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| Short Breaks: Small Grant Application |
| Eligibility Criteria (2019/20) |
| The main aim of a Short Break is to provide parents/carers of children with a disability an opportunity to have time to engage in leisure, learning or social activities that they are otherwise unable to do because of their caring responsibilities. Short Breaks should also be a preventative, family support service that provides a disabled child or young person with a break from their parent/carer whilst also providing an opportunity for engaging in something new or providing a means to interact with their peers in a social manner. Knowsley Council have commissioned a core Short Breaks programme, which provides positive activities afterschool, at weekends, and during school holidays. To complement this, through grant funding, we recognise the value that local support groups and children & young people’s forums provide in supporting our aims and objectives for our Short Breaks programme. In order to be eligible to apply for a Short Breaks small grant, each organisation or group **must** meet one of the following categories:1. Aimed at delivering **support to parents/carers, and/or siblings**, of children with a disability:
	* For example: parent support groups; training/courses/workshops for parents; support or activity groups for siblings
2. Aimed at **championing the voice of children and young people with a disability**:
	* For example: a group or forum that can provide a way for children and young people with a disability to be represented and influence decision-making and service delivery
3. Support for **transition** from children’s services to adult services:
	* For example: activities and support groups for older teenagers and young adults with disabilities (aged 16-25)
4. Support for **specialist disability-friendly sports/arts/drama/cultural provision** for children and young people in Knowsley:
	* For example: a local football or drama or dance group that is dedicated to children and young people with disabilities

**PLEASE NOTE:** 1) Children with a disability aged 0-18 (up to their 19th birthday) who reside in Knowsley **must** - either directly or indirectly - be the ultimate beneficiaries of a grant-funded service.2) We **cannot** award short breaks grants for applications that duplicate our Short Breaks commissioned services (i.e. afterschool/weekend/holiday clubs, or swimming lessons, for disabled children 0-18). You can find details of our current commissioned services at [www.youthactivitiesinknowsley.co.uk](http://www.youthactivitiesinknowsley.co.uk). These show on the website as Knowsley Short Breaks Swimming Programme and Short Breaks MYA Choices Knowsley.All applications **must** have accompanying evidence to prove that the appropriate levels of insurance are in place before any funding can be agreed. Children's Services funded organisations are required to hold £5,000,000 Public Liability Insurance.Knowsley Metropolitan Borough Council **will not** award a grant to an organisation/group that does not hold, or is not willing to obtain the required level of insurance following risk assessment (irrespective of advice given to organisations by third parties), therefore organisations/groups **must**:* Have policy statements and guidelines in place for Equal Opportunities, Health and Safety, and Safeguarding Children/Child Protection;
* Ensure all staff, both paid and voluntary, have an up-to-date Disclosure and Barring Service (DBS) clearance and appropriate training (as per application guidance form);
* Comply with any reporting and monitoring requirements set by the Whole Life Commissioning Team;
* Apply for funding from other sources to support sustainability, such as trusts, businesses or other sponsorship, or contribute to the costs in-kind;
* Establish a reasonable charge/parental contribution towards the cost of the activity, where appropriate. (Parents of disabled children can be expected to pay the standard amount for a similar activity for all children in that local area).
* Promote and publicise Short Break activities through the required channels set by the Whole Life Commissioning Team. This will include, as a minimum, supplying and keeping up-to-date information on Knowsley’s Local Offer website [www.knowsleyinfo.co.uk](http://www.knowsleyinfo.co.uk)
* Work in partnership with other Short Break activity providers in Knowsley to share information and resources as appropriate, to benefit families using the service and ensure efficiency in the use of assets across Knowsley.
* Present their proposal in the standard Short Breaks Grant Application form (and any Supplementary forms) required by Knowsley Metropolitan Borough Council.
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| Financial Eligibility |
| Grants of **up to £10,000** can be applied for under this application process.Please note that your group/organisation **MUST** have a separate bank account for the purposes of serving the group/activities you undertake as this will be the account that any successful grant is paid into. This must **NOT** be a personal bank account and must have co-signatories in order to administer funds.Organisations will not normally be eligible for grants where they hold unallocated reserves in excess of one year's running costs, or where it is judged that these reserves are unreasonably in excess of what is required or not allocated for legitimate purposes. The Charity Commission definition of reserve is:*Income funds that are freely available for its general (unrestricted) purposes. "Reserves" are therefore the resources the organisation has or can make available to spend, for any or all of the charity's purposes, once it has met its commitments and covered its other planned expenditure. It is not yet spent, committed or designated.*Parent/Carer representatives are involved in the evaluation of our Short Breaks grant funding. In the current financial climate it is even more essential that projects or organisations applying for funding are able to demonstrate cost-effective ways of delivering.Things we **can** pay for:* Paying staff, reasonable amounts in line with current market rates, to run activities - coaches, instructors, tutors or specialist staff. 1:1 (or higher) staffing ratios will only be funded where this is necessary and evidence of need is provided.
* Specific training with reasonable costs required for offering this activity to disabled children and their families - please evidence consideration of E-learning.
* Associated administration costs directly related to delivery for disabled children and their families, for this project. This can include reasonable administration staff time and other office overheads such as IT, photocopying.
* Providing expenses and training for volunteers that help to run the activities/support for disabled children and their families.
* Smaller value equipment and resources appropriate to the individual participants’ needs. Evidence must be shown of how this is also sought via donations, fundraising or local resources.
* Costs for adapting equipment, where this is a reasonable and specific requirement.
* Reasonable hire of facilities used to deliver the activities. Organisations should evidence any discounts requested/agreed by venues. Where organisations are requesting funding for venue hire for their own buildings, explanation will need to be included within the grant application/supplementary sheet.
* Reasonable marketing/publicity costs for events or activities - any contribution will be minimal as free promotion/publicity is provided via Knowsley’s Local Offer website [www.knowsleyinfo.co.uk](http://www.knowsleyinfo.co.uk).
* Transport – Families should be encouraged to contribute to cover transport costs if extra trips out are included in the activity. However, if additional resources are needed, cost effective and reasonable group transport arrangements that are an integral part of the activity may be considered by the Panel where a provider does not have the resources to cover this themselves, depending on the current demand on the Short Breaks budget. Only additional costs for specific requirements will be considered.

