

# Short breaks

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Guidance for Short Break Family Fun days and activities application form, benefitting children and young people with Special Education Needs and Disabilities (SEND) in East Sussex aged 0 to 19 years (up to 25 years in some cases).

This booklet should give you all the information you need to know to apply, so please read it carefully before you fill in the application form.

## Five steps to apply for a grant:

### **1. Read this booklet carefully.**

It gives you information on how to apply for a grant and answers some common questions.

**2. Write a proposal** - You need to write a proposal about the activity you want us to support. This is a very important part of your application. The 'proposal' section of this booklet gives detailed instructions that you should follow carefully.

**3. Fill in the application form** - This gives us information about you, what you are applying for and your budget.

**4. Include any relevant extra information** - Depending on the type of activity you want us to support, you may also need to include extra information. This booklet explains what we need.

We will assess your application using the form, your proposal and any other information we ask you to send. We may consult other organisations about your application. We use these comments and the knowledge of our staff to help assess applications.

**5. Send us your application** - Please scan your completed and signed application, save it as a .pdf document and email it and your project proposal to: [ISENDSshort.breaks@eastsussex.gov.uk](mailto:ISENDSshort.breaks@eastsussex.gov.uk)

### **When you will know**

We need up to 4 working weeks to assess your application. Non-complex applications can be turned around significantly faster. Please contact us if you have any concerns regarding timescales. The maximum grant amount in 2022/23 is £3,000

### **How to contact us**

For general information about applying for a grant you can contact us at [ISENDSshort.breaks@eastsussex.gov.uk](mailto:ISENDSshort.breaks@eastsussex.gov.uk)

### **Before you begin**



- Please read this booklet carefully before you work on your proposal or fill in the form. It will tell you who can apply, what you can apply for, and what your application must include.
  - If you have any questions that this pack and our information sheets do not answer, or if you need advice on your application or the activity you are applying for, we strongly advise you to contact us before you apply. Please read the application materials and be ready to describe your activity to us. This will help us give you good advice and will save time.
- We want to make our funding go further and we expect you to make the most of any other sources of income available to you. We generally expect at least 10% of the total cost of your activity to come from other sources.

### **Making your application eligible to be assessed**

We cannot assess applications that are not eligible. You can do the following to help avoid this:

- Allow enough time for us to reach our decision and for you to start planning and preparing to start your activity.
- Fill in all relevant parts of the application form. There are some parts that all applicants must fill in.
- Fill in the budget section of the form, giving us as much information as possible so we can see how you have reached your subtotals.
- Make sure your budget balances. The total income should be the same as the total spending.
- Include your proposal and follow the five headings we give, numbering each heading.
- See the 'Writing your proposal' section of this booklet
- If your project is ongoing, you will need to demonstrate clearly how you will ensure that the activity becomes sustainable or provide an exit strategy.

### **And finally**

There is a high demand for our grants, and we may not be able to fund all the eligible applications we receive. As a result, you should think about what you would do if we cannot fund your activity.

**We wish you success with your application.**

### **Grants are only awarded to organisations**

By 'organisation' we mean a single constituted group of people working towards a shared or common goal. This can take many forms (for example a limited company, a charity or an unincorporated group). If you are applying as an organisation, you should have a bank account with two unrelated people who can sign in the organisation's name.

We expect organisations providing short breaks, childcare or activities with children to hold Public Liability Insurance of ten million pounds.

Revenue grants to organisations can range up to £3,000 and can cover activities spanning a financial year.

Currently there is no capital funding available.

Grants for organisations are available to:

- Contribute towards funding for school holiday and weekend short break provisions
- Contribute towards funding for family school holiday and weekend short break
- Sustain and enhance existing short breaks provision
- Improve the quality of the short breaks environment

### **What you can apply for:**

**Short Breaks activities, equipment or infrastructure benefitting children with disabilities in East Sussex aged 0 to 19 years (in some circumstances this may be extended to 25-year-olds).**

Applications are particularly welcomed from organisations primarily dealing with children with Complex Behavioural Needs or that are on the Autistic Spectrum.

