Short Breaks Grant Application Form

In accordance with RBG’s Voluntary and Community Sector Strategy, RBG’s Short Breaks Strategy and with regard to the Children Act 1989, section 6, and subsequently The Breaks for Carers of Disabled Children Regulations 2011, RBG Children’s Services wishes to make available a number of strategic grants for short break activities for Greenwich disabled children and young people aged 0-17 years.

Further guidance can be found in the attached guidance notes.

We advise that you read the guidance notes before completing this application form to help you understand the type of activity RBG wish to support with this funding.

When answering please note the number of words available in the narrative boxes. We are happy to accept applications that are not set out in paragraphs. Any words counted over the available limit will not be considered as part of your response.

Contact Details

Please refer to guidance note 2

- **Contact name:** Click here to enter text.
- **Position/title in organisation:** Click here to enter text.
- **Contact telephone number:** Click here to enter text.
- **Email address:** Click here to enter text.
- **Website address:** Click here to enter text.
- **Organisation address:** Click here to enter text.
- **Postcode:** Click here to enter text.
Note: Pre-requisites for applying for funding to deliver services for disabled children & young people on behalf of the Royal Borough of Greenwich. This section is not scored, however, if you answer no to any of the questions your application cannot progress further as the items listed are requirements for delivering a service for Disabled Children & Young Person’s Service on behalf of/or in partnership with RBG.

Please refer to guidance note 1

All Applicants must complete the table below

<table>
<thead>
<tr>
<th>Please state whether you have the required items in place in order to deliver an RBG funded project/activity</th>
<th>(delete as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Liability Insurance</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Employer Liability Insurance</td>
<td>Yes/No/No staff</td>
</tr>
<tr>
<td>Professional Indemnity Insurance</td>
<td>Yes/No/No staff</td>
</tr>
<tr>
<td>Motor Vehicle Insurance</td>
<td>Yes/No/No available vehicle</td>
</tr>
<tr>
<td>Safeguarding Policy</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Complaints Procedure</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Health &amp; Safety Policy and/or Statement that includes Risk Assessment</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Equal Opportunities Policy and/or Statement</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Child Sexual Exploitation Policy</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Anti-Radicalisation Policy</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Recruitment &amp; Selection Policy/Procedure</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Enhanced DBS checks for staff/volunteers</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Supervision and appraisal process</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Induction Programme for new staff and volunteers</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Training Programme for staff and volunteers</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Training programme includes Safeguarding</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Training programme includes Child Sexual Exploitation</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Training programme includes Anti Radicalisation</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Further information on Safeguarding & related topics can be found at: [https://www.royalgreenwich.gov.uk/safeguardingchildrenboard/](https://www.royalgreenwich.gov.uk/safeguardingchildrenboard/)
**Organisation details**

*Please refer to guidance note 3a*

It provides us with key information about applicants and helps us to build an overview of the impact of our funding across the borough. Please note we retain this information on our database which is maintained in accordance with the requirements of the Data Protection Act 2018.

- **Name of your organisation:** Click here to enter text.

- **Status of your organisation:** Please select below

  - [ ] Limited Company
  - [ ] Registered Charity
  - [ ] Other *(Please state below)*

  Status of organisation if 'other': ……………………………

- **Ofsted number:** Click here to enter text.
  
  Note: Please type “N/A” if not required for the delivery of this type of project

- **CQC reference number:** Click here to enter text.
  
  Note: Please type “N/A” if not required for the delivery of this type of project

- **VAT registration number:** Click here to enter text.

- **Please tell us your organisation’s overall turnover in the last financial year. This gives us an idea of the scale of your operation:** Click here to enter text.

- **Are you currently in receipt of any other RBG funding, either contract or grant or received funding from RBG for this particular project in the past year? Please select below:**

  - [ ] Yes
  - [ ] No

- **Are there any RBG officers or elected members are on your governing boards? Please select below:**

  - [ ] Yes
  - [ ] No

- **What does your organisation do?**

  *250 word limit*

  Click here to enter text.
Please give an overview of your previous experience

Please refer to guidance note 3b

There is a possible score of 15 for this question.

There is a limit of 350 words.

Click here to enter text.

Project Details

Please refer to Guidance note 4a

This section is not scored but will inform stage 2 of the evaluation

Name of your project/activity (or working title): Click here to enter text.

Is your project aimed at, or relevant to, any of the following groups/Activities? Complete the check box for any/all that apply. Please refer to guidance note

☐ Disabled children under 8 years

☐ Disabled children 8 years – 17 years

☐ Play Services

☐ Youth Services

☐ Overnight Activity Breaks

☐ Sports Activities

☐ Transition Services

☐ ASD Specific Services/Activities

In which ward of Royal Greenwich will your project take place? Please Complete the check box for all that apply.

☐ Abbey Wood

☐ Blackheath Westcombe

☐ Charlton

☐ Coldharbour & New Eltham

☐ Eltham North

☐ Eltham South
☐ Eltham West
☐ Glyndon
☐ Greenwich West
☐ Kidbrooke with Hornfair
☐ Middle Park and Sutcliffe
☐ Peninsula
☐ Plumstead
☐ Shooters Hill
☐ Thamesmead Moorings
☐ Woolwich Common
☐ Woolwich Riverside

- **What is the Address (including postcode) of the venue that the project will run from?** Click here to enter text.

- **Project Details**
  
  *Please refer to guidance note 4b*

  *There is a possible score of 25 for this question.*
  
  *You will have 750 words.*

  Click here to enter text.

