A Commissioning Prospectus

An opportunity for groups, organisations and enterprises of all types to bid for grant funding

Isle of Wight Council, Early Help
New Youth Offer Grant Programme
2017 - 2018
Commissioning Prospectus

1. Introduction

With the current Youth Offer grant funding ending in March 2017, there is an opportunity, for voluntary and community organisations, and other enterprises to bid for a twelve month grant under the new Youth Offer prospectus.

This prospectus is part of a grant-making programme administered by the Isle of Wight Council.

The Prospectus programme provides fair and transparent access to grant funding that enables public service delivery on the Isle of Wight by voluntary, community and social organisations and enterprises of all types.

This prospectus is an invitation to groups, organisations and enterprises of all types to bid for grant funding that they can use to provide activities and projects which will deliver youth opportunities and positive activities within an environment where young people can engage in a safe, social setting. The provision will be targeted towards young people aged between 11 and 19 (up to 25 with specified additional needs) by supporting individuals and groups directly.

The Early Help Service, which forms part Children’s Services, will be responsible for quality assuring provision and for monitoring finance and outcomes for the grant programme.

Grants will be for a twelve month period, up to a maximum of £20,000 and must be able to demonstrate how they will contribute to a sustainable provision.

A key driver for the Youth Offer grants is the localism agenda. The council is seeking to engage with local providers within the voluntary, community sector and by increasing the links with town and parish councils. Through the prospectus approach we aim to deliver access to the youth offer activities/projects in local areas, including reaching out to rural areas.

Please note: The budget for the Youth Offer grant prospectus is part of the budget setting for the whole of Isle of Wight Council. The Executive of the Isle of Wight Council will agree their budgets on 22 February. All grants will be made subject to the overall Council budget being agreed. The rationale for publishing the prospectus now is to ensure that subject to agreement there is continuity in terms of Youth Offer activities.

What is a prospectus?

Public sector partners on the Isle of Wight want to encourage thriving business and civil sectors (voluntary, community and not for profit organisations). They also have to ensure the best value from public funding. This has resulted in the use of the prospectus grant funding process. The prospectus approach recognises and encourages the diversity of the possible potential applicant groups, organisations and enterprises. It is designed to be easy to use and geared to the needs of those bidding for funding.
This prospectus is open to new and existing organisations as well as small enterprises of any type. As with all public funding, successful applicants will help to deliver a number of outcomes in return for any grants made.

Grants will be awarded through a competitive bidding process intended to encourage innovation, collaboration in our Island communities. Partnership approaches are welcomed both from the point of view of delivering better services to young people and because there is a limited amount of funding available and delivering a value for money service which is key.

This is a competitive process and grant funding decisions will be based on the information supplied within the application. Applicants should use the application form to tell the funders how their bid will deliver the outcomes set out in this prospectus, how the grant funding will be used, and how the funders will know how well the service is working. The prospectus process allows flexibility, creativity and innovation providing the outcomes are being delivered.

**Why do we want partnership with the voluntary and community sector?**

We believe that involving civil sector groups and organisations in planning and delivering local services and activities, promotes stronger and more active communities as well as value for money. Funding public services in this way is shown to lead to distinctive and better services that reflect local community needs and strengths. Making grants also makes partnerships between organisations and enterprises easier, as well as providing volunteering and other civic opportunities that strengthen and enrich local communities.

As well as being an agent for change, innovative small businesses and a thriving and independent community sector can also be an important voice, helping funders to arrange and support more responsive services that are based on the in-depth knowledge and experience of local communities.

### 2. Priorities for this prospectus

The Isle of Wight Children’s Trust, a strategic partnership of statutory and non-statutory organisations working with children, young people and families on the Isle of Wight, has developed a three year plan. It identifies the following priorities;

**Priority 1** Children, young people and their families enjoy the best possible mental, emotional and physical health.

**Priority 2** Children, young people and families feel safe and behave safely.

**Priority 3** Children and young people have high aspirations and are able to achieve their full potential.

Prospectuses aim to support delivery of the main themes and priorities for the public service organisations on the Isle of Wight. The Isle of Wight Council, as part of the Children’s Trust, is seeking bids through the prospectus approach that propose innovative approaches to the youth offer and support the Children’s Trust priorities.
We are seeking bids that will support the engagement of more vulnerable or targeted groups (see list below—although this list is not exhaustive).

