



GHANA UNION MIDLANDS

YOUTH LEADERSHIP PROJECT

Building the Capacity of our Future Leaders

End of Project Report 2017

Project Reference No: 10283325



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Vice President
For and on behalf of GUM
21st July, 2017

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Administrative Information

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Charity Reg. No: 1160692

Profile of the Re- Constituted Ghana Union Midlands

Ghana Union Midlands [GUM] is the regional umbrella body for the various Ghanaian unions, associations and other groups operating in the Midlands region. GUM membership comprise of Ghanaian groups operating in Birmingham, Wolverhampton, Telford, Walsall, Dudley, Coventry, Rugby, Northampton, Leicester, Nottingham and Derby. These groups are classified as affiliated members. Membership of GUM is also open to non- Ghanaian groups in the Midlands region wishing to join and be part of the umbrella body. Such groups are classified as associate members.

Since the formation of Ghana Union Midlands in 2010, the organisation has gone through developmental & structural changes, and growth. Ghana Union Birmingham, a community based local group, led the formation of GUM and for a while was acting as the regional umbrella body. Therefore, it is no surprise that in the Ghanaian community, the term GUM is used synonymously with the Birmingham union, and people find it confusing. As a result of this, it became necessary for us to clarify the status of the two entities.

Building a general consensus is a time consuming and difficult process in the formation of any community group with diverse interests and aims. Since 2012, the journey for GUM to become the regional umbrella body for Ghanaian groups in the Midlands region has been a difficult and tortuous task. The journey was marked by a process of ironing out differences amongst the various interest groups through hard negotiations and agreement.

Eventually, on the 31st January 2015, we finally achieved our main goal of forming a regional umbrella body for Ghanaian groups in the Midlands region. An overwhelming majority of the founding members of the regional umbrella body finally agreed and appended their signatures to a constitution. This legal document binds all the locals groups in the Midlands region who have become members of the regional umbrella body. Following the adoption of the constitution, the umbrella body was later registered in April 2015 as a UK charity with the Charity Commission. The current trustees of GUM consist of the representatives of the local groups in the Midlands region forming the regional umbrella body.

Consequently the two bodies have now become separate legal entities with its own constitution and administrative structures. Ghana Union Birmingham has adopted a new name and is now referred to as Ghana Union Greater Birmingham [GUGB]. This local union will serve the interests of and provide welfare support to the Ghanaian community in Birmingham and its environs. Ghana Union Midlands [GUM] on the other hand, has become the sole regional umbrella body that is the mouthpiece and represents the various Ghanaian groups in the Midlands region at regional level. GUM will liaise with Local Authorities and other statutory agencies in dealing with matters that affect the Ghanaian community in the Midlands region.

GUM now serving as the regional umbrella body for Ghanaian groups in the Midlands region operates as a 'hub and spokes' network body. This 'hub and spokes' model allows each group within the umbrella body to retain its autonomy and identity in managing its affairs at local level. Working in collaboration in a co-ordinated way provides us with a unified voice for all the Ghanaian groups than any single group could do working alone.

I.0 Executive Summary

Generally, youth leadership development has been elaborated upon as a process that prepares a young person to meet the challenges of adolescence and adulthood to achieve his or her full potential. The GUM youth leadership project provided opportunities for young people to enhance their interests and abilities to gain skills and knowledge necessary to lead civic engagement and organising community activities as future leaders. The GUM Youth Leadership Project was funded by the National Lottery (Awards for All) to build the capacity of our future leaders. This report provides an account of how the funding received was used to deliver the project activities.

The project aims are to:

- inspire lifelong learning, and prepare young people for the future to achieve immediate and lasting changes in their lives
- bridge the gap of leadership and entrepreneurship skills by developing and transforming the minds of young people for positive change
- prepare young people to be effective leaders within both mainstream society and their respective ethnic groups.

Following the approval of the funding for the project, GUM set out its plan to implement the project activities accordingly. Throughout this journey, elaborate preparations were put together to kick-start the project. The project was delivered on behalf of GUM by Ghana Union Greater Birmingham [GUGB] at the Norman Power Centre in Birmingham, and also by Ghana Union Wolverhampton [GUW] at the Old Dudley School Community Centre in Wolverhampton.

The training was structured and delivered in three phases. The first phase was from September – December 2016, the second phase was from January – March 2017, and the final phase from April – June 2017. In total, 35 students comprising 20 youth from GUGB, and 15 youth from GUW participated in the training activities over a nine months period.

The activities delivered included

1. Interactive Sessions:
2. Education & Learning
3. Connecting
4. Communication & Presentation
5. Educational Visits
6. Leadership training

The grant has helped us to make impacts to people who were involved in the project, and also the wider community in general. The impact on the project beneficiaries are described below as:

- ✓ The project has increased the learning of young people to work harder towards achieving their career goals and ambition, and has given them the opportunity to self-discovery and sharpened their focus on education equity and leadership building.
- ✓ The project has increased confidence and improved academic performance of young people, and also there is change in attitude both at school and home. Parents reported noticeable change in life style and behaviour of the project participants.
- ✓ The project has enhanced young people knowledge with information on career development, and have increased their aspiration and self-direction and sense of purpose to work towards achieving the goals.
- ✓ The project has contributed immensely in building and increasing the confidence of young people, and also motivated them to aim higher in their career development.
- ✓ The project has improved the communication skills of young people and they are more confident to assert themselves and able to speak in public effectively to express their thoughts and feelings to put their views across to a large audience.
- ✓ Young people have been empowered to be self-confident and assertive, which are one of the essential requirements of a leader.

