

**Solihull Targeted Short Breaks Grants Programme – Application**

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| 1. **Initial requirements** |
| **Please read the following information carefully before continuing**   * I confirm that I have read and understood the factsheet for this grants programme   *and*   * I am authorised to submit this application on behalf of the applicant group/organisation * We are a local group/organisation based/operating in Solihull Metropolitan Borough * We have at least three unrelated members on our management committee * We have a bank account and governing document in the name of our group/organisation * We have a set of financial accounts or projections * We have at least 2 unrelated bank signatories   If you are unsure about applying or have any other queries then please contact our Children’s Commissioning and Placements Team on 0121 704 6483 or via email [childrenscommissioning@solihull.gov.uk](mailto:childrenscommissioning@solihull.gov.uk)  I agree that I have read and understood the above |

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| 1. **About your organisation** | | |
| 2.1 | Organisation Name | Click or tap here to enter text. |
| 2.2 | Organisation Registered Address | Click or tap here to enter text. |
| 2.3 | Organisation Website | Click or tap here to enter text. |
| 2.4 | Main Contact Name | Click or tap here to enter text. |
| 2.5 | Main Contact Job Title | Click or tap here to enter text. |
| 2.6 | Telephone Number | Click or tap here to enter text. |
| 2.7 | Email Address  (this will be the main point of contact) | Click or tap here to enter text. |
| 2.8 | **Organisation type:**  Company limited by guarantee (include company number)  Registered Charity (include charity number)  Unincorporated club or association  Community interest company  Other (please state) | Click or tap here to enter text. |
| 2.9 | Organisation start date | Click or tap here to enter text. |
| 2.10 | Please describe the overall aims and objectives of your organisation and the activities or services your organisation provides | Click or tap here to enter text. |
| 2.11 | If Ofsted registered please confirm details here | Click or tap here to enter text. |
| 2.12 | How many staff does your organisation employ? And FTE | Click or tap here to enter text. |
| 2.13 | How many volunteers support your projects ? And FTE | Click or tap here to enter text. |
| 2.14 | Annual income in last financial year’s accounts  (Accounts will be required if you are requesting any form of upfront payment prior to completing all agreed activities. In all cases accounts should be made available on request) | Click or tap here to enter text. |
| 2.15 | Details of all other grants received in the previous three years (to include year, value, programme name, funder) | Click or tap here to enter text. |
| 2.16 | Are you currently receiving funding from Solihull MBC to provide a service via a contract or grant agreement? If yes, please provide details | Yes  Please specify Click or tap here to enter text. |
| No |
| 2.17 | Will you be working in partnership with another organisation to deliver your project?  If yes, please provide details about how the partnership is organised and managed, including which organisations are involved, how risks, resources and decisions are shared between the organisations in the partnership. Please note that you may be required to provide us with copies of any formal documents concerning the partnership and the organisations involved in it. | Yes  Please specify Click or tap here to enter text. |
| No |

