

# Glasgow's Holiday Programme - Summer 2025 - Spring 2026 Application

## 1. Before You Begin

Further information on Glasgow's Holiday Programme can be found at the [Glasgow's Holiday Programme webpage](https://www.glasgow.gov.uk/ghp)

Please complete this application no later than **5pm on Monday, 9 December 2024.**
**PLEASE NOTE:** Applications submitted after this date cannot be considered

Throughout the application, mandatory fields are denoted by \*.

You will not be able to move to the next page of the application unless these fields have been completed.

Applicants must have the following documents ready to upload. See the Fund Guidance, point 3.4, for further details:

* **Governing Document** - only if this has changed since you last submitted a copy to Glasgow City Council for this Programme or if you have not had funding from this Programme previously.
* **Annual Accounts** - unless you have already submitted these to Glasgow City Council for the Glasgow Communities Fund.
* **Child Protection Policy** - only if this has changed since you last submitted a copy to Glasgow City Council for this Programme or if you have not had funding from this Programme previously.
* **Bank Statement** – dated within the last 3 months
* **Food Hygiene Certificate**
* **Budget Template**
* **Partnership Agreement** – if submitting a Consortium Bid

Applicants must meet the relevant policy and practice requirements as set out in the Statement of Practice below.

Applicants must understand the statements below about Freedom of Information before completing this application.

To find out how we will process and use your personal information, please see the following webpage for the privacy statement for Glasgow City Council and our Arms Length External Organisations: [Glasgow City Council Privacy Statement Webpage](http://www.glasgow.gov.uk/privacy)

|  |
| --- |
| **Freedom of Information**Applicants to this Programme should note that Glasgow City Council, as a Scottish public authority, is subject to the provisions of the Freedom of Information (Scotland) Act 2002.Under the Freedom of Information (Scotland) Act 2002 (‘FOI’) individuals have a right to access all types of recorded information held by the Council. The Council must comply with these requests unless specific exemptions apply. Any information disclosed under FOI is disclosed into the public domain.Every type of recorded information is covered by FOI. This includes, letters, e-mails, minutes, reports, file notes, notes of phone calls etc. This means that any information that you provide the Council in connection with your grant application will become subject to FOI. If we receive a request for such information, the Council would be required to release the information unless an exemption applied. For example, commercially sensitive or confidential information would not normally be disclosed. In most cases, exemptions are subject to the public interest test meaning that even if an exemption applies, the Council is required to consider whether disclose is still in the public interest. If the Council received a request relating to information that your organisation had provided us, we would always aim to notify you of the request and would seek your views.To find out more about FOI, please refer to the Glasgow City Council [Freedom of Information webpage](https://www.glasgow.gov.uk/article/1300/Data-Protection-and-Freedom-of-Information). |

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| **Statement of Practice**If your project involves working with children or young people we expect you to be able to meet the following requirements:* Have safeguarding policies appropriate to your Organisation’s work and what you are asking us to fund, which you review every year.
* Complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults including checking criminal records at least every three years and taking up references.
* Follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children / young people.
* Provide child protection and health and safety training or guidance for staff and volunteers.
* Carry out a risk assessment and secure extra insurance, if appropriate.
* Ensure that you comply with the Care Inspectorate legislation around day care of children / young people.
* Ensure that you comply with the Equality Act 2010 which legally protects people from discrimination in the workplace and in wider society. Find out more about [who is protected](https://www.gov.uk/discrimination-your-rights/types-of-discrimination) from discrimination, the [types of discrimination](https://www.gov.uk/discrimination-your-rights/how-you-can-be-discriminated-against) under the law and [what action you can take](https://www.gov.uk/discrimination-your-rights/what-you-can-do).
* Comply with required Environmental Health & Food Hygiene legislation – more detail is provided in the Programme Guidance.
* Ensure you have valid insurance cover and risk assessment for the premises you will be using.

**If you are submitting a Consortium Bid the above is relevant to all partners.** |

## 2.

|  |
| --- |
| Applicants are advised to save their application on a frequent basis - your data will not be automatically saved.By clicking on the 'save and continue later' button at any time whilst completing the application you will be emailed a link to return to this application at another time. |

## 3. About Your Organisation

This section is about the Organisation applying for funding. It will cover the Organisation contact details as well as the aims of the Organisation and the organisational governance.

### 1. Please provide the full legal name of your Organisation.This should be the name shown on your Governing Document.

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

|  |
| --- |
| Anytown Youth Club |

 |

### 2. Please provide the registered address and contact details for your Organisation.These details are for the organisation who will be delivering the project. Please include full address including any house or building numbers, and postcode.

|  |  |  |
| --- | --- | --- |
| Address |

|  |
| --- |
| 231 George Street, Glasgow |

 |
| Postcode |

|  |
| --- |
| G1 1RX |

 |
| Telephone |

|  |
| --- |
| 0141 287 0000 |

 |

### Email

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

|  |
| --- |
| admin@anytownyouth.org.uk |

 |

### 3. This application must be submitted by a Senior Officer or Board Member with authority to apply on behalf of your Organisation.  Please provide their name, designation, and email.For example, Manager or Director.

|  |  |  |
| --- | --- | --- |
| Name |

|  |
| --- |
| Mrs Betty Smart |

 |
| Designation |

|  |
| --- |
| Board Chair |

 |

### Email

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

|  |
| --- |
| betty@anytownyouth.org.uk |

 |

## 4. Your Governance

### 4. If your Governing Document has changed since you last submitted a copy to Glasgow City Council for this Programme, or you have not received funding previously from this Programme, please upload a copy here.You are able to upload a maximum of 4 files. These must be in the file format pdf, docx, doc, or txt; and each file sized less than 50MB.