- **Please give details of how the project will be managed.**
  
  *Please refer to guidance note 5*

  *There is a possible score of 15 for this question.*
  
  *You will have 500 words.*

  Click here to enter text.

- **How will your project/activity support RBG’s Strategic outcome for children & Disabled Children & Young People service outcomes.**
  
  *Please refer to guidance note 6*

  *There is a possible score of 20 for this question.*
  
  *You will have 600 words.*

  Click here to enter text.
- How will your project measure its success against the outcomes?
  *Please refer to guidance note 7*
  There is a possible score of 13
  You will have 600 words.
  Click here to enter text.

- Please give an indication as to the future sustainability of the project.
  *Please refer to guidance note 8*
  There is a possible score of 6
  You will have 250 words.
  Click here to enter text.

**Funding – Unit Cost & Capacity**
*Please refer to Guidance note 9*

- What level of grant funding are you applying for? *Please select below*
  - Grant A
  - Grant B
  - Grant C

- What is the value of the grant you are applying for? Click here to enter text.

- What is the total cost of the project/short break activities you are proposing? Click here to enter text.

- In respect of short break activities during School Holidays, please complete the table below:

<table>
<thead>
<tr>
<th>Holidays</th>
<th>Number of sessions</th>
<th>Hours per session</th>
<th>SEND CYP Places per session</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer (Term 6 holiday, 6 wks*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easter (2 wks*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christmas (Term 2 holiday, 2 wks*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 1 holiday (Autumn half term*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3 holiday (Winter half</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Holidays Year 2

<table>
<thead>
<tr>
<th>Term</th>
<th>Number of sessions</th>
<th>Hours per session</th>
<th>SEND CYP Places per session</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 holiday (Spring half term)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer (Term 6 holiday, 6 wks*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Easter (2 wks*)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Christmas (Term 2 holiday, 2 wks*)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Term 1 holiday (Autumn half term*)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Term 3 holiday (Winter half term)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 5 holiday (Spring half term)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* to be used as a guide only. A schedule of school term dates can be found at https://www.royalgreenwich.gov.uk/info/200285/about_our_schools/448/school_term_dates

You may supply an additional narrative to this question below. There is a limit 1500 words allowed for this section. If not applicable, please type “n/a”

- In respect of short break activities during term time, please complete the table below:

<table>
<thead>
<tr>
<th>School Term Year 1</th>
<th>Number of sessions</th>
<th>Hours per session</th>
<th>SEND CYP Places per session</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 (Sept/Oct*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 2 (Nov/Dec*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 3 (Jan/Feb*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 4 (Feb-Apr*)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Term 5 (Apr/May*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 6 (June/July*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Term – Year 2</th>
<th>Number of sessions</th>
<th>Hours per session</th>
<th>SEND CYP Places per session</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 (Sept/Oct*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 2 (Nov/Dec*)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Term 3 (Jan/ Feb*)
Term 4 (Feb- Apr*)
Term 5 (Apr/May*)
Term 6 (June/July*)

* to be used as a guide only. A schedule of school term dates can be found at https://www.royalgreenwich.gov.uk/info/200285/about_our_schools/448/school_term_dates

- You may supply an additional narrative to this question below. There is a limit of 1500 words allowed for this section. If not applicable, please type “n/a”

Click here to enter text.

- Are you applying for any other grants external grants from other funding bodies, (not RBG) to support this project?

  □ Yes    □ No

- If yes, please provide details below. There is a limit of 100 words for this section.

Click here to enter text.
**Data protection**

We will use this application and other information you give us, including any personal information, for the following purposes:

- to decide whether you are eligible for a grant
- to provide copies of your application to other individuals or organisations who help us to assess and monitor grants
- to hold in our database, and use for statistical and analytical purposes
- if we offer you a grant, we will publish information about you relating to the activity we have funded, including the granted amount and the activity it funded. This information may appear in press releases, printed collateral, online publications and on websites
- if we offer you a grant, you will be expected to support our work, contributing (when asked) to important publicity activity during the period for which we provide funding
- signing our standard terms and conditions will signify your agreement to us using your images and other materials for publicity purposes.

All information will be kept in accordance with the requirements of the Data Protection Act 2018.

**Declaration**

☐ I confirm that, to the best of my knowledge, the information in this application is true and correct and that I have the authority to apply on behalf of the organisation named above.

☐ I confirm that, to the best of my knowledge, the information in this application is true and correct and that I have the authority to apply on behalf of the organisation named above.

☐ I confirm that, if successful, the organisation will provide a final evaluation by the end of the 2019/20 financial year, using the templates provided for outputs & outcomes setting out clearly how the grant was used and what was achieved as a result of the funded activity (If your project is not due to complete by the end of the financial year, we will ask you for an interim report).

☐ I confirm that, if successful, the organisation will provide a final evaluation by the end of the 2020/21 financial year, using the templates provided for outputs & outcomes setting out clearly how the grant was used and what was achieved as a result of the funded activity (If
your project is not due to complete by the end of the financial year, we will ask you for an interim report).

**Name**: Click here to enter text.

**Position in organisation**: Click here to enter text.

**Date**: Click here to enter a date.

We require all grant applications to have a counter signature. This must be someone who has the authority to apply on behalf of the organisation named above.

**Counter signature’s name**: Click here to enter text.

**Position**: Click here to enter text.

**Date**: Click here to enter a date.