Projects to address gaps in short breaks provision within East Sussex including:

- Geographic gaps
- Time gaps
- Income gaps
- Age gaps
- Specific needs gaps
- Type of provision gaps

Extended Services such as:

- Improvements to access
- Parent, family and sibling support
- Staff training
- Increasing community involvement in short breaks

### **What you Cannot Apply For:**

You cannot apply for the following activities:

- Activities that provide no potential benefit to the public, either in the short or long term.
- Activities, including buying goods or services, which take place or start before we would be able to decide about your application.
- Activities, equipment or events that double up (duplicate) what already exists.
- Costs that are already covered by other funding.
- General running costs and overheads that are already paid for by other income, including your own funds.
- Ongoing overheads relating to equipment or buildings, such as insurance and maintenance costs.
- Second-hand equipment (apart from certain specialist equipment).
- Buying equipment which would not be used for the benefit of the public, either immediately or in the long term, or where the applicant does not have a suitable track record.
- Anything that might be considered a capital spend.

### **The number of applications you can make**

Only in exceptional circumstances would we accept a second application from an organisation while we are still assessing the first one.

If you have had a grant from us before, you must meet all of the conditions in your grant offer and you must send us all the information we need for that grant before you apply again. We may not assess an application if you still need to meet conditions from a previous grant. If you have not been successful with an application, we cannot assess another application for the same activity unless you have dealt with the reasons for us not providing funding.

### **When you can apply**

Our grants schemes run as a continuous programme, so you can apply at any time. There are no deadlines but we aim to make regular improvements. This means we may introduce new materials from time to time.

You can apply using this application pack on or after 01 May 2020. Allow enough time for us to make a decision and for you to plan and prepare to start your activity. We recommend that you plan for your activity to start no earlier than fourteen days after the date you can expect us to make a decision. Please be aware that payment may not reach you until several weeks after the decision.

### **What your application must include**

To be assessed, your application must include a number of items, including a proposal and filled-in application form. You must use the application form we provide.

To be assessed, your application must include the following.

- A signed and dated application form with all the questions relevant to you filled in.
- A filled-in breakdown of costs.
- If we are already assessing an application from you, written confirmation that we agree with you making another application.

If your application does not contain the information we need in the format we ask for it to be in, it will not be assessed. Also, we will not be able to process your application if it does not contain enough information to assess it, or if you have not met all the conditions from a previous grant.

### **Sending us your application**

This booklet should help you provide all the information we need to assess your application.

To assess your application, we need to know about your work and future potential. There are a few ways we can find this out, including:

- using the information you give us in your application
- visiting and observing your project;

We hope you understand that it is not always possible to see or experience how you work first-hand. As a result, you may want to include some supporting evidence with your application. If the assessor does not know you or your work, they may ask to see the supporting evidence while assessing your application.

Your supporting evidence should be supplied electronically. Some examples of what you could send us include:

- an OfSTED report;
- an evaluation of your work;
- other people's views on the quality of your work (for example people taking part, other professionals or those involved in similar work);
- links to other sources of information about your work, such as a website;
- any images or written articles about your previous work or of your current work;
- evidence of who takes part in and attends your activities and how you reach them; and
- other evidence of your past work.

Make sure an authorised person has signed the declaration at the end of the application form (we will not accept unsigned forms) and use the checklist on the form to make sure you have sent everything we ask for. If we need more information, we will contact you and ask for it. We can now accept applications submitted electronically in .pdf format.

Authorised signatories of the application form would include a member of your management committee for an organisation, or a governor for a school.

Please send your application to: [ISENDSShort.Breaks@eastsussex.gov.uk](mailto:ISENDSShort.Breaks@eastsussex.gov.uk)

Tell us immediately if anything changes while we are assessing your application

### **Writing the proposal for your activity**

Please identify the following:

- Name of activity
- Dates/s of activity - This can be either written as dd/mm/yy. If it is a weekly activity, you can say starting on every Saturday starting from 1<sup>st</sup> January to 1<sup>st</sup> December for example.
- Time/s of activity
- Cost of proposed activities - This is to include a detailed breakdown of all of the costs involved. For example:  
Tickets to Cinema: £12 per person. 12 spaces available. £12 x 12 spaces = £144  
Staffing costs: 6 Support worker £15 per hour (length of activity is 3 hours) £15 x 3 = £45 x 6 support workers= £270      Total: £144 + £270 = £414
- Anticipated number of children, young people and families - Please write the individual numbers of each category (children: 6, young people: 2, family members:4)

- Explanation of activities - This needs to detail what the activity is, who it is aimed at, what's the benefit of the activities and how does it meet the needs of the CYPs.

If we give you a grant, we will ask you to evaluate your work and fill in a monitoring form. This will be given to you when you receive your offer letter.

### **Extra information to include:**

You are responsible for getting your own financial and legal advice. This includes getting appropriate financial advice on your tax position because you received funding from us. This is a complicated area, and you will need to speak to your own tax office if you have any questions about this. For information about taxes, contact HM Revenue & Customs (HMRC) through their website ([www.hmrc.gov.uk](http://www.hmrc.gov.uk))

### **Spending (expenditure) for your activity**

Give details of all the items you will be paying for as part of your activity, under the headings given in the application form.