### 5. Is your Board/Management Committee currently quorate ?

|  |  |
| --- | --- |
|  X    | Yes |
|      | No - You are not eligible to apply for this Programme |

### 6. Please provide details of your current Board/Management Committee members.

|  | Name | Designation |
| --- | --- | --- |
| Person 1 |

|  |
| --- |
| Mrs Betty Smart |

 |

|  |
| --- |
| Chair |

 |
| Person 2 |

|  |
| --- |
| Mr Luke Butler |

 |

|  |
| --- |
| Vice Chair |

 |
| Person 3 |

|  |
| --- |
| Mrs Donna Reid |

 |

|  |
| --- |
| Treasurer |

 |
| Person 4 |

|  |
| --- |
| Mr William Anderson |

 |

|  |
| --- |
| Secretary |

 |
| Person 5 |

|  |
| --- |
| Miss Amy Lewis |

 |

|  |
| --- |
| Member |

 |
| Person 6 |

|  |
| --- |
| Mr John Stevenson |

 |

|  |
| --- |
| Member |

 |
| Person 7 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

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| Person 8 |

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|  |

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|  |
| --- |
|  |

 |
| Person 9 |

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|  |

 |

|  |
| --- |
|  |

 |
| Person 10 |

|  |
| --- |
|  |

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|  |
| --- |
|  |

 |

If you require more space, please provide name and designation details below.

|  |
| --- |
|  |

### 7. Please tell us your Organisation's total income and expenditure in your last financial year

|  |  |  |
| --- | --- | --- |
| Financial Year |

|  |
| --- |
| 2023-2024 |

 |
| Income (£) |

|  |
| --- |
| 150,000 |

 |
| Expenditure (£) |

|  |
| --- |
| 145,000 |

 |
| Surplus/Deficit (£) |

|  |
| --- |
| 5,000 |

 |

### 8. If you had a surplus/deficit last financial year, please provide an explanation in the box below.

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

|  |
| --- |
| We had a small surplus last year due to re-negotiated utility contract. |

 |

### 9. Please submit a copy of your latest approved Annual Accounts.  These should be signed and dated.  You are able to upload a maximum of 3 files. These must be in the file format pdf, docx, doc, or txt; and each file sized less than 50MB.If you have already submitted your most recent set of Annual Accounts to Glasgow City Council for the Glasgow Communities Fund, there is no need to submit them as part of this application.

### 10. Please submit a recent Bank Statement with your application.

**This should be no more than 3 months old, and in the legal name of your organisation.**

**You are able to upload a maximum of 3 files.  These must be in the format pdf, docx, doc, xls, slsx or txt; and each file sized less than 50MB.**

### 11. If your Child Protection Policy has been updated since you last submitted a copy to Glasgow City Council for this Programme, or you have not received funding previously from this Programme, please upload a copy here.You are able to upload a maximum of 3 files. This must be in the file format pdf, docx, doc, or txt, and each file sized less than 50MB.

### 12. Is this a Consortium Bid?([Link to Partnership Agreement](https://www.glasgow.gov.uk/CHttpHandler.ashx?id=50247&p=0))

|  |  |
| --- | --- |
|      | Yes - please ensure that you complete and submit the Partnership Agreement. A copy of the Agreement can be downloaded from the Council’s website using link above. |
| X  | No |

### 13. If you answered yes to Q12, please ensure that you complete and upload the Partnership Agreement.You are able to upload a maximum of 1 files. This must be in the file format pdf, docx, or doc, and the file sized less than 50MB.

## 5. About Your Project

This section relates to the project that you are seeking funding for.  We want to know specifically about what you will deliver with the funding, who we should contact regarding the day to day running of the project, community engagement, project outcomes, project impact as well as some financial information.

### 14. Please provide the name of the project you are seeking funding for. (8 words maximum)

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

|  |
| --- |
| Anytown Holiday Club |

 |

### 15. Please provide the main contact for this project.

|  |  |  |
| --- | --- | --- |
| Name |

|  |
| --- |
| Mr John Smith |

 |
| Designation |

|  |
| --- |
| Manager |

 |

### 16. Please provide the project address and contact details.Please note that these details will be published on the Council’s website.

|  |  |  |
| --- | --- | --- |
| Address |

|  |
| --- |
| 40 Main Street, Anytown, Glasgow |

 |
| Postcode |

|  |
| --- |
| G99 1PQ |

 |
| Telephone |

|  |
| --- |
| 0141 123 4567 |

 |
| Website |

|  |
| --- |
| www.anytownyouth.com |

 |

### Email

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

|  |
| --- |
| John@anytownyouth.org.uk |

 |

### 17. Have you delivered a holiday programme before?

|  |  |
| --- | --- |
|  X    | Yes |
|      | No |

If yes, please provide a summary of your previous holiday programme.

|  |
| --- |
| Last summer we ran a programme for 4 weeks Monday to Friday for 4 hours. We provided lunch with a snack. Activities provided included arts and crafts, bouncy castle, outdoor play, indoor activities. We also had one trip to the beach.In Spring we ran for 1 week and delivered the same activities with 1 trip to a local museum. |

### 18. Please tell us how many meals you will provide during each holiday period.

|  | Summer 2025 | October 2025 | Spring 2026 |
| --- | --- | --- | --- |
| Breakfast |

|  |
| --- |
| 640 |

 |

|  |
| --- |
| 100 |

 |

|  |
| --- |
| 180 |

 |
| Lunch |

|  |
| --- |
| 1280 |

 |

|  |
| --- |
| 200 |

 |

|  |
| --- |
| 360 |

 |
| Dinner |

|  |
| --- |
| 0 |

 |

|  |
| --- |
| 0 |

 |

|  |
| --- |
| 0 |

 |
| Snacks |

|  |
| --- |
| 1280 |

 |

|  |
| --- |
| 200 |

 |

|  |
| --- |
| 360 |

 |

### 19. If you are applying for Ancillary costs, please detail what the funding has been requested for.

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

|  |
| --- |
| Paper plates, cups and cutlery. |

 |

### 20. Please provide a sample menu for both hot and cold food, if applicable. Please also include how the food will be provided (e.g. delivered by local café, prepared by yourself etc).

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

|  |
| --- |
| Breakfast: Choice of cereals, toast, yogurt, fruit and fruit juice or waterLunch: Choice of sandwich/wrap, macaroni, baked potato and filling, cereal bar, yogurt, fruit and fruit juice or waterSnacks: Fresh fruit, crisps and snacks are also availableThe food will be prepared and served in our café located within our premises. |

 |

### 21. Please tell us how your programme will accommodate children/young people that present with dietary requirements e.g. cultural, allergy, intolerance?

