Short Breaks funding application form Guidance notes 2019

For all projects/schemes applying for up to £20,000 ONLY

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

Length of grant:

All existing providers and new providers are eligible to apply for six months funding, however if you would like to apply for twelve months funding you must meet the following criteria:

Twelve months funding criteria:

- Have been a Short Breaks provider for at least one year.
- Have attended at least four provider forums per year.
- Have provided monthly data monitoring within the timeframe.
- Have over 60% spaces filled at each session.
- Have attended regular training sessions (as suggested by Short Breaks)
- Have advertised their activity using different methods i.e. Facebook, posters etc.

If you need further information please contact Short Breaks using the send a message to service form found in the contact tab https://www.iwight.com/shortbreaksproviders .

Amount of grant available:

If you do not meet the criteria above and you are not eligible to apply for a twelve months of funding, then you can **ONLY** apply for funding of up to £10,000.

Funding:

Funding is intended for sports, recreation, leisure and childcare organisations/services to provide an activity opportunity for children and young people with disabilities and/or additional needs which do not conflict with education i.e. running during schools term-time hours.

Funding can be obtained to support the running of an event or activity(s) which children and young people (aged 0-19) with disabilities and/or additional needs and are able to access and participate in. These activities or events can be a singular or series of sessions.

Application Notes:

Applicants can apply for more than one grant. You must complete a separate application form for each service/intervention you would like to provide.

It is important to note that the funding to deliver Short Breaks provisions comes directly from the Early Intervention Grant. This is a finite resource, therefore there is no guarantee all funding applied for by all applicants will be available.

Providers must be able to comply with the following:

- Have £10,000,000 public liability insurance.
- Have safeguarding policies/risk assessments.
- All staff must have enhanced DBS (disclosure and baring service) checks.
- Providers must be able to attend four provider forums per year (this will be recorded)
- Providers must be able to provide monthly data monitoring sheets with the timeframe.
- Be able to provide the Isle of Wight council financial information when requested.
- Be able to attend training suggested by Short Breaks.

Short Breaks will not contribute funding towards the following areas:

- General management costs.
- Training (Short Breaks offer disabled specific training opportunities).
- Marketing (Short Breaks have a marketing campaign and will promote activities. receiving funding through Short Breaks).
- Building refurbishments.
- Refreshments/snacks.
- Personal equipment, clothing or other personal/commercial gain.

Young Inspectors – service reviewing process

Within your letter of agreement there will also be a requirement for your activity provision to be reviewed by the Young Inspectors program.

The Young Inspectors program is a child and young people participation initiative which aims to increase the involvement of children and young people in service/provisions. They aim to provide advice to activity providers to support tailoring sessions to meeting the needs of children and young people with disabilities and/or additional needs participating within your sessions.

To learn more about this service please visit: www.iwight.com/shortbreaksyounginspectors

Application Process:

When do I need to apply by?

To start running your activity/provision from the 1 April 2019– 31 March 2020 you need to have applied for funding before the closing date:

12:00 noon Friday 1 February 2019

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

Who decides on the outcome of my application?

Your application will be discussed at a Short Breaks panel. This panel will consist of the Short Breaks team members and management team, parents and carers from parent's voice. The panel will consider each application based on their merits, using the evaluation criteria which can be found in a separate document at https://www.iwight.com/shortbreaksproviders , on the large grants web page. They will make recommendations to the service manager for the decision of approval or recommendations. Funding will not be considered for the areas listed earlier in this document.

Panel date: 6 February 2019

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 dates below:

You can expect to hear back no later than **15 February 2019.**

Please note: that your outcome will be sent via email to the address you have supplied on your funding application form. If successful, conditions based on being awarded the grant will be outlined with the Short Breaks agreement.

When will the Short Breaks agreement be ready for signing?

The Short Breaks Team will make arrangements for you to attend County Hall to sign the agreements.

I need help with my application or grant agreement.

If you need help or advice with the completion of the application form or the grant agreement please contact the Short Breaks Team on 01983 823168. One of the team will be able to advise you over the phone, through email or by arranging a visit at your convenience.

Completing the Funding Application form:

Please complete your application clearly, using no abbreviations as your application will be read by parents/carers and professionals

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 for you to provide key contact details.

Please clearly state the name of your organisation e.g. Isle of Wight Council (This will be your legal identity within your agreement).

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

Website address: e.g. 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 for you to outline the details of the activity provision/event/service you want to provide.

This will include what type of activity provision/service you are aiming to deliver, along with when it will be delivered, how it will be delivered and who will be able to access and participate within it.

Please state if you are applying for six or twelve months of funding - please refer to page one for further information.

Q 5) We are asking you here to specify the name of the activity provision/service you want to provide e.g. this title will be adopted for any future marketing and/or promoting of the Short Breaks service and providers. For example, this could be through the Short Breaks Activity Guide (up to 10 words).

Q 6) This area is where you need to briefly outline your activity provision/service plan and explain what you are providing e.g. staffing ratios etc.

Q 7a) Please tick what time of year your activities run - various options available.

