

## Short Break Care Grants 2017

### Cover Letter

<b>Fund:</b>	Short Break Care Grants 2017
<b>Criteria</b>	Organisations funded in previous rounds of this funding are ineligible to apply again.
	Activity must be accessible to children and families who live in Salford.
	Activity must increase the range and choice of activities for children with disabilities, or increase the number of children with disabilities participating.
<b>Maximum application:</b>	Funding Pot of £81,000
	Up to £5,000 per application.
<b>Time frame:</b>	This is a rolling programme, with monthly panel meetings (subject to available funding).
	Submissions by 12 noon on the 21 <sup>st</sup> August will be assessed week commencing the 4 <sup>th</sup> September 2017.
	Submissions by 12 noon on the 18 <sup>th</sup> September will be assessed week commencing the 2 <sup>nd</sup> October 2017.
	Submissions by 12 noon on the 16 <sup>th</sup> October will be assessed week commencing 6 <sup>th</sup> November 2017.
	Delivery: September 2017 onwards
	Monitoring return: One month after project end



Making a difference in Salford since 1973

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Company Limited by Guarantee: 1948293 Registered Charity: 519361



## **Short Break Care Grants 2017**

### **Guidance Notes**

#### **Provision of Short Break Care for Children with Disabilities**

The aim of this funding is to promote innovation and development in the provision of group based short break care for children with disabilities in Salford. We want to encourage new ideas as well as help to develop existing activities to provide better support to children with disabilities and their families.

#### **Outcomes**

- a) Support organisations, groups or individuals to include children with disabilities in activities
- b) Increase the range and choice of activities for children with disabilities
- c) Increase the number of children with disabilities participating in locally based groups and activities
- d) Improve awareness and confidence of staff and volunteers in supporting children with disabilities
- e) Enable families in Salford to have confidence in the provision available for children with disabilities and that their needs are at the heart of this provision

#### **Timescales**

- a) Grants will be distributed during the period 1st January 2017 to 31st March 2018 or until the allocated funding for the period has been exhausted, whichever is the sooner.
- b) Services may start or continue to be delivered after 31st March 2018.

#### **Amount**

- a) The maximum amount awarded for each proposal/application will be £5,000 inclusive of any irrecoverable VAT.
- b) Applicants may apply for a further grant if the activity outlined in their initial proposal has been delivered successfully and they wish to extend or repeat it. This is to support applicants who may bid for initial or pilot funding for a short term and then if the project is successful may want to repeat or continue it.

#### **Eligibility**

Applications will be considered from:

- a) Voluntary, Community and Social Enterprise (VCSE) or independent/private sector organisations or groups providing or planning to provide after school/weekend/school holiday activities for children with a disability, up to the age of 18 in Salford for Salford residents.

- b) VCSE or independent/private sector organisations or groups based in Salford providing or planning to provide activities/groups for pre-school children with disabilities and their parents who are Salford residents.
- c) Applicants who have not yet formed a constituted group will be encouraged and supported by CVS to:
  - i. Undertake the process of forming a constituted community group (subject to time limitations) or
  - ii. Join and work in partnership with an existing local constituted group or organisation.

## **Non Eligibility**

Applications will not be considered from:

- a) Organisations or groups currently commissioned by Salford City Council to provide activities for children with disabilities.
- b) Salford City Council Services, for example Integrated Youth Support Services, Children's Centre's, and any organisation commissioned to deliver these services on behalf of Salford City Council.
- c) Application from a group who were awarded the Short Break Care Grant in Round 1.

## **Activities/proposals that will be considered for grant allocation**

- a) Additional staffing to enable children with disabilities to join in universal activities
- b) Additional staffing to deliver additional places in existing provision
- c) Volunteer expenses
- d) Training courses for staff and volunteers to increase awareness of disability issues and develop skills to work with children with disabilities with the aim of including them in groups / activities
- e) Additional non staff running costs incurred through supporting children with disabilities to access activities
- f) Startup costs for new groups, for example promotion, staff recruitment and reasonable equipment directly related to the proposed activity, e.g. toys and sports equipment.
- g) Transport to enable children with disabilities to access groups

**Parents have provided feedback that they would like to see activities in the following areas:**

**IT activity.**

**Arts and crafts activity**

**Pre-school and primary school children.**

## **Activities/proposals that will not be considered for grant allocation**

- a) Capital equipment, for example vehicles, computers, furniture, and mobile phones for staff and volunteers