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

|  |
| --- |
| For vegetarians, we will always have a hot option that either caters to them, or an adapted vegetarian version.We have a number of children who cannot eat certain meats for religious reasons, so this is catered for by providing an alternative. |

 |

### 22. Please upload the relevant food certificates here. Detailed guidance on the required food certificates is contained in the fund guidance note.

 **You are able to upload a maximum of 3 files. This must be in the file format pdf, docx, doc, or txt, and each file sized less than 50MB.**

### 23. Please tell us in what circumstances would you provide food parcels?

**Please refer to the guidance note, section 4.5, for more detailed information.**

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

|  |
| --- |
| Any surplus food left at the end of the day will be packaged up and sent home with the children/young people. |

 |

### 24. Please tell us what activities will be delivered as part of your programme. Please tick all that apply

|  |  |
| --- | --- |
|  X    | Arts e.g. arts and crafts, drama, music |
|      | STEM (Science, Technology, Engineering & Mathematics) e.g media, computing |
|  X    | Free Play/Games |
| X    | Outdoor Activities |
|  X    | Sporting Activities |
|  X    | Trips |
|      | Life Skills e.g. cooking, cycling, learning about other cultures |
|      | Other (please specify):

|  |
| --- |
|   |

 |

## 6. Summer 2025 Programme

### 25. Please provide the number of hours you will operate each day in Summer 2025.  If you are not operating that day, please enter 0.

|  |  |  |
| --- | --- | --- |
| Thursday 26 June |

|  |
| --- |
| 6 |

 |
| Friday 27 June |

|  |
| --- |
| 6 |

 |
| Monday 30 June |

|  |
| --- |
| 6 |

 |
| Tuesday 1 July |

|  |
| --- |
| 6 |

 |
| Wednesday 2 July |

|  |
| --- |
| 6 |

 |
| Thursday 3 July |

|  |
| --- |
| 6 |

 |
| Friday 4 July |

|  |
| --- |
| 6 |

 |
| Monday 7 July |

|  |
| --- |
| 6 |

 |
| Tuesday 8 July |

|  |
| --- |
| 6 |

 |
| Wednesday 9 July |

|  |
| --- |
| 6 |

 |
| Thursday 10 July |

|  |
| --- |
| 6 |

 |
| Friday 11 July |

|  |
| --- |
| 6 |

 |
| Monday 14 July |

|  |
| --- |
| 6 |

 |
| Tuesday 15 July |

|  |
| --- |
| 6 |

 |
| Wednesday 16 July |

|  |
| --- |
| 6 |

 |
| Thursday 17 July |

|  |
| --- |
| 6 |

 |
| Friday 18 July |

|  |
| --- |
| 6 |

 |
| Monday 21 July |

|  |
| --- |
| 6 |

 |
| Tuesday 22 July |

|  |
| --- |
| 6 |

 |
| Wednesday 23 July |

|  |
| --- |
| 6 |

 |
| Thursday 24 July |

|  |
| --- |
| 6 |

 |
| Friday 25 July |

|  |
| --- |
| 6 |

 |
| Monday 28 July |

|  |
| --- |
| 6 |

 |
| Tuesday 29 July |

|  |
| --- |
| 6 |

 |
| Wednesday 30 July |

|  |
| --- |
| 6 |

 |
| Thursday 31 July |

|  |
| --- |
| 6 |

 |
| Friday 1 August |

|  |
| --- |
| 6 |

 |
| Monday 4 August |

|  |
| --- |
| 6 |

 |
| Tuesday 5 August |

|  |
| --- |
| 6 |

 |
| Wednesday 6 August |

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| 6 |

 |
| Thursday 7 August |

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| --- |
| 6 |

 |
| Friday 8 August |

|  |
| --- |
| 6 |

 |
| Monday 11 August |

|  |
| --- |
| 6 |

 |

### 26. Please provide the number of sessions you will deliver each day over Summer 2025.  If you are not operating that day, please enter 0.

|  |  |  |
| --- | --- | --- |
| Thursday 26 June |

|  |
| --- |
| 2 |

 |
| Friday 27 June |

|  |
| --- |
| 2 |

 |
| Monday 30 June |

|  |
| --- |
| 2 |

 |
| Tuesday 1 July |

|  |
| --- |
| 2 |

 |
| Wednesday 2 July |

|  |
| --- |
| 2 |

 |
| Thursday 3 July |

|  |
| --- |
| 2 |

 |
| Friday 4 July |

|  |
| --- |
| 2 |

 |
| Monday 7 July |

|  |
| --- |
| 2 |

 |
| Tuesday 8 July |

|  |
| --- |
| 2 |

 |
| Wednesday 9 July |

|  |
| --- |
| 2 |

 |
| Thursday 10 July |

|  |
| --- |
| 2 |

 |
| Friday 11 July |

|  |
| --- |
| 2 |

 |
| Monday 14 July |

|  |
| --- |
| 2 |

 |
| Tuesday 15 July |

|  |
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| 2 |

 |
| Wednesday 16 July |

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| Thursday 17 July |

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| 2 |

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| Friday 18 July |

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| 2 |

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| Monday 21 July |

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| Tuesday 22 July |

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| Wednesday 23 July |

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| Thursday 24 July |

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| Friday 25 July |

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| 2 |

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| Monday 28 July |

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| 2 |

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| Tuesday 29 July |

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| Wednesday 30 July |

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| 2 |

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| Thursday 31 July |

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| 2 |

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| Friday 1 August |

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| 2 |

 |
| Monday 4 August |

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| 2 |

 |
| Tuesday 5 August |

|  |
| --- |
| 2 |

 |
| Wednesday 6 August |

|  |
| --- |
| 2 |

 |
| Thursday 7 August |

|  |
| --- |
| 2 |

 |
| Friday 8 August |

|  |
| --- |
| 2 |

 |
| Monday 11 August |

|  |
| --- |
| 2 |

 |

### 27. Please provide the number of spaces you will offer each day in Summer 2025.  If you are not operating that day, please enter 0.