What we **cannot** pay for:* Residential overnight respite full costs
* Training needs that could be covered via the use of e-learning (available free via KMBC Workforce Development)
* Purchase of vehicles or other high-cost capital purchases
* Larger value equipment and resources
* Transport costs for transport required within an activity session, where providers have the resources to cover this themselves
* Management/Administration costs amounting to more than 10% of the requested total funding
* Buildings and large-scale refurbishments
* Costs to adapt premises or equipment where this is already a duty of the activity provider under equality legislation
* Personal equipment, clothing or other personal/commercial gain
* Activities that are targeted mainly for adults (post 25 years old)
* Transport costs to or from a child’s home to the activity
* Refreshment costs for any participants or staff/volunteer
* High cost marketing or publicity; or any marketing that is not specifically and clearly targeted. Free publicity and promotion via Knowsley’s Local Offer website is a requirement of the Short breaks grant.

Further info:* Any contribution to large one-off events will be unlikely to exceed £500-£900.
* Trips and outings: the cost of entrance fees or tickets should be covered by parents/carers and venues will frequently give group discounts/concessionary rates. The Short Breaks Grants Panel may consider a contribution towards these costs, but this will not usually exceed 50% of the costs of the expenditure.
* Activities offered completely on a 1 to 1 basis for an individual child/young person are unlikely to be funded.
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| Monitoring |
| If successful, organisations will be required to sign a Grant Agreement and submit regular information to the Whole Life Commissioning Team. This information is likely to be in relation to attendance information (demographics and hours attended) and impact/outcomes. We would also expect groups/organisations to provide information on any feedback they regularly gather from parents/carers and other service users on the activities/group that they provide. Evidence will be sought around what influence participants have on the shape and purpose of the service where appropriate.We will provide full information and instructions separately once an award has been agreed. We may also visit providers while activities are taking place. |