- Young people with disabilities and/or additional needs
- Teenage parents
- Ethnic groups
- Travellers
- Young carers
- Children in care
- Care leavers
- Young offenders
- Young people in households with domestic abuse
- Homeless young people
- Young people who abuse alcohol, drugs etc
- Young people who are sexually exploited
- LGBT (lesbian, gay, bisexual, transgender)

Commissioning outcomes you can help us to achieve

Applications are invited from voluntary and community organisations, other enterprises that will meet the following outcomes:

- Increase young people’s awareness of the Youth Offer and activities that are available locally and across the Island
- Increase the percentage of disadvantaged young people who participate and engage in the Youth Offer
- Supports the delivery of the Duke of Edinburgh awards.
- Increase the number of young people accessing targeted early help support
- Improve young people’s confidence and self-esteem,
- Increase young people’s participation in service design, delivery and governance
- Improve health and wellbeing and feeling, being safe and resilience.
- Improve young people’s knowledge in relation to sexual health and relationships, healthy eating, physical exercise, substance misuse, crime prevention, mental health, smoking cessation, life skills, equality and diversity, anti-bullying work, volunteering, housing support.
All bids will be expected to contribute to:

- delivering safe and secure places for young people to go
- delivering an innovative and varied youth offer
- be part of the Youth Offer collaborative partnership
- provision of good quality impartial information and guidance, on issues relevant to young people including; sexual health and relationship, healthy eating, physical exercise, substance misuse, crime prevention mental health, smoking cessation, engaging in education, life skills, equality and diversity, anti-bullying work, volunteering, housing support.
- be aware of and make appropriate referrals to agencies and partners (including adult services) to improve outcomes for more vulnerable young people, including: Choices, Targeted Youth Support, Strengthening Families programme, Parenting and Family Support.
- Attend relevant training, suggested by the Isle of Wight council.

Organisation’s need to be able to:

- take a child centered and children’s rights approach, based on listening to and respecting the young people’s own views.
- provide a safe Youth Offer that complies with the 4LSCB policies and procedures.
- ensure that staff and volunteers are DBS checked and are recruited through safer recruitment procedures.
- demonstrate that staff and volunteers have the appropriate training in working with young people and safeguarding (level 2 or above).
- provide an impartial and culturally sensitive service that meets the diverse needs of the Isle of Wight (in line with the Equalities Act 2012).
- remove barriers preventing young people from accessing services and activities and improve that access
- provide the Family Information Zone (FIZ) with up to date information on what is on offer to raise awareness and increase young people’s engagement in the youth offer.
- participate in workforce development opportunities, that are available-with a focus on safeguarding and working with young people
- work in partnership with the Isle of Wight Children’s Trust and respective partners from both the statutory, voluntary and community sectors, Isle of Wight Council, NHS Trust.
- be part of the newly formed collaborative partnership.
- Have a separate bank account for the funding.
- deliver the programme throughout the period 1 April 2017 – 31 March 2018.

Particular value will be placed on innovation, and the potential for partnership working between organisations. For example, organisations and enterprises from different sectors might use their combined ideas and resources to create entirely new activities/opportunities.

Bids that will also attract funding and utilise resources from other sources will be particularly welcomed, as will bids that increase opportunities for the involvement of volunteers.

If you are subcontracting, you will need to make the Isle of Wight Council aware prior to any agreement being sort.
Applicants may wish to refer to the following information which may help the development of their proposals.

- Data on the Isle of Wight’s population [www.iwight.com/factsandfigures](http://www.iwight.com/factsandfigures)

### 3. Making an application

**Funding and resources that will be made available**

The total expected funding available through this prospectus is £185,000, over one year. This funding is to be used to deliver the Isle of Wight Council’s commissioning outcomes for young people for the period from April 2017 to March 2018. The new amount that one organisation will be able to apply for from the prospectus is £20,000.

The group, organisations or enterprise, must have a clear plan on sustainability and receive match funding and/or additional funding, this can be volunteers time, reduced venue hire rate, charitable donations and/or fundraising.

While bids for sessional sessions within a venue are welcome, the Isle of Wight Council is also asking groups, organisations or enterprise to apply for funding who want to offer outreach and detached sessions.

**Youth Offer Community Chest funding:** Alongside these grants there will also be the opportunity to apply for small grants of up to £500 during 2017, further information will be sent out in due course.

**Points to note**

- If the new service to be provided is fundamentally the same as a current Youth Offer provision, please be aware that TUPE may apply and you will need to seek independent legal advice on the implications of this.