|  |  |  |
| --- | --- | --- |
| Thursday 26 June |

|  |
| --- |
| 40 |

 |
| Friday 27 June |

|  |
| --- |
| 40 |

 |
| Monday 30 June |

|  |
| --- |
| 40 |

 |
| Tuesday 1 July |

|  |
| --- |
| 40 |

 |
| Wednesday 2 July |

|  |
| --- |
| 40 |

 |
| Thursday 3 July |

|  |
| --- |
| 40 |

 |
| Friday 4 July |

|  |
| --- |
| 40 |

 |
| Monday 7 July |

|  |
| --- |
| 40 |

 |
| Tuesday 8 July |

|  |
| --- |
| 40 |

 |
| Wednesday 9 July |

|  |
| --- |
| 40 |

 |
| Thursday 10 July |

|  |
| --- |
| 40 |

 |
| Friday 11 July |

|  |
| --- |
| 40 |

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| Monday 14 July |

|  |
| --- |
| 40 |

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| Tuesday 15 July |

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| 40 |

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| Wednesday 16 July |

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| 40 |

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| Thursday 17 July |

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| 40 |

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| Friday 18 July |

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| 40 |

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| Monday 21 July |

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| Tuesday 22 July |

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| Wednesday 23 July |

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| Thursday 24 July |

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| Friday 25 July |

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| Monday 28 July |

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| Tuesday 29 July |

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| 40 |

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| Wednesday 30 July |

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| 40 |

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| Thursday 31 July |

|  |
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| 40 |

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| Friday 1 August |

|  |
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| 40 |

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| Monday 4 August |

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| 40 |

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| Tuesday 5 August |

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| 40 |

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| Wednesday 6 August |

|  |
| --- |
| 40 |

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| Thursday 7 August |

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| --- |
| 40 |

 |
| Friday 8 August |

|  |
| --- |
| 40 |

 |
| Monday 11 August |

|  |
| --- |
| 40 |

 |

### 28.   Totals for Summer 2025

|  | Number |
| --- | --- |
| Total number of days operating |

|  |
| --- |
| 33 |

 |
| Total number of spaces expected to be filled |

|  |
| --- |
| 1320 |

 |
| Total number of individual children expected to attend |

|  |
| --- |
| 125 |

 |

### 29. What areas will your project cover?  Please check all that apply and provide estimated service users from each Ward. This should be the total number of children/young people that attend over the Summer 2025 programme. Please count each individual child/young person once.  Wards can be identified by postcodes using the link provided in the guidance note.(Please insert '0' where no service users from that area are expected.)This should match the total number of individual children expected to attend at Q28.

|  |  |  |
| --- | --- | --- |
| Ward 1 - Linn |

|  |
| --- |
| 0 |

 |
| Ward 2 - Newlands/Auldburn |

|  |
| --- |
| 0 |

 |
| Ward 3 - Greater Pollok |

|  |
| --- |
| 0 |

 |
| Ward 4 - Cardonald |

|  |
| --- |
| 0 |

 |
| Ward 5 - Govan |

|  |
| --- |
| 0 |

 |
| Ward 6 - Pollokshields |

|  |
| --- |
| 0 |

 |
| Ward 7 - Langside |

|  |
| --- |
| 0 |

 |
| Ward 8 - Southside Central |

|  |
| --- |
| 0 |

 |
| Ward 9 - Calton |

|  |
| --- |
| 0 |

 |
| Ward 10 - Anderston/City/Yorkhill |

|  |
| --- |
| 0 |

 |
| Ward 11 - Hillhead |

|  |
| --- |
| 0 |

 |
| Ward 12 - Victoria Park |

|  |
| --- |
| 0 |

 |
| Ward 13 - Garscadden/Scotstounhill |

|  |
| --- |
| 45 |

 |
| Ward 14 - Drumchapel/Anniesland |

|  |
| --- |
| 40 |

 |
| Ward 15 - Maryhill |

|  |
| --- |
| 40 |

 |
| Ward 16 - Canal |

|  |
| --- |
| 0 |

 |
| Ward 17 - Springburn/Robroyston |

|  |
| --- |
| 0 |

 |
| Ward 18 - East Centre |

|  |
| --- |
| 0 |

 |
| Ward 19 - Shettleston |

|  |
| --- |
| 0 |

 |
| Ward 20 - Baillieston |

|  |
| --- |
| 0 |

 |
| Ward 21 - North East |

|  |
| --- |
| 0 |

 |
| Ward 22 - Dennistoun |

|  |
| --- |
| 0 |

 |
| Ward 23 - Partick East/Kelvindale |

|  |
| --- |
| 0 |

 |

### 30. How many of your anticipated service users during Summer 2025 will come from the following age groups? Please complete all that apply or indicate '0' if none in that age group.

**This should match the total number of individual children expected to attend at Q28 and Q29.**

|  |  |  |
| --- | --- | --- |
| 0-4 years |

|  |
| --- |
| 0 |

 |
| 5-8 years |

|  |
| --- |
| 80 |

 |
| 9-11 years |

|  |
| --- |
| 30 |

 |
| 12-14 years |

|  |
| --- |
| 15 |

 |
| 15-18 years |

|  |
| --- |
| 0 |

 |

### 31. In addition to the staff detailed in your Budget Template that you are requesting funding for, what other staff will be used to support the delivery of the Summer 2025 Programme?  Please provide the number of staff and hours below and insert "0" if not applicable.

|  | How many staff/volunteers | Total number of hours |
| --- | --- | --- |
| Existing staff already funded |

|  |
| --- |
| 4 |

 |

|  |
| --- |
| 198 |

 |
| Volunteers |

|  |
| --- |
| 2 |

 |

|  |
| --- |
| 99 |

 |

### 32. Thinking about all staff supporting the delivery of your Summer 2025 programme, will any be dedicated to supporting children/young people with Additional Support Needs (ASN)?

|  |  |
| --- | --- |
|  X    | Yes |
|      | No |

If yes, please provide details including number of staff, total number of hours and how they will be funded.

|  |
| --- |
| 1 existing staff member for 1 session/3 hours per day, funded from our existing core budget1 sessional worker for 1 session/3 hours per day, funding requested from Glasgow’s Holiday Programme and is included in our Budget Template |

### 33. Please provide details of what you will deliver in Summer 2025. Please also include details of what will be delivered each day (e.g. Breakfast followed by activity, lunch followed by trip etc.) and the session start/finish times for each day of operation.