Q 7b) Please tick when your activity will run- various options available.

Q 8) Please tick what time your activity will run - various options available.

Q 9) Please state how many sessions you will be delivering.

Q 10) Please tick the duration of your activity- various options available.

Q 11) Please tick what age group your activity is catering for, please consider appropriate age groups within the sessions.

Q 12a/b) Please state what is your minimum and maximum capacity within your sessions**,** please consider staffing ratios when identifying the number of spaces available for your session.

Q 13) Please state what the cost would be for the child/young person to attend your session, this is a cost to the parent/carer.

Q 14) Please tick what children your activity is aimed at- various options available.

Q 15) Please tick if your activity provision/event/service is for a particular disability group. If yes, you will need to specify which group from the options available.

Q 16) Please tick to specify whether parents/carers are/are not required to attend the duration of the session.

Q 17) Please tick 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 and has it met the intended aims of the activity- various options available.

Q 18) Please tick how often you are going to monitor and evaluate your service, you will be required to provide evidence as part of your agreement.

Q 19) This is an important section. We are asking for you to identify what can be done to make your activity provision/event/service more sustainable in the future encase funding was to be reduced - various options available. You will be required to provide evidence of this.

Q 20) Please tick how you are going to market your sessions, as there will be a requirement to advertise the equipment grant and your sessions. **Please note**: Short Breaks also advertise your sessions/equipment as part of their marketing campaign- various options available.

Q 21) 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 - if you tick registered company or charity, you will need to provide your registration number.

SECTION C

Q 22) Please tick to specify what type of organisation you are from the choices provided.

Q 23a/b) Please state what your anticipated project expenditure will be, e.g. staff, venue and equipment**.**

Equipment Costs (Per Session) – maximum of £10 per session.

Staff Costs - please list each staff member individually.

Set up and pack down time can be paid at a maximum rate of £8 per hour for each. The maximum time for set up and pack down is 1 hour for each. If this is needed please state the length of time for each ranging from 15 mins, 30 mins, 45 mins and 1 hour. Each 15 minute slot can be charged at £2.

Support staff can be paid a maximum of £12 per hour. Costing for more senior positions will be considered based on skills/qualifications.

Admin Costs can be paid at a maximum rate of £8 per hour per month.

Venue Costs - Venue hire can only be paid if a venue is hired only for the use of a Short Breaks session ie. A town hall, church hall etc. The maximum rate for venue hire is £15 per hour. Consideration will be given if a venue is at a higher rate or additional space is needed).

Capital funding will be paid as a one off payment at the beginning of your agreement.

Total session cost weekly/monthly, this will be the cost that you are asking for before any deductions e.g. expected participate fees.

Q 24a/b/c/d) You are required here to provide a breakdown of funding from partners contributing and other grant funding to the delivery of your activity provision/event/service.

For example, are there other charities/organisations/services providing funding to part support your sessions. If so, please specify who they are, the amount and what this funding goes towards, as this could also be ways of getting other funding in to make it sustainable in the future e.g. fundraising.

Please also state, the anticipated participant fees you are expending to receive. Remember, that this will come off your requested amount, and so make sure that your numbers are guaranteed before submission as you may not have enough money to cover your sessions if numbers decrease.

Expected participant and partner/other funding costs will be **deducted** from the total project costs, this will establish what is required through Short Breaks funding.

Total costs: Please make sure that the stated amounts are correct, as the form will self-calculate.

Supporting evidence: Please provide any documentation, in either Jpeg or PDF form or a combination of both that you feel would benefit from being included e.g. feedback, testimonies, policies, etc. If you are sending photos/pictures/images, please make sure you have the originators permission to do so.

If you do not submit your relevant information, the Isle of Wight Council may request at any time for you to provide your documentation.

SECTION D

Within this section, it is important to be aware that you are declaring your funding application for a Short Breaks grant.

What happens next?

Once your application grant form has been completed and submitted to Short Breaks the next steps to becoming a Short Breaks provider are outlined below:

1. All applications will be evaluated at panel by parents/carers and professionals.

2. Applicants will be notified of the recommendation from panel within 10 working days of the deadline. If you have any questions about the recommendations please contact the Short Breaks team as soon as possible.

3. The recommendations from the panel will be discussed with the service manager responsible for Short Breaks and a final decision will then be made on applications.

4. Decisions made will fall into the following categories:

    - Application approved.
    - Application conditionally approved pending further information from the provider.
    - Application declined.

5. Once applications have been approved, you will be required to sign two copies of the Short Breaks agreement and return one copy prior to the deadline outlined on page three of this document and keep one for safe keeping.

6. 100% of the Capital funding requested within the application form, will then be paid within thirty working days of the receipt of the signed Short Breaks agreement.

7. Your data monitoring template and confirmation of service template must be sent to short.breaks@iow.gov.uk the 5th of every month, revenue will then be paid within thirty (30) 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 **phone 01983 823168**

email: short.breaks@iow.gov.uk **website:** www.iwight.com/shortbreaks