

APPENDIX 1



**Darlington
YOF/YCF Operational Plan
V2**

September 2006



Section 1 - INTRODUCTION

The Government's Youth Matters white paper, aims at addressing the delivery and provision of services for children and young people. Included is an increased emphasis upon engaging and involving young people in the decision making processes upon the types of youth provision they require and how resources are allocated to establish and support these.

A youth led approach has been advocated for delivery of youth services, an approach recognised both within Youth Matters and the launch of the Russell Commissions volunteering programme 'V'. Local authority youth services have been challenged to develop and deliver increased participation in opportunities in a youth led way via the huge investment from government in the recently launched Youth Opportunities Fund (YOF) and Youth Capital Funds (YCF).

In response to these new funds, Darlington Youth Service, in partnership with Changemakers and the Keyfund, has developed a delivery model for the YOF/YCF. In developing the model this has involved a process of consultation with youth service staff, young people and potential delivery partners.

Contained within the operational delivery plan is an outline of the model, the mechanics of the delivery and an explanation of how this will influence the delivery of the services for children and young people.

Section 2 - OBJECTIVES STATED WITHIN YOUTH MATTERS AND THE YOUTH OPPORTUNITIES AND YOUTH CAPITAL GUIDANCE MET BY THE PARTNERS MODEL

DfES guidance notes for the YOF/YCF and within Youth Matters, state the following aims:

- To give a choice and influence to young people, particularly disadvantaged young people, in relation to things to do and places to go and to convey a powerful message to young people that their needs and aspirations are important.
- Change the way local authorities and their partners provide activities and facilities for young people, especially in deprived neighbourhoods, and to increase the responsiveness of providers to what young people want.
- Improve things to do and places to go in line with what young people want in their neighbourhood.
- Provide opportunities for young people to develop their confidence, knowledge, skills and abilities and gain recognition and /or accreditation for them.
- Increasing the well being of young people by contributing to the achievement of the ECM outcomes.
- Increase young people's engagement with services and with the democratic process at a local level.
- Involve young people, especially hard to reach young people, in identifying positive activities and things to do, and to *support* their ***role as decision makers, grant givers*** and ***project leaders***. (SEE DIAGRAM 3- Young People's Control of funds).

Section 3 - OUTLINE OF THE MODEL DELIVERED BY THE PARTNERSHIP

Darlington Youth Service will work with Changemakers and the Keyfund to deliver the opportunities for 13-19 year olds across the Borough. It builds upon the work currently being developed by Darlington Youth Service on youth engagement and youth participation.

The model developed for delivery of the Youth Opportunity and Capital Funds in Darlington attempts to bring together the substantial experience of the partner organizations and the significant opportunity offered by the fund. The priority tasks for effective delivery being reflected in the key contributions sought, an appropriate direct delivery process utilizing a 'grass roots' approach, a track record of developing young people as decision makers and grant givers, participants of 'youth boards' and 'panels' and a local network of community contacts representative of a familiarity and local knowledge. These aspects being supported by a current and operational system of administration, including reporting capacity meeting statutory requirements and, significantly, the capacity for the development of these elements to establish a robust and effective operational model fit for purpose and reflective of local needs and conditions.

Additionally, the model will seek to develop and build capacity for delivery of wider youth led grant making, increased involvement in decision making by young people, and a broader participation by young people in local democracy.

The model for facilitating access to 'smaller' financial sums operates through a network of trained 'facilitators' consisting of a broad range of individuals active in the community including youth workers, teachers, police officers and parents. There will be training offered for facilitators in the agreed process which has been adapted and developed from existing experience from within the KeyFund, and additional access points identified for young people not currently engaged by represented organizations or individual facilitators to apply for funds for self designed youth led projects will be developed

Our aim is to offer the expertise and experience of local facilitators in supporting groups, through the agreed process, as the initial engagement and dialogue with young people. Here they will be encouraged to undertake things to do, and places to go.

Throughout delivery of the model the adults' role will be to support learning and promote positive action, whilst young people will lead the actions and make the decisions.

From this process young people will be guided and supported to participate in further opportunities including:

- Developing larger scale projects that will be funded by YOF but which may require substantial sums or contributions from YCF to enable completion.