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| 1. **About your Short Breaks project** | | |
| 3.1 | Project Name | Click or tap here to enter text. |
| 3.2 | Project start date | Click or tap here to enter text. |
| 3.3 | Project end date (funding will be for 12 months to December 2024 in the first instance, additional funding may be available up to August 2025 dependent on delivery of activities as set out in the grant agreement and feedback from CYP/Parent carers) Please state whether you require funding only to December 2024, or if subsequently agreed funding to a later date. | Click or tap here to enter text. |
| 3.4 | Please confirm when your short break activities will take place:  (Please tick all that apply)  After School  Evenings  Weekends  School holidays  Term-time only | |
| 3.5 | Please describe your project / short break activities and how it meets the grant criteria - this must include the nature of activities provided  Note, overall we aim for providers to deliver a rich and varied mix of fun, enriching and physical activities which are age and ability appropriate. The activities on offer should provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences.  This could include physical activities such as football, table tennis, cricket; creative activities such as putting on a play, junk modelling, drumming workshops; or experiences such as a nature walk, visiting a city farm etc. | |
| Click or tap here to enter text. | |
| 3.6 | Please explain how you know that children and young people with disabilities in the area want this project/activity and what evidence have you collected to demonstrate this | |
| Click or tap here to enter text. | |
| 3.7 | Please provide details of the location/s and/or venue/s of your activity (including post codes)  If you are planning to organise days out or trips please provide details of pick up points. This will help us to understand if there are any geographical gaps for children across the borough to access the offers.  Use of venues must be provisionally agreed | |
| Click or tap here to enter text. | |
| 3.8 | Please outline the duration of sessions, start time of sessions, regularity of sessions, number of children expected to attend etc)  A meaningful short break should be considered as a minimum of 2 hours but shorter sessions may be made available to meet an individual child’s needs. Short breaks activities taking place on weekends and during school holidays should be for a minimum of a half-day (i.e. 3.5 hours), again shorter sessions may be made available to meet an individual child’s needs. | |
| Click or tap here to enter text. | |
| 3.9 | Please indicate the age ranges of the children and young people that your provision will be aimed at (please tick all that apply)  0-4 Years (Early Years)  5-7 Years (KS1)  7-11 Years (KS2)  11-14 Years (KS3)  14-16 Years (KS4)  17-19 Years (KS5)  Which is the main age group that your project will be aimed at: | |
| Click or tap here to enter text. | |
| 3.10 | Please tell us who your short breaks activity is aimed at. For example, is your provision for all children and young people with disabilities, or aimed for those with specific needs? (Provision must be for Solihull children and young people only – as defined in the factsheet) | |
| Click or tap here to enter text. | |
| 3.11 | What is the expected frequency of engagement for participants? i.e. weekly/monthly etc | |
| Click or tap here to enter text. | |
| 3.12 | Projects will need to begin recruitment quickly in order to maximise the benefit of their grant. How will you recruit and sustain engagement of participants? | |
| Click or tap here to enter text. | |
| 3.13 | What positive changes/outcomes would this project make to the lives of the children/young people who attend the activity and their families? | |
| Click or tap here to enter text. | |

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| 1. **Outdoor skills** | |
| 4.1 | For 2024 only, we have an additional sum of £27,370 available to award as a grant for a project with a primary focus on outdoor skills for children and young people with disabilities. Please confirm if the primary focus of your Short Breaks activity will be outdoor skills.  Yes  No  (Please go to Section 5)  If yes, do you wish to apply for the Outdoor Skills Short Breaks Grant  Yes  No  (Please go to Section 5)  Please outline how you will you ensure a primary focus on outdoor skills. |
| Click or tap here to enter text. |
| 4.2 | This grant is only available until December 2024, with no guarantee of further funding, please outline your succession/exit plan |
| Click or tap here to enter text. |
| 4.3 | As a minimum it is expected that the Adult in charge of delivering sessions will have a valid Outdoor First Aid qualification.  Please confirm that this requirement will be met: |
|  | Yes  No |
| 4.4 | It is desirable that the Adult in charge of delivering sessions has a Level 3 Forest School Qualification or equivalent level of training.  Please confirm how this requirement will be met: |
| Click or tap here to enter text. |

