**YORK ST JOHN UNIVERSITY COMMUNITIES CENTRE**

**GROUPS AND PARTNERSHIPS PROPOSAL FORM**

**Purpose of this form:**

York St John University Communities Centre (YSJUCC) is proud to support initiatives that align with our mission and values and must therefore choose carefully how and where it allocates support in a responsible and consistent way. The YSJUCC leadership team oversees these decisions by looking holistically at what the Centre is choosing or considering supporting and recommending how it proceeds. It also monitors delivery of any commitments to activity made as part of these arrangements. Completing this form will help the panel to fulfil this responsibility. The form may be used to guide a further conversation with the person(s) making the request.

Should you have any queries regarding the application process or if you wish to discuss your application please feel free to contact Nikki Jephson, YSJU Communities Centre Manager at [n.jephson@yorksj.ac.uk](mailto:n.jephson@yorksj.ac.uk)

**PART 1: CONTACT DETAILS**

|  |  |
| --- | --- |
| **Main contact**  *The main contact will take the lead on:*   * *Liaising with Centre manager on arrangements* * *An annual report/summary on the benefits the arrangement has brought to the University* | |
| **Title** |  |
| **Name** |  |
| **Position** |  |
| **Email** |  |
| **Telephone** |  |
| **Do you have any communication needs? (e.g. Text Phone, Sign Language)** |  |
| **Please specify your relationship to the university** | **Staff**  **Student**  **External** |
| FOR YSJU PERSONNEL ONLY  **Manager approval**  Please provide brief assurance that the internal capacity required to work effectively on the group or partnership has been considered and that all permissions and work allocations have been reviewed accordingly with your line manager |  |

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| FOR PARTNERSHIPS/EXTERNAL ORGANISATIONS  **Please provide a lead external contact** | |
| **Title** |  |
| **Name** |  |
| **Position** |  |
| **Email** |  |
| **Telephone** |  |
| **Do you have any communication needs? (e.g. Text Phone, Sign Language)** |  |

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| FOR PARTNERSHIPS/EXTERNAL ORGANISATIONS  **About the organisation/body we are proposing to support**  *NB: We will require copies of public liability insurance, risk assessment and relevant equality and safeguarding policies for partner organisations as part of the process* | |
| **Organisation Name** |  |
| **Type of Organisation** |  |
| **Address** |  |
| **Address line 1** |  |
| **Address line 2** |  |
| **Town / city** |  |
| **Post code** |  |
| **Charity number (if applicable)** |  |
| **Please outline how your ethos and values match those of YSJU** |  |

**PART 2: GROUP DETAILS**

|  |  |
| --- | --- |
| **Name of group/partnership** |  |
| **Website (if applicable)** |  |
| **Social media handles (if applicable)** |  |
| **Start date and period of group/ partnership:**  *NOTE: All agreements will be reviewed annually against agreed objectives to ensure there are continued benefits.* | **Start Date:**  **Length:** |
| **Consultation with internal and external colleagues:**  *Please provide brief details of any key internal colleagues or other external organisations you have liaised with to bring forward this proposal* |  |
| FOR PARTNERSHIPS/EXTERNAL ORGANISATIONS  **Existing connections and associations with proposed partner:**  *Please provide details of any* ***known*** *connections, associations, or relationships between the YSJU Communities Centre/University (including its governing body and staff) and the proposed partner organisation or its personnel.* | **Name:**  **Relationship:** |
| **Are other organisations involved in this group or partnership?** If so, tell us which partners are involved and how? |  |

**PART 3: OVERVIEW OF PROPOSAL**

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| --- | --- |
| **Please provide a description of the proposed group, or partnership** |  |
| **Target Audience**  Who will benefit from the group or partnership? |  |
| **Please outline the rationale and key objectives for the proposed group or partnership**  *It is important that all groups and partnerships align to the University strategy and YSJUCC’s vision and values.* |  |
| **Outcomes**   * What difference will your group or partnership make? * How will you know your group or partnership is successful? |  |
| **Safeguarding**  How will you make sure that those involved in the group/partnership will be safe? |  |
| **Equality**  How will you make sure that everyone who would like to be involved will be able to do so? |  |
| **Are other organisations involved in this group or partnership?** If so, tell us which partners are involved and how? |  |

