

Short Breaks additional session funding application form Guidance notes 2019



For one off events/activities throughout the summer holidays for up to £500 (per event/activity).

Additional Session grant funding for 2019 for up to £500 for additional activities/events throughout the summer holiday period for children and young people with disabilities and/or additional needs.

Please consider the following information prior to completing the Short Breaks Funding Application form

Funding:

Funding is intended to support the running of an event or activity which children and young people (aged 0-19) with disabilities and/or additional needs and are able to access and participate in throughout the summer holidays.

The funding will be paid in a one off lump sum.

Applicants are limited to applying for one grant per panel; panel will take place on **25 June 2019**.

If a larger amount is required capital funding can be applied for through the Short Breaks large grant panel which will be available from **1 July 2019**.

It is important to note that this is a finite resource, therefore there is no guarantee all funding applied for by all applicants will be available.

When completing your application form, Short Breaks will not contribute funding towards the following areas:

- General management costs
- Training
- Marketing
- Building refurbishments
- Refreshments/snacks
- Personal equipment, clothing or other personal/commercial gain

Application Notes:

Applications can only be submitted online via www.iwight.com/shortbreaks any supporting evidence, will need to be uploaded at the end of the form, this can be sent in word, PDF or Jpeg format.

When do I need to apply by?

The closing date to apply for the panel is:

12:00 noon 21 June 2019

This is to ensure your application will be successfully received and considered.

When will I be informed about my outcome?

We hope to ensure that all organisations/services applying for Short Breaks funding will hear back no later than the following date below:-

You can expect to hear back from panel no later than **28 June 2019**.

Please note that your outcome will be communicated via email to the address that you have provided within your funding application form. If successful, conditions based on being awarded the grant will be outlined within a letter of agreement which will also be sent to the same email address.

Completing the Funding Application form:

This section will cover the key details that should be included within your application form.

SECTION A:

Within this part of the application form, we are asking you to provide key contact details.

Please clearly state the name of your organisation i.e. Isle of Wight Council

Your Address including your post code i.e. County Hall, High Street, Newport, PO30 1UD

Website address: i.e. **www.iwight.com/shortbreaks**

The final part asks you to specify the contact person for communications with Short Breaks. Please remember that the outcome of your funding application will be sent to this named individual.

SECTION B:

Within this part of the application form we are asking you to outline the details of your proposal.

This will include what you would like to purchase with the funding, along with when sessions will be delivered, how they will be delivered and who will be able to access and participate.

Q1) we are asking you here to specify the name of the activity provision/service you want to provide i.e. this title will be adopted for any future marketing and/or promoting of the Short Breaks service and providers (up to 10 words).

Q2a) please use this box to describe your activity provision.

Q2b) please use this box to describe why you are requesting this funding (i.e. children's/parent's/young inspectors feedback)

Q3) please state who you anticipate benefiting from these sessions how it will remove barriers.

Q4) please tick when your activity will run- various options available.

Q5) please tick what day and time your activity will run on- various options available.

Q6) please tick where your activity will run - various options available.

Q7) please tick the duration of your activity- various options available.

Q8) please tick what age group your activity is catering for, please consider appropriate age groups within the sessions- various options available.

Q9) please tick how many disabled children or young people can attend your activity.

Q10a) please tick how many non-disabled children can attend your activity.

Q10b) please provide the maximum number of attendees per session.

Q11) this question is where you need to specify if your activity provision/service is a disability specific session or an inclusive provision.

Q12a) we are asking you to state if your activity provision/event/service is for a particular disability group.

Q12b) If you answered yes to Q12a please tick which disability group your sessions are targeted at.

Q13) this section is where you need to identify how you will monitor and evaluate your activity provision/event/service. For example, how you can evidence what you have requested in your completed application has met the intended aims of the activity- various options available.

Q14) you do not need to complete this question

Q15) please tick how you are going to market your activity, as there will be a requirement to advertise the activity, please note Short Breaks also advertise your activity as part of their marketing campaign- various options available.

Q16) please tick which type of organisation best describes and relates to your organisation.

If you do not fall within one of the categories provided, please describe your organisation within the additional field provided.

Q17) please provide your registration number, if you are a registered company/charity.

SECTION C

Q18) please tick to specify what type of organisation you are. If your grant is successful your funding will be requested either with VAT or without and this will influence how much you will receive.

Q19) within this section we are asking you to provide a complete breakdown of all costs.

SECTION D

Please tick to state that you have read the guidance notes and agree to the terms and condition. Please be aware that when declaring your funding application for a Short Breaks grant. Supporting evidence, must be provided online. Please provide all documentation in word, Jpeg or PDF format, that you feel would benefit from being included with your application, i.e. feedback, testimony's, policies etc., if sending photos/pictures please make sure that you have permission.

What happens next?

Once your application fund form has been submitted the next step to becoming a Short Breaks provider, is outlined below.

1. All applications will be evaluated by panel that contain parents/carers and professionals
2. Applicants will be notified via email of the decision by the date specified in these guidance document.
3. Decisions made will fall into three categories:
 - Application approved
 - Application conditionally approved but further information required
 - Application declined
4. Once applications have been approved, we will send an agreement letter via email to you which you will be required to sign and returned to: Danielle Wharton, Commissioning Support Officer, County Hall, High Street, Newport, Isle of Wight, PO30 1UD
5. 100% of the Capital funding requested within the application form, will then be paid within thirty working days of the receipt.

Please ensure that you have read and fully understand the above guidelines before completing the application form.

If you have any further queries in regards to this funding please contact Short Breaks on

phone 01983 823168 **email:** short.breaks@iow.gov.uk

website: www.iwight.com/shortbreaks