The parents of the young people who participated in the project activities are the people in the community. The benefits and impact that the project has made on the community generally are briefly described as:

- Parents reported increased assertiveness, confidence and motivation in their children. This has resulted in improved behavioural changes and young people have developed positive attitude and life style at home.
- Parents also reported that the project activities have contributed immensely in improving social skills and the academic performance of their children at school, as well as changing the lives and attitude of young people in the community.

2.0 Introduction

This report is intended to provide an account on how the funding received from the National Lottery Fund (Awards for All) for our Youth Leadership Project was used to deliver the project activities. In July 2016, Ghana Union Midlands [GUM], the regional umbrella body for Ghanaian groups in the Midlands region, successfully applied to the National Lottery (Awards for All) for a grant to fund our youth leadership project to build the capacity of young people as the future leaders. GUM was contracted by 'Awards for All' to deliver the project to benefit 30 young people.

GUM assigned the delivery of the training to two delivery partners acting as sub- contractors, namely Ghana Union Greater Birmingham {GUGB}, and Ghana Union Wolverhampton {GUW}. The two unions who delivered the training successfully on behalf of GUM are affiliated members of the umbrella body (GUM). The delivery of the training took place at the Norman

Power Centre in Birmingham, and also at the Old School Community Centre in Wolverhampton respectively.

3.0 Aims of the Project

The project aims are as follows:

- To inspire lifelong learning, and prepare young people for the future to achieve immediate and lasting changes in their lives
- To bridge the gap of leadership and entrepreneurship skills by developing and transforming the minds of young people for positive change
- To prepare young people to be effective leaders within both mainstream society and their respective ethnic groups.

4.0 Delivery Partners

The delivery of training was sub contracted to Ghana Union Greater Birmingham [GUGB], and Ghana Union Wolverhampton [GUW] to provide the training on behalf Ghana Union Midlands [GUM]. However, GUM remained the contract holder and accountable body for the grants with Awards for All (National Lottery). In order to avoid any misunderstanding and also for clarity in the delivery of the training, contracts were signed between GUM and the two unions i.e. GUGB and GUW respectively. Please see appendix 2 for a copy of the service level agreement for the delivery of the project.

5.0 Administrative Systems

Administrative systems and procedures were put together to help us administer and monitor the project successfully. The delivery partners were asked to adopt the forms developed by GUM for the project to submit their monthly returns to us. As a result, the following forms were designed to assist with the record keeping.

- a. Participants Enrolment Form:** This form was used to register the young people from the two locations who took part in the project. Every participant on the project was required to complete this form before they can participate in the project activities. Please see appendix 3
- b. Participants Attendance Register:** Participants were required to sign an attendance register to indicate the time they attended a training session, and also the time that they finish the training session and left the premises. This form also served as an additional purpose, which was to help us to account for every participant in the buildings in case of fire or emergency etc. Please see appendix 4

6.0 Financial Control Systems

It is the view of the GUM Trustees that as our organisation is in receipt of public funds, it is their collective responsibility to ensure that adequate internal financial controls systems are in place to successfully account for the grants received. Critical to the implementation of these financial controls is the appropriate level of segregation of the organisation's (GUM) own funds from the

projects funds (grant) received. We ensured that the grants expended on the project had an audit trail, and the necessary documentation to support the payments. With the exception of participants travel expenses which was paid by cash, all other expenses were paid by cheque which provided an audit trail to trace the expenditure and payment.

We set in motion to develop these forms to help us account for the grants received for the project. The forms which were designed to implement our internal financial controls systems are:

- a) **Participants Travel Expenses Form.** All the participants were required to sign for the travel expenses paid to them at each training session during the entire project period. This was the evidence that the travel cost had been paid to and received by the project participants.
- b) **Reimbursement of Expenditure & Authorisation Form:** This form was used to record payments made to recipients. The form had to be signed by the recipients of the money, and also counter signed by two senior management members of GUM for approval and authorisation.

7.0 Delivery Plan

A project delivery plan was put together and this document was designed to guide the management for control and monitoring of the project activities. It also served as a guide to the trainers/facilitators to help them execute the project activities successfully. The components of the plan essentially were a work product from subtasks that were set to be accomplished during the delivery of the project.

8.0 Training Venues

The training was delivered at two locations in Birmingham and Wolverhampton respectively. GUGB delivered their training at the Norman Power Centre at 14 Skipton Road, Birmingham B16 8JJ. The training took place every Saturday morning from **10:45am- 1pm** during the entire project period. GUW delivered their training at the Old School Community & Social Enterprise Hub at 73 Dudley Road, Wolverhampton WV2 3BY. The training took place every Saturday afternoon from **1:45-4pm** during the entire project period.