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| 1. **Number of places available** | | | | |
| 5.1 | How many children and young people will benefit from attending your project?  Please complete the table below, this information should be based on the number of places you have made available per session.  Eligible CYP with a disability - Children and young people will be eligible to attend activities and services funded through this grants programme:   * up to their 19th birthday (or until the end of Year 13 if they attend a special school) * if they are resident in Solihull borough or are in care and are the responsibility of Solihull Council, wherever they are placed. * if they have a disability (as defined by the Equality Act 2010) that prevents them from accessing universal services without substantial ongoing additional support.   When applying to attend, families should provide confirmation of their child’s eligibility. This could include:   * Evidence that the child or young person is in receipt of middle or higher rate disability living allowance (DLA) or any personal independence payment (PIP) * An Education, Health and Care Plan or Social Care Assessment showing a relevant assessed need   A letter from a relevant professional (e.g. their GP, consultant, school’s special educational needs co-ordinator (SENCO), community nurse or another relevant professional) confirming that the child or young person’s needs mean that they require targeted services for children and young people with disabilities.  Other –if you have children attending who have been funded by another source | | | |
| **Estimated numbers per session:**  **Count each child once** | | **Primary-aged** | **Secondary-aged** | **Total places** |
| Eligible CYP with a disability | | 0 PLACES | 0 PLACES | Click or tap here to enter text. |
| Other – funded from another source | | 0 PLACES | 0 PLACES | Click or tap here to enter text. |
| TOTAL number of places per session | | **0 PLACES** | **0 PLACES** | Click or tap here to enter text. |
| 5.2 | If you have added other children into the table above, how do you intend to fund the places of children who are not eligible to attend SMBC Short Break Grant funded activities? | | | |
| Click or tap here to enter text. | | | |

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| 1. **Eligibility, Data and Monitoring**   **The names, dates of birth, postcodes and schools of children and young people participating in your short break activity will need recording and sharing with SMBC** | | |
| 6.1 | We will need you to record the following information for all funded places:   * Child’s name * Child’s school * Child’s postcode * Child’s DOB * Parent’s email address * Attendance registers * Feedback from CYP about the activities.   How do you intend to gather and record this information of all children who attend your project?  *You will need to enter Provision data into Gateway, which is a web-based system accessible via the internet.  Training will be provided, and all users will need to complete a user access request and confidentiality agreement form signed and approved by their respective managers. Forms to be able to access to Gateway will be provided for successful applicants.* | |
| Click or tap here to enter text. | |
| 6.2 | You will need to comply with GDPR and obtain the consent of parents to record and share this information with SMBC. Please tell us how you will do this? | |
| Click or tap here to enter text. | |
| 6.3 | Please confirm that you agree to share the details of children and young people attending your short break activity with SMBC | Yes  No |

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| 1. **Marketing and Promotion**   **We will produce an online statement of all the Short Breaks activities available for children and young people with disabilities, which will be available on the Council’s website, as a minimum. Please complete the following information which, if you are awarded a grant will be used in the creation of promotional activities** |

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| **Information** | **Please complete the information in the box provided.** |
| Name of Activity | Click or tap here to enter text. |
| Full address/venue where it is running | Click or tap here to enter text. |
| Which ward will you be delivering the project in | * [Bickenhill](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Bickenhill-Ward-Profile.pdf) * [Blythe](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Blythe-Ward-Profile.pdf) * [Castle Bromwich](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Castle-Bromwich-Ward-Profile.pdf) * [Chelmsley Wood](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Chelmsley-Wood-Ward-Profile.pdf) * [Dorridge and Hockley Heath](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Dorridge-and-Hockley-Heath-Ward-Profile.pdf) * [Elmdon](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Elmdon-Ward-Profile.pdf) * [Kingshurst and Fordbridge](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Kingshurst-and-Fordbridge-Ward-Profile.pdf) * [Knowle](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Knowle-Ward-Profile.pdf) * [Lyndon](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Lyndon-Ward-Profile.pdf) * [Meriden](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Meriden-Ward-Profile.pdf) * [Olton](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Olton-Ward-Profile.pdf) * [Shirley East](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Shirley-East-Ward-Profile.pdf) * [Shirley South](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Shirley-South-Ward-Profile.pdf) * [Shirley West](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Shirley-West-Ward-Profile.pdf) * [Silhill](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Silhill-Ward-Profile.pdf) * [Smith’s Wood](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_Smiths-Wood-Ward-Profile.pdf) * [St Alphege](https://www.solihull.gov.uk/sites/default/files/migrated/InfoandIntelligence_St-Alphege-Ward-Profile.pdf) |
| Details about your offer | Click or tap here to enter text. |
| Age range it is open to | Click or tap here to enter text. |
| Days it is running | Click or tap here to enter text. |
| Times it is running | Click or tap here to enter text. |
| Cost of provision to families | £Click or tap here to enter text.  *\*It is acceptable to ask parents to contribute towards the cost of their child attending the activities, providing this cost is reasonable and equivalent to a similar mainstream activity. If this cost is deemed to be unreasonable you may be asked to provide evidence of the benchmarking you have done to determine the parental contribution.* ***Please note, parents are unable to use direct payments to pay for this contribution.*** |
| Booking Details:  We suggest that you have several options for parents to book sessions, as online only bookings can be a barrier for some families to attend.   * Contact phone number for enquiries and booking * Contact email for enquiries and booking * Website for info or to book / enquire * Any other booking route (For example, in person) * Agreement that children and young people not receiving a short break from another organisation will be prioritised | Click or tap here to enter text. |
| Please send photographs/logos/graphics which you want to be included in your advert. This can be sent with your other supporting documentation | |