**PART 3: ANTICIPATED COMMITMENTS AND BENEFITS**

To help the panel consider the request it is valuable to have a better sense of what we anticipate the YSJUCC will be committing and gaining from entering into the proposed arrangement (e.g. student placements, research opportunities, knowledge exchange). At this stage the YSJUCC is not looking for a complete and comprehensive list, but it would be helpful to understand the ideas proposed. Please use the table below to list the ideas you have discussed/considered on this basis:

|  |  |
| --- | --- |
| **What YSJUCC will offer, provide or do:** | **What the group/partner will offer, provide or do:** |
|  |  |

|  |  |
| --- | --- |
| FOR PARTNERSHIPS/EXTERNAL ORGANISATIONS  **Please specify what type of relationship YSJUCC will be entering in to?** | What resources are being requested:  **Financial** (giving money in return for opportunities – if this is the case please specify the amount):  Proposed cost to YSJU: £  On-off amount / Instalments / Annual  In arrears or in advance  **In kind** (using our expertise/assets to benefit the partner)  Please confirm that the partner has public liability insurance:  **Yes  No**  **Endorsement** (proactively promoting the aims of the partner)  **Yes  No** |

**PART 4: REQUIREMENTS**

Please provide as much detail as possible on the types of activities and sessions that will form part of your proposal for a group or partnership. This will enable us to review the operational requirements associated with your request including space, resources and staffing commitments to ensure that this can be effectively accommodated in the centre.

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| **Type of activity** | **Workshop  Support group  Seminar  1:1 session**  **Drop in  Other  Please describe:** |
| **Is your activity online or face to face?** | **Online  Face to face** |
| **Frequency of activity** |  |
| **Duration of each session** |  |
| **Space requirements** | Type of room/space required:  Layout (including set up):  Maximum capacity:  Minimum capacity (for activity to be viable to run): |
| **Equipment and resources required**  *Please indicate if you require any specific equipment, furniture provision or additional resources* |  |
| **Catering requirements** |  |
| **Cost for participants**  *Please indicate if the activity will be free to attend or if there is a charge associated (outlining any discounts)* |  |
| **Please outline any booking arrangements and restrictions**  *e.g. pre-bookable, invite only, open drop in* |  |
| **Please provide an overview of the staffing requirements**   * *Who will facilitate the event* * *How many staff need to be present at each activity* * *Are the roles voluntary or paid* * *Will there be any guest speakers* * *Do you require additional support staff* * *Are any particular qualifications required* * *What are the skills, qualities, proficiencies or attributes required for staff or volunteers* * *Have people been identified for the roles* * *Please outline how staff or volunteers were recruited* |  |
| **Where there are costs associated with your activity, do you have funding arrangements in place?**  *Please provide details of the source of funding and the amount granted* |  |
| **Estimated annual costs and expenses**  *Please provide an estimation of the annual costs and expenses associated with this group or partnership* |  |

**PART 5: MARKETING AND ADVERTISING**

The YSJUCC will advertise your activity, as appropriate, on the following platforms:

* YSJUCC Website page
* Blog
* Monthly newsletter
* Social media
* Print advertising (on campus and in the centre)

**Please provide an overview of the marketing plan for the activity (e.g. how and where it will be advertised)**

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The YSJUCC logo can be provided for any materials you are developing, upon agreement of your proposal.

Please send a copy of any logo’s, leaflets, and other relevant marketing materials to the Centre Manager, for use on the platforms outlined above.

Please note, the YSJUCC may request that marketing materials be removed if information is inaccurate, or the tone is not in keeping with the Centre ethos and values.