9.0 Training Cycles/ Phases

The training sessions were conducted quarterly and in three phases. The first phase was from September – December 2016. The second phase was from January – March 2017. The last and final phase was from April – June 2017.

10.0 The Project Activities

During the course of the project, participants undertook training in five key areas as described below.

- I. **Interactive Sessions:** This activity helped participants to share their personal stories, experiences and uniqueness about their identities with colleagues and to get to know each other. This type of activity included educational visit to London, which helped participants to familiarise themselves with work and business environment.

2. **Education & Learning:** This type of activity included homework support to help improve both academic competencies and social skills of participants to help them explore and apply the knowledge gained to improve their situation.
3. **Connecting:** This activity used mentors to help young people to examine their behaviour awareness and build their confidence, attitude and social skills so that participants feel a part of and connected to their community. This activity also included motivational talks to boost the confidence of the project participants
4. **Communication:** This activity focussed on oral communication to help young people put their views across in a coherent manner. This was achieved through group discussions, presentations and debates to help improve their communication skills as well as improving their confidence.
5. **Leadership Training:** This activity focussed on building leadership skills, assertiveness and confidence of the beneficiaries.

The training was designed to increase the self-confidence and abilities of young people to deal with significant challenges and life changes in their lives. The activities ensured that participants followed a cohesive pathway leading to achieving their career goals.



Training in Birmingham
in Progress



Training in Wolverhampton
in progress

10.1 Educational Visit



On Friday 21st October 2016 and during the school half term holiday, we took 35 participants on the project from the two locations i.e. Birmingham and Wolverhampton on educational trip to London. The participants were accompanied by three trustees from GUM, and also two parents each from Birmingham and Wolverhampton to supervise the youngsters. We were hosted in London by the Ghana High Commission where the youngsters had an insight to diplomatic mission and how it works. The High Commissioner ensured that all the divisional heads of the

Mission were around to brief the youngsters about the work of their respective divisions. The briefing session was followed by a 'Questions and Answers' session. Lunch was also provided by the Mission and this gave the youngsters the opportunity to interact with the diplomatic staff. We rounded the trip to London by visiting popular spots including Houses of Parliament, Buckingham Palace and the famous Oxford street. The trip to London was the first time that some of the project participants had visited London.

11.0 Number of Participants Enrolled onto the Project

The response from our members in both Birmingham and Wolverhampton was overwhelming, all wanting their children to benefit from the project activities. We were daunted with parents competing and applying for places on the project for their children. This posed a challenge for GUM in the selection and allocation of places for the young people to enrol and participate in the project activities. We eventually used age as a criterion in the selection process, and also gave priority to students preparing for GCSE examinations.

GUM was contracted by 'Awards for All' to deliver training to 30 young people, but because of the high demand for places on the project, 35 students were successfully enrolled and participated in the project activities. The students comprise of two groups from GUGB, and GUW located in Birmingham and Wolverhampton respectively.

Students from Ghana Union Greater Birmingham [GUGB] and comprising:

Male	8
Female	12
Total	20

Students from Ghana Union Wolverhampton [GUW] and comprising:

Male	9
Female	12
Total	15

Overall number of students on the project and comprising:

Male	14
Female	21
Total	35

12.0 Attendance at Training Sessions

Both GUGB and GUW recorded a high participation rate of students attending the training sessions. The average attendance rate was 88.5% {i.e. 18 students from GUGB, and 13 students from GUW} at each session during the entire training period.

13.0 Evaluation of Project

Evaluation of the project was conducted at the end of each training phase/cycle in the different locations in Birmingham and Wolverhampton to assess whether the project has fulfilled its aims and objectives. We assessed whether the activities at each phase was completed on time and within the allocated budget. We also assessed whether there was sufficient funds to fully complete the rest of the activities in the subsequent training phases/cycles.

Parents of the students were also asked to tell us whether there had been any significant changes in their children in respect to learning and attitude to life in general. The evaluation enabled us to reflect upon what happened at each training cycle during the implementation stage and the lessons learnt. This helped us to improve on the subsequent phases.

The evaluations were conducted by means of interviewing every participant on the project to assess their level of satisfaction, and the impact the project activities has had in their lives. Participants were also observed during the training days to assess what they do and how they responded to the training and relate to each other, what they say, and how they interact with the group facilitators/ trainers. The information gathered helped us to address any pitfalls that were highlighted to improve the delivery of the project.

The final evaluation of the project was conducted on 24th June 2017 and the evaluator asked the project administrators, trainers and parents the following questions in respect to the project objectives.

- To what extent has the project achieved key outcome and output targets set?
- What factors contributed to this level of performance?
- Did the project cause particular change in the lives of the youth and whether it was academic/ education or social conditions?
- How significant was this change and how did it happen?
- To what extent were project results efficiently delivered in regard to the implementation strategies, the use of resources, funds, and time?
- Could the same activities have been implemented in a more efficient way?
- How cost-effective was the project?
- Could the same results have been achieved with fewer resources?