 **(1000 Words maximum)**

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

|  |
| --- |
| In Summer, the programme will be delivered in Anytown Youth Club. It will run Monday to Friday each week of the holidays. There will be 2 sessions, 9.30am to 12.30pm and 1pm to 4pm. The format for each day will be:Session 1:BreakfastIndoor play, arts and crafts, movies, board games, quizzesLunchSession 2LunchOutdoor play, football, basketball, bouncy castleSnacks will be provided throughout the day.A trip will take place on Thursday to a local museum, park etc using public transport.On week 3, a trip to Anytown farm and Play Area will take place for the whole day. |

 |

## 7. October 2025 Programme

### 34. Please provide the number of hours you will operate each day in October 2025.  If you are not operating that day, please enter 0.

|  |  |  |
| --- | --- | --- |
| Monday 13 October |

|  |
| --- |
| 6 |

 |
| Tuesday 14 October |

|  |
| --- |
| 6 |

 |
| Wednesday 15 October |

|  |
| --- |
| 6 |

 |
| Thursday 16 October |

|  |
| --- |
| 6 |

 |
| Friday 17 October |

|  |
| --- |
| 6 |

 |

### 35. Please provide the number of sessions you will deliver each day over October 2025.  If you are not operating that day, please enter 0.

|  |  |  |
| --- | --- | --- |
| Monday 13 October |

|  |
| --- |
| 2 |

 |
| Tuesday 14 October |

|  |
| --- |
| 2 |

 |
| Wednesday 15 October |

|  |
| --- |
| 2 |

 |
| Thursday 16 October |

|  |
| --- |
| 2 |

 |
| Friday 17 October |

|  |
| --- |
| 2 |

 |

### 36. Please provide the number of spaces you will offer each day in October 2025.  If you are not operating that day, please enter 0.

|  |  |  |
| --- | --- | --- |
| Monday 13 October |

|  |
| --- |
| 40 |

 |
| Tuesday 14 October |

|  |
| --- |
| 40 |

 |
| Wednesday 15 October |

|  |
| --- |
| 40 |

 |
| Thursday 16 October |

|  |
| --- |
| 40 |

 |
| Friday 17 October |

|  |
| --- |
| 40 |

 |

### 37.   Totals for October 2025

|  | Number |
| --- | --- |
| Total number of days operating |

|  |
| --- |
| 5 |

 |
| Total number of spaces expected to be filled |

|  |
| --- |
| 200 |

 |
| Total number of individual children expected to attend |

|  |
| --- |
| 80 |

 |

### 38. What areas will your project cover?  Please check all that apply and provide estimated service users from each Ward. This should be the total number of children/young people that attend over the October 2025 programme. Please count each individual child/young person once.Wards can be identified by postcodes using the link provided in the guidance note.(Please insert '0' where no service users from that area are expected.)This should match the total number of individual children expected to attend at Q37.

|  |  |  |
| --- | --- | --- |
| Ward 1 - Linn |

|  |
| --- |
| 0 |

 |
| Ward 2 - Newlands/Auldburn |

|  |
| --- |
| 0 |

 |
| Ward 3 - Greater Pollok |

|  |
| --- |
| 0 |

 |
| Ward 4 - Cardonald |

|  |
| --- |
| 0 |

 |
| Ward 5 - Govan |

|  |
| --- |
| 0 |

 |
| Ward 6 - Pollokshields |

|  |
| --- |
| 0 |

 |
| Ward 7 - Langside |

|  |
| --- |
| 0 |

 |
| Ward 8 - Southside Central |

|  |
| --- |
| 0 |

 |
| Ward 9 - Calton |

|  |
| --- |
| 0 |

 |
| Ward 10 - Anderston/City/Yorkhill |

|  |
| --- |
| 0 |

 |
| Ward 11 - Hillhead |

|  |
| --- |
| 0 |

 |
| Ward 12 - Victoria Park |

|  |
| --- |
| 0 |

 |
| Ward 13 - Garscadden/Scotstounhill |

|  |
| --- |
| 30 |

 |
| Ward 14 - Drumchapel/Anniesland |

|  |
| --- |
| 25 |

 |
| Ward 15 - Maryhill |

|  |
| --- |
| 25 |

 |
| Ward 16 - Canal |

|  |
| --- |
| 0 |

 |
| Ward 17 - Springburn/Robroyston |

|  |
| --- |
| 0 |

 |
| Ward 18 - East Centre |

|  |
| --- |
| 0 |

 |
| Ward 19 - Shettleston |

|  |
| --- |
| 0 |

 |
| Ward 20 - Baillieston |

|  |
| --- |
| 0 |

 |
| Ward 21 - North East |

|  |
| --- |
| 0 |

 |
| Ward 22 - Dennistoun |

|  |
| --- |
| 0 |

 |
| Ward 23 - Partick East/Kelvindale |

|  |
| --- |
| 0 |

 |

### 39. How many of your anticipated service users during October 2025 will come from the following age groups? Please complete all that apply or indicate '0' if none in that age group.

 **This should match the total number of individual children expected to attend at Q37 and Q38.**

|  |  |  |
| --- | --- | --- |
| 0-4 years |

|  |
| --- |
| 0 |

 |
| 5-8 years |

|  |
| --- |
| 60 |

 |
| 9-11 years |

|  |
| --- |
| 10 |

 |
| 12-14 years |

|  |
| --- |
| 10 |

 |
| 15-18 years |

|  |
| --- |
| 0 |

 |

### 40. In addition to the staff detailed in your Budget Template that you are requesting funding for, what other staff will be used to support the delivery of the October 2025 Programme?  Please provide the number of staff and hours below and insert "0" if not applicable.

|  | How many staff/volunteers | Total number of hours |
| --- | --- | --- |
| Existing staff already funded |

|  |
| --- |
| 4 |

 |

|  |
| --- |
| 120 |

 |
| Volunteers |

|  |
| --- |
| 2 |

 |

|  |
| --- |
| 15 |

 |

### 41. Thinking about all staff supporting the delivery of your October 2025 programme, will any be dedicated to supporting children/young people with Additional Support Needs (ASN)?

|  |  |
| --- | --- |
|  X    | Yes |
|      | No |

If yes, please provide details including number of staff, total number of hours and how they will be funded.

|  |
| --- |
| 1 existing staff member for 1 session/3 hours per day, funded from our existing core budget1 sessional worker for 1 session/3 hours per day, funding requested from Glasgow’s Holiday Programme and is included in our Budget Template |

### 42. Please provide details of what you will deliver in October 2025. Please also include details of what will be delivered each day (e.g. Breakfast followed by activity, lunch followed by trip etc.) and the session start/finish times for each day of operation.