If you are registered for VAT, your figures should not include VAT that you can claim back. If you are not registered for VAT, your costs should include VAT. Grants we make are 'outside the scope' of VAT (this means that they are not a business activity) and must be listed in your accounts as a grant and not, for example, as a fee. You should get financial advice from your own accountant or the relevant tax office. For information about VAT and other taxes, contact HM Revenue & Customs (HMRC) through their website ([www.hmrc.gov.uk](http://www.hmrc.gov.uk))

If you are employing people to take part in or help to deliver your activity, you may need to budget for paying an employer's National Insurance contribution for each person. You may also have to provide paid holiday leave.

Show the costs of projects, events and preparation, including any materials or equipment you hire to carry out these things.

### **Organisational and professional Development**

Show the costs of any activity aimed at developing your organisation, including business planning, development, feasibility studies (studies to test the potential of a business plan), support from consultants and dealing with debts.

Show the costs of training, travel or other professional development such as bursaries and fellowships.

### **Marketing and publicity**

Include marketing and publicity costs that are a direct result of your activity (for example, signage, design and print costs, direct mailing, website design, photography, research, and fees to people supporting press and marketing activity).

### **Other spending**

Include any other spending for your activity that is not included elsewhere. This can include an amount for unexpected costs (contingency spending).

**Please note that there is currently no funding available for capital assets or works.**

### **Understanding the assessment criteria**

#### **How we score eligible applications against the assessment criteria**

We have designed our grants schemes to allow us to make fair decisions. We are also committed to being open and honest with you about how we assess your application. We assess each eligible application against four assessment criteria (see overleaf). Our assessors use their expertise and judgement, the

evidence in your application and comments from others to come to a ‘word score’ for each assessment criteria. The word scores are as follows.

• Met - outstanding: the application meets the criteria and shows outstanding qualities.	Score = 4
• Met - strong: the application meets the criteria and shows strong qualities	Score = 3
• Met: the application meets the criteria.	Score= 2
• Potential: the application does not meet the criteria but shows potential to do so.	Score = 1
• Not met: the application does not meet the criteria.	Score = 0

Our assessor will recommend that we fund any application that is judged as met, met - strong, or met - outstanding against all the assessment criteria.

If your application is assessed as having potential or not met any of the four assessment criteria, our assessor will not normally recommend it for a grant.

### **The assessment criteria**

We will assess your application by taking account of the following.

1. The quality of the activity and the quality of effect the activity will have on the people experiencing it, or its ongoing effect on your practice (or all of these).
2. How the activity will meet all the needs of children, young people and their family members.
3. How realistic the activity is financially.

### **Risk and the assessment process**

Risk is important in many activities. By taking risks, applicants can often find ways to break new ground, reach new markets or increase the range of work they do. We value innovative and co-produced short break activities but understand these sometimes can be barrier to some organisations. However, the benefits of innovation and their associated risks can include:

- Driven to learn new skills.
- Overcoming the fear of failure.
- Break through self-imposed limits.
- Embraces creativity.
- Clearly defines outcomes and aspirations.
- Break free from 'average' and be truly innovative

We encourage you to consider risk in a wider sense, and we take it into account when assessing applications. On a simple level, risk is the possibility that the activity will not achieve one or more of its aims. You and our assessors can take this risk into account by recognising what the major risks may be and exploring ways to reduce or manage them. We train our assessors to consider the risks involved.

Each of the four criteria has a small number of basic ‘prompts’ (questions our assessors ask themselves about applications). For small and straightforward activities, these basic prompts may provide enough information for the assessor to make a recommendation. For activities that may have increased risks, there are a few further prompts to help assessors make more specialist judgements.

For example:

- geographically broad ranging activities;
- buying, building, renovating, refurbishing or improving buildings;
- activities that continue over a few years e.g., complex capital projects; and
- other activities with higher levels of uncertainty or risk e.g., sustainability

In these cases, assessors can use a range of extra prompts. A specialist activity may even need to have prompts developed to match its levels of risk and detail.

### **Prompts we consider**

It is very important to note that not all the prompts will apply to every application, but they are the type of things we may look at. Our assessors use their judgement to decide what issues are relevant in each case, depending on the type of activity and how much money you are applying for.

**1. Quality** - To assess the quality of the activity and the quality of the effect the activity will have on the people experiencing it, or its ongoing effect on practice (or both), we need to address the following questions.

