**Putting Children and Young People at the centre of everything we do**

**Creating a Playable Sandwell**

**Holiday Grant Programme**

**2024-2025**

**Application Form**

**Closing date: 26 April 2024 at 4:00pm**

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Description automatically generated

**BEFORE completing the application form, please read the Application Guidance.**

**SECTION 1 – YOUR ORGANISATION**

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| * 1. **Details of your organisation**   (*Name of your organisation as it appears on your governing / registration document or set of rules, full address of organisation including post code)* |
| **Organisation name:** |
| **Organisation registered address:**  **Postcode** |
| **Address of where activities will take place including postcode (if different from above):**  **Postcode** |
| **Website / Facebook / Twitter / Instagram name:** |

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| * 1. **When was your organisation established?**   *Day/ Month/ Year* |
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| * 1. **Contact for this application (please include title, full name and position in the organisation, phone number and email address of the person completing the application)**   *This must be someone from your organisation who can talk about your project and can be contacted during normal office hours.* |
| Name: Telephone:  Position: Email: |
| **1.4 Alternative contact for this application programme** *This must be someone from your organisation who can talk about your project in your absence and can be contacted during normal office hours.* |
| Name: Telephone:  Position: Email: |

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| **1.5 Does your organisation have a current constitution or terms of reference, set of rules or other governing documents?** (*Please tick)* |
| Yes No (if no please state the reason) |
| **1.6 Is your organisation OFSTED registered? (***Please tick)* |
| Yes No |
| **1.7 Are all staff/volunteers working on your project DBS enhanced checked?** *Please circle* *(If successful, we may check certificates at monitoring visit, if your answer is NO your application will be rejected)* |
| Yes No |
| **1.8 How many people are involved in running your organisation?** |
| Governing Body  Volunteers  Other |

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| **1.9 Please tick to confirm your organisation has the following:**  ***(Relevant documents/certificates will be requested/***  ***checked at application stage or during monitoring visit)*** | |
| Public liability insurance |  |
| Other insurance *(specify)* |  |
| Child Protection/Safeguarding Policy/ Procedures in place |  |
| Qualified First Aider (o*n site/present at all times)* |  |
| Health & Safety Policy / Procedures |  |
| Equality & Diversity Policy |  |
| GDPR / Data Protection Policy |  |
| Risk Assessments for all aspects of project delivery |  |
| OFSTED Registration Certificate |  |
| Latest Annual Accounts or statement of Income and Expenditure |  |
| Designated Safeguarding Lead with required training levels (equivalent minimum level 3 Core Working Together) obtained within the last 2 years |  |
| All delivery staff completed minimum Level 1 Child Protection / Safeguarding training obtained within the last 2 years |  |
| Staff / Volunteer (at least one) holds Level 2 Food Safety/hygiene qualification obtained within the last 2 years |  |

**SECTION 2 – ACTIVITIES / PROJECT PROPOSAL**

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| **2.1 Tell us how your project intends to make a difference and contribute towards the aims and outcomes of this grant programme? *(refer to page 3 of Application Guidance)***  (include how you intend to offer children and young people open, accessible and free play opportunities) |
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| **2.2 What town are you planning on delivering in?** *(please tick one)* | |
| Oldbury |  |
| Rowley Regis |  |
| Smethwick |  |
| Tipton |  |
| Wednesbury |  |
| West Bromwich |  |

|  |  |
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| **2.3 Please tick to confirm your project/activities will take place during all half term holiday periods** *(please tick all)* | |
| May 2024 |  |
| October 2024 |  |
| February 2025 |  |

