**North Norfolk YAB Funding Specification and Application Form – Additional YAB Capacity**

**Overview and Background -**

The North Norfolk Youth Advisory Board is a body of young people and professionals that aim to identify issues that impact young people and to play a strategic role in improving these needs.

After assessing the needs of young people by completing a consultation with young people across the district and mapping a needs analysis, the Young Commissioners have decided to assign **£32,000** to commission additional youth worker capacity within the YAB to support the delivery of the service and add value to the existing service.

**Activity –**

The successful youth work provider will be responsible for employing a youth worker to support the YAB and Young Commissioners, as well as deliver the activity of YAB within the specified below. **In addition to this, we would like the youth worker to carry out a deep dive to understand young people’s concerns in North Norfolk about the issues of drugs, alcohol, smoking and vaping as highlighted in the consultation**. We have not specified the amount of hours we wish to employ, the provider should propose and outline this, however we expect a minimum of 4 days Youth Worker time per week.

The YAB additional capacity is expected to:

* Work with the YAB worker to support Young Commissioners through group work and 1 to 1’s, including leading on Young Commissioner group meetings.
* Alongside the YAB worker, deliver training to Young Commissioners.
* Recruit new Young Commissioners and induct them into the YAB.
* Facilitate other events such as Quality Assurance visits, celebration events and engagement with elected members.
* Outreach work to areas and schools not yet connected with the YAB.
* Support other youth organisations in North Norfolk to build capacity within the youth sector and improve quality of provision.
* Support the YAB’s commissioned projects and work on partnership projects, such as work with North Norfolk District council.
* Undertake a deep dive into the issues of drugs, alcohol, smoking & vaping, producing a full report of the findings and sharing this with key partners to influence policy & delivery. This deep dive will be working in conjunction with YAB young commissioners.

**Outcomes** –

1. Young people have a greater involvement in youth voice, decision making and impact on their community.

2. Young people not accessing the YAB have increased awareness of youth led processes and the work of the YAB.

3. Young people have increased capability and competence in applying the commissioning cycle of the North Norfolk YAB and other organisations.

4. Young people will report increased wellbeing, confidence and self-esteem through participation in the Young Commissioner’s development programme.

5. The YAB and other organisations are more informed of young people in North Norfolk’s concerns about drugs, alcohol, smoking and vaping.

North Norfolk is a very rural area with poor public transport links so it is desirable that the youth worker employed on this contract holds a full driving license and has use of a vehicle, or other suitable transport arrangements. The youth worker will hold a minimum of a level 2 Youth Work qualification or will be working towards one. We ask that Young Commissioners are part of the interviewing process for the Youth Worker.

To apply for this funding please complete the application form, and **prepare a 10 minute presentation** for the Young Commissioners which covers all key information (to reflect the application form) to support the decision making process. After your presentation there will be a 10-minute Q&A with the Young Commissioners. Please note, the decision for the successful provider is made by the Young Commissioners on the North Norfolk YAB.

**Bids for the funding cannot exceed** £32,000. The funding for this project will be for a period of 12 months, the YAB may wish to continue to commission this project beyond this period, but this is dependent on performance of the provider and funds available for next year. As funding has been pooled from both the 18/19 and the 19/20 budget, it is unlikely that YAB could fund the project for a 2nd year at the same level of funding.

**North Norfolk Youth Advisory Board Funding – Application Form**

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| 1. Name of applying individual, organisation or group: |

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| 1. Name of lead Applicant/Contact: |

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| 1. What is the anticipated location/working environment for the Youth Worker? Please provide details of facilities and resources that will be provided to carry out the role: |

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| 1. Background information about you/your organisation (e.g. aims and values in working with young people and provision i.e. youth work, group activities, advocacy work): |

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| 1. What is your experience in participation youth work/promotion of youth voice? |

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| 1. What experience do you have working in North Norfolk? |

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| 1. Tell us how you would complete the deep dive into the issues of drugs, alcohol, smoking and vaping (include details of the amount of young people expected to be reached and how you would use the findings): |

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| 1. Tell us what you would bring to the YAB, what you can offer, how you would support the YAB and the Young Commissioners (including reaching hard to reach Young Commissioners): |

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| 1. How would you measure the impact of this post/project? |

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| 1. How would you ensure sustainability of this post if there were not the available YAB funding next year? |

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| **We will be bidding for - £** |

Please give a breakdown of how the £32,000 will be spent (see table below)

Please include staff costings, how many days a youth worker would be provided and costs associated to the deep dive.

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| Resource | Cost |
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| Do you have the following policies and procedures in place? (if successful you will be asked to provide these)  Safeguarding/Child Protection – Yes/No  Health and safety– Yes/No  Up to date and signed Project Risk Assessments – Yes/No  **(Please note, this applies to all staff/volunteers facilitating a project)**  Data Protection/Confidentiality – Yes/No  Youth participation strategy – Yes/No  NB: All partners must hold an enhanced DBS check  If you answered no to any of the above, could you please expand on why you answered no? |

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| Any other information or comments you would like to present with your application: |

Please return this application form to Melanie Blanch, Participation Youth Worker at [melanieblanch@map.uk.net](mailto:melanieblanch@map.uk.net) or by post to Heath House, 5 Woolgate Court, Norwich, NR2 4AP.

**The closing date for applications is by Midday on Friday 30th August 2019.** The provisional date for the presentation to the Young Commissioners is Tuesday 3rd September in the afternoon likely to be in Cromer (The provider needs to be available on this date as part of the decision making process). Any applications received after this date will not be considered.

If you have any questions or require further information regarding the Youth Advisory Board or the funding process, please contact Melanie Blanch on 07867 178694 or [melanieblanch@map.uk.net](mailto:melanieblanch@map.uk.net).

NAME –

ROLE / JOB TITLE –

DATE-

SIGNED -