

SCOTTISH BORDERS COUNCIL COMMUNITY GRANT SCHEME



Received 14/7/15.

APPLICATION FORM

(Please read the Guidance Notes carefully before completing this application)

YOU MUST ANSWER EACH QUESTION IN THE SPACE PROVIDED – DO NOT SAY 'SEE ATTACHED'

You can continue each question on no more than one side of A4

All groups should complete Part 1 and Part 4. Please complete in black ink
Please refer to the application notes on the right-hand side when completing

PART 1

About your group

1. What is the name of your group?

YouthBorders

2. Where is your group based?

Galashiels

3. Name of main contact

Name	Clare de Bolle Clare de Bolle
Position in Group	YouthBorders Chief Officer
Home Address	Langlee Complex Marigold Drive Galashiels
Post Code	TD1 2LP
Telephone Number	01896 755110
Email Address	Clare@youthborders.org.uk

4. When did your group start?

In its current guise, October 2008

This should be the same name that appears on your Constitution (**please note your Constitution, annual accounts and bank account must all be in the same name**)

Tell us in which town/village your group is based. If your group serves the whole of the Scottish Borders please say so

This is the person who will be the main point of contact for future communication and who should have a good understanding of the work of the group and details of the application. They should be contactable throughout the duration of the application process.

5. How many committee members are involved in running your group?

7

6. Are any Councillors/Scottish Borders Council Officers members of your management committee? If so, give names

2: Graham Easton (CLD) and Roger Barrow (Ed Psychologist)

7. What is the legal status of your group? (Please tick relevant)

- Unincorporated club, association or community group
- Company limited by guarantee
- Company limited by shares
- Trust
- Charity recognised by OSCR (Charity Number SC0 37680)
- Other (give details)

8. What is the purpose of your group, its main activities and what benefits does it bring to the local community?

Describe in full what your group does, the activities it undertakes and in what way it benefits the community it serves

YouthBorders is the network of third sector youth organisations and non-uniformed clubs across the Scottish Borders region. YouthBorders overarching aim is to create and support alternative environments where young people thrive in the Scottish Borders. YouthBorders will enable young people throughout the Scottish Borders to maximise their full potential through the provision of quality educational and social opportunities.

Our membership currently covers 39 groups across the Scottish Borders, supporting over 3,100 young people. Members range from youth organisations, clubs, youth cafes and information projects, as well as specialist projects, such as arts projects and mentoring projects.

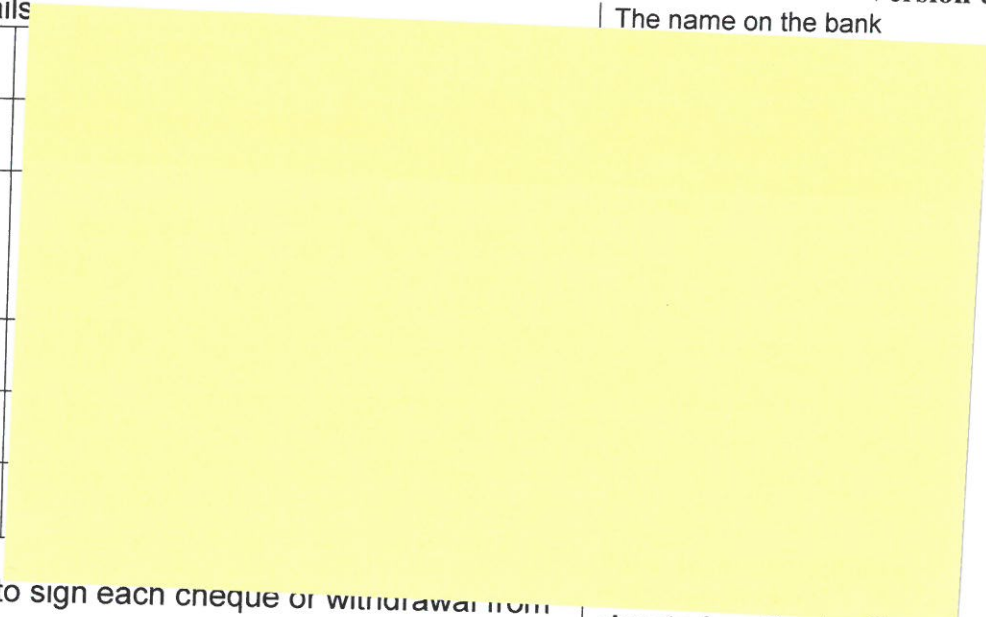
YouthBorders has 7 generic lead organisations based around the 9 high school localities and their work includes drop in sessions, activities (sport/dance/art/crafts/photography/music etc) and project led or themed sessions. We link closely with our specialist youth service members and with the specialist network generally.

