**‘The Ipswich Pitch’ Application Form**

We want to invite young people to make their voice heard. With prize money of up £3000 each we want you to lead and deliver your own project ideas in Ipswich between March and June 2020. Open to young people from the town aged 10 – 25yrs, your group will develop a project relevant to you or an issue you want to highlight. Previous Ipswich Opportunity Area (IOA) research with young people has highlighted that the topics below are of interest to young people in Ipswich.

Your project can be anything you like, from a one-off event, a series of events or workshops, to a four-month programme. Just keep in mind that you must complete your project between March and the end of June 2020.

We want you to tell us about your idea and how it will benefit you and other people in Ipswich on the application form below; the deadline for applications is 14th February 2020. We will then select a shortlist of projects and they will be invited to present to a panel of judges at the University of Suffolk on 6th March. Three groups have the chance to win up to £3000 per group to implement their projects.

The IOA uses [8 principles](https://ipswichopportunityarea.co.uk/the-eight-principles/) for its assessment of projects. When we read your application, we will be thinking about the following questions coming from the 8 principles above, so bear them in mind when you fill in your form.

* Will this funding help you to set up something that can continue after the funding is used up?
* Will your project build on previous activity or is it entirely new?
* Why do you want to do this? How do you believe your project will help the issue you have chosen to focus on? How will you know your project has been a success?
* How will you ensure that you have planned your budget carefully and can show value for money?
* Do you expect it to be difficult to deliver your project? Will you need help from someone else to make it successful, and if so, who?
* Will you have enough time to deliver your project between March and June 2020?
* What new skills and experiences are you hoping to gain from your project?
* Who in the local community will benefit from your project?

**Your Group:** We are inviting presenting groups of **no more than 10 people** to create a project. Group members should be aged **between 10 – 25 years** on 6th March 2020. Your project must be led by your group, but you should include one responsible adult to provide background support if you are under 16. This person should come from a host organisation (such as your school or youth group) that is providing your group with a bank account if your group does not have one.

When you are planning your project, think about:

* **Who** is in your group and who will benefit from your project?
* **Why** do you want to do this?
* **What** will you do?
* **Where** will the project take place?
* **When** will you do it?

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**Your Team**

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| **Team Name** |  |
| **Team Members**  **List the name and age of each member**  Maximum of 10 members aged 10-25 yrs excluding the responsible adult. Please include the age of each member on 6th March 2020. | 1.  2.  3.  4.  5.  6.  7.  8.  9.  10. |

**Your Project**

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| --- | --- |
| **Project Name** |  |
| **Project summary**  Please sum up your project in a few sentences. |  |
| **Who** **is involved?**  Tell us about the people in your group and who will benefit from your project.  (Max 150 words) |  |
| **Why do you want to do this?**  Tell us why this project is important to your team.  (Max 150 words) |  |
| **What** **will you do?**  Tell us about what you will do to make it happen, what activity will take place.  (Max 150 words) |  |
| **Where will the project take place?**  Tell us where your activity will take place, for example in a community building or online.  (Max 100 words) |  |
| **When will you do it and how long will it last?**  Tell us about when the activity (or activities) that you plan to do will take place. Bear in mind it must be completed by 30th June 2020.  (Max 100 words) |  |
| **Additional information**  If you would like us to know anything further, please add it here. |  |

**Planning how much money you need**

This information does not need to be completely exact but please make sure that your project does not cost more than £3000 in total. The three winning groups will receive the first installment of their prize money within 10 working days. The subsequent payments will be made in two instalments and are subject to the progress of the project.

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| **Types of things you might need** | **What do you need to pay for?** | **Why do you need it?** | **How much will cost?** |
| **People**  (You might want to pay somebody to help you) |  |  |  |
| **Advertising/marketing** (You might want to make posters or print something to let people know about your project) |  |  |  |
| **Room hire, space**  (You might have to rent a room where your project can take place) |  |  |  |
| **Equipment**  (You might need to buy or hire something to make your project happen) |  |  |  |
| **Travel costs**  (You might have to pay for transport) |  |  |  |
| **Food/refreshments**  (You might want to offer refreshments as part of your project) |  |  |  |
|  |  |  | TOTAL: |

**Your Details**

|  |  |
| --- | --- |
| **Name of your group leader or responsible adult** |  |
| **Organisation/Setting**  Groups/organisations must have their own bank account. These include community groups, youth groups, sports groups, schools or clubs. This may be accessed via a host organisation.  The bank account holder will become the owner of any equipment purchased with your prize.  Payments will be made via BACS. |  |
| **Organisation address**  Where your bank account is held. |  |
| **Telephone number** |  |
| **Email address** |  |
| **Name of the bank account holder** |  |