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| **2.4 Please specify what times you will be delivering below each of the days you will be operating** | | | | | | |
| **Tuesday 28 May 2024 to Friday 31 May 2024** | | | | | | |
| **Monday** | **Tuesday**  **28 May** | **Wednesday**  **29 May** | **Thursday**  **30 May** | **Friday**  **31 May** |  | |
| **BANK HOLIDAY** |  |  |  |  |
| **Monday 28 October 2024 to Friday 1 November 2024** | | | | | | |
| **Monday**  **28 October** | **Tuesday**  **29 October** | **Wednesday**  **30 October** | **Thursday**  **31 October** | **Friday**  **1 November** |  | |
|  |  |  |  |  |
| **Monday 17 February 2025 to Friday 21 February 2025** | | | | | | |
| **Monday**  **17 February** | **Tuesday**  **18 February** | **Wednesday**  **19 February** | **Thursday**  **20 February** | **Friday**  **21 February** |  |  | |
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| **2.5 Please provide details of your organisation’s aims, previous track record and recent experience working with children and young people as well as any experience delivering similar projects** |
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| **2.6 Please provide details of your project or activity, your approach and capacity to deliver, if supporting children and young people with SEND please include this. Tell us how this will impact on the children and young people’s experiences.**  List type of activities planned, healthy snacks/refreshment offered**,** etc**.** |
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| **2.7 Tell us how you will ensure that the voice of the child is heard and how this will be used to influence and develop the activities and services you provide**  Have you consulted / involved children and young people to shape services. |
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| **2.8 Please tell us how you plan to promote equality and inclusion and welcome children and young people from a diverse range of backgrounds** |
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| **2.9 How do you know there is a local need for this project / activity? What evidence have you collected?** |
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| **2.10 If your provision were not in place, describe ‘the gap’ that would exist, what children and young people would do and where they would go to access free play opportunities** |
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| **2.11 What safeguarding, health and safety procedures are in place for your project / activity and how will you ensure children and young people will be kept safe?**  *(e.g. child protection/safeguarding policies and procedures, risk assessments, staff/volunteer ratios, relevant insurance, enhanced DBS certificates for all staff/volunteers)* |
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| **2.12 How will your project add value to this grant programme?** |
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| **2.13 Tell us how your project will contribute to at least one of Sandwell’s six strategic outcomes listed in the Corporate Plan 2021-25. *(See page 5 of Guidance Notes)***  The full version of the Corporate Plan can be found [**here**](https://www.sandwell.gov.uk/site-search/results/?q=corporate+plan) |
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**SECTION 3 – YOUR SERVICE USERS**

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| **3.1 Describe the type of children and young people you will be working with** (e.g. gender, young carers, looked after, children in care, asylum seekers, ethnicity, disability, age group, etc.) |
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| **3.2 How many children and young people do you expect to benefit directly from your project or activity?** |
| Per Day  Overall |

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| **3.3 List the numbers against the ages of the children and young people including the inclusion of children with SEND or those with additional needs or additional requirements you expect to benefit from your project or activity?** Please insert numbers. |
| 5-7 years  SEND  8-11 years  SEND  12-16 years  SEND |

**SECTION 4 – YOUR FUNDING**

**4.1 How much funding do you need from us, what contribution (if any) are you making towards this project (financial or in kind) and what is your project going to cost in total?**

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| **Breakdown of Expenditure Items**  **Please specify** | **May 2024** | | | **October 2024** | | | **February 2025** | | |
| **Amount of Grant Requested (£)** | **In Kind or Cash Contribution (£)**  **(£)** | **Total Project Cost**  **(£)**  **(£)** | **Amount of Grant Requested (£)** | **In Kind or Cash Contribution (£)**  **(£)** | **Total Project Cost**  **(£)** | **Amount of Grant Requested (£)** | **In Kind or Cash Contribution (£)**  **(£)** | **Total Project Cost**  **(£)**  **(£)** |
| **Staff Costs (**please specify)  **Volunteers expenses** (e.g. travel, etc. please specify) |  |  |  |  |  |  |  |  |  |
| Play  **Activity Equipment**  Play equipment i.e. toys, board games, sports or arts and craft equipment (please specify) |  |  |  |  |  |  |  |  |  |
| **Transport costs**  (e.g. coach/ minibus hire, public transport costs, - please specify) |  |  |  |  |  |  |  |  |  |
| **Premises costs**  (e.g. venue hire etc. - please specify) |  |  |  |  |  |  |  |  |  |
| **Admin costs**  (e.g. insurance for project – public/employers’ liability, DBS enhanced checks, printing, photocopying, marketing, training, etc. (please specify) |  |  |  |  |  |  |  |  |  |
| **Other costs** (refreshment)  (e.g. snacks, fruits, water, etc. (please specify) |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |

**4.2 Have your organisation applied for funding from Sandwell Council previously (excluding this programme) and what for?**

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| **Grant / Programme name** | **Council Contact Officer** | **Successful**  **(Yes/ No)** | **Amount Awarded (£)** |
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**SECTION 5 –** **DATA PROTECTION, GRANT CONDITIONS, DECLARATIONS, SIGNATORIES**

**Data Protection**

The Data Controller for any personal information held for this purpose is Sandwell Metropolitan Borough Council, Council House, Freeth Street, Oldbury B69 3DB, Tel 0121 569 2200.

The Data Protection Officer can be contacted at the above address and through email at **dataprotection\_officer@sandwell.gov.uk**

Any personal information on this form/section where you have given us consent to use, will ONLY be used for the purpose stated and for no other.  For unsuccessful applications, personal data will only be kept for maximum of 12 months. For successful applications, in accordance with financial regulations data will be retained for a maximum of 7 years in line with our Document Retention procedures. Where you have not provided us with consent that information will not be used by the Council.

Any personal information provided under consent will only be used and shared for the purposes outlined on this form, however when a legal duty is placed upon the Council then the Council will consider the sharing of your information in accordance with that duty (e.g. police, etc).

You have the right to withdraw your consent at any time, should you wish to do so please contact:

**VSST\_play@sandwell.gov.uk**

**Conditions of Funding**

Please note that an organisation may forfeit its right to receive any further funding from the Council if these conditions are not complied with.

1. Applications can only be considered from not for profit voluntary/ community

Organisations, grassroot organisations. Full details can be found at –

[**(Definition of the Voluntary and Community Sector)**](https://www.sandwell.gov.uk/downloads/download/472/councils-definition-of-the-voluntary-and-community-sector)**.**

2. To be eligible for funding, organisations must provide services within

Sandwell and ensure that they benefit children, young people, and families

residing in Sandwell. It is important that these services are accessible to

children and young people from all ethnic backgrounds. Beneficiaries

should not be charged to access the service provided by the grant

allocation.

3. The funding is aimed at benefiting all children and young people from

Sandwell (including universal children) during the half term school holidays,

who already attend school on a full-time basis aged 5 -16 years.

4. Funding is not available for **formal** teaching (e.g. mother tongue teaching,

exam coaching, curriculum subjects teaching in schools).

5. Applications received after the closing date will **NOT** be considered for

funding.

6. The Council will not consider applications for funding in retrospect and no

funding will be approved for anything not detailed on the applications.

7. The funding must be used as outlined in the Grant Agreement Offer

(successful applicants only). Any change in the use of the funding must not

take place without notifying and obtaining authorisation from the Council in

advance.

8. All project staff and volunteers are required to possess enhanced DBS

certificates, completed relevant safeguarding/child protection training

(within last 2 years) before the commencement of project delivery. We

will verify this at application stage or during monitoring visits. (DBS

must be carried out within the last 3 years).

9. You must declare on your application form if you are delivering with other

partner organisations, failure to do so will result in a withdrawal of your

grant.

10. Council funding should not be utilised as “personal spending money” for

children & young people, staff, volunteers or any other items not associated

with project activities.

11. Any assets acquired with the assistance of the funding cannot be sold or

otherwise disposed of, without the Council first being informed.

12. Organisations in receipt of funding from the Council are responsible for

ensuring the safety of their provision. This includes having appropriate

Health and Safety policies/statements, child protection/safeguarding policies

and procedures, accessibility and inclusiveness measures, risk

assessments, online safety procedures, adequate staff/volunteer ratios,

relevant insurance coverage, and enhanced DBS certificates for all

staff/volunteers. These requirements should be in place throughout the

duration of the project

13. The Council will monitor **all** projects in receipt of council funding **any time**

**over the funding period with no advance notice**. It is therefore important

that the Council is notified of changes to the project delivery including

timetable and delivery venue.