- One of the assets available to providers is a youth bus. If you would be interested in utilising this resource please indicate this on your application

**How to apply**

You must submit your application online by **12 noon on Wednesday 25 January**, by visiting [https://www.iwight.com/iwforms/YOGP](https://www.iwight.com/iwforms/YOGP)

This is to ensure your application will be successfully received and considered.
Successful applicants must be able to show that they have or will have arrangements in place to meet the following responsibilities. They should provide evidence of the following.

- Public liability insurance (minimum £10 million).
- Evidence that they are able to manage grant funding effectively and efficiently.
- Evidence that they qualify for funding as an organisation - grants can only be made available to properly constituted trading enterprises, voluntary and community groups.
- Compliance with relevant legislation including health and safety, risk assessment, equality and diversity, safeguarding vulnerable adults and children (compliance with 4LSCB polices and procedures), data protection and freedom of information. This will need to be demonstrated by providing copies of relevant organisational policies.
- Agreement to the use of the Isle of Wight Council logo and web address on any promotional materials for funded activities.
- A non-discriminatory service that provides equality of opportunity.
- Must be a non-political service.

If any applicant is in need for further support with their application form, please speak with Melvyn Davies from CAIW, by either emailing MDavies@actioniw.org.uk or by 01983 539375.

If any applicant wants to seek further advise on the outcomes that the Isle of Wight council want to achieve, please speak with Kelly Quinn from the Isle of Wight Council, contact details are at the end of the form.

How bids will be evaluated

All grants will be awarded on merit, if you are a new provider to the Youth Offer, please can you submit a testimony eg experience and/or existing commitments.

A panel will meet on 1 February to consider applications on the basis of:

Perceived impact and value for money against the published outcomes in this prospectus:

- The number of young people benefitting from the service.
- The extent to which the young people benefit.
- The extent to which more vulnerable young people are likely to benefit from the provision of the service.
- The level of match/additional funding in cash or in kind helping to increase the size, reach, quality of the service.
- Availability for other activities/provision in the local area.
- Need of the activity/provision.
- Key outcomes highlighted within the application.
- Affordability and value for money.
- Accessibility for all children.
- Safety of the provision.

When assessing the strength of a bid and the proposed service, the evidence of the involvement of young people to evidence demand for the service proposed and their influence on the content of the bid will be viewed favorably.
The panel will comprise of commissioners from the Isle of Wight Council, young people, Community Action Isle of Wight and a representative from the Local Safeguarding Children Board.

3. Information for successful applicants.

Successful applicant(s) for grant funding will be offered a funding agreement with the local authority, with identified conditions. The agreement will include arrangements that will be put in place to monitor how the outcomes are being delivered and a schedule of grant installment payments.

Grants will be made one month in arrears along with an upfront costs funding payment if needed.

Any funding provided through a prospectus can only be used for the purposes set out in any funding agreement with the Isle of Wight Council, and cannot be used to subsidise other activities. Use of funding for purposes other than those agreed will lead to funding being withheld or reclaimed.

4. How will we know that our outcomes are being achieved?

The Isle of Wight Council will require evidence of the impact and the outcomes it has set. Monitoring will therefore look for a combination of information about how much activity has been delivered and how effective it has been. All successful bodies will be required to adopt a shared approach to monitoring the impact of the work being delivered.

Organisations will be asked to demonstrate the impact of their programmes through:

- producing performance management data and completing a confirmation of service by the 10\textsuperscript{th} of every month (template will be made available)
- producing a short quarterly report and one case study for the Isle of Wight Council
- producing an annual ‘impact’ report for the Isle of Wight Council

Performance management data that will be required monthly are:

- number of young people registered.
- number of sessions directly delivered.
- number of young people who have accessed session/activity.
- number of volunteers engaged in programme.
- number of young people involved in decision making within the programme.
Submitting your application

You must submit your application online by **12 noon on Wednesday 25 January**, by visiting [https://www.iwight.com/iwforms/YOGP](https://www.iwight.com/iwforms/YOGP)

This is to ensure your application will be successfully received and considered.

Time line for the prospectus

- **14 December 2017** - bidding process opens for six weeks.
- **25 January 2017** - deadline for submitting your application.
- **1 February 2017** - decision panel will take place.
- **2 February - 9 February 2017** - recommendations from panel/further evidence requested.
- **10 February 2017** - provider informed in principle of the outcome from panel.
- **24 February 2017** - provider informed of the final outcome after budgets have been agreed for 2017/18.

If you have any further queries in regards to this prospectus, please contact Kelly Quinn early help commissioning officer on:

Phone: 01983 823168 or Email: kelly.quinn@iow.gov.uk