



## Solihull Targeted Short Breaks Grants 2024 Programme - Factsheet

Solihull Council is funding a Short Breaks Grants Programme to support small organisations to deliver targeted short breaks activities for children and young people with disabilities within Solihull. It is intended that the Short Breaks Grants Programme will help achieve the following objectives:

- Meet the need for short breaks for an increased number of families
- Widen the choice of providers offering short breaks for children and young people with disabilities
- Deliver a wider range of short breaks activities and improve the choice for families in deciding the type of short break activity their child would like to attend

### Programme Aims

The aim of the grants programme is to fund ideas and proposals which will achieve both Aim A and Aim B:

- A. Provide positive activities for children and young people with disabilities this could be after school, evenings, weekends or during the school holidays
- B. Parents and carers of children and young people with disabilities have time away from their caring duties

Proposals that cannot clearly demonstrate that both aims will be achieved will **not** be funded.

Through the grants programme we will be looking to ensure a widespread of activities across the borough of Solihull.

The programme will support projects and activities that are for children and young people with disabilities.

### *To be successful proposals will need to:*

- Involve community groups or organisations, which are based in or able to evidence a strong track record of delivery in the Solihull borough
- Involve children and young people with disabilities and/or their parents/carers in the planning, review and evaluation of the activities provided
- Introduce new participants to short breaks activities, by providing new opportunities to take part.
- Demonstrate sustainability and/or exit pathways available once the project has finished
- Evidence that activities are of a suitable length to provide a short break to attendees' parents/carers

### *Projects will be prioritised where they:*

- Focus on providing short breaks for older children and young people with disabilities of secondary school/college age
- Focus on providing short breaks for young children with disabilities (aged under 5)
- Focus on providing short breaks during the school holidays
- Evidence a proportionate use of funding compared to the scope and scale of the activities provided
- Provide a project or activity that is more than just a one-off (e.g. a football group for disabled children and young people that meets one evening a week during term-time; a social group for disabled children and young people that meets on a weekly or fortnightly basis on a weekend; a programme of school holiday activities that offers a range of activities)
- Evidence innovation – the grants programme is seeking to widen choice for children and young people with disabilities and provide new opportunities and experiences
- Evidence experience of delivering services for children and young people with disabilities (either disabilities in the main or a specific disability/condition)
- Evidence how they will assess and meet the needs of individual children and young people with disabilities to ensure they are appropriately supported to access the activities safely.

### **Outcomes**

Additionally, the overarching outcomes expected of activities funded through this programme are that:

- Children and young people with disabilities are supported to have fun, positive experiences and develop their own abilities.
- Children and young people attending the activities enjoy the short break activities they take part in
- Parents, carers and other family members feel confident that their relative is safe throughout their short break experiences.
- Children and young people with disabilities attending activities are enabled to be as independent as possible.
- For those young people aged 14 and above, there will be a greater focus on preparing for adulthood.

### **Available funding**

We expect grants to be in the range of £5,000 - £27,500, however grants of up to £40,000 will be considered for exceptional and/or larger projects.

Please note – organisations can apply for more than one project but an application form must be completed for each project to be delivered, and will be subject to separate evaluation and, if successful, a separate grant agreement. If submitting multiple applications – the total value must not exceed £99,999.

Initial projects and activities must be delivered by 31<sup>st</sup> December 2024.

Further funding may be available in 2025 (up to 31<sup>st</sup> August 2025) for projects and activities that clearly demonstrate delivery in line with their proposals and the above aims and outcomes. Please indicate on your application if you would like to apply for funding up until 31<sup>st</sup> August 2025.

## Outdoor Skills Short Breaks Grant

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.

As this funding is only available until 31<sup>st</sup> December 2024 clear succession/exit plans will need to be established from the inception.

Applicants for this specific grant will need to meet all the requirements set out in the **Before you apply** section below, as well as be able to demonstrate that the adult in charge has:

- Valid Outdoor First Aid qualification
- Level 3 Certificate for Forest School Leaders (desirable)

## Priority Area

Applications will only be accepted from organisations who will deliver activities in the borough of Solihull.

Overall, applications will be reviewed to ensure that there is a good spread across the geographical borough. To date, there has been less uptake from families living in the wards of Knowle, Castle Bromwich and Meriden so applications proposing to deliver activities in these areas will be prioritised.

Applications will only be accepted from organisations delivering activities for children and young people with disabilities\*

\* Children and young people will be eligible to attend activities and services funded through this grants programme:

- up to their 19<sup>th</sup> birthday (or until the end of Year 13 if they attend a special school)
- if they are resident in the 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.

Families not already in receipt of a short break should be prioritised when booking children and young people onto activities.

