

Establish Youth Provision in the Borough: Bamber Bridge

Additional information and application guidance notes for
prospective youth activity providers

A note from us

This guidance has been created to support prospective providers through the application process. Please read it carefully to ensure you have all the required information needed. Should you read this document and have any questions or queries, please contact us via email at communities@southribble.gov.uk

Overview

South Ribble Borough Council's Corporate Strategy for 2024/25 commits to establishing an inclusive youth provision, keeping children and young people engaged within our communities, whilst supporting all aspects of their development and wellbeing.

To achieve this, a total of £48,424 is available to commission a minimum of 4 organisations to deliver diverse and dynamic youth activities and provision offer for young people aged 11 – 18 (up to 25 for young people with SEND) from existing community spaces and places in the Bamber Bridge locality.

There is no minimum or maximum award limit, however, when allocating funding, the council will prioritise balancing a diverse and enriching offer that meets a broad spectrum of needs and interests. This will be an open competitive process, with value for money being a leading assessment criterion for all submissions.

In practice, the programme will comprise of 2 delivery periods, with a minimum of 2 providers commissioned to deliver short to medium term youth activities and provision each period:

- period 1: January 2026 – April 2026
- period 2: May 2026 – July 2026

Upon completion of the first delivery period, the second delivery period will commence, transferring to the next group of commissioned providers to deliver activities.

What we will fund

We will fund positive youth activities and provision to be delivered in Bamber Bridge - an area in the borough with higher rates of anti-social behaviour.

Positive youth activities may broadly be defined as:

- sports, leisure and culture
- Youth Voice and engagement
- informal education
- volunteering
- youth clubs
- informal social activities
- community-based

We invite applications to deliver provision that must reflect the following outcomes:

- personal development - young people have improved life skills such as, enhanced confidence, communication and teamwork and demonstrate a better understanding of their interests and motivations, showing optimism for their future
- wellbeing - young people have improved emotional wellbeing, physical health and/or emotional resilience
- positive diversionary activities - young people are increasingly engaged in positive and structured activities that divert them from anti-social based behaviour

Funding and Expenditure

The funding available generally can cover:

- building hire
- staffing costs
- training – providing it directly relates to the provision, in which there is a tangible benefit for the young people engaging with the offer
- food and beverages
- equipment

Provider criteria

Experience and capability: your provision must be run by trusted adults

This may be qualified youth workers, youth support workers, or experienced volunteers who have accreditations and/or experience:

- engaging 11–18-year-olds, particularly within communities where anti-social behaviour may be of concern and with young people who may experience multiple barriers and adversities
- know and can effectively demonstrate and evidence how you keep people safe, respond to safeguarding incidents and promote a culture of safeguarding within your organisation
- prioritise equality, diversity, and inclusion across staffing, programme delivery and outreach
- demonstrate the capability and capacity to deliver the provision without the council's intervention

Programme design: your provision must be open to as wide a range of young people as possible

When considering how to do this, barriers and enablers to participation in youth activities needs to be considered. This includes:

- 'practical' – for example, availability, time and other commitments, cost and affordability, access and transport, physical accessibility, parental permission, and information accessibility
- 'attitudinal, psychological and relational' – which include alignment with interests and preferences, confidence and apprehension, when environments feel inclusive, welcome and accessible, and wellbeing and safety.¹

Youth voice and Engagement: your provision will facilitate youth voice

We will prioritise applications that effectively demonstrate youth voice and engagement, such as:

- show commitment to co-designing sessions with young[CD1] people
- include mechanisms for ongoing youth voice input and feedback
- opportunities for young people to support their peers

¹ [Barriers and enablers to participation in youth activities: executive summary - GOV.UK](#)

Evaluation, learning and collaboration: your provision will support the wider aims of the programme, Council and its external partners

We expect providers to:

- participate in monitoring and evaluation processes, proportionate to the provision delivered - for example, pre, during and post assessments, quality assurance checks and case studies
- be committed to collaborative learning with other delivery partners
- share data and insights with the council and its partners
- have a clear promotional plan which detail the methods to be used to promote activities

Applications that effectively demonstrate existing or proposed partnership engagement and collaboration to support their activities and provision will be welcomed. This could include:

- collaboration with statutory, private, and VCFSE organisations to support delivery, referrals and/or signposting for young people or families who may need it
- proposing or demonstrating willingness to joint delivery or partnership models - these applications must have a lead organisation and work as one entity

Application form guidance

Introduction

This information is about you, the person writing the application and the organisation you work for. We will contact you with the outcome of your application using this information.

Provision details

The questions in this section relate to your provision.

Please be specific on what you want to do, the impact it will have on the locality, who you will seek to engage, how you will do this and the number of young people (per session and/or accumulatively) you anticipate engaging with.