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| **If you would like to have a chat with us about completing this application or you have any other questions, we are happy to answer emails (**[**k.feldewerth@uos.ac.uk**](mailto:k.feldewerth@uos.ac.uk)**) or talk to you on the phone (01473 338829).**  Thank you for completing this application. Please submit your application to **Kim Feldewerth (**[**k.feldewerth@uos.ac.uk**](mailto:k.feldewerth@uos.ac.uk)**) by 14th February 2020.** |
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| **We confirm that we have read and agree to the terms and conditions of this competition and that I/we hereby have authority to enter a team, on behalf of the named organisation.**  **I/we give consent to Ipswich Opportunity Area and 4YP for photography and video capture as well as social media coverage, should we be successful in reaching the pitch stage, that may then be used to promote the competition and entrants.**  **Name: Title Date: / / .**  **For and on behalf of (organisation name):** |
|  |

**Challenge details**

**We will be running workshops in January and February with 4YP to help you to complete the application form. If you would like to put your group down for one of these sessions, please email** [**eve.dickens@syphp.org.uk**](mailto:eve.dickens@syphp.org.uk)

**We will also run workshops for shortlisted groups to help them prepare to make their pitch on the 6th March. We will contact you about these once you have been shortlisted.**

**What happens next:**

* Applications must be submitted by the deadline, 14th February 2020, by email.
* Received applications will be reviewed by our judging panel and a selection of lucky finalists will be invited to present their ideas at our The Ipswich Pitch event on the 6th March 2020.
* Finalists will receive an invite to present their idea by email on 24th February 2020.
* The Pitch will take place on 6th March 2020. Team members must be available to pitch on this date.
* Each team will be given between 5 to 10 minutes to pitch their idea to the panel.
* At the end of the pitch, the judges will vote to select the three winning projects.

**Terms & conditions**

1. The organiser, competition and relating materials have no affiliation with the BBC Dragons’ Den or other such competitions.
2. This competition is funded by the Ipswich Opportunity Area and 4YP.
3. The competition is open to schools and groups within the Ipswich Opportunity Area (the Borough of Ipswich).
4. Entrants must have a bank account in the name of the host organisation. Personal bank accounts will not be accepted.
5. Team members can be aged between 10-25 years, as of the date of The Ipswich Pitch, 6th March 2020.
6. The maximum number for team members is 10. There is no minimum.
7. The prize is up to £3000 to be spent as the group has stated in their application and pitch. No cash or other alternatives will be offered.
8. There is no entry fee and no purchase necessary to enter this competition.
9. By entering this competition, an entrant and team are indicating his/her agreement to be bound by these terms and conditions.
10. Multiple entries will be accepted from each organisation/school, but each must complete a separate application form for each project. Multiple entries from the same team members will be disqualified.
11. Closing date for entry is 14th February 2020 at 5 pm. After this date, no further entries to the competition will be permitted.
12. Project details and any related photography and marketing materials will be used at the discretion of the organiser to promote the competition. It is the responsibility of the group’s responsible adult to ensure that any permissions from parents and guardians are in place.
13. All shortlisted groups will be notified by email and/or phone.
14. Winners will be announced on Twitter/Facebook and other social media, digital and print channels, as well as at the event.
15. When assessing the project proposals, the judges will consider how the submitted projects align with the overall goals of the [Ipswich Opportunity Area](https://ipswichopportunityarea.co.uk/our-priorities/).
16. The organiser reserves the right to disqualify or omit any applications that are deemed unsuitable.
17. If a finalist is unable to attend the pitch date, the organiser reserves the right to choose a replacement finalist.
18. If you are under 16yrs finalist teams must be accompanied at the pitch by a responsible adult, i.e. teacher, youth leader or parent, who may also be asked for further details in respect of the entry.
19. The organiser’s decision in respect of all matters to do with the competition will be final and no correspondence will be entered in to.
20. The winners agree to the use of his/her name and images in any publicity material, as well as their entry. Any personal data relating to the winner or any other entrants will be used solely in accordance with current UK data protection legislation and will not be disclosed to a third party without the entrant’s prior consent.
21. This promotion is in no way sponsored, endorsed or administered by, or associated with, Facebook, Twitter or any other social network. You are providing your information to the Ipswich Opportunity Area and 4YP but not to any other party. The information provided will be used in conjunction with GDPRS guidelines.
22. The organisers shall have the right, at its sole discretion and at any time, to change or modify these terms and conditions. Such change shall be effective immediately upon posting to the IOA webpage.
23. Where time is available we will aim to provide feedback on unsuccessful application when requested.
24. Entry into the competition will be deemed as acceptance of these terms and conditions.