**Active Lancashire Befriending Project**

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| 1. | **Project Summary** *(Please including brief details of: Your idea, how you will support and facilitate engagement with young people, & how young people will be empowered to shape the project.)* |
| 2. | **Funding** (*£500 of funding will be initially provided for partners for co-ordination time, and for the young people to come up with ideas how investment can be used to improve engagement with their peers, and help them improve their physical and mental being).*   |  |  | | --- | --- | | **Total Funding Requested** | **Indication of any In-kind Contribution**  ***Such as staff time, equipment, facilities etc*** | | £ |  | |  |  | |  |  | |
| 3.. | **Agreement and Payment Schedules**  This agreement is in place for activities commencing within the period of January 2021 to March 31st 2021 (Could be extended if lockdown continues).  Upon receipt of an invoice, you will be paid 100% of the project budget upfront. This will be paidwithin 14 days by BACS. This cannot be a personal cheque. Active Lancashire is not VAT Registered. Therefore, all monetary amounts are inclusive of VAT and are total amounts payable. Additional funding can be accessed at a later date if there is a need and evidence to suggest it’s required. |
| 4. | Active Lancashire Befriending Principles  Active Lancashire have developed a number of key principles to help inform and support the planning of these projects. By agreeing to deliver your project inline with these principles, you are demonstrating that you will adopt these within your delivery.   * Co-design with participants * Safe practice for all (Ensuring government guidelines are adhered to.) * Activities based around need and interest * Inclusiveness embedded * Sport and physical activity remain core * Addressing the impact of COVID * Supporting mental wellbeing. |
| 5. | **Signatures**   |  |  | | --- | --- | | **Active Lancashire Signature**  By providing a signature below, this indicates that the above information is a true and accurate record of the approved project, and you will commit to provide regular contact with the named project lead. | **Project Lead Signature**  By providing a signature below, you agree to delivering this outlined project within budget and timescales, and providing regular feedback on the delivery to your Active Lancashire contact. You will also adhere with our Active Lancashire befriending principles, particularly safe safeguarding practice and comply with up-to-date Covid-19 guidance. | | Sign: | Sign: | | Print Name: | Print Name and Organisation: | | Date: | Date: |   N.B. This form must be completed before any activities are undertaken as part of the project. These details will be stored securely and retained for 6 years, in compliance with the Data Protection Act 2018 and Active Lancashire's Document Retention Policy. This information will be used to evaluate this project. For the purposes of the Data Protection Act 2018, Active Lancashire is the Data controller and information will only be shared with Sport England for the purpose of the Satellite Club funding. |

## Once completed, please send via email to: Ronan McMahon (Community Organisations and Groups) – [rmcmahon@activelancashire.org.uk](mailto:rmcmahon@activelancashire.org.uk) or Dominic Holroyd (Schools, SGOs) – [dholroyd@activelancashire.org.uk](mailto:dholroyd@activelancashire.org.uk)