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| 1. **Project Costs – maximum award £27,500 (in exceptional circumstances project costs up to £40,000 will be considered)** | | | |
| 8.1 | **What is the total cost of the project?** | Click or tap here to enter text. | |
| 8.2 | **How much money are you applying to us for?** | Click or tap here to enter text. | |
| 8.3 | Please provide details of how the remaining project balance is being covered if relevant? (including any parental contribution) | Click or tap here to enter text. | |
| 8.4 | Please provide a description and break down of total costs below. | | |
| **Staff Costs** – how many hours, how many sessions, cost per hour and duration of delivery, what staff/child ratios is this based on? | | Click or tap here to enter text. | |
| Requested amount | £ Click or tap here to enter text. |
| Total cost | £ Click or tap here to enter text. |
| **Volunteer Costs** – number of volunteers and breakdown of volunteer expenses (e.g. travel) | | Click or tap here to enter text. | |
| Requested amount | £ Click or tap here to enter text. |
| Total cost | £ Click or tap here to enter text. |
| **Operational/activity costs** – itemise individual cost elements to the delivery of the project (for example room hire cost per hour, how many hours? Etc) | | Click or tap here to enter text. | |
| Requested amount | £ Click or tap here to enter text. |
| Total cost | £ Click or tap here to enter text. |
| **Publicity costs** – clarify what these costs will fund | | Click or tap here to enter text. | |
| Requested amount | £ Click or tap here to enter text. |
| Total cost | £ Click or tap here to enter text. |
| **Capital costs/equipment** – cost per item and how many items | | Click or tap here to enter text. | |
| Requested amount | £ Click or tap here to enter text. |
| Total cost | £ Click or tap here to enter text. |
| **Office, overhead, premises costs** – costs related to the delivery of this project only – you may wish to highlight this as a percentage | | Click or tap here to enter text. | |
| Requested amount | £ Click or tap here to enter text. |
| Total cost | £ Click or tap here to enter text. |
| **Other costs** | | Click or tap here to enter text. | |
| Requested amount | £ Click or tap here to enter text. |
| Total cost | £ Click or tap here to enter text. |

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| 1. **Short Breaks Funding and Payment request** | | |
| 9.1 | Do you require payment in advance?  \*Please note this will only be approved if your organisation does not have sufficient cashflow to bankroll the project. If required, you must submit your latest set of accounts and financial forecasting. | Yes |
| No |
| 9.2 | Please provide bank details of the registered account into which payment will be made. (\*If a LA School or department please provide cost centre details) | |
| Bank name: Click or tap here to enter text.  Bank address: Click or tap here to enter text.  Name on Account: Click or tap here to enter text.  Sort Code: Click or tap here to enter text.  Account Number: Click or tap here to enter text. | |

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| **Reference details**  **This person should be able to verify your experience and work with children, young people with disabilities** | |
| Name | Click or tap here to enter text. |
| Position/Role | Click or tap here to enter text. |
| Organisation/Company | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Telephone Number | Click or tap here to enter text. |

**Privacy Statement**

This form will be used to make an application for Short Breaks Grants Programme Funding. Your information may be shared with other council services and partner organisations to ensure our records are kept accurate and to help us to identify services or benefits you may be entitled to or interested in. We may also need to share your information for the prevention and detection of fraud and/or other crimes or as the law requires. For further information about how we use your information please refer to the Council’s Privacy Statement on [www.solihull.gov.uk](http://www.solihull.gov.uk).

