

**Invitation to Bid for Mayor Seenoi-Barr’s Young Person Bursary 2024/25**

**Overview**

Mayor Seenoi-Barr is aiming to support the development of a child/ young person from low income and /or socially disadvantaged/ vulnerable background (living in the Derry City and Strabane Council area) through the provision of a bursary of a maximum of £500 to an organisation whose primary aims include the growth and development of children and/ or young people, particularly those facing disadvantage.

The Mayor Seenoi-Barr’s bursary aims tosupport a child or young person from 0- 18 years old who:

1. comes from low income family\* - this includes but is not restricted to families
   * living in social housing
   * whose children qualify for free school meals
   * who would otherwise struggle to pay for their child to attend activities to enthuse their learning/ development

and/ or

(2) come from a defined socially disadvantaged/vulnerable group, for example:

* + children and young people in care including unaccompanied asylum seeking children
  + children and young people with a disability
  + children and young people from a minority ethnic community

(\*families are not required to be on income related benefits)

**Activities Eligible for Receipt of the Bursary**

The type of activities that are eligible for the bursary can be online, face to face or a combination of the two and which relate to:

* Personal and social development opportunities
* Supporting confidence building and skills to live learn and earn
* Raising young people's aspirations encourage them to become more involved in their communities, whilst creating opportunities for personal and social development and equipping them with the skills required to deal with the demands of life
* Developing skills and employability options
* Developing artistic and creative ability

**What and who we will fund**

* Provider organisation based in the Derry City and Strabane District Council area;
* Funding is not normally offered for more than 80% of the cost of the development activity for the child/young person;
* Funding is not normally offered retrospectively.

**Requirements from successful organisations / beneficiaries:**

* That the organisation includes the Mayor’s name and the Council logo on any promotional material related to the activity
* That the organisation provides support to at least one fund raising activity in support of the Mayor’s charity, the Bud Club
* That the beneficiary completes a Council evaluation form at the end of the activity / programme and returns it to the Mayor’s Office.

**Application Process**

**Organisations interested in applying for the bursary are requested to submit the following details to the Mayor’s Office, Harbour House, Harbour Square, Derry, BT48 6AF, marked for the attention of the Mayoral and Member Services Officer by noon on 28th March.**

* Completed Good Governance Documentation Confirmation form attached as Appendix 1

**plus**

* Please describe the activity to be provided**.** These details should include location, duration, mode of learning, programme, anticipated outcomes, etc.
* Provide details of your track record of success / experience in providing this activity to children/ young people and upholding their rights
* What is the cost of the activity to be provided? Please provide a breakdown including staff, material and other resources. (Note: the bursary that will be awarded is 80% of the costs up to a maximum of £500. (Equipment, hardware, software, and other costs not unique to the beneficiary are ineligible for funding.)
* Please provide details of how you will identify the successful child / young person to satisfy the criteria for the Mayor’s Bursary.
* What other funding have you received relating to this activity. Please provide details.

Responses to the above information requests (inc governance details) will be taken into consideration in evaluating submissions.

**Appendix 1**

**Good Governance Documentation Confirmation**

**Please complete the following checklist.**

Please note you are **not** required to submit copies of the documentation listed below at this stage. However, you may be required to submit this information at a later stage to Council, if requested.

Failure to produce the good governance documentation confirmed below on request will result in the organisation being required to repay the full payment of financial assistance made by Council.

Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your organisation registered with the Charity Commission NI?

Yes No

If you have ticked Yes, can you please confirm Charity Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can you please confirm that **your organisation** has the following documentation in place:

|  |  |  |
| --- | --- | --- |
| Good Governance Documentation | | Please state Yes / No below |
| 1. | Signed and dated Articles and Memorandum of Association/Constitution  *Please confirm that the above documentation Council has on file has not changed in the last 12 months.* |  |
| 2. | If you answered NO in question 1 above, please forward your organisation’s updated Articles and Memorandum of Association/ Constitution. |  |
| 3. | Protection of Children and Vulnerable Adults Policy and confirmation that all necessary Access NI checks have been completed, where applicable. |  |
| 4. | Conflict of Interest Policy |  |
| 5. | Equality Policy or Equality Statement |  |
| 6. | Data Protection & Privacy Policy |  |
| 7. | Financial Procedures Policy |  |
| 8. | Volunteer Policy, where applicable |  |
| 9. | Health and Safety Policy |  |
| 10. | Anti Bribery Policy |  |
| 11. | Counter Fraud Policy |  |
| 12. | Gift/Hospitality Policy |  |
| 13. | Cyber Security Policy |  |
| 14. | Confirm Company Registration Number (if applicable)  Company Reg. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 15. | Confirm Organisation is VAT Registered.  VAT Registration No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(if applicable) |  |
| 16. | Bank Account. (If successful you need to submit a Bacs Details Form.)  Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Account No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 17. | Identify any other funding received from Council or other funding bodies in relation to your project/service, by your organisation within the past 12 months. |  |

**All the above documentation must be in the name of the organisation applying for funding.**

**Please note that by signing below you are confirming you have all relevant policies etc. in place and that you have mechanisms in place to ensure compliance.**

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I can confirm that we have the above-mentioned documentation in place.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chairperson) (Print Name)

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Accountable Person) (Print Name)

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_