

**BID FOR FUNDING FROM AREA COMMITTEES  
PRO FORMA**

**1. Project title:** .....Views software renewal

**2. Bid submitted by:** .....David Cockburn-Price, Trustee & Treasurer

**3. On behalf of (please include contact details):** ..... Colne Youth Action Group ("CYAG")

**4(a). Does your organisation have a constitution?.....** Yes, we are a CIO, sent previously

**(b). Does it have a board of governors/directors or a committee that oversees its work?.....** Board of Trustees

**(c). Does your organisation have its own bank account?.....** Yes

**(d). How many signatures are required to authorise a payment from your bank account? .....** Two

**5. Is your organisation VAT-registered?\*** .....Yes

**6. Amount requested:** ..... £3,510.00, see attached quote

**7. Total amount of project:** .....£3,510.00

**8. Is there match funding for the project from elsewhere? .....** Yes  
**If so, please give details:** ..... Matched funding comes from the volunteering time of CYAG's Staff & Volunteers in organising and supporting the activities and recording info.

**9. Brief details of project:** .....Extending the existing database licence initially funded by Colne Area (thank you!).

**10. Main outcomes to be achieved:**.....  
Using the Views system we are able to maintain highly secure records, in particular recording safeguarding concerns, in a professional yet accessible way. This enables us to share with statutory partners when necessary to ensure that as complete a picture of a child or young person's experiences and behaviours can be understood.

Monitoring our activities through diligent use of the Views database to record attendances, activities, feedback and other events means that we are able to flex our resources to focus on what young people are engaging the most with. We can also differentiate and understand where activities may be more or less appealing to young people from a specific demographic with a protected characteristic enabling us to ensure that we meet the diverse needs and aspirations of the young people we work with.

**11. When will the project be implemented?..** As soon as funds allocated to secure the deal  
**Expected Completion Date:** ..... Can be ordered and paid immediately

**12. Who will undertake the project works? .....** Substance, the software developer

**13. Are there long-term revenue consequences and how will these be funded?**  
No. Software renewal will be addressed again in 3 years' time.

***\*Please note that grants inclusive of VAT will only be awarded where the organisation is not VAT-registered and is unable to reclaim VAT***

Quote received:

**From:** [REDACTED]  
**Sent:** 23 February 2026 10:30  
**To:** [REDACTED]  
**Subject:** RE: Renewal quote

Hi [REDACTED]

Your next renewal is due on the 1st June 2026. The standard rate you would pay without fixing would be £1,300 ex vat.

We can offer a 10% discount on your annual license rate for a 3-year term, which would be £1,170 ex VAT per year. A **total of £3,510 ex VAT**.

Please note that a 3-year contract is the longest term for which we can currently offer this fixed rate.

Kind Regards

[REDACTED]  
[REDACTED]  
[REDACTED]