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| **Youth Service in Faversham**  **Tender Application Form** | **Logo, company name  Description automatically generated** |

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| **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:** |  |

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| **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):**   * 1. Safeguarding policy YES/NO   2. Health and Safety policy, including risk assessments YES/NO   3. Equality and Diversity Policy YES/NO   4. A clear policy for checking and vetting the suitability of staff (possibly covered in the Safeguarding Policy) YES/NO   5. Up to date enhanced DBS checks for all staff and volunteers YES/NO   6. Insurance to cover all the organisation’s activities, including Employers’ Liability Insurance and Public Liability Insurance YES/NO   7. 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 Town Council and other local community groups** | | | |
| **Please describe how your organisation would organise and deliver youth work in Faversham 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 current offer of youth services in Faversham and how you would help us achieve our strategic aims** | | |
| **Please detail the budget and costings for the delivery of youth work in Faversham** | | |
| **Budget items** | **Cost per year** | **Notes** |
| Establishment & delivery of youth work sessions,  # per week |  |  |
| 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** |  |  |

Applications must be made using this form, but 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: [louise.bareham@favershamtowncouncil.gov.uk](mailto:louise.bareham@favershamtowncouncil.gov.uk) using the subject heading ‘Youth Tender Submission’.

In addition to submission by email, signed copies should be posted to: Faversham Town Council, Town Hall, 12 Market Place, Faversham, Kent, ME13 7AE. Please mark the envelope CONFIDENTIAL: Youth Tender Submission. Tenders must be received on or before: Thursday 31st March 2022**.**

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 Louise Bareham, Town Clerk on 01795 503286 or email [louise.bareham@favershamtowncouncil.gov.uk](mailto:louise.bareham@favershamtowncouncil.gov.uk)