13.1 Strengths and Weaknesses of the Project

The evaluation also assessed the strengths and weaknesses of the overall project activities, and observed the changes that emerged as a result of the project in developing the capacity of the project participants to become future leaders. The evaluation attempted to look at the level of awareness of participants in their choice of careers for the future. The perception, cultural and environmental barriers were quite evident in the choices of career options for most of the project participants.

The strengths and weaknesses of the project are summarised and listed in the table

Below

STRENGTHS	WEAKNESSES
Opportunity for youth to develop leadership skills	Very limited access to role model leaders at home or social and cultural places of interest to the youth
Enhanced knowledge and increased confidence of participants in choosing their career paths and choices	Very limited opportunity to explore and engage youth with placement opportunities to widen their exposure career options and choices
The youths freely discussed and shared their views and aspiration with peer groups of career development and what jobs they would like to do in the future	Differences in age and life experiences of youth meant wide variations in aspirations and life choices, thus posing challenges in managing expectations
Project has helped to improve relationships between parents and their children. Parents and children reported that there was less conflict and tension at home with regards to homework support	Limited scope to fully engage with parents and to guide them on how to support children at home. Most parents have had completely different upbringing abroad and some parents were not too familiar with the system in the UK
The project has helped youth to improve self-confidence and ability to communicate efficiently in public	Very limited opportunity to explore and engage youth on drama and elocution activities
The project has enabled youth to improve on their social skills and networking	

14.0 What the grant has achieved

The feedback from the evaluation are succinctly summarised below:

14.1 Benefits to Participants

- The project has increased the learning of young people to work harder towards achieving their career goals and ambition, and has given them the opportunity to self-discovery and sharpened their focus on education equity and leadership building.
- The project has increased confidence and improved academic performance of young people, and also there is change in attitude both at school and home. Parents reported noticeable change in life style and behaviour of the project participants.
- The project has enhanced young people knowledge with information on career development, and have increased their aspiration and self-direction and sense of purpose to work towards achieving the goals.
- The project has contributed immensely in building and increasing the confidence of young people, and also motivated them to aim higher in their career development.
- The project has improved the communication skills of young people and they are more confident to assert themselves and able to speak in public effectively to express their thoughts and feelings to put their views across to a large audience.

- Young people have been empowered to be self-confident and assertive, which are one of the essential requirements of a leader.

14.2 Benefits to the Community

The parents of the young people who participated in the project activities are the people in the community. The benefit of the project to the community was measured in line with the training that was given to the young people, and also the community understanding of the project objectives. In view of this, all the parents of the young people described the project main objective as developing the leadership capacity of young people to become future leaders.

Parents reported the benefits and impact of the project as follows:

- Greater awareness and the positive impact the project has had on their children and the community in general.
- The project has motivated and build the confidence of their children and helping them in their career development
- The project has contributed much in changing the lives and attitude of young people in the community.
- The project activities have contributed immensely in improving the academic performance of their children at school

15.0 How the grant has been spent

A grant of £10,000 was paid to GUM to deliver the project. The table below provides an account of how the funding received was used to deliver the project activities.

Project Expenditure	Budgeted Project Expenditure	Actual Project Expenditure Spent	Under spend/ (Overspend) (variations)
Items	£	£	£
Facilitators/ Trainers	3,600	2960.00	640.00
Training Aids & Materials	600	554.76	45
Educational Visit	300	350.00	- 50.00
Hire of Venue	1,080	1,899.00	-819.00
Participants Travel	2,808	2,226.00	582.00
Participants Refreshment	382	698.00	-316.00
Printing & Publicity	180	213.00	-33.00
Management Expenses	1,050	1,099.24	-48.24
TOTAL	10,000	10,000	0

Notes

- Please see attached on appendix I for analysis and breakdown of expenditure.
- Bank Statements available on request

The expenditure shown in the project application was based on forecast of anticipated cost, and not the actual cost. Therefore, the actual spend on the project expenditure is different from the estimates made in the project application; hence the variation in the actual spend. This is because the actual spend of the project expenditure are variable and not fixed costs. These costs varied with the level of the project activities. For instance, the additional training activities resulted in us incurring extra cost for room hire, and this has helped us to achieve our project outcomes. Throughout the project duration, we constantly monitored our actual spend against the project budget, and re-profiled our expenditure when it became necessary. This ensured that we were operating within the grant that was approved for the project

16.0 Conclusion

A key goal of education is to make sure that young people have a chance to excel both in school and in adult life. Increasingly, children's success in school determines their success as adults, and also determine whether they go to college or university, and what profession or job they do when they enter the job market in their adult life. It is in recognition of this statement that this project has been put together for young people from deprived homes and disadvantaged backgrounds to help with their education and career choices for adult life.

This project has presented an opportunity for Ghana Union Midlands to engage with the youth on the youth development and leadership agenda. GUM will continue to develop and contribute to the development and progress of the youth, particularly from ethnic minority backgrounds and to assess how this agenda is progressing, and what the future holds for the youth. In this respect, we believe that GUM has a vital role to play.