**Completing and submitting this form:**

Thank you for completing this form, which helps protect the integrity and consistency of the University and its staff in decisions of this nature. You can include information in the free-form boxes above that exceeds the space currently allocated. Please send your completed submissions to Nikki Jephson (YSJUCC Manager): [n.jephson@yorksj.ac.uk](mailto:n.jephson@yorksj.ac.uk)

**APPLICATION STATUS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Date** | **Name** | **Signature** |
| **Application submitted to Centre Manager** |  | Person completing the form to sign |  |
| **Application received and sent to strategic group for review** |  |  |  |
| **YSJUCC Leadership Team review application**  **DECISION:**  **Feedback/recommendations:** |  | Director sign off |  |

**OVERVIEW OF FINALISED AGREEEMENT AND ARRANGEMENTS**

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| --- |
| Centre manager to liaise with lead contact on operational arrangements and outline final agreed plans. Please note, the lead contact will be required to produce a risk assessment |

**SIGN OFF:**

You are required to sign the application form in order to confirm that:

* You are authorised to make this application on behalf of your group and have received approval from your line manager
* The information provided is accurate and true (if it is not it may result in the application being delayed or declined)
* You will inform the Centre Manager of any changes to your group and associated arrangements (any changes will need to be discussed and will be subject to further approval)
* You will submit an annual report on the request of the Centre Manager
* You are responsible for ensuring that risk assessments and associate documentation for your group are kept up to date at all times

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Name and position of authorised signatory | Date | Signature |
| York St John University Communities Centre |  |  |  |
| Group/partnership Lead |  |  |  |

**Agreed quarterly and annual review dates: Please ensure these dates are scheduled during sign off.**

**1st Review Date:**

**2nd Review Date:**

**3rd Review Date:**

**Annual Review Date:**

**Privacy Notice**

All personal information gathered and held by York St John University is treated with the care and confidentiality required by the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**Who are we?**

The data controller is York St John University, Lord Mayor’s Walk, York, YO31 7EX. The University’s Data Protection Officer is the PVC Governance and Student Life, York St John University, Lord Mayor’s Walk, York, YO31 7EX, tel: 01904 626844 , email: [gov.compliance@yorksj.ac.uk](mailto:gov.compliance@yorksj.ac.uk).

**What legal basis do we have for processing your personal data?**

By completing and submitting the form, you are giving us your consent to process the personal data provided. The processing of personal data is covered under UK GDPR Article 6 (1)(a) where processing is based on consent and the controller shall be able to demonstrate that the data subject has consented to processing of their personal data. You have the right to withdraw your consent at any time and can do so by emailing the University at [gov.compliance@yorksj.ac.uk](mailto:gov.compliance@yorksj.ac.uk).

**How long do we keep your personal data?**

We will retain your data for the entire period that the group or partnership is active, and for a further 5 years from when it becomes inactive.

**How do we secure your personal data?**

In order to ensure that the safety and security of such data is maintained, we will protect data against accidental loss; prevent unauthorised access to, use of, destruction of or disclosure of the data; ensure business continuity and disaster recovery; restrict access to personal information; conduct Privacy Impact Assessments in accordance with the law and University policies; train staff and contractors on data security; and manage third party risks through use of contracts and security reviews

**What are your rights in relation to your personal data?**

Under the UK GDPR, you have a right to be kept informed as to how we use your data; request a copy of the data we hold about you via a Subject Access Request; update, amend or rectify the data we hold about you; change your communication preferences; ask us to remove your data from our records; object to or restrict the processing of your information; and raise a concern or complaint about the way in which your information is being used.

**Any questions or concerns?**

If you have any questions or concerns about the way we are collecting and using your personal data we request that you contact us at York St John University, Lord Mayor’s Walk, York, YO31 7EX, email: [gov.compliance@yorksj.ac.uk](mailto:gov.compliance@yorksj.ac.uk), tel: 01904 624624. You also have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. Details can be found at: [www.ico.org.uk](http://www.ico.org.uk/).