

Advice and Help with Application Form

An application form is available on request from:

St. John's Primary School Base
Morrison Avenue
STEVENSTON
KA20 4HH
Tel: 01294 468035

Application forms can be posted or an electronic form is available on request and returned to the address above.

Your application will be acknowledged and the Performance/Grants Information Officer or an Officer of the Council may contact you to verify or clarify aspects of your application.

Advice and help in completing the application form is available from:

Performance/Grants Information Officer
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Education and Skills

LOCAL YOUTH ACTION FUND

Notes of Guidance and Condition of Award

Notes of Guidance for Applicants

Introduction:

North Ayrshire Council, Education and Skills has made the Local Youth Action Fund available after the success of the Scottish Executive Fund to support youth projects, activities and services for all young people at a local level.

Who can apply:

The Local Youth Action Fund is open to youth and community based groups working in North Ayrshire and in partnership with other organisations as long as the work is within North Ayrshire.

Projects, Activities and Services:

Projects, activities and services should ideally show a partnership approach and **have support from young people and the local community**. Awards will be made primarily for activities, projects and services to young people.

How much can I apply for:

Bids can be made to the local Area Committees of North Ayrshire Council and will be considered on their individual merits and should not exceed £2,000.

How does it work?

The Local Youth Action Fund will be co-ordinated by the Community Development Team, Education and Skills in partnership with Chief Executive Section of North Ayrshire Council.

The local Area Committees are:

- Ardrossan, Arran, Saltcoats, Stevenston
- Garnock Valley and West Kilbride
- Kilwinning
- Irvine
- North Shore and Cumbrae

6. Only the group's proportion of the total expenditure incurred will be paid, even although this may be less than the amount of award originally approved. If actual expenditure exceeds the amount of award, only the amount approved will be paid. The applicant may choose to either meet the balance or make a supplementary application for a grant. There is, however, no guarantee that any supplementary application will be approved.
7. All necessary planning permissions, building warrants and other permissions should be obtained prior to applying. Where the project involves improvement of premises or requires possession of land, the applicant requires to be the owner or tenant (on a lease of five years or more) of the premises or land before a grant will be released. Applicants will require to ensure that they meet all other statutory requirements.

17. Projects which have commenced prior to application for grant being made will not normally be funded.
18. Only in exceptional circumstances would more than one application from any group be considered in each financial year e.g. 1 April to 31 March.
19. The Council may consider, following advice from local Council members or officers that specific projects merit consideration notwithstanding that they fall outwith any of the criteria in the above conditions.

Financial Conditions:

1. If the project is dependent on contributions from a number of bodies, the applicant will be required to prove that such contributions are forthcoming before payment of an award is made. Applicants should therefore ensure that approaches to other bodies are made at the same time as, or in advance of, submission of an application as the applicant will require to provide proof that they have the means to meet the total cost of the project.
2. Funding will not normally be available for projects in respect of functions for which the Council or any other public body has a statutory responsibility.
3. All financial records in connection with any project that receives a Local Action Fund award must be available for inspection if required by Auditors of the Council.
4. It shall be a condition of the award that monies must be expended by 31 March.
5. If the costs actually incurred in any project are less than the award approved, the remainder of the award must be returned to the Local Youth Action Fund unless otherwise agreed.

The membership of the Area Committees is made up of North Ayrshire Council local elected members.

All application forms will be issued through North Ayrshire Council, Community Development Team and returned to the Performance/Grants Information Officer based at:

St. John's Primary School Base
Morrison Avenue
STEVENSTON
KA20 4HH
Tel: 01294 468035

Decisions on applications will be made by local members at the Area Committee meetings.

The Area Committees usually meet on a 6 to 8 weekly basis, as a result applicants should not experience a long delay in receiving a decision except in circumstances where applications have been incorrectly completed or further information is requested. A post card will be sent out to acknowledge receipt of application within 5 days of receiving the application.

Objectives:

The Scottish Executive has identified the following:

- Increase the number of services and facilities available that provide constructive and relevant activities.
- Increase in numbers of young people accessing facilities.
- Young people to have a sustained interest and involvement in the activities provided.
- A reduction in youth related call outs to police in areas where new facilities are located.
- A reduction in community perception/concerns about youth crime.
- An increase in satisfaction of young people.

How to Apply:

1. The main purpose of the grant is to increase youth activity at a local level.
2. Organisations applying for a grant must operate under the guidance of PVG in all matters related to staff, whether paid or voluntary.
3. Organisations applying for a grant must operate under the conditions of the Care Commission if the group is a care group. This states that if the organisation caters for under the age of 16 years for more than 2 hours and more than 6 times per year, then it must be registered with the Care Commission under the Regulation of Care (Scotland) 2001.

The local Care Commission can be contacted at:

Suite 3 & 4A, Sovereign House
Academy Road
IRVINE
KA12 8RL
Tel: 01294 323920

4. It is expected that organisations/agencies in receipt of an award develop best practice in equal opportunities and fully comply with the spirit of all appropriate legislation.
5. Only schemes or projects, which are under the control of the applicant are eligible for funding. Where a partnership is formed one of the partners must be identified as the Lead Partner and the application submitted by the Lead Partner.
6. The award shall not be used for purposes other than those detailed in the application except where written approval is given.
7. Groups or organisations may not dispose of any equipment purchased in full or part using the grant award without the prior agreement of the Area Committee of North Ayrshire Council.

8. Within 6 months of the grant award, copies of receipts/ accounts and other methods of proof of expenditure will be required by the Council, together with a report on the spending of grant aid.
9. Equipment for which the award has been made, must be fully insured by the programme organisation to provide full replacement value if damaged or destroyed. For events public liability insurance must be in place.
10. North Ayrshire Council should be acknowledged in any publicity materials produced by the applicant relating to the award received.
11. Prior to submission, applicants should ensure that all necessary discussions and consultations with other agencies/ organisations have taken place. Evidence of these discussions having taken place will be required.
12. The amount of award any applicant can receive will be variable and not exceeding £2,000 and will be determined in accordance with appropriate criteria.
13. Funding will not normally be available for projects which involve purchasing items of equipment or clothing of a personal nature; or for general running costs.
14. Applicants are expected to make a contribution from their own resources towards the overall cost of any project.
15. If a body, which has received funding, is disbanded, then any goods or equipment purchased from that award will revert back to North Ayrshire Council. If the goods or equipment have been lost, stolen, damaged and not replaced, all monies obtained from their insurance should be returned to the Local Youth Action Fund.
16. Applicants should ensure that the local Councillor is kept informed of the project in order that his/her advice and guidance are available.