

Youth Service in Coopers Edge Tender Application Form

Name of Organisation:	
Contact Person:	
Contact address:	
Contact email address:	
Contact phone number:	
Website:	
Facebook/Twitter/Instagram handle:	
Status of organisation (i.e. charity, company, CiC etc):	
Company/charity number:	

Please outline the nature of your organisation, to include: the history of the organisation; your vision/mission statement; number of employees; management structure; and other relevant information.

Please outline your organisation's experience and track record of delivering successful children and young people's work.

Please provide the contact details for two references that we can approach about your track record and experience in delivering youth work.

Please confirm your organisation has the following up to date policies and documents (and send them as attachments with the tender document):

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|--|--------|
| a. Safeguarding policy | YES/NO |
| b. Health and Safety policy, including risk assessments | YES/NO |
| c. Equality and Diversity Policy | YES/NO |
| d. A clear policy for checking and vetting the suitability of staff (possibly covered in the Safeguarding Policy) | YES/NO |
| e. Up to date enhanced DBS checks for all staff and volunteers | YES/NO |
| f. Insurance to cover all the organisation's activities, including Employers' Liability Insurance and Public Liability Insurance | YES/NO |
| g. Sample contract of employment for youth worker staff | YES/NO |

Please outline that your organisation has appropriate employment practices, including:

Qualifications of staff

Training schedule for staff

A commitment to ethical employment practices, such as avoidance of zero-hour contracts and paying the living wage

Please describe your organisation's approach to working in partnership with the Parish Council and other local community groups

Please describe how your organisation would organise and deliver youth work in Coopers Edge to meet the

objectives and future aspirations set out in the supporting documents

Please use this box to describe how you would add value to the Parish Council in 'additionalities', and how you would help us achieve our other strategic aims

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Please detail the budget and costings for the delivery of youth work in Coopers Edge

Budget items	Cost per year	Notes
Delivery of 2 session of youth work in Coopers Edge		
Additional centre based youth work sessions		
Additional detached/outreach sessions		
Summer Holiday programme		
Equipment, materials and consumables		
Staff training & development		
Session planning and supervision		
Safeguarding and Health & Safety		
Management of contract		
Other costs, please specify		
Total		

You are welcome to supply and attach additional information in support of your application that you think is relevant.

All tenders should be emailed to: clerk@uptonstleonards-pc.gov.uk using the subject heading 'Youth Tender Submission'.

In addition to submission by email, signed copies should be posted to: Upton St Leonards Parish Council, The Village Hall Upton St Leonards, Bondend Road Upton St Leonards, Gloucester, GL4 8AG Please mark the envelope Youth Tender Submission. Tenders must be received on or before noon: **Friday 28th February 2025.**

Alongside this application form, you should also supply copies of the following documents:

- Your organisations Safeguarding policy
- Your organisations Health and Safety policy, including sample risk assessments
- Your organisations Equality and Diversity Policy
- Your organisations policy for checking and vetting the suitability of staff/volunteers (possibly covered in the Safeguarding Policy) and providing up to date enhanced DBS checks for all staff and volunteers
- Copy of your organisations insurance certificate to cover all the organisation's activities, including Employers' Liability Insurance and Public Liability Insurance
- Copy of your organisations sample contract of employment for youth worker staff

If you require further information or clarification, please contact Roy Balgobin, Clerk to Upton St Leonards Parish Council on 07977560114 or via email: clerk@uptonstleonards-pc.gov.uk