We plan to work with different communities and people considered as having 'protected characteristics' under the Equality Act 2010. Therefore, listening to and understanding the youth in our communities will form an essential part of our work in the area of youth, leadership and community development. We will help Local Authorities and other relevant bodies to solve the educational and leadership aspirations of the youth and provide mitigating responses to resolve arising problems.

Building the capacity of the youth, particularly from ethnic minority backgrounds continues unabated. We believe that our future lies in the development of the youth. Young people across the world have already shown what happens when development is put in their hands. It reels off examples such as the youth-led humanitarian responses in Sierra Leone and Nepal, through to youth-accountability projects in Uganda. Young people are taking action and it's already proving the case for them to take a lead role in development. A Secretary of State once said

"I believe in the power of young people to be a force for good in the world. I see this all the time; in my constituency in Putney, in communities across the UK and around the world - young people are stepping up to really make a difference. That's why last year I committed that the Department for International Development would change the way that we do things, by putting young people at the heart of our development approach." - JUSTINE GREENING

In conclusion, GUM stands ready to support the Government in its quest to put young people at the heart of development. We are solidly behind the GOVERNMENT'S NEW YOUTH AGENDA: 'A LANDMARK MOMENT' and would welcome any opportunity to further implement it.

APPENDICES

Appendix I: Breakdown of Project Expenditure

GHANA UNION MIDLANDS
 PROJECT NAME: BUILDING THE CAPACITY OF OUR FUTURE LEADERS
 PROJECT ID: I0283325
 ANALYSIS OF PROJECT EXPENDITURE
 RE: NATWEST A/C NO: 78403529

Date	Details	Cheque No	Amount	Facilitators Fees	Training Materials	Educational Visit	Hire of Venue	Participants Travel Exp	Participants Refreshments	Printing & Publicity	Management Expenses	Running Total
			£	£	£	£	£	£	£	£	£	£
9/4/2016	Birmingham City Council - Room Hire	000 654	35.00				35.00					35.00
9/16/2016	Cash withdrawal - Project Participants Travel	000 658	50.00		-			50.00	-			50.00
9/17/2016	Anna Kariku - Facilitator fees	000 659	40.00	40.00	-							40.00
9/17/2016	Birmingham City Council - Room Hire	000 660	103.00		-		60.00		43.00			103.00
9/22/2016	Ghana Union Wolverhampton	000 661	1,259.00	440.00	250.00		165.00	114.00	60.00	30.00	200.00	1,259.00
9/23/2016	Cash withdrawal - Project Participants Travel	000 662	50.00		-			50.00				50.00
10/7/2016	Cash withdrawal - Project	000 663	50.00		-			50.00				50.00
10/8/2016	Quaye Botchway- Refund Participants Travel & Mang Exp	000 664	100.00		-			50.00			50.00	100.00
10/8/2016	Birmingham City Council	000 665	210.00		-		150.00		60.00			210.00
10/8/2016	K.A. Ofei - Management expenses & training materials	000 666	88.30		38.30						50.00	88.30
10/8/2016	K.A. Ofei - Refund of training materials	000 667	63.00		63.00							
10/10/2016	C.E. Mills Services - Coach hire for youth trip to London	000 668	350.00		-	350.00						350.00
10/14/2016	Cash withdrawal - Project Participants Travel & materials	000 669	174.30		24.30			150.00				174.30

10/15/2016	MS Sherrelle Russell	000 670	200.00	200.00	-							200.00
10/22/2016	George Asiedu	000 671	120.00	120.00	-							120.00
10/22/2016	Nathaniel Aryee	000 672	160.00	160.00	-		-					160.00
10/22/2016	Birmingham City Council	000 674	126.50				126.50					126.50
11/2/2016	Cash withdrawal	000 675	200.00					200.00				200.00
11/3/2016	Emmanuel Donkor (Project Management expenses)	000 676	50.00								50.00	50.00
11/19/2016	Birmingham City Council	000 677	120.00				120.00	-				120.00
11/19/2016	Sherrelle Russell (Project Facilitators Expenses)	000 678	120.00	120.00								120.00
11/19/2016	Nataniel Aryee (Project facilitators expenses]	000 679	80.00	80.00								80.00
1/6/2017	Cash withdrawal[4 weeks Participants Travel & Refreshments	000 690	245.00					200.00	45.00			245.00
1/22/2017	Ghana Union Wolverhampton	000 692	1,366.66	440.00	49.16		165.00	412.50	70.00	30.00	200.00	1,366.66
2/2/2017	Cash withdrawal[4 weeks Participants Travel & Refreshments	000 694	240.00					200.00	40.00			240.00
2/2/2017	Nataniel Aryee (Project facilitators expenses]	000 695	160.00	160.00								160.00
2/2/2017	Sherrelle Russell (Project Facilitators Expenses)	000 696	120.00	120.00								120.00
2/2/2017	Birmingham City Council [Jan &Feb rent]	000 697	270.00				270.00					270.00
2/2/2017	Cash withdrawal [4 weeks Participants Travel & Refreshments	000 701	255.00					200.00	40.00	15.00		255.00
3/25/2017	Sherrelle Russell (Project Facilitators Expenses)	000 702	80.00	80.00								80.00
3/25/2017	NatanielAryee (Project facilitators expenses]	000 703	80.00	80.00								80.00
3/25/2017	Rusell Printers	000 705	41.00								41.00	41.00
4/6/2017	Cash withdrawal [4 weeks Participants Travel & Refreshments	000 711	260.00					200.00	40.00	20.00		260.00

