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| Short Breaks: Small Grant Application – Guidance (2019/20) |
| Guidance Notes |
| Please read these application guidance notes carefully. Remember, these grants are intended for local organisations working in Knowsley to support families with a disabled child. The grants are not intended to duplicate the core Short Breaks commissioned offer (i.e. the afterschool/weekend/holiday activity clubs). This round of grants is intended to focus on 4 key themes:1. **Delivering support to parents/carers/siblings of children with a disability**
2. **Championing the voice of disabled children and young people**
3. **Enhancing transition support for disabled young people aged 16-25**
4. **Supporting specialist disability-friendly sports/arts/drama/cultural provision in Knowsley**

If you are applying for more than one group, please use a separate application form for each group you are applying for funding for. |
| Applicant Information |
| This needs to be the person that is responsible for administering and accounting for any grant awarded. |
| Group/Organisation Information |
| Name of Group/Organisation: This needs to be the organisation that is responsible for administering and accounting for any grant awarded. This may also be the group that you are applying for funding to run. |
| Activity/Project Information |
| In this section, tell us about the activity/project you need funding to deliver, and to what grant funding theme it relates. This may be help to run the overall group, but please detail any extra information here related to what the group will deliver.*Contact/Social Media details*: This is any Website, Twitter, Facebook or other social media that you use to advertise or share information on your activity or group.Q2 – Explain the specific activities included in your project, and how the requested funding will be used. What activities will you be doing with the children and young people and/or the parent/carers/siblings that attend? If there is more than one activity that you are applying to fund, please list each activity and a brief description.Q3 – What impact will the group/activity have on the children and families accessing the service? And how will you monitor these? For instance, some of the key outcomes we are looking will be for providers to:* Promote independence
* Improve social skills
* Increase life skills
* Provide opportunities to integrate with the local community
* Develop talents

If your group/activity predominantly works with parents/carers, then you may have your own set of outcomes that you will be aiming to improve, so do tell us about these.Q4 - Please tell us about how you will involve, and seek feedback from BOTH children / young people with disabilities; AND their families. We need to understand that your group/activity is what families want/need, and have input into. |
| Delivery Information |
| *Frequency*: Does this happen weekly, monthly, every 2 weeks, etc.?*Ages of the children that will benefit from your group/activity*: Your group may be predominantly for parents/carers/siblings, but we need to understand the ages of the disabled children that will be indirectly benefitting from your group/activity by supporting their parents/carers.  |
| Financial Information |
| If you require any help with this information, then please do get in touch with us on 0151 443 4736. Please note that grants of **up to £10,000** can be applied for.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.*Free reserves*: The amount of money that the organisation/group has to freely spend at the time of the application.*Running costs in months:* How many months would you be able to run your group/activity on the amount you have available to you as free reserves (above)?*Amount of funds held by your organisation which could be used for this project/service:* Amount available for the specific activity from your free reserves (above)Q5 – When detailing costs for your project, please use these headings and put each cost on a separate row on the form (adding rows as necessary):* Staff / Volunteer Costs (please detail each role separately, e.g. support worker, sports coach, tutors, etc.). **Please remember that any external coaches, tutors, etc. MUST be DBS checked if children are present. It will be the responsibility of the organisation/group to ensure that certificates are checked.**
* Resource costs (please detail actual activity resources or equipment needed)
* Training costs (remember to make use of free training and e-learning available through KMBC Workforce Development and Knowsley’s Safeguarding Boards)
* Other Costs (for example marketing, venue hire, etc.). Please note that all Short Breaks funded activities can be advertised at no cost on the Knowsley Local Offer website and Youth Activities website – only reasonable additional marketing /publicity costs can be considered.

Q6 – Part of the eligibility criteria for Short Breaks Small Grants funding is that groups/organisations apply for other sources of funding beyond that which they receive from the local authority. This section is where you are able to show which sources you are applying to/have applied to; whether successful or unsuccessful or awaiting an outcome. *Summary of financial elements:* The first two sections should be generated from the totals of Q5 and Q6. Please input the difference between Q5 and Q6 in the third section, and then input the total grant amount you are applying for in the last section.Q7: How will the group/activity be able to run in the future without any funding from the local authority? How will it become sustainable at the end of the grant? |
| Insurance/Policy Information |
| 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. There may be some circumstances/groups that do not require Public Liability Insurance but we would expect each applicant to have satisfied themselves as to whether they are exempt or not. More information can be found at: <http://www.knowsley.gov.uk/business/schools-and-business-services/risk-and-resilience>.The local authority’s insurance provider, Zurich Insurance, can also be contacted for advice. More information can be found at <https://www.zurich.co.uk/en/charity-insurance/ppc/community-groups?ns_campaign=community&ns_source=ppc>If you have a constitution that includes Health & Safety and Equality & Diversity rather than separate policies, please tick the box to indicate this. Help with becoming a constituted group can be sought from KMBC through our Communities and Social Growth Team on 0151 443 3856/4609 or emailing jacqui.meadows@knowsley.gov.uk / jeff.sayers@knowsley.gov.uk Knowsley Chamber is also available to help small business or those looking to set up a small business or social enterprise in Knowsley. More information can be found at [www.knowsleychamber.org.uk](http://www.knowsleychamber.org.uk) or by telephoning 0151 477 1356.All staff and volunteers should have DBS clearance. Please note that we would expect all groups/organisations to have satisfied themselves that any third parties coming in to deliver services to the group will have full DBS clearance, as well as the correct level of indemnity insurance, etc. We would also expect, where appropriate, that they have up-to-date health & safety, risk assessment, and emergency procedures and policies in place. More information on DBS checks can be found at <https://www.gov.uk/disclosure-barring-service-check/overview> Training information and a list of all the free courses available to local organisations can be found by contacting: Workforce.DevelopmentTeam@knowsley.gov.uk The Safeguarding Children’s Board website also lists training available:<http://www.knowsleyscb.org.uk/multi-agency-training/> |