**2024 Positive Activities Grant (PAG) Guidance -**

**Application Process, Awarding Criteria, Scoring Criteria & Timeline**

**Bands A, B, C and D**

Youth and Family Support, East Riding of Yorkshire Council has £80,000 funding available to support youth provision across East Riding for 2024/25.

Therefore, the PAG shall be awarded to successful applicants as the following: –

1 x £10,000 Band A Award

**Band A** - For a **new** youth/sport organisation to establish a youth project/club that has not received a PAG Award previously

12 x £2,500 Band B Awards.

**Band B** – For **established** youth/sport organisations to continue delivering a youth project/club.

5 x £3,000 Band C Awards.

**Band C** – For youth/sport organisations to improve the skills of their staff and volunteers with youth work related qualifications

5 x £5,000 Band D Awards

**Band D** – For youth/sport organisations to provide emotional well-being support for young people

**SECTION 1 - Application Process**

**Stage 1 – Registration requirements for PAG**

Applicants from **youth organisations** 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 2024.** For any questions, please contact the Community Development Team – Tel: 01482 590270 – email: community@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 2024**. 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 (HEY Smile Foundation) 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 shinning 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 2024 **will not be eligible** **for a PAG award.**

**Stage 2 – Application**

Applications for PAG 2022 Award opens on 10 January 2024 at 12 noonand closes on **31 January 2024 at 23:59.** If you would like support or guidance 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/>

**Stage 3 – Decision** - The PAG Awarding Panel meets in February 2024 to consider applications. Groups are notified by mid-March whether their application is successful or unsuccessful. \*A provisional offer may be made, pending all governance being completed that satisfies our due diligence of safeguarding young people, staff and volunteers.

**Stage 4 - Presentation Event & Grants Awarded –** April/May 2024

**Stage 5 – Project Commences –** 1 April 2024

**SECTION 2 - Awarding Criteria**

The 2024 Positive Activities Grant is managed by East Riding of Yorkshire Council’s Early Help and Prevention and is available to organisations that provide recreational and educational leisure-time activities for young people aged 11 to 19 and those with learning difficulties or disabilities aged 20 to 24 across 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 charity, 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 closing date of 31 January 2024
* Grants **will only be** allocated to organisations who will deliver recreational and educational leisure-time activities to groups of young people aged 11 to 19 and those with learning difficulties or disabilities aged 20 to 24.
* Grants **will not be** awarded to individuals or to organisations who fund individuals.
* Organisations **must** deliver the service they gain funding for; therefore, the organisation **cannot** employ an agency/organisation to staff the projects/youth clubs/detached/outreach work. **Bands C and D are exempt**.
* Applications are limited to only **ONE** per organisation for Bands A & B.
* Any youth/sport organisation can apply for Bands C & D, if it benefits young people who reside in East Riding of Yorkshire – the organisation must be registered with HEY Smile Foundation or ERCAS.
* All Governance **must** be approved by HEY Smile Foundation on beecan.org before any grants are awarded or ERCAS if a sport organisation.
* The designated safeguarding lead **must** evidence completion of relevant safeguarding training before any grant is made.
* At least two trustees **must** have evidence of completing safeguarding and safer recruitment training before any grant is made.
* At least one trustee from your organisation **must** attend a quarterley safeguarding forum hosted by Community Vison and ERYC
* At any time of the PAG financial award (April to March), ERYC may ask for funds to be returned if you, the organisation do not meet the PAG conditions, or a safeguarding incident puts young people in danger of harm/abuse/neglect.
* Monitoring – ERYC and HEY Smile Foundation will need to meet with Trustees to ensure good practice is in place, at least once after the grant is awarded. In addition, ERYC will attend a minimum of one session per annum to complete a monitoring form to ensure safe practice, financial transparency and young people are safe.

These conditions will support you as an organisation to meet the Charity Commission requirements - Section 11 of the Children's Act 2004:

*Section 11 places duties on a range of organisations and individuals to make arrangements for ensuring that their functions, and any services that they contract out to others, are discharged with regard to the need to safeguard and promote the welfare of children.*

*In addition to - Working Together 2018, pages 58, 59, 73 & 74*

**SECTION 3 – Scoring Criteria and Guidance**

**Bands A & B**

1. The organisation evidence what it will do with the funding

**Up to 10 marks.** Section 2 of the application form.

State clearly what the funds will be spent on, what will be delivered, how often, how many young people, age range, where.