**Prompts**

- How strong is the idea behind the activity?
- Has the idea been thoroughly thought through?
- Is the plan to carry out the activity likely to achieve the stated ambition?
- How effective in achieving its stated ambitions has the applicant's previous work been?
- How strongly will the activity provide an excellent experience that affects, and changes people engaged with it?
- How does the activity develop the applicant's work (directly or in general)?

**Further prompts**

- Is the activity developing the skills of the CYP and the families experiencing the activity?
- How will the activity produce a new and excellent experience for people engaging with it?
- What effect is the work likely to have on the public, community, children, parents, childminders, carers & others involved?
- How well does the applicant understand any factors that could influence the activity's effect?
- What challenge or progress does the activity promise for those involved?
- Does the activity stretch boundaries or assumptions for those taking part in the activity, or the people being engaged with it?
- What appropriate measures has the applicant put in place to manage the level of risk?
- Does the applicant show how they will share the knowledge and good practice developed during the activity?

**2. Public engagement & Identified Short Break Gaps** - To assess how people engage with the activity, immediately or in the long term, we ask ourselves the following questions:

**Basic prompts**

- Does the activity specifically increase opportunities for people who are subject to a gap in short break provision?
- Does the activity increase opportunities for people already engaged with short break provision?
- Does the application show evidence of marketing and development plans being aimed at target markets?
- If there is no immediate opportunity to engage people (such as some research and development activities), how does the application show that the applicant has considered how the public could be engaged in the future?

**Further prompts**

- Does the activity increase the range of opportunities for people to engage with short break provision in comparison with existing activities?
- How convincing is the demand that has been shown for the activity?
- Does the applicant show how the activity will engage people or local communities with the greatest potential to take part in the activity?
- Is the activity happening in places with many people currently not engaging with short break provision?
- Does the applicant show that they understand the needs and expectations of the people or local community the activity is intended for?
- Have access and diversity been considered? (Does the activity aim to reach & positively affect the broadest possible range of children, parents, professionals and members of the project team?)
- Does the applicant show how they have involved the public and local community in decisions about the activity?
- Will the applicant be evaluating the effect the activity has on the people and communities taking part?

- Does the application show how the evaluation will be shared?
- Will the activity lead to continued opportunities for people to engage in short breaks or wider activities (or both) beyond the life of this activity?

***Extra prompts***

- Does the application make the most of partnerships to extend the reach of the activity?
- Will the activity influence people beyond those taking part?
- Does the activity make the most of distribution and publicity opportunities? (Press, mailshots, internet etc)
- Does the applicant show innovative (new) approaches to engaging the community in this activity or short breaks in general?

**3. Management** - To assess how the activity will be managed and its ongoing effect, we will ask ourselves the following questions.

***Basic prompts***

- Is the activity realistic and well planned (including having a realistic schedule, where appropriate)?
- How well does the application show the applicant's ability to manage the activity successfully?
- How effectively has the applicant identified and considered any risks?

***Further prompts***

- Does the application provide evidence of commitment from relevant partners within or outside the activity?
- Does the applicant have a track record of managing a similar activity?
- For organisations, is the organisation's management committee, governors or board fully involved at an appropriate level?
- Is the activity based on a convincing business plan that gives details of preparation, resources needed, delivery, desired outcomes, risk management, monitoring and evaluation?
- Has the applicant considered other available options, partners or competitors and tailored their plans accordingly?
- Are outlined dates and locations already confirmed, just pencilled in or yet to be negotiated?
- Have the specialist training needs of staff and management been tackled?

***Extra prompts***

- Has an organisational business plan been developed to guide the activity?
- Have the plans been agreed by the governors, management committee or board, and are they actively involved at all stages?
- Can the application draw on a strong network of partners, collaborators and promoters?
- Do the dates and other plans appear to be realistic and appropriate for the applicant currently?

**4. Finance** - To assess how realistic the activity is financially, and its future effect, we ask ourselves the following questions.

***Basic prompts***

- Is the overall budget appropriate for the activity that is planned?
- Is the amount of money the applicant is asking for suitable for the scale and type of activity?
- Does the application demonstrate that the activity is attracting income from other sources where appropriate, so getting the most benefit from our investment?

***Further prompts***

- Are all items in the budget relevant and reasonable?
- How appropriate are the areas of income and spending?
- Are fees or wages appropriate to the context? (For example, are they appropriate given the experience and expertise of those involved? Where relevant, do they include travel costs, National Insurance contributions and pension contributions?)
- Has an appropriate amount been set aside in the budget for cash-flow problems or potential changes in finances?
- Has the cash flow (timing of income and spending during the activity) been adequately considered?



