116 262 7254
Leicester East	Jas Bhoot	0116 262 7254
Leicester West	Raj Jalota	0116 262 7254
Leicester City-wide Team	Steve Glen	0116 262 7254

### Specialist Managers

LDD	Philip Pearson	01664 569966
Young Parents	Vicki Smith	0116 261 5900
Young People's Involvement	Eileen Cusey Kate O'Farrell	0116 261 5900
ESF Provision	Kiran Kala	0116 261 5900
VCS	David Smith	0116 261 5924

### Connexions Leicester Shire Voluntary & Community Sector Programme Small Projects 2009/10 - Guidance

Voluntary and community sector organisations are invited to apply for funding of between £500 and £7,500 for small projects that support the aims of Connexions Leicester Shire and the priorities set out in the attached Information for Applicants. Funded projects must start and end in the financial year 2009/10. Your project need not last a full 12 months, but it must start and finish between 1 April 2009 and 31 March 2010.

This Appendix must be read in conjunction with the Information for Applicants above.

#### The Use of Small Project Funding

Funding may be used to meet the cost of:

- Employing new paid staff or diverting existing staff from other work
- Supporting volunteers
- Engaging consultants
- Small capital works or equipment
- One-off events
- Managing the project

#### The Outcomes of Your Project

The application form asks in Question 4 for the targets and milestones that you expect to achieve in each quarter of the financial year. This is your opportunity to set out the outputs for which you are seeking funding. If you are successful, payment will be linked to these outputs, so you must make them as measurable and realistic as possible.

#### The Cost of Your Project

Please state how you want the funding payments staged over the four quarters of the financial year 2009/10, if you are successful.

Funding is normally paid after the spending has taken place. However, Connexions is allowed to pay a quarter in advance where there is a good reason, such as that your organisation does not have sufficient reserves. Please state whether you need payment in advance and, if so, why.

We need the details of a bank account in the name of your organisation into which payments would be made directly by BACS. If you don't yet have such an account, you will need to arrange for a host charitable body to be responsible for holding the funds on your behalf.

#### Deadline for receipt of applications

Completed applications may be sent by post to 6 Millstone Lane, Leicester, LE1 5JN, or by email to [dsmith@connexions-leics.org](mailto:dsmith@connexions-leics.org) by 12 noon on Friday 20 February 2009. If you send your application by email, a signed paper copy must also be sent, to arrive soon after the closing date. When sending hard copies by post, please be aware of the changed charges for large envelopes, otherwise your application may not reach its destination.

### **Connexions Leicester Shire Voluntary & Community Sector Programme Major Projects 2009/10 - Guidance**

Expressions of interest are invited from voluntary and community sector organisations for funding of up to £30,000 per annum for two or three years for major projects that support the aims and priorities of Connexions Leicester Shire. Funded projects will operate in the financial years 2009/12.

Connexions Leicester Shire is a company wholly owned by Leicester City and Leicestershire County Councils. The continued funding of three-year projects after April 2010 will be conditional on the availability of funding for this purpose.

Your expression of interest is an opportunity to have the outline of a proposed project assessed by Connexions Leicester Shire without the need for you to spend time on detailed planning. You will, however, need to have a clear grasp of how your project will work in practice if you are to be successful at this stage.

#### **The Use of Major Project Funding**

Major Project Funding may enable VCS organisations to:

- Develop a project or programme designed to operate for a two or three year period
- Further develop and/or improve an existing project or programme to improve its effectiveness
- Gain evidence about the outcomes of a new project or programme so that it may be sustainable after the Connexions funding has ended

Connexions funding is unlikely to provide sustainable long term funding for any project for more than 3 or, exceptionally, 6 years.

#### **The Cost of Your Project**

Please estimate the funding that you are seeking for each financial year 2009/10 to 2011/12. Should you be successful, you will have an opportunity to make reasonable amendments to this budget before signing a funding agreement. The absolute maximum payable in any one financial year is £30,000.

#### **Deadline for receipt of applications**

Completed Expressions of Interest may be sent by post to 6 Millstone Lane, Leicester, LE1 5JN, or by email to [dsmith@connexions-leics.org](mailto:dsmith@connexions-leics.org) by 12 noon on Friday 23 January 2009. If you send your application by email, a signed paper copy must also be sent, to arrive soon after the closing date. When sending hard copies by post, please be aware of the changed charges for large envelopes, otherwise your application may not reach its destination.

#### **Proceeding to a Full Application**

A panel appointed by Connexions will assess Expressions of Interest on Wednesday 28 January. Normally a maximum of ten organisations are invited to proceed to the submission of a full application. Successful applicants will be informed on Friday 30 January and invited to make a full application by Friday 27 February 2009.

#### **Presentation to Young People's Panel**

Organisations invited to proceed to a full application will also be invited to make a presentation to a Young People's Panel on Tuesday 10 March 2009. This is an essential part of the assessment process. Organisations must be available on that day if they are to be considered for funding.