1. Evidence that there is a need for the project / activity and that young people have been consulted & shaped the application.

**Up to 10 marks**. Section 2 of the application form.

Attach surveys, consultations and research that shows the need for the project and that young people have been consulted too!

1. Summary of why the funding should go to your project.

**Up to 20 marks.** Section 2 of the application form.

A chance for to share the vision, the uniqueness of this project and the difference it will make to young people. How the funding meets ERYC’s statutory duty to support young people build their skills, improve trust and tolerance, help young people become active members of society, champion their voices, improve young people’s well-being (physically, mentally & emotionally), protect them from harm, improve opportunities for education, training and employment, address barriers to participation and provide for young people with learning difficulties or disabilities.

<https://www.gov.uk/government/publications/statutory-guidance-for-local-authorities-youth-provision/statutory-guidance-for-local-authorities-on-services-to-improve-young-peoples-well-being>

**Band C – improve skills of staff, volunteers and young people**

1. The organisation evidence what are the training needs of staff, volunteers and young people.

**Up to 10 marks.**

Show evidence of consultation with staff, volunteers and young people, evidence the development plans of the organisation and individuals, evidence the training package and qualifications, evidence how it will support and improve the youth project.

<https://www.gov.uk/government/publications/statutory-guidance-for-local-authorities-youth-provision/statutory-guidance-for-local-authorities-on-services-to-improve-young-peoples-well-being>

1. The applicant evidence who will benefit from the training and how it will be implemented/impact the project/young people?

**Up to 10 marks.**

Show evidence of how training meets the needs of the young people, how it improves present provision, how it offers good value for money and how it improves the safety and well-being of young people.

Band C grants can cover the costs for the following:

* Staff salaries & expenses to attend/complete training
* Volunteer expenses to attend/complete training
* Cost of the course and certification
* Training materials/books/journals/equipment

**Band D well-being support for young people**

1. The organisation evidences the need for emotional well-being support for young people

**Up to 10 marks.**

Show evidence of consultation with young people of the need for support, how often do young people present with well-being concerns, what aspects of well-being are raised in the youth project and evidence the lack of support locally.

1. The applicant evidences the impact the support aims to achieve& how it will be achieved

**Up to 10 marks.**

Evidence how the support will benefit the young person, what outcome measures will be used, qualifications of the practitioner, methodology, frequency, etc.

This may help you in seeking a practitioner: -

**https://www.youtube.com/watch?v=bU4n\_WApnHc&t=350s**

**Additional Notes.**

1. PAG awards **must** be spent in the 2024/25 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**

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| --- | --- |
| **2024 PAG Awards Open for applications and support to Organisations considering**  **a PAG application** | **10 January 2024** |
| **Application Deadline** | **31 January 2024** |
| **PAG Awarding Panel** | **End of February 2024** |
| **Grant letters sent to successful organisation, and unsuccessful applicants notified –** pending due diligence of Governance from Hey Smile Foundation | **Start of March 2024** |
| **PAG Presentation Evening** | **April/May 2024** |
| **Positive Activities Projects/Activities commence** | **1st April 2024** |

**Award Panel Members**

* Independent representative
* Member of East Riding Funding Team
* Manager Early Years & Families Information Service
* 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:**

<https://www.eastriding.gov.uk/council/grants-and-funding/positive-activities-grant/>

**Other questions relating to Hey Smile Foundation**

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

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 31st January 2023.

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
* Staff / Volunteer Handbook
* 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

The HEY Smile community development team will also make contact to review evidence of training, development and other documentation that demonstrates that young people, staff and volunteers are safe and supported.

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

Community Development Team [community@heysmilefoundation.org](mailto:community@heysmilefoundation.org) 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 Community Development Team (Smile) will review the documents and highlight any areas for development. This may include a face-to-face meeting to help promote strong governance in your charity or group or DBS checks which can’t be held on the Beecan site due to Data Protection

Q) I previously uploaded my documents to Beecan when applying for PAG award last year. Do I need to do it again?

A) If you have uploaded documents to Beecan before they will still be available, You will need to upload your most recent accounts and check that all of the uploaded documents are still correct this includes ensuring that the Health and Safety & Safeguarding Lead contact details are still correct.