4/29/2017	Sherrelle Russell (Project Facilitators Expenses)	000 712	120.00	120.00								120.00
4/29/2017	Nataniel Aryee (Project facilitators expenses]	000 713	40.00	40.00								40.00
5/4/2017	Nataniel Aryee (Project facilitators expenses]	000 714	80.00	80.00								80.00
5/4/2017	Cash withdrawal [4 weeks Participants Travel & Refreshments	000 715	240.00						200.00	40.00		240.00
5/4/2017	Ghana Union Wolverhampton	000 716	949.50	400.00	130.00		180.00	149.50	60.00	30.00		949.50
5/17/2017	Birmingham City Council [March & April rent]	000 717	300.00				300.00					300.00
5/17/2017	NatanielAryee (Project facilitators expenses]	000 718	80.00	80.00								80.00
5/17/2017	Sherrelle Russell (Project Facilitators Expenses)	000 719	40.00	40.00								40.00
5/17/2017	Sherrelle Russell (Project Facilitators Expenses)	000 720	80.00	80.00								80.00
5/17/2017	Nataniel Aryee (Project facilitators expenses]	000 722	80.00	80.00								80.00
6/2/2017	Cash withdrawal [4 weeks Participants Travel & Refreshments	000 723	240.00					200.00	40.00			
6/24/2017	Birmingham City Council [May]	000 725	127.50				127.50					127.50
6/24/2017	Selassie Tsekpo	000 726	69.99								69.99	69.99
6/26/2017	K.A. Ofei	000 728	47.00							7.00	40.00	47.00
6/26/2017	Quaye Botchway	000 729	40.00								40.00	40.00
6/30/2017	Birmingham City Council [June]	000 730	200.00				200.00					200.00
	Ghana Union Midlands [GUM]		399.25								399.25	399.25
	TOTALS		10,000.00	2,960.00	554.76	350.00	1,899.00	2,226.00	698.00	213.00	1,099.24	10,000.00

Appendix 2 Service Level Agreement

SERVICE LEVEL AGREEMENT FOR THE DELIVERY OF THE GUM YOUTH LEADERSHIP PROGRAMME

BETWEEN

GHANA UNION MIDLANDS [GUM]

AND

GHANA UNION WOLVERHAMPTON [GUW]

1.0 Purpose

The purpose of this service level agreement is to document the service delivery arrangements between Ghana Union Midlands, the Lead Service Provider and Ghana Union Wolverhampton, the sub-contractor. The Ghana Union Wolverhampton acting as a sub- contractor shall deliver the services set forth in this document on behalf of Ghana Union Midlands. Ghana Union Midlands shall pay for the services covered by this Agreement in accordance with billing and payment terms that have been agreed upon by the Ghana Union Wolverhampton, the sub-contractor.

2.0 Recital

Ghana Union Midlands has developed a Youth Leadership Training Programme and has successfully obtained funding from the National Lottery Fund ('Awards for All') to implement the activities to achieve the project goals and objectives.

3.0 Parties

- i. This service level agreement is between Ghana Union Midlands, hereinafter referred to as GUM, and acting at the Lead Service Provider, and the Ghana Union Wolverhampton, hereinafter referred to as GUW, and acting as the Sub Contractor.
- ii. Subject to the terms and conditions of this Agreement, GUM hereby engages GUW as an independent sub- contractor to perform the services set forth herein, and GUW hereby accepts such engagement.
- iii. It is agreed that GUW as a sub-contractor shall act as an agent for GUM, the Lead Service Provider in respect of the grant received from the National Lottery Fund (Awards for All) to deliver the GUM Youth Leadership Project. The project activities that have been assigned to the GUW, the sub- contractor, and the work that it undertakes to deliver the project, and also the project participants, shall remain and deemed to be that of GUM, the Lead Service Provider.

4.0 Commencement and Duration of agreement

- 1) This service level agreement is effective as of the date of signing this document. The parties by mutual consent shall review at least quarterly to determine if any modifications or amendments are needed to this agreement.

- 2) Unless terminated earlier in accordance with the express provisions under clause 5 of this agreement, the duration of this agreement shall be nine months ending 30th June 2017.
- 3) This Agreement remains valid until superseded by a revised agreement mutually endorsed by the stakeholders.

5.0 Termination

- a. This agreement may be terminated by either party giving at least 2 weeks' notice in writing to the other party.
- b. In the event of any breach of this agreement by either party, the aggrieved party may serve a notice on the party in breach requiring the breach to be remedied within a period specified in the notice which shall be reasonable in all the circumstances.
- c. If the breach has not been remedied by the expiry of the specified period, the party not in breach may terminate this agreement with immediate effect by notice in writing.