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| **Details of person completing this application** | |
| Your name | Click or tap here to enter text. |
| Your job title | Click or tap here to enter text. |
| Named contact email or telephone number | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

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| **Supporting evidence required (please provide this with your application)** | |
| Providers must be able to demonstrate and have relevant and appropriate policies and procedures in place | |
| **Evidence** | **Attached** |
| A copy of your governing document (e.g. constitution, memorandum, articles of association or set of rules)  If you are a CIC please also include CIC 36/37 Public Benefit Statement | Yes |
| A list of the names and address of your management committee. Please also highlight your cheque signatories. | Yes |
| A copy of your most recent annual accounts / financial records | Yes |
| A copy of a bank statement no more than 3 months old | Yes |
| A copy of your organisation’s safeguarding policy and procedures | Yes |
| A copy of your organisation’s safer recruitment policy | Yes |
| A copy of your organisation’s equal opportunities polciy | Yes |
| A copy of your Risk Assessment in relation to the project | Yes |
| A copy of your organisation’s insurance certificates, showing appropriate public liability and employer’s liability (£10 million per incident) | Yes |
| A copy of the relevant motor vehicle insurance certificate (if a vehicle is available to the project) | Yes |
| A copy of your organisation’s data protection policy and procedures | Yes |
| A copy of your health and safety policy and procedures | Yes |
| Confirmation that all staff delivering the activities will have an appropriate level of paediatric first aid training | Yes |
| Quotes for items of equipment over £300 | Yes |
| **Additional requirements for organisations applying for the Outdoor Skills grant (Section 4)** |  |
| Valid Outdoor First Aid qualification | Yes |
| Level 3 Certificate for Forest School Leaders or equivalent level of training (desirable) | Yes |

**What happens next?**

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| Return your application and submitting evidence to childrenscommissioning@solihull.gov.uk |
| Deadline for Full Applications is Sunday 12th November 2023 23:59 |
| Applicants will be informed of a decision by 30th November 2023 |

Declaration details

By ticking the box below:

* + You accept that if you leave the organisation or can no longer fulfil your responsibilities, or someone else takes over responsibility for the grant on behalf of the organisation, you must inform us immediately.
  + You certify that the information contained in this application is correct and that you are authorised by the organisation to accept these conditions on their behalf.
  + You will only spend the grant for the purposes outlined in this application unless you have received written confirmation, from Solihull Council, that you can make a variation of spend.
  + You accept that Solihull Council will, under no circumstances, be liable for any damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of activities undertaken with this grant.
  + You will ensure that all necessary permits and licenses have been obtained for any event or project funded by the grant and that the event or project complies with all relevant regulations.
  + You acknowledge that you cannot sell or dispose of any equipment or other assets funded or part funded by Solihull Council without first receiving written permission.  If any equipment or assets are sold within their working life without such undertaking, Solihull Council can ask for a percentage of the original grant to be re-paid.
  + You accept that you must keep all financial records and accounts including receipts for items bought with the grant for at least 6 years.  These must be made available to Solihull Council if requested.
  + You give permission for Solihull Council to record the information in this form electronically and to contact your organisation by phone, mail or email with regards to this application.
  + You accept that Solihull Council may follow up on successful applicants and potentially feature them in publicity activities.
  + You accept that if your application is successful, that you are willing to take part in, where appropriate, in any publicity activities.

Solihull Council strongly suggests that you keep a copy of your application for your own records.

I confirm that the information given on the application form is true and my organisation has formally agreed that I can act on their behalf. I have attached all required additional documents and have read and understood the Declaration.