- Is any other income confirmed? If not, do potential income sources seem realistic?
- Is the applicant financially capable of delivering the activity successfully, or will the activity help to promote financial stability, or both?
- How appropriate are the financial controls that are in place?

***Extra prompts***

- Are the financial assumptions behind the activity based on a long-term business plan which the whole organisation supports?
- Do current audited accounts confirm the financial assumptions the activity is based on?
- Is there a realistic plan for raising funds to support the activity, and is this linked to the business plan?
- Has the applicant considered any potential clashes between the conditions set for receiving support from various sources?

**How we score eligible applications against our overview areas:**

There is a high demand for our grants, and we must make difficult choices about which applications to support.

We look at three (sometimes four) areas to help us make those decisions. These areas help us to take an overview of how we can increase access to activities at the same time as giving different types of applicants' access to our funding.

**Overview 1-** Is the application from an organisation that has not received any funding from us?

Your application gets a score of 1 if you have not received any funding from us since the start of the 2010/11 financial year, and 0 if you have.

**Overview 2 -** Will the application increase activity in places which have an identified short breaks gap, and limited or no opportunities for people to engage with this sort of activity?

The application will get a score of 2 if the activity will largely benefit these places, 1 if it will partly benefit them, and 0 if the activity will bring little or no benefit to these places.

**Overview 3 -** Will the application increase engagement in short breaks provision by people who have little or no current engagement with this type of activity, or who belong to our priority groups for this years' grants scheme (Complex Behavioural Needs and/or Autistic Spectrum Condition)?

Your application will get a score of 2 if the activity will make a significant contribution, 1 if the activity will make a partial contribution, and 0 if the activity makes a small or no contribution to increasing engagement in activities.

**Overview 4 (if utilised) -** Will the application help develop the sector by promoting best practice, with the possibility of being referenced by East Sussex County Council as an exemplar project or beacon organisation?

When considering this, the assessor will take account of the following:

- How the activity promotes new ideas and helps people to use/take short breaks in new contexts, formats, or places;
- How the activity promotes development opportunities for both those taking part, those experiencing the activity; and supports progressive organisations to develop their skills;
- How the activity provides opportunities particularly relevant to black and minority ethnic service users and Black and minority ethnic led organisations;
- How the activity provides opportunities particularly relevant to disabled practitioners and organisations led by disabled people.

Your application will get a score of 3 if the activity will make an exceptional contribution, 2 if the activity will make a considerable contribution, 1 if the activity will make a partial contribution, and 0 if the activity makes no contribution to developing the SEN & Disability sector.

**How we treat your information under the Freedom of Information Act**

We are committed to being as open as possible. This includes being clear to you about how we assess and make decisions on our grant schemes. If you apply to us for a grant, we are happy to give you copies of the information we hold about you, including our assessment of your application.

We are also listed as a public authority under the Freedom of Information Act 2000. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2000. However, we will not release those parts of the documents covered by one or more of the exemptions under the Act. Visit the website at <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/> for information on the exemptions and freedom of information generally.

This section describes how we generally plan to treat your application documents and assessment information if someone asks to see them under the Freedom of Information Act 2000. However, it does not cover all cases as we must consider each request for information individually, based on the situation at the time.

We think that the public has a right to know how we spend public funds and how we make our funding decisions. However, we do not release any information about applications during the assessment as this may interfere with the process. After we have assessed your application, we may release your application documents and information about our assessment if a member of the public asks for them. Here are details of what information we would not release:

If your application is not successful, we would not release the following:

- Your name, home address, email address, phone, and any details of your background (if you have provided details).
- Any information you said was confidential when you applied to us for funding. This can include your written proposal, financial information such as your budget or business plans, and any other important or sensitive information.

If your application is successful and we are asked for information before the date your activity ends (as shown in your application), we would not release the following information:

- If you are an individual - your home address, email address, phone, and any details of your ethnic background (if you have given details).
- Any information you said was confidential (in the application form). This can include your written proposal, financial information such as your budget or business plans, and any other important or sensitive information.

If your application is successful and we are asked for information after the date your activity has ended (as shown in your application), we would not release the following information:

- If you are an individual - your home address, email address, phone, and any details of your background (if you have given details).

Under the Freedom of Information Act 2000, if we are asked for information after your activity has ended, we will generally release your proposal and budget together with all other information in your application documents. We will only not do this if in the application form you provided good reasons for the information remaining confidential after the end date.