## Before you apply

Before you apply, you should check that you know what is already being delivered locally to avoid duplication. When we assess your application, we will check that your project will either bring something new to your area or add value to what is already being delivered.

Please note – organisations can apply for more than one project but an application form must be completed for each project to be delivered, and will be subject to separate evaluation and, if successful, a separate grant agreement.

## Eligibility

You can apply for this funding if you are one of the following:

- Registered charities
- Constituted Community groups
- Companies Limited by Guarantee with charitable aims
- Community Interest Companies
- Co-operatives - registered Community Benefit Societies and registered Industrial and Provident Societies
- Social Enterprise
- Religious organisations that provide wider community benefit
- Mutual aid groups (the funds will need to be held by a local organisation with one of the above legal structures – supporting information from your chosen organisation will need to be submitted with your application)
- Special Schools

\*\* Funding to Community Interest Companies and other non-charities may include conditions to restrict funding to charitable objectives only.

## Additional Supporting Information

To be eligible to apply you must provide proof of:

- A written constitution / memorandum / articles of association/ set of rules that clearly outlines the aims and rules governing the organisation
- Your organisation / company's management committee / board of trustees / board of directors with at least 3 unrelated people as members, a list of those directors will be required showing who has bank authorisation
- A copy of your most recent annual accounts or financial records showing your organisation's balance of funds, income and reserves
- A bank account in the name of the organisation with at least two unrelated signatories
- A bank statement from the last 3 months
- A copy of your organisation's safeguarding policy and procedures
- A copy of your organisation's safer recruitment policy
- A copy of your organisation's equal opportunities policy or equality, diversity and inclusion policy
- Details of your Ofsted registration (if relevant)
- A copy of your organisation's insurance certificates showing appropriate public liability and employer's liability (£10 million per incident)
- A copy of the relevant motor vehicle insurance certificate (if a vehicle is available to the project)

- A copy of your organisation’s data protection policy and procedures
- Health and safety policy and procedures
- Confirmation that all staff delivering the activities will have an appropriate level of paediatric first aid training
- Quotes for items of equipment over £300

**You will need to submit this documentation with your application**

**Sorry, we cannot fund**

- Individuals or sole traders
- Companies Limited by Shares
- Capital costs above £1k and builds
- Direct replacement of statutory obligation and public funding
- Promotion of religious or political activities
- Groups with significant financial free reserves
- Retrospective grants
- Contribution to endowment fund, payment of deficit funding or repayment of loans
- National charities
- Overseas travel or expeditions
- Medical research and equipment for statutory or private healthcare
- General appeals
- Animal welfare, unless the project benefits people
- Statutory work in educational institutions
- Sponsored or fundraising events or groups raising funds to distribute to other causes
- Mainstream Schools, Churches, Parish Councils or PTA’s unless community benefit is demonstrated

It is important that organisations who are applying for funding understand that a grant cannot fund ineligible activities, and that grant recipients will need to provide:

- Evidence of participant eligibility
- Evidence of the activities undertaken using the grant funding
- Termly Monitoring information, including information about individual participants and the activities they have attended (including at least one case study)
- 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.
- Evidence of expenditure both during and on completion of their project activities

To help make sure of your understanding, we’ve listed what can and can’t be funded below:

Yes! We can fund these costs	No! We cannot fund these costs
✓ Staff costs (where not already funded through other sources)	× Core costs of running your organisation other than those directly associated with delivery of the project
✓ Running costs of the project, e.g., room hire, marketing, stationery etc	× Costs not directly associated with the running of your project
✓ Skills training and other course costs	

<ul style="list-style-type: none"> <li>✓ Administration costs directly associated with the project</li> <li>✓ Clearly justified capital purchases under £1000 i.e., small capital items (such as IT equipment)</li> </ul>	<ul style="list-style-type: none"> <li>× Costs before the start date on your grant agreement</li> <li>× Any costs that cannot be fully evidenced back to your organisation's nominated bank account</li> <li>× Any bank charges or legal fees</li> <li>× Items which only benefit individuals e.g., prizes, individual kit/equipment not shared</li> <li>× Activities promoting religious beliefs or political activities</li> <li>× Activities that the state has a legal obligation to provide, e.g., education</li> <li>× Fundraising activities</li> <li>× Contingency costs</li> <li>× VAT</li> </ul>
---	--

*All successful grant applicants will be expected to participate in any appropriate publicity as requested by Solihull Council.*

### Application timescales

Application Timescales	
Call for Applications is open	13th October 2023
Deadline for Applications	Sunday 12th November 2023 23:59
Panel decision-making meeting	Week beginning 20th November 2023
Applicants informed of approval / approval with some specific conditions/ rejection (and reason for rejection)	By 30th November 2023
Grant agreements issued	By 15th December 2023
Delivery of activities	From 1st January 2024 onwards