6.0 Project Aims

The project aims are:

- To inspire lifelong learning, and prepare young people for the future to achieve immediate and lasting changes in their lives.
- To bridge the gap of leadership and entrepreneurship skills by developing and transforming the minds of young people for positive change.
- To prepare young people to be effective leaders within both mainstream society and their respective ethnic groups.

7.0 The Project Activities

The project activities are designed to increase the self-confidence and abilities of young people to deal with significant challenges and life changes in their lives.

The services to be provided by GUW, the sub-contractor are described below. GUW shall engage young people on the project to undertake the following activities to build their capacity for future leadership.

- **Interactive Sessions:** This activity will help participants to share their personal stories, experiences and uniqueness about their identities with colleagues and get to know each other. This type of activity will include educational visits to help participants familiarise themselves with work and business environment.
- **Education & Learning:** This type of activity includes homework support to improve both academic competencies and social skills of participants to help them explore and apply the knowledge gained to improve their situation.
- **Connecting:** This activity will use mentors to help young people to examine their behaviour awareness and build their confidence, attitude and social skills so that participants feel a part of and connected to their community.
- **Communication:** This activity will focus on oral communication to help young people put their views across in a coherent manner. This will be achieved through group discussions and debates to help improve their communication skills as well as improving their confidence. This activity will also include motivational talks to boost the confidence of the project participants.
- **Leadership Training:** This activity focussed on building leadership skills, assertiveness and confidence of the beneficiaries

The activities described above will ensure that participants are following a cohesive pathway leading to achieving their career goals.

G UW shall be required to use suitably qualified personnel to deliver the project activities.

8.0 Project training times

Training sessions shall be held on Saturdays of each month at least a minimum of two sessions in each month. The training times and venue shall be determined by G UW.

9.0 Project Participants & Records

G UW shall be required to recruit and enrol 15 young people onto the project, and shall ensure that every participant engaged completes the participants' enrolment form. Also, G UW shall be required to keep an attendance register which must be signed by all participants engaged on the project. Copies of the participants' enrolment form and attendance register are in appendix 1 & 2 respectively in this document.

10.0 Travel & Refreshments

G UW shall ensure that all participants attending the project are paid £2.50 to each participant per training session towards their travel cost. This amount is the subsidy that G UM is paying to G UW towards each participant travel cost. G UW should also provide them with adequate refreshments during breaks at the training sessions.

11.0 Payment schedules

- a. G UM shall pay G UW for services performed in accordance with this agreement and in accordance to the payment rates schedule agreed and detailed in appendix 3 of this document.
- b. G UW is expected to provide expenditure profiles for 11 weeks from 17th September – 26th November 2016, which are the estimated cost of delivering the first phase of the project, and also present an invoice to make a claim for payment. Upon receipt of the expenditure profiles and invoice, G UM will make an advance payment to G UW to cover the 11 weeks operating cost of delivering the first phase of the project. Thereafter, G UW must again supply G UM with 13-week expenditure profiles covering the period 7th January to 25th March 2017, and also an invoice to make a claim for payment. Another expenditure profiles together with an invoice must be supplied to G UM for 12 weeks covering the period 1st April to 24th June 2017, which is the last phase of the project.
- c. The payment rates for calculating the project expenditure and profiles are shown in appendix 3 of this document.
- d. G UW is required to supply G UM with receipts & invoices as evidence to substantiate the expenditure incurred and money spent in order for G UM to fully account to the National Lottery Fund (Awards for All) for the grant spent on the project. This is a requirement and condition of G UM's contract with the National Lottery Fund.
- e. Where G UW enters into a special arrangement with a person or supplier for the purpose of performing its obligations under this agreement, G UW shall be responsible for the payment of the fees or services of the person or supplier.

12.0 Clawback Penalties

G UM at its discretion shall apply the clawback provision under this agreement, and G UW shall suffer penalties for failing to meet certain provisions under this agreement, for example, where G UW has been unable to meet the recruitment targets of participants and or for non-delivery of the training sessions as

agreed. Clawback penalties shall be deducted by GUM from future payments made to GUM or seek a refund from GUM for non- delivery of the project activities.

13.0 GUM's Obligations

GUM shall comply with the payment provisions of Schedule II provided that GUM has supplied full and accurate information and documentation as required by Schedule II to be submitted by the sub-contractor for work done or to be completed.

14.0 Service Review / Outcomes:

The service commissioned will be reviewed at an agreed timescale to ensure outcomes are being met. At this review date, GUM will contact the sub- contractor either by means of email/ phone or meet GUM officials and discuss this review with them. The reviews will provide recommendations with regards to any future intervention.

15.0 Statement of Work

GUM agrees to provide regular reports to GUM giving details of the work undertaken and accomplished under clauses 7 & 8 of this agreement. The reports shall be in three phases as outlined below.