All members have an open door equal opportunities policy whereby any young person is welcome and treated with respect. We work closely with agencies, CLD, Council, Volunteer Centre Borders and many other stakeholders to build partnerships and offer opportunities to young people. We work with our communities (through contacts with community councils, youth forms, businesses and others) to strengthen effective relationships and partnerships with all our stakeholders and to build strong and resilient communities for all

9. Tell us your bank account details

The name on the bank

Account Name
Bank/Building Society Name
Address of Bank/Building Society
Post Code
Sort Code
Account Number/Roll Number



How many people are required to sign each cheque or withdrawal from this account?

2

signatories. Grants will not be paid into an individual's bank account

List the names and positions of the people who are authorised to sign each cheque or withdrawal from this account

Name	Position
David Harvey	Chairperson
Sandy Brydon	Trustee, Vice Chair
Graham Easton	Trustee
Clare de Bolle	Chief Officer

If any signatories are related you will require to submit a letter from your bank confirming that the related signatories are not authorised to sign off the same cheque/ withdrawal

10. Tell us what your total savings/cash or investments are (all accounts)

£53,874.25

If your group has more savings than the amount of money your group receives in a year, you should explain what you are planning to do with this money. If you have not set aside this money for anything in particular the scheme is unlikely to give a grant

11. Is your group registered for VAT? Yes No

12. Tell us what grants you have received from the Council in the last 2 years?

Date	Amount	Project Title

13. Tell us how your group takes account of equal opportunities legislation by including all sections of your community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs). **If your group has its own Equal Opportunities Policy please provide a copy.**

Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

YouthBorders has an Equal Opportunities Policy attached. It is written in conjunction with the national policy provided by Youth Scotland. In addition our equal opportunities statement is set out clearly in employment contracts, recruitment information, employee handbok and application packs

We work closely with our members to ensure their policies are in place and operate an open door policy to welcome young people regardless of their background, race, gender, age, sexual orientation, religious or political beliefs

The Community Grant Scheme gives grants mainly for project costs. If you are applying for project costs complete Part 2 and Part 4.

In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (see Guidance Notes for details). If you are applying for support grant completed Part 3 and Part 4

PART 2 (PROJECT GRANTS)

About your project You can continue each question on no more than one side of A4
Please refer to the application notes on the right-hand side when completing

14. Tell us the name of your project

Sounding Out

15. Tell us about your project, what it will do and how the grant will be spent

The Sounding Out project aims to bring together musicians, young people and music making organisations from a range of musical genres to enhance the provision of youth music services and opportunities (out of school), developing a sustainable network by growing and building capacity within the Scottish Borders community. Sounding Out builds on an extensive mapping and research exercise that was carried out in 2014 by Creative Options who specialise in working with arts organisations and the voluntary sector. The report confirms that there is a large volume of activity in the informal music sector in the Scottish Borders, however, the mapping highlighted that the opportunities that exist are not exclusively for young people and there were gaps in certain areas of the Scottish Borders. This project will address access youth music access issues and build a platform on which activities can develop and grow. The final report recommends that the Scottish Borders requires a "more coherent voice for youth music."

Funding (75%) has been secured from Creative Scotland, however, we require match funding to deliver the proposed year long programme of activities. The grant will be spent on aspects of the project which include development and reinvigoration of the website, meeting and training events for the Youth Forum and pop up music sessions for young people.

By 'project' we mean the activities you plan to carry out with the assistance of the grant.

Be specific about what you plan to do, and how you will do it.

16. Please indicate which Community Grant Scheme outcome your project will achieve (**please tick only one**)

- Communities have more access to better quality local services or activities (including arts, music, heritage or sports activities)
- Communities have more access to a better quality environment (including the built environment)
- Communities have more pride in their community
- Communities have more access to better quality advice and information

Your project should meet one of the listed outcomes

17. Tell us the expected results of your project and the difference it will make to your community

We believe that involving young people in decision making through the proposed youth committee will have many benefits as the project aims to promote young people as active participants and creators:

- More accountable and improved youth music structure and decision making - better networking between different parts of the Borders
- Improvement in the quality of music by giving young people a voice and actively involving them in the shaping of project activities
- Opportunities for self-development among those who are excluded or not engaged in music activity in the Scottish Borders and improve areas where music provision is thin
- Empowerment – by involving young people, the project will be more successful and looking to the future will help make the case for further investment for projects supporting youth music
- Ability to generate fresh ideas and new ways of working and celebrate and raise the profile of the strengths of music activity across the Borders

Please describe in what way the project will meet the outcome you have ticked ie. in what way will it increase access, improve quality etc.

Please also include details on how you intend to maintain or sustain your project in the future. This is particularly important for environmental projects or improvements to community facilities where ongoing physical maintenance and spending may be required

18. Tell us how you have identified a need for the project and how you have involved your community in the development of it

As part of the research, a needs analysis was carried out and consultation with young people in schools and youth centres through focus group discussions supplemented by written surveys. Time, transport, cost and lack of companions to share involvement with were revealed as barriers. When the young people were asked what would help them become more involved in music, the largest response was "nothing; everything is fine", although, the second and third largest response after that was that more gigs or concerts for the under 18's are needed and "knowing about opportunities to get involved in music" is important. In addition to the consultations with young people, Creative Options held face to face interviews with music groups, organisations, youthworkers, music tutors.