- b) Adaptations to rooms, buildings, for example permanently changing the fabric of a room or building for specific purpose of delivering a project or activity
- c) One off activities such as day trips, that are not part of an ongoing planned programme
- d) Overnight residential stays or residential camps
- e) Running costs for existing projects that cannot provide evidence that the grant will fund capacity to deliver their service to an increased number of children with disabilities

The panel will be made up of 3 members, to include representatives from:

- i. Salford City Council Children's Services
- ii. Salford CVS

## **Safeguarding**

All organisations or groups that work with or come into contact with children should have safeguarding policies and procedures to ensure that every child, regardless of their age, gender, religion or ethnicity can be protected from harm.

Setting up and following good safeguarding policies and procedures means that children are safe from adults and other children who might pose a risk.

Applicants will be required to state whether they have either:

- a) been deemed compliant against the 20 Salford Safeguarding Standards by Salford City Council's Integrated Commissioning Unit;  
or
- b) undertaken a self-assessment against the 20 Salford Safeguarding Standards and supply a copy of their completed Evidence Record and action plan to support this;  
or
- c) a commitment to attend training and work towards compliance against the 20 Salford Safeguarding Standards.

## **Answering questions on the application form.**

The panel will be scoring your applications based on your answers to the questions below. Please read the guidance for each of the questions and be clear and concise in your answers.

### **What does your organisation do? (Max 100)**

Please provide background information on what your organisation does.

### **Describe the activity you propose to deliver for children with disabilities during this project (Max 500)**

Provide details of what your project will be doing and/or the activities you will be organising and tell us the story of how the money will be spent.

**How will you improve the confidence of staff and volunteers when they are working with children with disabilities? (Max 500)**

What is the actual difference you are trying to make to the beneficiaries?

*NB - Remember outcomes: the benefits, the changes and the learning that happens as a result of your activity. Ensure these are measurable and tell us what you aim to reduce, improve, increase or even maintain.*

**How will you get feedback from parents / carers of children with disabilities? (Max 500)**

Please tell us how you will collect feedback from parents and carers of the children with disabilities.

**How will you know your project has been successful? (Max 500)**

- a) Please tell us how you will measure the success of your idea; and how you will know it has made a difference to your beneficiaries.
- b) What are the long-term changes and impact of your project? Who and how many people will benefit from your project?

**Budget**

The judging panel will expect you to justify any request made. Please provide a detailed breakdown of the budget specifying each item the money will be spent on showing the calculations for the amount requesting for each area. Please see worked example below for the information required.

**Venue hire:** please provide the cost of the venue per hour; how many hours required per session; how many sessions in the project.

£15 per hour, two hours per week for 10 weeks.

$$\text{£15} \times 2 = 30 \times 10 = \text{£300}$$

**Public transport:** please provide information about where the journey is from and to, what type of transport, how much per trip or day ticket and how many trips.

Example:

Two volunteers bus fares based on day ticket costing £4.10 each x one trip per week for ten weeks.

$$2 \times \text{£4.10} = \text{£8.20} \times 10 = \text{£82.00}$$

**Personal vehicle usage:** please provide information about where the journey is from and to, how many miles per trip and how many trips. The mileage rate is set at £0.45p per mile max.

Example:

One volunteer makes one round trip per week of 6 miles (Langworthy to Eccles) for 10 weeks  
 $\text{£0.45} \times 6 = \text{£2.70} \times 10 = \text{£27.00}$ .

**Resources;** Please list all the resources required such as paint, craft material and refreshments. Include the cost per item and how many of each are required.

**Match Funding-** Where the total cost of the project is more than the grant amount that is being requested please specify where the additional income is coming from naming several resources is applicable, the amount and if the funding is currently in place.

**N.B. Please note that Salford CVS reserves the right to request copies of all receipts for the monies you receive from us and will be conducting regular audits of successful applications**

## References

If you are an individual, unconstituted or sole trader please provide us with a reference from an independent person who knows you/your group and can provide information about your suitability to deliver this proposal

## Further Information

For further information on the services which are currently available for children with disabilities to avoid duplication of provision please click on the links below:

Local Offer for children with disabilities in for Salford

<https://www.salford.gov.uk/children-and-families/local-offer-special-educational-needs/>

Short Break Care Round One Grant Recipients

<https://www.salfordcvs.co.uk/short-break-care-grant-recipients>



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