14. The Council will **not** fund projects that are also operating a chargeable

service or where beneficiaries are charged to access said services (e.g.

projects that are running alongside chargeable schemes).

15. All promotional materials must include the Sandwell Council Logo and must

clearly state the project is “funded by Sandwell Council”.

16. Successful organisations must obtain consent from parents to share

information of children with Sandwell Council.

17. You will be required to complete a self-monitoring form where you can reflect

and comment on delivery during each half term period; copies of satisfaction

questionnaires/feedback capturing both children and parent’s views of the

services delivered should accompany the form. Failure to submit by the

deadline will affect future funding.

18. You are required to complete an Income and Expenditure form accompanied with

copies of receipts to the value of 20% of the total grant awarded per half term holiday

period (excluding staff costs), including receipts related to venue hire, food, transport,

equipment and other activities within 2 weeks following end of project delivery.

Receipts must be retained for a minimum period of 2 years from end of the project.

Failure to submit by the deadline will impact future funding opportunities.

**Any unspent funding must be returned to Sandwell Council.**

19. The Council will **NOT** consider applications for funding in retrospect and no

funding will be approved for anything not detailed on the application.

**Your Independent Referee**

**Independent Referee**

Title First Name Surname

Employer Occupation

E-mail address

Phone number

How long have you known the organisation that is applying? Years Months

How do you know the organisation that is applying?

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| --- |
|  |

I know this organisation and I support this request for funding. I am willing to be contacted to discuss this application and comment on any grant awarded. I confirm I am independent from this organisation.

Signed Date

***Please note: Should you provide any personal information listed under this section; it will only be used for the sole purpose of grant administration for this programme only.***

**Declaration of Relations**

Please include the name and details of any Sandwell Council officer or Councillor or relative or close associate of any Sandwell Council officer or Councillor who:

* Is a member of your managing body or paid staff.
* Is (to your knowledge) a relative or close associate of any of your management members or senior staff.
* Is (to your knowledge) likely to derive any direct personal benefit or advantage either financial or in kind from the award of this funding.

Please give names and details if relevant:

|  |  |
| --- | --- |
| **Name** | **Nature of involvement** |
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**Declaration**

I confirm that to the best of my knowledge and belief (tick one):

I have listed above the names of all Sandwell Council officers or Councillors with an involvement in this project or grant application

No Sandwell Council officers, or elected members have any involvement in this project or application

**Declaration of Signatory**

I confirm that the organisation named in Section 1 of this application form has authorised me to sign this agreement.

I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

I understand that any offer of grant funding will be subject to the grant conditions and we confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.

I have not altered or deleted the original wording and structure of this application form as originally provided or added to it in any way.

I give consent to Sandwell Council holding and sharing of any personal data provided for the sole purpose of grant administration.

Print Name

Position in organisation

Signed

Date

**Before submitting please check you have:**

* Answered **ALL** questions.
* Relevant sections signed and dated.
* Submitted copies of requested supporting documents (listed below).

***Please Note: You are not required to submit these documents again if you have already done so within the last three months to support another grants programme (e.g. HAF) and was successful and currently in receipt of funding for 2024.***

1. Constitution or terms of reference or other governing documents
2. Latest annual accounts or a statement of income and expenditure
3. Child Protection/Safeguarding policy & procedures to reflect Sandwell’s latest contact details and referral process
4. Ofsted registration certificate - if legislatively registered
5. Equality and Diversity policy
6. Health & Safety policy
7. Risk Assessments for all aspects of project delivery
8. GDPR / Data Protection
9. Liability Insurance certificate/confirmation (to cover period of project delivery)
10. Proposed Activity plan / Timetable of activities
11. Example of marketing information/leaflet advertising the project

Failure to answer ALL questions and provide requested supporting documents will result in your application being **rejected**.

Email application form with supporting documents to:

**VSST\_play@sandwell.gov.uk**

**Closing date Friday 26th April 2024 at 4.00pm**