**(1000 Words maximum)**

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

|  |
| --- |
| In October, the programme will be delivered in Anytown Youth Club. It will run Monday to Friday. There will be 2 sessions, 9.30am to 12.30pm and 1pm to 4pm. The format for each day will be:Session 1:BreakfastHalloween themed activities such as spooky games, baking spooky cakesLunchSession 2LunchCostume making and competition, talent show, gamesSnacks will be provided throughout the day.A trip will take place on Thursday to a local museum, park etc using public transport. |

 |

## 8. Spring 2026 Programme

### 43. Please provide the number of hours you will operate each day in Spring 2026.  If you are not operating that day, please enter 0.

|  |  |  |
| --- | --- | --- |
| Tuesday 7 April |

|  |
| --- |
| 6 |

 |
| Wednesday 8 April |

|  |
| --- |
| 6 |

 |
| Thursday 9 April |

|  |
| --- |
| 6 |

 |
| Friday 10 April |

|  |
| --- |
| 6 |

 |
| Monday 13 April |

|  |
| --- |
| 6 |

 |
| Tuesday 14 April |

|  |
| --- |
| 6 |

 |
| Wednesday 15 April |

|  |
| --- |
| 6 |

 |
| Thursday 16 April |

|  |
| --- |
| 6 |

 |
| Friday 17 April |

|  |
| --- |
| 6 |

 |

### 44. Please provide the number of sessions you will deliver each day over Spring 2026.  If you are not operating that day, please enter 0.

|  |  |  |
| --- | --- | --- |
| Tuesday 7 April |

|  |
| --- |
| 2 |

 |
| Wednesday 8 April |

|  |
| --- |
| 2 |

 |
| Thursday 9 April |

|  |
| --- |
| 2 |

 |
| Friday 10 April |

|  |
| --- |
| 2 |

 |
| Monday 13 April |

|  |
| --- |
| 2 |

 |
| Tuesday 14 April |

|  |
| --- |
| 2 |

 |
| Wednesday 15 April |

|  |
| --- |
| 2 |

 |
| Thursday 16 April |

|  |
| --- |
| 2 |

 |
| Friday 17 April |

|  |
| --- |
| 2 |

 |

### 45. Please provide the number of spaces you will offer each day in Spring 2026.  If you are not operating that day, please enter 0.

|  |  |  |
| --- | --- | --- |
| Tuesday 7 April |

|  |
| --- |
| 40 |

 |
| Wednesday 8 April |

|  |
| --- |
| 40 |

 |
| Thursday 9 April |

|  |
| --- |
| 40 |

 |
| Friday 10 April |

|  |
| --- |
| 40 |

 |
| Monday 13 April |

|  |
| --- |
| 40 |

 |
| Tuesday 14 April |

|  |
| --- |
| 40 |

 |
| Wednesday 15 April |

|  |
| --- |
| 40 |

 |
| Thursday 16 April |

|  |
| --- |
| 40 |

 |
| Friday 17 April |

|  |
| --- |
| 40 |

 |

### 46.   Totals for Spring 2026

|  | Number |
| --- | --- |
| Total number of days operating |

|  |
| --- |
| 9 |

 |
| Total number of spaces expected to be filled |

|  |
| --- |
| 360 |

 |
| Total number of individual children expected to attend |

|  |
| --- |
| 125 |

 |

### 47. What areas will your project cover?  Please check all that apply and provide estimated service users from each Ward. This should be the total number of children/young people that attend over the Spring 2026 programme. Please count each individual child/young person once.Wards can be identified by postcodes using the link provided in the guidance note.(Please insert '0' where no service users from that area are expected.)This should match the total number of individual children expected to attend at Q46.

|  |  |  |
| --- | --- | --- |
| Ward 1 - Linn |

|  |
| --- |
| 0 |

 |
| Ward 2 - Newlands/Auldburn |

|  |
| --- |
| 0 |

 |
| Ward 3 - Greater Pollok |

|  |
| --- |
| 0 |

 |
| Ward 4 - Cardonald |

|  |
| --- |
| 0 |

 |
| Ward 5 - Govan |

|  |
| --- |
| 0 |

 |
| Ward 6 - Pollokshields |

|  |
| --- |
| 0 |

 |
| Ward 7 - Langside |

|  |
| --- |
| 0 |

 |
| Ward 8 - Southside Central |

|  |
| --- |
| 0 |

 |
| Ward 9 - Calton |

|  |
| --- |
| 0 |

 |
| Ward 10 - Anderston/City/Yorkhill |

|  |
| --- |
| 0 |

 |
| Ward 11 - Hillhead |

|  |
| --- |
| 0 |

 |
| Ward 12 - Victoria Park |

|  |
| --- |
| 0 |

 |
| Ward 13 - Garscadden/Scotstounhill |

|  |
| --- |
| 45 |

 |
| Ward 14 - Drumchapel/Anniesland |

|  |
| --- |
| 40 |

 |
| Ward 15 - Maryhill |

|  |
| --- |
| 40 |

 |
| Ward 16 - Canal |

|  |
| --- |
| 0 |

 |
| Ward 17 - Springburn/Robroyston |

|  |
| --- |
| 0 |

 |
| Ward 18 - East Centre |

|  |
| --- |
| 0 |

 |
| Ward 19 - Shettleston |

|  |
| --- |
| 0 |

 |
| Ward 20 - Baillieston |

|  |
| --- |
| 0 |

 |
| Ward 21 - North East |

|  |
| --- |
| 0 |

 |
| Ward 22 - Dennistoun |

|  |
| --- |
| 0 |

 |
| Ward 23 - Partick East/Kelvindale |

|  |
| --- |
| 0 |

 |

### 48. How many of your anticipated service users during Spring 2026 will come from the following age groups? Please complete all that apply or indicate '0' if none in that age group.