We want to know how the aligns with our three core objectives of personal development, wellbeing and diversion and the further aspects outlined in the application guidance:

- experience and capability
- programme design
- Youth Voice and engagement
- evaluation, learning and collaboration

Examples of previous experience or delivery of similar projects will be greatly encouraged. Let us know how you kept the project on track, if you met any barriers along the way and how you overcame this to achieve your outcomes.

If you haven't delivered a similar project before, please let us know what barriers you think you might face and how you think you may overcome them.

SEND

If your offer includes SEND provision, we will ask you about the training your staff have taken and the equipment you may have available.

We will also ask you about the level of support you can provide to those with medium and/or high support needs, and how you will assess the needs of attendees. No two young people person requiring additional SEND support will be the same, so it is important that your organisation is prepared to meet the needs of attendees and provide parents and carers with confidence that their young person is in a suitable and safe environment.

It may be that they thrive in environments with other non-SEND children, but those offering mixed provision should be aware of support needs and requirements and be equipped with the training and knowledge to support those who require a change of environment.

Funding

We will ask you about the funds you are applying for and how you will spend these by asking you to provide a breakdown that will list all costs involved in your project. If you are not requesting the total value of the project from us, please let us know what other funding is contributing to the total and where these funds are from. If required, we recommend that you gather quotes before completing the application form

Venue

Provision will need to be delivered in the locality of Bamber Bridge. Applicants will be expected as part of their offer to secure a location / venue to deliver their activity from.

A number of suggested locations that a prospective provider may wish to explore are as follows:

- Bamber Bridge Leisure Centre
- Withy Grove Sports Hub
- Withy Grove Park
- Lancashire County Council Walton-le-Dale Family Hub
- Carr Street Community Centre

The above list is not exhaustive, nor does it imply that use of these locations is guaranteed. Applicants will be expected to be proactive in scoping and securing a location with the venue directly, providing a rationale in their application as to why this location was chosen.

Safeguarding

We want to know how you keep people safe, respond to safeguarding incidents and promote a culture of safeguarding within your organisation.

Everyone from your organisation, whether a volunteer or employee, should be subjected to an enhanced DBS check, and must never be left alone with one or more attendees. We will ask you about your adult to child ratios and how you maintain these ratios; this may be backed up through your Safeguarding Policy which must be submitted if we do not have it already or you have made recent changes.

We will accept copies of an enhanced DBS, or personal details for the DBS Update Service, for each staff member where you have gained consent to share these. Not all organisations will have consent to share these, so we will also accept a list of employee or volunteer names, enhanced DBS issue number and the date of issue along with a letter of reassurance that you may already supply to schools or other organisations in which you deliver youth provision.

It is your responsibility to ensure each person coming into regular contact with children and young people has a valid enhanced DBS and is never alone unsupervised with attendees. Should your application be successful and we receive information relating to an unchecked member of staff or volunteer, we may contact you and/or visit your activity to satisfy our due diligence checks.

First aid

We will also be asking for information on how many first aiders you have and how you will ensure a minimum of 1 first aid trained member of your organisation is present throughout the duration of each session you deliver. We encourage all applicants to check that their level of first aid training is suitable for their activities and ensure that the course allows for attendees to become qualified first aiders. We prefer first aid training to have taken place either in person or as a blended learning course over 2-3 days but accept that some refresher training may be 1 day courses.

We will accept:

- First Aid at Work / Workplace First Aid (along with additional Paediatric First Aid qualifications – this should not be submitted on its own)
- Emergency First Aid at Work
- Level 3 Early Years Paediatric First Aid
- Level 3 Paediatric First Aid
- Level 3 Emergency Paediatric First Aid
- Introduction to First Aid in Football (iFAiF) where the secondary Emergency First Aid in Football (EFAiF) course has been obtained through the FA and also submitted.

If you would like us to check if your existing qualifications meet our requirements, please contact communities@southribble.gov.uk

Risk assessments

Successful applicants must submit risk assessments for their activities, including venue / location and fire risk assessments.

Risk assessments should be detailed and developed in a way that clearly identifies what the risks are, who can be harmed, how they can be harmed, and what actions can be taken to mitigate or remove the risk. They must be completed for each venue you use and include risks associated with intruders. You can also provide us with a copy of your lockdown procedure for intruders if you have one.

Core documentation

Successful applicants will be required to provide us with the below compliance documentation as standard:

- Employer's Liability
- Public Liability
- Enhanced DBS information
- First aid certificates
- Safeguarding policy
- Health and Safety policy
- GDPR policy
- Uncollected child policy
- Risk assessments

If your organisation has been previously funded by the Community Development team via HSF Local Resilience Fund, HAF, or through your local Community Hub, we may already have the required documentation to progress your application if you are successful – we only need new or updated documentation.