**Thornbury Town Council**

**Application Submission Form**

Submissions are invited from providers wishing to undertake the work outlined in the tender specification and supporting information which should be referred to.

All submissions should be submitted using this form and all sections must be completed. Additional supporting information can also be attached.

Completed submission forms should be emailed to:

[clerk@thornburytowncouncil.gov.uk](mailto:clerk@thornburytowncouncil.gov.uk) using the subject heading “Youth Tender Submission”.

In addition to submission to email, signed copies and supporting information should be posted to Thornbury Town Council, High Street, Thornbury, Bristol, BS35 2AR. Please mark the envelope “Youth Tender Submission”.

The closing date for receipt of submissions is 12.00 noon on Monday 26th November.

Late submission or failure to complete any section of this application form may result in your application being rejected.

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**SECTION ONE:**

**CONTACT DETAILS OF THE ORGANISATION OR PROVIDER**

* 1. **Name of organisation or provider:**

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* 1. **Organisation of provider address:**

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* 1. **Organisation or provider website:**

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* 1. **Contact name and position within the organisation:**

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* 1. **Contact phone number:**

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* 1. **Contact email address:**

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**SECTION TWO:**

**INFORMATION ABOUT THE ORGANISATION OR PROVIDER**

* 1. **Please use this space to describe your organisation, including its organisational structure, ethos, governance/management arrangements and how you are funded.**

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*Please attach a copy of the organisation’s most recent annual accounts. Thornbury Town Council will request to see a copy of the successful applicant’s constitution/governing document.*

* 1. **Please describe and demonstrate your relevant experience of providing youth services and include reference to past activities and managing appropriately qualified staff.**

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* 1. **Please use this space to provide information and evidence of your organisational policies and procedures relevant to the provision of youth services.**

*Please include information about insurance, safeguarding, data protection, equality and diversity, health and safety, feedback and complaints. Please include copies of each of these policies as appendices to the application.*

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*Confirmation of your procedures and details of relevant insurance will be sought from the successful applicant.*

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**SECTION THREE:**

**YOUR PROPOSAL**

*Please make reference to the tender specification and supporting information provided by Thornbury Town Council.*

**3.1 Please explain your proposal for delivering youth services in our area.**

*Please include information about the proposed level and type of service, including how your proposal complements and makes use of existing provision and youth participation frameworks.*

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**3.2 Please explain how you propose to structure, manage and staff youth work provision in order to deliver youth services in our area.**

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**3.3 Please provide a proposed project plan including timescales for how youth services will be delivered in year 1 and moving forward into year 2 (and potentially year 3).**

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**3.4 Please provide a detailed budget for the delivery of your youth work proposal and explain how you will provide value for money.**

*Please include details of how you would generate and use any additional funding or contributions.*

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**3.5 Please explain how you propose to engage with young people and market and publicise youth work provision in our area.**

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**3.6 Please explain how you propose to monitor delivery and positive outcomes for young people to ensure access, reach and response to need.**

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**SECTION FOUR:**

**SUPPPORTING INFORMATION**

**4.1 Please provide the contact details of two referees with whom you have worked with to provide youth services. References will be taken up for shortlisted organisations.**

**Referee 1 Referee 2**

Contact Name: Contact Name:

Contact Address: Contact Address:

Contact Phone Number: Contact Phone Number:

Contact Name: Contact Name:

**4.2 Please ensure you have included or attached the following information to your application:**

Your most recent accounts

Your constitution or governing document

Safeguarding policy

Data protection policy

Equality and diversity policy

Health and safety policy

Feedback and complaints policy

Details of relevant insurance

Proposed staffing structure

Proposed budget

Any other supporting information that you think is relevant

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**SECTION FIVE:**

**CONFIRMATION AND APPLICATION PROCESS**

**I confirm that the information provided in this application form is correct to the best of my knowledge.**

**I accept that providing deliberately false or misleading information could result in our application being rejected or any future offer or agreement being withdrawn or terminated.**

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| **Signed:** |  |
| **Name:** |  |
| **Position within organisation:** |  |
| **Date:** |  |

**Submission Information**

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Late submission or failure to complete any section of this application form may result in your application being rejected.

**Application Process**

Thornbury Town Council is committed to equal opportunities and all applications will be considered on their merits.

Shortlisted organisations will be required to attend an interview which are likely to take place during the week commencing 3rd December. Dates and times to be confirmed.

The successful provider is likely to be appointed by week commencing 17th December

The Service Level Agreement is likely to be issued in January 2019

It is anticipated that the Service Level Agreement will commence in April 2019 (by agreement).