 **This should match the total number of individual children expected to attend at Q46 and Q47.**

|  |  |  |
| --- | --- | --- |
| 0-4 years |

|  |
| --- |
| 0 |

 |
| 5-8 years |

|  |
| --- |
| 80 |

 |
| 9-11 years |

|  |
| --- |
| 35 |

 |
| 12-14 years |

|  |
| --- |
| 10 |

 |
| 15-18 years |

|  |
| --- |
| 0 |

 |

### 49. In addition to the staff detailed in your Budget Template that you are requesting funding for, what other staff will be used to support the delivery of the Spring 2026 Programme?  Please provide the number of staff and hours below and insert "0" if not applicable.

|  | How many staff/volunteers | Total number of hours |
| --- | --- | --- |
| Existing staff already funded |

|  |
| --- |
| 4 |

 |

|  |
| --- |
| 216 |

 |
| Volunteers |

|  |
| --- |
| 2 |

 |

|  |
| --- |
| 27 |

 |

### 50. Thinking about all staff supporting the delivery of your Spring 2026 programme, will any be dedicated to supporting children/young people with Additional Support Needs (ASN)?

|  |  |
| --- | --- |
|  X    | Yes |
|      | No |

If yes, please provide details including number of staff, total number of hours and how they will be funded.

|  |
| --- |
| 1 existing staff member for 1 session/3 hours per day, funded from our existing core budget1 sessional worker for 1 session/3 hours per day, funding requested from Glasgow’s Holiday Programme and is included in our Budget Template |

### 51. Please provide details of what you will deliver in Spring 2026. Please also include details of what will be delivered each day (e.g. Breakfast followed by activity, lunch followed by trip etc.) and the session start/finish times for each day of operation.(1000 Words maximum)

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

|  |
| --- |
| In Spring , the programme will be delivered in Anytown Youth Club. It will run Monday to Friday the first week and Monday to Thursday the second week. There will be 2 sessions, 9.30am to 12.30pm and 1pm to 4pm. The format for each day will be:Session 1:BreakfastIndoor play, outdoor play, baking, quizzes, Arts and craftsLunchSession 2LunchFree play, football, basketball, bouncy castle, dancing, Easter Egg HuntSnacks will be provided throughout the day.A trip will take place on Tuesday to a local museum, park etc using public transport. |

 |

## 9.

### 52. How many planned trips are you seeking funding for?

**Please refer to the guidance note, section 4.10, for details on how many trips are permitted.**

|  | Number |
| --- | --- |
| Summer 2025 |

|  |
| --- |
| 6 |

 |
| October 2025 |

|  |
| --- |
| 1 |

 |
| Spring 2026 |

|  |
| --- |
| 2 |

 |

### 53. If your project includes day trip entry costs, please provide details of where and how often for each holiday period.

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

|  |
| --- |
| One trip in the Summer will include entry costs. The trip is likely to be to Anytown Farm and Play area. |

 |

## 10.

### 54. Please provide the name, address and postcode of each of the venues you will use to deliver your programme.

|  |  |  |
| --- | --- | --- |
| Venue 1 |

|  |
| --- |
| Anytown Youth Club |

 |
| Address of Venue 1 |

|  |
| --- |
| 40 Main Street, Anytown, Glasgow |

 |
| Postcode of Venue 1 |

|  |
| --- |
| G99 1PQ |

 |
| Venue 2 |

|  |
| --- |
|  |

 |
| Address of Venue 2 |

|  |
| --- |
|  |

 |
| Postcode of Venue 2 |

|  |
| --- |
|  |

 |
| Venue 3 |

|  |
| --- |
|  |

 |
| Address of Venue 3 |

|  |
| --- |
|  |

 |
| Postcode of Venue 3 |

|  |
| --- |
|  |

 |
| Venue 4 |

|  |
| --- |
|  |

 |
| Address of Venue 4 |

|  |
| --- |
|  |

 |
| Postcode of Venue 4 |

|  |
| --- |
|  |

 |
| Venue 5 |

|  |
| --- |
|  |

 |
| Address of Venue 5 |

|  |
| --- |
|  |

 |
| Postcode of Venue 5 |

|  |
| --- |
|  |

 |

If you have more than 5 venues or require more space please provide additional information here:

|  |
| --- |
|  |

### 55. Will you use the same venues for all holiday programmes you are applying for?

|  |  |
| --- | --- |
|  X    | Yes |
|      | No |

If no, please provide further details below.

|  |
| --- |
|  |

### 56. What percentage of your programme is delivered from:

|  | % |
| --- | --- |
| Your own premises |

|  |
| --- |
| 100 |

 |
| Hired venue |

|  |
| --- |
| 0 |

 |

## 11.

### 57. Please detail how children/young people access your service e.g. on a first come, first served basis or by prior booking arrangement. Do you operate a waiting list?

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

|  |
| --- |
| Parents/carers are encouraged to book a place in advance. This is promoted mainly via social media. Local schools are also advised of the programme in advance of the holidays. If there is capacity, children can drop in on the day for any remaining spaces. |

 |

### 58. Do you register children/young people as they arrive each day?

|  |  |
| --- | --- |
|  X    | Yes |
|      | No |

If no, please explain how you record emergency contact details, fire register, food allergies etc

|  |
| --- |
|  |

### 59. Will your project target or reach any of the following groups? Please check all target groups that apply.

|  |  |
| --- | --- |
|  X    | Ethnic Minority Communities |
|      | Young Carers |
|  X    | Disability |
|  X    | LGBTQ+ |
|      | Asylum Seekers/Refugees |

### 60. To offer direct support to the families of those participating in Glasgow's Holiday Programme, the Council's "Glasgow Helps" service may be able to offer outreach opportunities in some venues. Would you be willing to participate in outreach of this type? If you answer 'yes', your contact details will be shared with the Glasgow Helps Team.

|  |  |
| --- | --- |
|  X    | Yes |
|      | No |

### 61. The Council's "No Wrong Door" initiative is working to improve how services are delivered in Glasgow by fostering stronger collaboration among organisations and making it easier for people to access them. Would you like more information about No Wrong Door?If you answer 'yes', your contact details will be shared with the No Wrong Door Team.

