

Costessey Town Council: Youth Provision Tender and Application Form

Overview and Background

Costessey Town Council is the third tier of local authority that provides essential services for the residents of Costessey. This includes tackling issues that young people have and play a strategic role in ensuring they have a place within the Community.

Following consultation with young people in Norfolk, it was recognised that young people do not always feel that they have voice within the community and/ or a safe space where they can express themselves. Costessey Town Council (with funding from South Norfolk Council through UK Government's Shared Prosperity Fund) are providing £30,000 to deliver a new project to address this issue. This project will focus on reaching young people from year groups 6 upwards who live in Costessey and surrounding villages. The project will run for an initial 12 months starting in November/December 2025 which includes a consultation exercise. Delivery is expected to start from November/December 2025 with a view for it to continue for a further four years beyond the original funding period of one year. The Council are committed to supporting both the youth and the youth worker/s.

The Town Council has an aspiration that a youth service will be in place for perpetuity, and the Council support this model. The Council would like to establish or offer representation on a youth Council so that young people have a voice in the community. If the pilot is successful, the Council has committed to further funding alongside grant funding for a further four years.

The Town Council have been successful in being awarded a South Norfolk Council Pride in Place Community Grant (UKSPF). Part of the requirement is to provide quarterly highlight reports. As such you will be expected to provide a timeline of deliverability for 12 months and be ready to engage and consult with young people as soon as possible.

Finance

The budget allocation is (also negotiable across the areas):

Youth Worker/s (targeted provision) £15,950. To work remotely with regular communication with Costessey Town Council Officers. Please outline how many FTE's or weekly hours you can offer for this in the budget section of the application form. This figure includes resources, DBS checks, laptops, transport costs, recruitment, phone, and anything else needed for the youth worker/s

Youth work resources - £6,000. These resources will be linked to the type of provision that young people want. This could be external venue hire, refreshments, engagement tools, and equipment, as well as project set up costs or comms/promotional materials.

Youth Club/Activities provision - £6500. This work may run separately to the main part of the tender which addresses a more targeted demographic of young people who are associated with anti-social behaviour. The club should be accessible to all young people living in Costessey.

Activity

We are looking for a provider to deliver support and activities for young people on a regular basis.

- To undertake local consultation/s with young people to co-produce a youth services model with young people assisting in developing the service they want.
- To work with local schools to establish good working relationships which support young people.
- The provider should focus on delivering emotional and physical support for young people.
- The provider should take a coaching approach when delivering activities.
- Each young person will provide regular feedback on a regular basis.
- Activities/sessions will provide young people with a place to do physical activities as well as a space to talk and feel heard.
- Activities/sessions will provide a safe place where young people can engage in a range of positive group activities.
- Activities/sessions should assist in building relationships with young people.
- The worker/s will organise open sessions suitable for juniors and seniors. This can either be on the same time/evenings /school holiday or on separate occasions. Sessions have historically been for an hour to 2 hours for different age groups however this is negotiable.
- Activities/sessions will take place in person at a suitable venue or place with the necessary equipment. Initially this may be from the Town Council Community Centres (Costessey Centre/Queens Hill and Breckland Hall) or the Town Council Open Spaces if suitable.
- Youth worker/s will be expected to carry out targeted work with young people associated with anti-social behaviour.
- Youth worker/s will be expected to work closely with the local schools, police and other third parties, as necessary.
- To deliver activities during school holidays.
- The worker/s providers should devise their own promotional material.
- The worker/s providers may wish to offer an incentive initiative for young people's attendance and participation.
- The workers will be expected to build a volunteer base to assist in youth work. With the aspiration of having a young volunteer programme.
- To raise revenue to assist in making the service as cost effective as possible whilst ensuring affordability for all including sourcing grant funding where appropriate.
- The workers will hold a minimum of safeguarding training, mental health and first aid training.

Outcomes for young people and the community

- Young people will report feeling engaged and stimulated.
- Young people will report an improvement to their mental health and wellbeing.
- Young people will report an improvement to physical health.

- Young people will report the development of a new skill or participation in an activity which they have not tried before.
- The local community and schools to see an improvement in youth behaviour.
- Police reporting a decrease in crime statistics involving youth.
- Young people and the community report the provision is suitable and of a high quality

To apply for this funding, please complete the application form and any additional evidence you wish to supply to support your application. Please note, the decision as to who is the successful provider is made by Costessey Town Council, supported by the adult professionals.

Tender Application

1. Name of applying individual/organisation/group (all boxes expand for further information)
2. Name of Lead Applicant/Contact:
3. Tell us about your organisations background, and record of working with young people
4. What is your experience of running youth clubs and conducting targeted youth work? Do you have established contacts within Costessey? Have previous projects been successful?
5. Please share your plan for delivery and include a timeline.
6. We would like you to suggest an expected minimum number of different young people. How will you go about reaching this figure?

7.What would be the recruitment strategy for volunteers? How would you market this project to young people from all backgrounds? How will you ensure the project is accessible for all?

8. How will you monitor outcomes, outputs and measure impact with the young people and the community?

9. The Town Council are committed to this project and would like to know what added value you could bring to the project. How would you support the projects long term vision for sustainability?

10. Using the total budget of £30,000 provided, please give a breakdown of how the money will be spent?

11. 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) Remove bullet point and put info either above or below
- Data Protection/Confidentiality: Yes/No
- Youth involvement strategy: Yes/No
- Equality, Diversity, Inclusion: Yes/No

NB: All partner staff must hold an enhanced DBS check

Please list all relevant training provided to staff:

Contact Details: Telephone: 01603 742958

Community Engagement Officer - Peter Golland email: peter.golland@costesseytc.org or Town Clerk - Stacey Kent info@costesseytc.org

Address: Costessey Centre, Costessey Town Council, Longwater Lane, Costessey, NR8 5AH.