- Funding for these projects will be assessed and allocated by a Youth Board trained and recruited by Changemakers, as a result, increasingly involving young people in decision making, grant making and influencing services that affect them (SEE DIAGRAM 1 Development Model)

A SUMMARY OF THE PARTNERS DELIVERY MODEL

- Increased involvement of young people in decision making, grant making and influencing services that affect them.
- Involvement of young people in peer to peer learning.
- Training for young people as decision makers and grant givers led by Changemakers in partnership with Darlington Youth Service Participation team.
- Accreditation of learning and key skills through such routes as Changemakers ASDAN Citizenship in Action Award and others as appropriate.
- YOF/YCF Facilitator training for youth service staff and youth agencies across Darlington.
- Training for youth service staff and local youth providers from Keyfund & Changemakers in youth led learning and youth led grant making.
- Partnership delivery with local statutory and voluntary providers through existing networks.
- Distribution of funds through the YOF/YCF process and the Youth boards.
- Increased Youth Service engagement with young people aged 13 to 19, particularly from groups not current accessing provision, e.g. black and ethnic minorities, looked after children, those young people not currently engaged in youth provision.
- Involvement in the North East regional networks established by GONE around the YOF/YCF for service providers and young people.
- Recruiting young people in opportunities, participation decision making and youth services for the first time.

ADDITIONAL KEY DEVELOPMENT OPPORTUNITIES

- Developing wider participation for young people.
- Involvement of adults (particularly parents) in supporting the participation and learning.
- Creating a learning project to inform wider delivery of services through Children's Trusts.
- Building a network of people facilitating youth led learning and participation.
- Impacting upon the wider policy agenda around communities and engaging in political and decision making processes.
- Bridging the gap between young people and adults (SEE DIAGRAM 4 – Adult to Young person led & beyond).

BREAKING NEW GROUND

Where this partnership approach will be breaking new ground is in the work that the programme aims to develop in the following arenas:

- Developing wider participation from young people not currently accessing provision and giving them the resources to support their own ideas. It will be encouraging young people to think bigger, learn more, create their own opportunities, to apply for funds to help them deliver their own ideas and to get the equipment and resources they need from a larger grants scheme for this, linked to key skills development.
- Developing and evaluating practice around the transition of young people from solely recipients of services, to giving them an increased role as project leaders, decision makers and providers.
- Collating learning from the delivery of the YOF/YCF to inform the future delivery of Children's and Young People's services within Children's Trust's.
- Focusing upon widening involvement beyond young people currently participating in youth forums, youth councils, and local democracy in line with the Darlington Youth Participation strategy.
- Examining and developing the role of the parents in supporting youth led learning within local communities.
- Enhancing the role of adults in supporting youth led learning within local communities.
- Establishing a greater convergence between young people and adults as project leaders, decision makers and grant givers, creating the circumstance where young people and adults work in a natural collaboration.
- Linking grants and learning, with the creation of increased learning development opportunities and involvement in local decision making and democracy.

Section 4 - OPERATIONAL DELIVERY PLAN

1 - HOW YOF/YCF WILL BE ALLOCATED THROUGH THIS MODEL

Our partnership will create a strand of larger youth opportunities and capital project grants which will ideally operate an extension of the earlier process, where groups seek to access sums of no more than £2000.

Generally, funds can be accessed by groups who have been supported by a trained facilitator and have completed the necessary requirements of the application process. However, facilitators will be trained to encourage, where appropriate, groups to engage in a staged planning process, offering evidence of learning to support the bid and informed by the standard KeyFund procedure, where appropriate. We will encourage, those who are ready, with adult support, to develop applications and opportunities which involve greater project leadership, decision making and an increased impact upon themselves and the wider community.

Additionally, this will involve work to encourage access for all, and will include targeting those not currently involved. It is our belief that this will both encourage participation AND will offer development of learning and key skills, prior to undertaking a more sustained project, where larger funds are available (a minimum of £2000), which can be accredited through schemes such as the 30 hour Changemakers Citizenship in Action Award.

We plan to run the same application process and assessment by Youth Board/Young People for both YOF/YCF for the opportunities funded by the youth board

This will incorporate emphasising to applicants the need to demonstrate within the Youth Boards assessment process: learning impact, meeting ECM outcomes, how youth led the opportunity is, how key skills will be developed, how it meets Local Area Agreement priorities and fits into the Darlington Children and Young People's plan.

(SEE DIAGRAM 2- Grants Allocation)

PROJECT LEADERS -

- We will increase involvement of young people as panel members
- Train young people as fund facilitators
- Encourage larger YOF/YCF projects with larger grants for their youth led projects
- Young people will decide upon what projects they do

GRANT GIVERS -

- Young people will be recruited as Youth Board members and will competitively assess submitted applications and give grants for the larger projects

DECISION MAKERS -

- Projects developed decided by young people at all levels of the model

(SEE DIAGRAM 3- *Young People's Control of funds within the model*)

2 - TIMELINE

Delivery of this programme will begin in August with the development of materials and publicity prior to the official launch of the YOF/YCF on September 1st and will run until March 2008.

Funds will be distributed via the model process from September, with the recruitment and training of the Youth Board starting in September, with training and the first assessment being completed by the end of November 2006.

For a detailed timeline see **Appendix 1**.