|  |  |
| --- | --- |
|  X    | Yes |
|      | No |

## 12. Project Impact

### 62. Please outline the overall impact you expect your project to make and how you will measure this. Please detail the difference this project will make to beneficiaries as well as the wider community. (1000 Words maximum)

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

|  |
| --- |
| The programme will offer an opportunity for children and young people to socialise throughout the holiday periods and reduce social isolation.The range of healthy food on offer will ensure that everyone in attendance is fed a nutritious meal each day. This will ease the strain on families and they will know that their child has been fed that day. The children’s health and wellbeing will be improved as they will take part in a range of active activities.Being part of the programme will improve their confidence and their learning will continue throughout the holiday periods.We will use questionnaires to gather feedback from service users and their families. These will be issued at the start and end of each holiday period and will capture any improvements in the children’s development. As we get to know the children and families that attend, we will signpost families to other services for support if required. |

 |

### 63. How do you intend to gather feedback from participants, parents/carers and staff members?

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

|  |
| --- |
| Parents complete evaluation forms at the end of each holiday period. |

 |

## 13. Finance

This section will tell us how much funding you are applying for from Glasgow's Holiday Programme, any other funding that you require and the total project costs for your programme.

### 64. Please submit your completed Budget Template here.This must be in the file format pdf, xls or xlsx; and sized less than 50MB.

### 65. Please tell us your anticipated expenditure for each of the holiday periods. The Grant Amount Requested for each holiday period should match the figures on your Budget Template.

|  | Total Project cost (£) | Grant amount requested (£) |
| --- | --- | --- |
| Summer 2025 |

|  |
| --- |
| 22,350 |

 |

|  |
| --- |
| 16,600 |

 |
| October 2025 |

|  |
| --- |
| 4,410 |

 |

|  |
| --- |
| 3,040 |

 |
| Spring 2026 |

|  |
| --- |
| 8,300 |

 |

|  |
| --- |
| 6,400 |

 |

### 66. If your total project costs are higher than the amount being requested, please tell us how much other funding you have or will need to deliver your project. We want to know about funding that is confirmed, unconfirmed and any income that is generated.

**Summer 2025**

|  | Funding Source | Amount (£) | Status (Confirmed or Unconfirmed) |
| --- | --- | --- | --- |
| Summer Source 1 |

|  |
| --- |
| Cash for Kids |

 |

|  |
| --- |
| 5,750 |

 |

|  |
| --- |
| Confirmed |

 |
| Summer Source 2 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |
| Summer Source 3 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |
| Summer Source 4 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |
| Summer Source 5 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |
| Summer Source 6 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

### October 2025

|  | Funding Source | Amount (£) | Status (Confirmed or Unconfirmed) |
| --- | --- | --- | --- |
| October Source 1 |

|  |
| --- |
| Cash for Kids |

 |

|  |
| --- |
| 1,370 |

 |

|  |
| --- |
| Confirmed |

 |
| October Source 2 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |
| October Source 3 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |
| October Source 4 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |
| October Source 5 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |

|  |
| --- |
|  |

 |
| October Source 6 |

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### Spring 2026

|  | Funding Source | Amount (£) | Status (Confirmed or Unconfirmed) |
| --- | --- | --- | --- |
| Spring Source 1 |

|  |
| --- |
| Cash for Kids |

 |

|  |
| --- |
| 1,900 |

 |

|  |
| --- |
| Confirmed |

 |
| Spring Source 2 |

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 |
| Spring Source 3 |

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| Spring Source 4 |

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| Spring Source 5 |

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 |
| Spring Source 6 |

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### 67. There is an expectation that your food and ancillary costs will represent a minimum 45% of your total grant requested.  If your food and ancillary costs are lower than this level, please explain why.

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| --- | --- |
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| --- |
| n/a |

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### 68. If any of your individual costs provided in your Budget Template exceed the maximum suggested levels detailed in the guidance note, please explain why.  Please note there is a cap on the level of funding that you can request for staffing costs and management fees.

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| n/a |

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### 69. Do you intend to charge for any aspect of your programme?

|  |  |
| --- | --- |
|      | Yes |
|  X    | No |

If yes, please provide full details including amount to be charged and what the charge will cover.

|  |
| --- |
|  |

### 70. Do you currently receive funding from the Glasgow Communities Fund?

|  |  |
| --- | --- |
|      | Yes |
|  X    | No |

### 71. If you answered yes to the previous question, will any of this funding support the delivery of your Holiday Programme?

|  |  |
| --- | --- |
|      | Yes |
|      | No |

### 72. If you answered yes to the previous question, please provide details of how your GCF funding would be used to support the delivery of this programme.(200 words maximum)

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| n/a |

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## 14. Declaration

### 73. ****Declaration****Please check the boxes to confirm the following:

|  | Confirm |
| --- | --- |
| The organisation will meet the relevant policy and practice requirements as set out in the Statement of Practice. |  X    |
| I declare that the information provided in the form is accurate and complete, and that I have authority to submit the form on behalf of the organisation. |  X    |
| By signing this declaration you are confirming that you are an authorised signatory for the organisation applying to Glasgow's Holiday Programme. |  X    |

### 74. Declaration

|  |  |  |
| --- | --- | --- |
| Full Name |

|  |
| --- |
| Betty Smart |

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| Role in Organisation |

|  |
| --- |
| Board Chair |

 |
| Date |

|  |
| --- |
| 12/11/2024 |

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### 75. CHECKLISTIt is your responsibility to ensure that you complete the application fully and submit the relevant documentation with the application. Have you enclosed the following with your application?

|  |  |
| --- | --- |
|      | A signed and dated copy of your Governing document (if required) |
|  X    | A signed and dated copy of your latest Annual Accounts (if required) |
|      | A copy of your Child Protection Policy (if required) |
|  X    | A copy of a recent Bank Statement (within 3 months) |
|  X    | Proof of registration with Glasgow City Council Environmental Health Department/copies of REHIS and/or FHIS Certificates, as appropriate |
|      | Partnership Agreement, if submitting a Consortium Bid |
|  X    | Budget Template |

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| --- |
| To submit, press the ‘Complete Application’ button. Once submitted, details on confirmation of receipt (including receiving a copy of this application for your records), and next steps will be displayed on screen. |