Creative Options consulted with over 100 different organisations and individuals and the within the research and findings identified a number of weaknesses in relation to leadership and networking and noted that despite high levels of interest and participation in music the scene is largely fragmented and that youth music lacks a strong coherent voice.

It is vital that your project has the support of the wider community and that the community has been involved in its development. Tell us about the needs of your community and how the project will meet the needs that you have identified

It is also important that some form of consultation process has taken place on the project and this can be demonstrated. This could take the form of public meetings, feasibility, questionnaires, or could also be in the form of an approval by your Community Council or other relevant body.

19. When is your project due to start?

August 2015

20. If your project involves work to a building or land who is the owner?

N/A

Do you have the following? (please tick relevant)

A lease agreement (Date of lease and duration years)

Written permission of owner

Planning Permission (Reference No)

21. Tell us how much money you need for the project?

Item or Activity	Total Cost of Item	Amount Requested from CGS
Website	2,500	2,500
Pop-up music events		
Hire of venues	900	900
Refreshments	450	450
Musician/performance fees	840	840
Meetings for Forum	310	310
Totals	5000	5000

The scheme cannot give grants for activities/ expenditure which have already taken place.

Applications should be submitted at least 2 months in advance of project start dates to allow time to go through the decision making process. **Applications for Christmas Lighting should be submitted before the end of September annually**

If your project involves construction or refurbishment of a building you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years. You should also contact Scottish Borders Council Development Control Officers to discuss projects where they involve physical works. **Planning Permission needs to be in place before applying for a grant.**

Give a detailed breakdown of the main items of expenditure required for the project including VAT if relevant. Groups who are eligible to claim back VAT must not include VAT charges in their project costs. **Please note copies of quotations/ estimates must accompany the application form.**

Please refer to the guidance notes to ensure that the costs you are applying for are eligible for grant assistance.

If the total project cost is more than you are requesting from the Community Grant Scheme, tell us where the shortfall will be met

Name of Funding Body	Amount	Progress
Creative Scotland	£15,000	Approved, with conditions

If the project cost is more than you are requesting from Community Grant Scheme please give details of funds secured from other funding sources ie. lottery bodies, public bodies, trusts, businesses etc.

How much will your group contribute to the project?

YouthBorders - will contribute in kind with management, IT, office space and support

Requests of £500 and over require a minimum of 10% match-funding.

'In-kind' support (ie. volunteer time or local skills that are a direct input to your project) can also be used to make up the balance of funding. Applicants who wish to use 'in-kind' contribution as part of their funding package should discuss this with the Grants Co-ordinator

22. Does your project involve work with children, young people under the age of 18 or vulnerable adults? Yes No

If yes, what safeguarding policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below

With our association with Youth Scotland, we are PVG providers and assessors and these are carried out immediately. We have a child protection policy and equal opportunities policy. All staff are required to take Child Protection Awareness Training (and the next level training depending on their role) and Youth Scotland Child Protection Training.

References are taken and there is a 3 month probationary period. We have an employee handbook setting out policies and procedures.

We review these annually.

It is your responsibility to ensure you have acceptable safeguarding policies and procedures in place for projects involving children and vulnerable adults. Advice on requirements can be obtained from Volunteer Borders on 0845-602-3921

Now go to Part 4 to complete your application from project funding.

The Community Grant Scheme gives grants mainly for project costs. In some circumstances, it can provide one-off support grants to groups experiencing temporary financial difficulties (See Guidance Notes for details)

Our Scottish Borders
Your community

Sounding Out Budget for 1 year

**Youth Borders and Arts Development Scotland, Scottish Borders
Youth Music Initiative: Strengthening Youth Music
August 2015-August 2016**

	Existing Budget	Comm Grant
	£	£
Staffing and Coordination		
Project Development Worker 12 hours a week @£13.20	8236.80	
Travel and Subsistence	960.00	
Marketing and Communications		
Website development (domain reg, hosting, interactive)	2500.00	2500.00
PR and print	800.00	
Forum Events		
Training (6 x £100 per session)	600.00	
Refreshments	300.00	
Hire of venues	480.00	
Meetings and expenses	500.00	310.00
Activities for young people		
Pop up music events x9 in each high school locality	900.00	900.00
Hire of venue	450.00	450.00
Musician/performance fees	840.00	840.00
End of Project celebratory event		
Hire of venue	150.00	
Travel costs for young people	600.00	
Musician/performance fees	650.00	
Other costs	233.20	
Overheads		
Management fee and cost recovery/payroll processing	1800.00	
	Total	
	£20,000.00	
Budget received from Creative Scotland:		
Shortfall		
Community Grant Fund request		£5,000.00