

Short Breaks Activity Grant Funding Guidance Notes 2024

Please consider the following information prior to completing the Short Breaks Activity Grant application form.

The activity funding is solely for activities aimed solely at children and young people with disabilities and/or additional needs.

Length of Grant

Grants are available for:

6 months (April 2024 to September 2024/October 2024 to March 2025)

12 months (April 2024 to March 2025)

To qualify for 12 months funding you must have been awarded 6 months funding previously.

Award Amounts

6 months funding awards are available up to £5,000

12 months funding awards are available up to £10,000 if the activity duration is more than 3 hours, £5,000 if the activity duration is between 1 to 3 hours.

Parents should not be required to stay unless 1:1 support is required by a carer/parent and this would need to be funded separately. The aim of the Short Breaks programme is to provide activities for children/young people with disabilities and/or additional needs but also give the parents/carers a 'short break'.

Funding of up to £3,000 can be applied for if parents are required to stay.

Type of Activity

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. 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.

Providers must be able to comply with the following:

- Have £10 million public liability insurance.
- Have safeguarding policies/risk assessments.
- All staff must have enhanced DBS (disclosure and barring service) checks.
- Providers must be able to attend at least 3 provider forums per year.
- Providers must be able to provide attendance records at the end of each month.

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- 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.
- Session equipment, personal equipment, clothing or other personal/commercial gain.

Young Inspectors

Part of your grant agreement is also a requirement for your activity provision to be reviewed by the Young Inspectors programme.

The Young Inspectors programme 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 sessions.

To learn more about this service please visit: [Become a Short Breaks Young Inspector \(iow.gov.uk\)](http://iow.gov.uk)

Application Process

When do I need to apply by?

To start running your activity from 1 April 2024 you need to have applied for funding before the closing date on **23 February 2024**.

Who decides on the outcome of my application?

Decisions on applications will be decided within a panel meeting. The panel will consist of the Short Breaks Team, Young Inspectors Lead and parents/carers of Short Breaks members. The panel will consider each application based on their merits and using the evaluation criteria. For previously granted providers panel will also look at the number of forums attended and the receipt of feedback and data.

You can expect to hear back via email no later than **1 March 2024**.

Completing the 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 for you to provide key contact details.

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 you want to provide. This will include what type of activity 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.

Q1

Specify the name of the activity as this title will be adopted for any future marketing/promotion such as the Short Breaks Activity Guide.

Q2

Briefly outline your activity plan and explain what you are providing e.g. staffing ratios etc.

Q3

State if you are applying for 6 or 12 months of funding.

Q3a

Select what time of year your activities run.

Q3b

Please state what days and times your activity will run.

Q4

Please state how many sessions in total you will be delivering.

Q5

Please state the duration of each activity session.

Q6

Please state what age group your activity is catering for.

Q7

Please state how many children/young people can attend each session?

Q8

State the cost is for each child/young person attending each session. This is a cost to the parent/carer.

Q9

Tick to specify whether parents/carers are/are not required to attend the duration of the session.

Q10

Tick to identify how you will monitor and evaluate your activity. For example, how you can evidence what you have requested in your completed application and has it met the intended aims of the activity.

Q11

Please identify what can be done to make your activity more sustainable in the future if funding was to be reduced in the future.

Q12

State how you will market your activity.

Q13

Tick which type of organisation best describes 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**Q14**

Select type of organisation, VAT registered or non VAT registered.

Q15

State what your anticipated project expenditure:

Staff Costs

Please list each staff member individually.

Set up and pack down time can be paid at a maximum rate of £9 per hour. The maximum time for set up and pack down is 1 hour in total. 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 £12.50 per hour. Costing for more senior positions will be considered based on skills/qualifications.

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).

Equipment Costs

Equipment can be applied for at a maximum of £250 per application/provider.

Q16

You are required 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.

Q17

State the total cost from Q15.

Q18

State the anticipated participant fees you are expending to receive. This total will be deducted from your requested amount. Please make sure that your numbers are guaranteed before submission as you may not have enough money to cover your sessions if numbers decrease. To work out the income multiply Q4 x Q7 x Q8.

Q19

To work out the grant total minus the answer from Q18 from the total of Q17. This will establish what is required through Short Breaks funding.

Supporting evidence

Please provide any documentation that supports your application in either JPEG or PDF such as feedback, 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 2 working days of the deadline. Decisions made will fall into the following categories:
 - Application approved.
 - Application conditionally approved pending further information from the provider.
 - Application declined.
3. Once applications have been approved, you will receive a grant offer via email and an agreement to be signed electronically.

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

If you have any further queries please call 01983 823168 or email short.breaks@iow.gov.uk