**Bletchley Clubs Expression of Interest form**

To deliver organised activities as part of the Bletchley Clubs.

**Section 1 Organisation Information:**

|  |  |
| --- | --- |
| Name and address of organisation |  |
| Lead contact name |  |
| Email |  |
| Phone |  |

**Section 2 Proposed Club:**

|  |  |
| --- | --- |
| Is this a New or Existing Club?  | New [ ]  Existing [ ]   |
| Please provide, in no more than 400 words, a summary of your proposed clubs, detailing how it will be popular with local people. |
|  |
| 2.1 Proposed start date. Proposed end date. | \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_ |
| 2.2 Value of funding requested? (Breakdown of proposed expenditure) | * Total funding requested: £
* ?????: £
* ?????: £
 |
| 2.3 Where does the club take place?  |  |
| 2.4 When does the club take place (days of the week and times)  |  |
| 2.5 Who is the club for (age range)? |  |
| 2.6 What is the minimum and maximum number of places available at your club? | Minimum Maximum |
| 2.6 Are all the available places full? (Existing Clubs) | Yes [ ]  No [ ]  If yes, do you have a waiting list? |
| 2.7 How much does it cost to attend your club? |  |

**Section 3 Club information:**

|  |  |
| --- | --- |
| 3. 1 Who do you intend to offer the club to? E.g., specific audience and age range  |  |
| 3.2 Do you have a venue or outdoor space that you intend to use? If so, please provide details |  |
| 3.3 Please complete the timetable in annex 1 to show what clubs you wish to run. Note we plan to spend from £50 - £320 per event. We will not fund events in excess of this, unless they are amazing! | Please confirm the annex has been completed: Yes [x]   |
| 3.4 What is the minimum and maximum number of places that will be available at your club? |  |
| 3.5 Will your club need advance booking, or can the community access the event without prior booking? Should booking be required it is expected that each organisation will manage the process. Please detail how you will do this.  | Advance booking [ ]  No booking needed [ ]   Contact details for booking details:  |
| 3.6 How are you going to promote your club? |  |

**Section 4 Policies and Procedures:**

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| **4.1 Policies and Procedures**Organisation must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures such as:* + Safeguarding (including appropriate DBS checks for staff and volunteers).
	+ Health and Safety
	+ Insurance.
	+ Evidence of up-to-date accounts, and a separate bank account in the organisation’s own name.
	+ Where clubs are Ofsted registered clubs must also be compliant with the Ofsted requirements for working with children.
 |
| Please confirm that you have these in placeYes [ ]  No [ ]   |

**Section 5 Data and Intelligence:**

|  |
| --- |
| 7.1 Organisations will be expected to provide information on attendance for each club. A specific template will be provided for this. |
| Please confirm that you agree to comply with this. Yes [ ]  No [ ]   |

**Name *(Print Name****)* **Job Title**

|  |  |
| --- | --- |
|  |  |

**Signature Date**

|  |  |
| --- | --- |
|  |  |

Please email a single PDF version of your completed application form to BletchleyClubs@milton-keynes.gov.uk

**Please see the website xxxxx for application timetable.**

**Annex 1 – Club timetable.** Please note this **must** be completed.

Please note if the proposed event requires the same group of attendance across several days, for example a theatre club, please merge the cells to reflect this (see example)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Week 1** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** |
| **Week 2** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** |
| **Week 3** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** |
| **Week 4** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** | ***Example*****Event: Guitar club** **Time:** *6pm to 8 pm***Duration:** *2 hours***Venue: SHL School** |

**Total amount of funding applied for? £…………………….**