

Children's Centre Working in Partnership Proposal Form

This document is designed for those wishing to provide services or activities in partnership with or through a Children's Centre in Leeds as part of the core offer which is outlined in the Sure Start Planning Guidance 2005.

The essential elements of the core offer are; early education with childcare, child and family health services, family Support services, community outreach, links with childminders and support for parents returning to education, training or work. Strengthened partnerships across the sectors will enable Children's Centres to offer a range of services to meet local need and parental choice in order to deliver better outcomes for children. Details of the core offer can be found on the www.surestart.gov.uk website or by typing the following link into your browser:
<http://www.surestart.gov.uk/surestartservices/settings/surestartchildrenscentres/provison/>

The Children's Bill, enacted in November 2004, is the legislative framework for all children and young people's services. Every Child Matters is the government document that sets the framework for the development of children's services. 5 key outcomes for children must underpin all children and young people's services. It is important that proposed services build on the existing provision and contribute to the 5 outcomes outlined in Every Child Matters;

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a positive contribution
- Achieve economic well being

PART A: Service Provider Details

A1. Full name of Organisation

A2. Contact person

A3. Position in Organisation

A4. Address of Organisation:

A5. Post Code: A6. Telephone No:

A7. Fax Number: A8. E-mail Address:

A9. Your registered charity number/company number (if applicable)

A10. Name of project:
(If different from A1 above)

A11. Address of project:
(If different from above)

A12. Post Code: A13. Telephone No:

A14. Fax Number: A15. E-mail Address:

A16. Is your Organisation from the Statutory sector Voluntary sector

Other (please specify)

PART B: The Proposal

B1. Service Proposal

Please give a brief description of the project/activity. This should include project aims and objectives and how they contribute to the Children's Centre Core Offer.

B2. Evidence Base for work undertaken

3.1 Have projects/activities similar to this been tried before?

YES

NO

3.2 Is the project/activity based on published research evidence of effectiveness of this type of intervention?

YES

NO

(IF YES PLEASE GIVE DETAILS ANY REFERENCES IF POSSIBLE)

B4. Participation/Consultation

Please explain what consultation has taken place and what involvement might take place during the project to confirm the need for this project/activity. This should demonstrate the involvement of children and their families.

B5. Identified Needs

Please provide details of the identified need or indicate where this information is held.

B6. Target Group

Please describe who will benefit from this project/activity and how. Detail the geographical area to be covered, minimum and maximum numbers you will be working with and if targeting children the age range. Detail why you are targeting this group and if the most excluded groups are included.

- Most excluded groups
- Pregnant & Teenage parents
 - Lone Parents
 - Children in workless households
 - Children in black & minority ethnic groups
 - Disabled children & children of disabled parents
 - Other vulnerable group in CC area

B7. Accessibility of service

Describe how users access the service.

B8. Outcomes

Describe the measurable outcomes (with reference to the ECM 5 outcomes) and how baseline information will be established.

- What is the lead outcome for this project?**
- Being Healthy
 - Staying Safe
 - Enjoying & Achieving
 - Making a positive contribution
 - Achieving economic well being

B9. Partnership Working

Please identify who the partners are for the project/activity.

Part C. Finance

C1. Funding

Please detail how this service/ activity will be funded. If you have accessed external funding please provide a copy of the grant application.

Part D. Monitoring and evaluation

D1. Monitoring

How will the project/activity be steered and activities monitored?

D2. Evaluation Plan

Please state how you will evaluate the impact of your service/activity on children and families based on your outcome targets.

Targets	Measures / Indicators

E. Children's Centre Booking Form.

The activity will be held on;		
Day:	Start time:	Finish time:
Start Date:	End Date:	
Target Group:		
Minimum attendees:	Maximum attendees:	
Room requested:		
Do you require tea/coffee?		
Please state if you need any additional resources:		
Please state if your activity requires crèche provision:		
Please state how many crèche places are required and the age of children if known		
(Please note we will need these details before a crèche can go ahead)		

Part F: Checklist

Please complete the table below:

Tick as appropriate	Policy is in place	Not applicable	Reason why not applicable	Comments
E.1 Do you have Public Liability insurance?				
E.2 What is the level of insurance in place?			£	
E.3 Do you have Employers Liability insurance?				
E.4 What is the level of insurance in place?			£	
E.5 Is there a Child Protection policy in place?				
E.6 Have enhanced CRB checks been undertaken?				
E.7 Is there an Equal Opportunity Policy in place?				

E.8 Is there a Health & Safety policy in place?				
E.9 Have risk assessments been undertaken?				

The person signing this form will be required to sign theChildren’s Centre Partnership Agreement if the proposal is approved

Signed: Date:

Position:

Signed by CC Manager: Date:

Once this form has been signed by the relevant CC Manager please return to