3 - TARGETS

Within the delivery of this model whilst delivering a universal programme there will be targeting of the following groups:-

- Groups traditionally facing barriers to participation e.g. Looked After Young People, BME groups, young lesbian and gay men, young refugees, young offenders and young disabled people.
- Young People not currently engaged in youth service provision.
- Widened access and inclusion.
- Liaison with local stakeholder organisations to increase reach to young people.

Detailed targets have been outlined in the delivery time line.

4 - ADMINISTRATION OF FUNDS

In the delivery of this model, the partners have agreed that whilst we have our respective admin processes, for the ease of purpose for delivery of grants that a lead partner will administrate the contract and hold the funds, Changemakers will do this.

Changemakers will release the funds to the Keyfund to invoice Changemakers quarterly for the grants distributed through the YOF/YCF process.

Reporting, accounting and processing procedures will follow the criteria as agreed with the local authority and will be a joint responsibility between the partners but with a single payment mechanism negotiated.

A contract will be drawn between Darlington Youth Service and Changemakers as the lead partner outlining the operational timeline, targets, outline and budget.

5 - CRITERIA FOR THE ALLOCATION OF GRANTS

The following criteria have initially been drafted for the delivery of the grant scheme.

Applications:

- Must be by young people aged 13-19.
- Must be for groups/young people from Darlington Borough Council's area.
- Must demonstrate that young people have been involved in planning and leading the application.
- Must contribute to at least 1 of the ECM outcomes.
- Must contribute to the key areas highlighted in the Darlington Children & Young People's Plan.
- Must be between £2,000 and £10,000 for applications to the YOF/YCF 'Youth Board'.
- Must have a sponsor organisation which has its own bank account and is prepared to hold funds on behalf of the project group.
- Must be counter- signed by an adult sponsor/mentor/facilitator and a group member.
- Must have a completed budget.
- Must have completely answered all the questions on the form.
- Youth Capital applications must state what will happen to any equipment/materials etc when the project is completed e.g. usage, maintenance, storage, ownership etc.

Priorities for grants will be given to:

- Projects that involve or benefit disadvantaged, vulnerable groups will be given additional weighting in the decision making process.
- Projects that support and compliment an incremental learning process and will support the progression, key skills development and learning of participants and beneficiaries.
- Projects that are youth led and involve young people as project leaders and decision makers.
- Can clearly show the impact and benefit to the wider community.
- Projects that will have greater numbers of beneficiaries.
- Groups can apply for more than 1 large grant or capital grant per year, but priority will be given to new groups applying.
- Projects showing that they build on skills developed through Keyfund projects?
- Projects aimed at groups- though we will not discount individuals leading a project, they are expected to demonstrate how they will develop the wider involvement of others within the community.
- Applications that meet the ECM outcomes most effectively.

N.B. As the fund progresses, we anticipate that the local Youth Board will review and develop these criteria. Any changes will be communicated as they occur in amended guidance notes

6 - MONITORING AND EVALUATION

- Throughout the process existing systems and documentation, developed by the partnership, will be used to provide data on participation, funding, beneficiaries.
- An additional equal opportunities monitoring form has been devised for the larger YOF/YCF application process.
- A monitoring section on the application form will provide data about numbers of participants, beneficiaries age, gender, ethnicity in line DFES and GO monitoring
- Keyfund and Changemakers have databases, all applications and grants will be recorded on databases.
- Details of gender, ethnicity, involvement in services for the first time, hard to reach etc will be provided to partners.
- Youth board members will play an active role in evaluation larger YOF/YCF projects.
- Youth board will hold a review write a statement for the evaluation report. Any local celebrations will link to the national and regional planning for celebration of the YOF/YCF.
- Reports fed into a quarterly meeting of a partners steering group, with representation from the Youth Service, Youth Board, Changemakers and the Keyfund.

7 - REPORTING

- Quarterly progress reports submitted on allocation of funds to the Steering Group comprising of the delivery partners, Darlington Youth Service, young people from the Youth Board, Changemakers and the Keyfund.
- Details of participant numbers etc.
- Examples of projects as case studies, linked to ECM and impact of projects.

8 - PROMOTION PUBLICITY & MARKETING

- Young people will be encouraged to play a leading and active role in promoting to their peers the YOF/YCF, particularly the recruited youth board.
- Potential to create a role for young people within youth board that is not grant giving but PR design etc.
- Create a series of contracts that young people can apply for to carry out PR? (*commissioning direct to young people-additional resources needed though*)
- To design a leaflet for work and role of parents around the funds, focusing on their role in supporting learning.

- The partners will work collaboratively upon ensuring all promotion publicity and marketing, is line with the aims of the partnership programme and does not compromise each agencies respective policies and procedures. The steering group will be responsible for monitoring this.

