



**BRIEF for Create Your Future
Youth Training
CCZ Create Berwick**

Application Form for Creative Businesses: Create Berwick Youth Training Fund

Section 1: Applicant Information

- 1. Business/Organization Name:**
- 2. Contact Person:**
- 3. Position/Role:**
- 4. Email Address:**
- 5. Phone Number:**
- 6. Business Address:**
- 7. Website (if applicable):**

Section 2: Business Overview

- 1. Describe your business/organization and its role in the creative and cultural sector.**

2. How long has your business/organization been operating?
3. What types of creative or cultural activities do you specialize in?

4. Have you previously worked on youth training or similar projects? If yes, please provide details.

Section 3: Project Proposal

1. Proposed Project Title:
2. Provide an overview of your proposed project, including how it aligns with the goals of the Create Berwick Youth Training Fund.

3. How many young people will participate in the project?

4. What specific work experience opportunities will you provide?

5. How will you ensure the safety and well-being of young participants (e.g., safeguarding policies, supervision)?

Section 4: Project Implementation

1. Provide a timeline for your project, including key milestones (e.g., recruitment, work placements, evaluations).

2. Describe how you will manage and supervise the young participants during the project.

3. What support or resources will you require from the Create Berwick team?

4. Explain how you will evaluate the project's success, including the data you will collect.

Section 5: Budget

1. Provide a detailed budget breakdown for the project (e.g., participant fees, travel expenses, materials).

2. I Confirm the total funding amount requested is within the grant limit (£5,000 maximum, inclusive of VAT): YES/NO

3. Will you be using additional funds from other sources? If yes, please specify.

Section 6: Declarations

1. Do you agree to comply with all statutory and legal requirements, including safeguarding and GDPR?

Yes

No

2. Do you confirm that all promotional materials will acknowledge receipt of investment and include the required logos?

Yes

No

3. Do you consent to providing progress reports and a final evaluation to the Create Berwick team?

Yes

No

Signature:

Name:

Date:

Submission Instructions:

Please submit your completed application form by email to:

Darren Holleywell, CCZ Project Officer

Email: darren.holleywell@northumberland.gov.uk

Deadline for Submission: Friday 14th March 2025

For any questions or further information, please contact Darren Holleywell at the above email address.

Please submit your response to Darren Holleywell, CCZ Project Officer

darren.holleywell@northumberland.gov.uk