Phase I Report shall cover the period 17th September – 26th November 2016. This report should be submitted to GUM latest 14th December 2016.

Phase 2 Report shall cover the period 7th January – 25th March 2017. This report should be submitted to GUM latest 14th April 2017.

Phase 3 Report shall cover the period 1st April 17th - 24th June 2017. This report should be submitted to GUM latest 14th July 2017.

16.0 Confidentiality

All personal data and any information collected on or conveyed by the project participants that relates to the project affairs shall be considered to be confidential and must comply with the Data Protection requirements.

17.0 Conflict Resolution

- a. In the event of a service outage where the responsibility is unclear, priority should be given to restoring service rather than determining responsibility.
- b. In the event of a dispute, the burden of proof will be upon any party who is delinquent in respect of monitoring or reporting obligations covering the incident.
- c. Where a result in failure to restore service within the allotted time, GUM might reserve the right to bring in external experts, for example, NCVO in Birmingham or Wolverhampton to resolve the problem.

17.0 Declaration

This agreement was signed on the ... September by the officers of GUM and GUM on behalf of their respective organisations

.....
Dr Quaye Botchway
President of GUM
Witness by

.....
Mr. Selassie Tsekpo

Ag. Secretary of GUM

.....
Pastor Adje Wilson
Chair of GUM

.....
Mr Emmanuel Avorkliyah

Secretary of GUM

Appendix 3: Participants Enrolment Form

**YOUTH LEADERSHIP PROJECT
PARTICIPANTS' REGISTRATION FORM**

Section 1: Personal Details

Name:

Address:

Post Code:

Mobile No:

Email:

Gender: Male Female

In which age category do you belong?

12-13 15-16 17-18 19-20 21-25

In case of Emergency (Please Contact)

Name:

Mobile No: **Tel No:**

What is the relationship of the person to you? (Please tick below the most appropriate box)

Father Mother Uncle Auntie

Section 2: Education

Are you currently studying at school or college? (Please tick most appropriate)

School College

Which school or college do you attend?

Name of school / college:

Town or City:

What year are you in?

Are you studying for: (Please tick GCSEs 'A' Levels most appropriate)

Do you need additional help in any of the subjects that you are currently studying at school or college? *Please indicate in the box below the areas of the subjects that you are finding difficulties and the kind of help you need.*

Section 3: Career Ambition

Please indicate in the box below your career ambition

Section 4: Hobbies & Leisure Activities

What are your hobbies and leisure activities? *Please tick the appropriate boxes to indicate your hobbies and leisure activities.*

- Football Music Dancing Computer Games & Internet
- Films General Sports Reading TV, Videos & DVDs
- Health & Fitness Travel Cooking Camping

Other (Please specify)

Section 5: Declaration

Declaration for students over 17 years of age

I hereby confirm that the information I have provided is truthful to the best of my knowledge. I agree to participate in the GUM youth leadership programme and will abide by the rules and regulations of the project.

Signed: **Date:**

=====

Parents Declaration: For children under 16 years' old

I hereby confirm that the information I have provided about my child is truthful to the best of my knowledge. I agree that my child should participate in the GUM youth leader programme and he/she will abide by the rules and regulations of the project.

Signed: **Date:**

Relationship of child to you. (Please specify)

.....

For Office Use only

Participant Registered by (Name of GUM Official):

Signature:

Date:

Appendix 4: Participants Attendance Register

**YOUTH LEADERSHIP PROJECT
PARTICIPANTS' ATTENDANCE REGISTER**

Phase I: Sept – Dec 2016

Month:

Week No:

Date:

Union: Ghana Union Greater Birmingham

Venue: Norman Power centre

Location: Birmingham

No	Name of Participant	Time in	Time Out	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

For Office Use only

Attendance Register Certified by:

Name:

Position:

Signature:

Date:

Appendix 4: Participants Travel Expenses form

Participants' Travel Expenses Form

Phase I: Sept – Dec 2016

Month:

Week No:

Date:

Union: Ghana Union Wolverhampton

Venue: Dudley Rd Community Centre **Location:** Wolverhampton

No	Name of Participants	Amount	Signature
1			
2			
3			
4			
5			
6			
7			
8			
8			
10			
11			
12			
13			
14			
15			

For Office Use only

Expenditure Approved by:

Name:

Position:

Signature:

Date:

Payment Authorised by

Name:

Position:

Signature:

Date:

Cheque No:

Charged to: Youth Project

Appendix 5: Expenditure Authorisation Form

Reimbursement Tutor's Expenses and Expenditure & Authorisation Form

Payment Details

Name: (person requesting payment):

No	Description of Expenditure	Purpose		Receipt/ Invoice No	Amount £
	TOTAL				

I certify that the details of the expenses shown above are true and accurate and have been properly incurred by me on behalf of GUM in discharge of my duties.

Signature:

Date:

For office, use only – Approval & Authorisation of Expenditure

Expenditure Approved by:

Name: **Position:** **Signature:**
Date:

Payment Authorised by

Name: **Position:** **Signature:**
Date:

Cheque No:

Charged to: GUM Youth Account