9 - SAFEGUARDING, CHILD PROTECTION & HEALTH & SAFETY POLICIES:

Partners will produce copies of policies for:

- Health & Safety
- Risk Assessment,
- Safeguarding/Child protection
- Public liability
- Data Protection

These will be monitored by the partners steering group and implemented throughout delivery of the programme.

10 - TRAINING & ASSESSMENT FOR YOUTH BOARD

Changemakers will deliver training for youth board members and Darlington Youth Service staff to recruit and train a representative Youth Board for Darlington.

This training will include grant giving and assessment, equal opportunity and diversity, promotion and evaluation.

Keyfund will provide training in the model process for adult facilitators from the Youth Service and other agencies and community members.

11 - SERVICE LEVEL AGREEMENTS CONTRACTS & MOU'S:

- As lead partner Changemakers will sign an agreement with the contracting authority based upon the delivery agreement.
- As partners we will additionally agree a SLA between Changemakers and the Keyfund.

12 – FINANCES:

1) Allocation of funds

YOF- Year 1 £75,000

- A total of £10,000 in year 1 will initially be allocated to be distributed through the model process (Stages 1 to 4). In year 2 this will increase to £20,000.
- A total of £ 65,000 in year 1 will be allocated to YOF projects allocated quarterly (Through a youth board process). In year 2 this will decrease to £55,000.

YCF- Year 1 and 2 £65,000

- Will initially be linked to larger YOF projects and will be assessed by the youth board.
- For the purposes of this programme delivery a working definition of a ‘Capital’ project is:

Items, which may be funded by the Youth Capital Fund, will be in keeping with national guidance on YOF and on statutory requirements from within Darlington Borough Council and may, for example, include equipment, materials, building works etc.

NOTE – these figures are monitored and reviewed with a view to amending when we get a clearer understanding of the relative demands on these funds.

2) Administration

Funds will be allocated for:-

- Delivery of capacity building and involvement of young people in grant making youth boards (CM model) and developing links to GO Forum.
- Facilitator training for Keyfund.
- Administration of grant awards.

13 - PROCUREMENT AND VALUE FOR MONEY STATEMENT

Guidance from the DfES for the delivery of the Youth Opportunities Youth Capital Fund stated that grant funding is delivered in a 'youth led model'.

Following a process of assessment and consultation by Youth Service it was agreed that no current contracts existed within the local authority for this particular delivery service. Additionally, it was identified that this programme required services that were specialized and that these do not currently exist within the authority.

Keyfund and Changemakers individually are recognized as specialist providers within the sector in youth led grant delivery. As partners jointly delivering this contract they are unique and as such their services and expertise cannot be replicated elsewhere for this contract delivery.

In line with the local authority guidance upon 'Best Value' the performance and quality, in respect of the services will be monitored by the steering group for the partnership. All relevant performance indicators, targets, monitoring and reporting procedures will be incorporated into the specification and evaluation processes, and Best Value requirement of delivering continuous improvement will also be addressed by this group.

14 - OPERATIONAL DOCUMENTS

Initial work has been done on drawing together the operational materials and documents for the delivery of the contract. These are split into the materials drawn up by Changemakers and the Keyfund.

Changemakers will compile the documents for the Youth Board recruitment and training, and assessment events in partnership with the Youth Service Participation team. Keyfund will provide the documentation for the delivery of the grants awarded through the model process which has been developed from their current practice and procedure.

Youth Board:-

- Youth Board Recruitment Materials
- Application form
- Job description and person specification
- Equal Opportunities Monitoring form
- Information sheet/flyer
- Youth Board Assessment Criteria Materials

Larger Opportunity Fund and Capital Fund Grant Application pack:-

- Application form
- Guidance notes
- Equal Opportunities Monitoring form
- Funding rounds information

Section - 5 CONCLUSION

This model builds upon existing learning developed by the partners and offers a ground breaking opportunity for the Council to deliver a programme that can significantly influence the way Children and Young People's Services are provided in the future.

It takes the concept of 'youth led' into new territory, by looking to a step beyond youth led, where there is 'natural collaboration between young people and adults in the delivery of public services.

It will offer through the transition from a grass roots approach, within the delivery process working with young people not engaged in current provision, to opportunities for progression into a role for young people as decision makers and controllers of resources, within the Changemakers progression routes and local Youth Service provision.

Enshrined within that journey are the steps made from the learning and nurturing of a stepped learning process, to a more competitive 'harsher/ real world assessment process' encapsulated in the Youth Board process and within this, a preparation for the transition from youth to adulthood.

APPENDIX

1. Delivery Timeline
2. Diagram 1 Development Model
3. Diagram 2 Grants Allocation
4. Diagram 3 Young People's control of funds
5. Diagram 4 Young Person Led & Beyond