

Guidance for short breaks, benefitting children and young people with Special Education Needs and Disabilities (SEND) in East Sussex aged 0 to 19 years (in some cases up to 25 years)

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 your application to:**

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

**When you will know:** We need up to 6 working weeks to process applications that are 0-£5,000. In addition to, we will need 12 working weeks to process applications that from £5,000-£10,000. The maximum grant amount in 2026/27 is £10,000. Please contact us if you have any concerns regarding timescales.

## **How to contact us**

For general information about applying for a grant you can contact us as follows.  
Email: [short.breaks@eastsussex.gov.uk](mailto:short.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. We need up to 12 working weeks for applications up to £10,000.
- 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
- You may need to provide copies of your accounts; please ensure you have these available in case we ask for them.
- 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.
- Enclose everything we ask for - see the checklist at the end of the application form.

**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.**

### **Other income for your activity:**

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 expect at least 10% of the total cost of your activity to come from other sources of income.

This can include:

- Income earned from your activity;
- In-kind support
- Grants from trusts and foundations
- Funding from public bodies
- Other fundraising activities
- A contribution from you or your organisation

In very special circumstances we can provide a grant for the total cost of your activity. These circumstances could include situations where there are few opportunities for raising money from other sources. If you apply to us for the total cost of your activity, your proposal must tell us what your special circumstances are, and what measures you have taken to try to raise money from other sources. Otherwise, your application may not be eligible to be assessed.

### **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 with 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 range from £500 to £10,000 and can cover activities spanning financial years. Currently there is no capital funding available.

Grants for organisations are available to:

- Contribute towards start-up funding for new short break provisions
- 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 and young people with Special Educational Needs and Disabilities (SEND) 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	• Age gaps
• Time gaps	• Specific needs gaps
• Income gaps	• Type of provision gaps

Extended Services such as:

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

#### Other types of activity we may fund:

You can apply for grants for activities running for a limited time, such as the following:

• Projects and events	• Improving the quality of short break provisions
• Research and development	• Organisational development to improve the long-term stability of organisations.
• Marketing activities	

#### 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 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.

Allow enough time for us to decide 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 decide by. 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 several 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 budget in section of the application form (you may also include a more detailed budget on a separate sheet if necessary). You must show a balanced budget (that is, your income and spending, including how much you are asking for from us, must be the same).
- A proposal, following the headings we ask for in this booklet (You must use these headings, or your application will not be assessed).
- If you are applying for a building project, a copy of written confirmation from us that we agree with you making an application.
- 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.

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: [Short.Breaks@eastsussex.gov.uk](mailto:Short.Breaks@eastsussex.gov.uk)

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

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

Experience with grant giving has shown that people who apply generally prefer to include a proposal rather than answer a lot of detailed questions. We are asking you to include a proposal about the activity that you want us to support. This is a very important part of the application process. We will use your proposal and the application form to assess your application.

The five headings tell you the information we need. Please use the headings in the order they appear when producing your proposal, and number each heading. If you do not follow this guidance, we will not assess your application. Not all details under each heading will be relevant to every application. If appropriate, you can put more emphasis on some points than others and add further points of your own.

#### **1. You and your work**

For the activity, you must state the following:

- What you want to do (if you have not been able to give a full description in the application form).
- The idea behind the activity, and how you plan to do the activity.
- What you want to achieve through the activity, and how it fits in with your current work and its future development.
- The age range & types of disability of those who will benefit from the activity.
- How the activity will benefit children with disabilities.
- Why the activity is important to you or your organisation.
- How the activity is likely to affect the people who experience it, or how it will affect the sector or community more widely.
- The benefit the activity will bring to you or your organisation.
- How the activity will develop your future work.

*Where relevant, please also state the following:*

- The names, skills and experience of the main people involved.
- What you will do to achieve high-quality work through this activity - or how the activity will help to develop the quality of your work in the future.
- How you will involve other practitioners or skills.
- How the activity will develop your skills or those of others taking part.

#### **2. How the public engage with your work**

For the activity, you must state the following:

- How the community will engage with the activity, or your work in general, either immediately or in the long term.

Where relevant, please also state the following.

- Details of how you have involved the public, parents, or carers in planning your activity.
- Any evidence you have that there is demand for the activity or your work in general.
- Details about the people the activity will reach (for example, the beneficiaries or people taking part), including those who may not normally engage with these activities.
- How you will reach people and details of your marketing activities.
- How your work will support the policies or aims of the Short Breaks Service, East Sussex County Council and/or other relevant public organisations.

- Evidence that your activity represents good value for money, including details of any process you used to get quotes.
- How you have considered the needs and expectations of the people the activity is intended for

### 3. Making it happen

For the activity you must state the following:

- Any plans you have already made.
- How you will manage and carry out the activity to achieve its aims.
- Your experience of successfully managing a similar activity.

*Where relevant, please also state the following:*

- The involvement of, and support from, any partners, including others providing funding.
- The local community's involvement in decisions about the activity.
- How you will manage the main stages of the activity, and what each stage contains.
- The long-term effect this activity will have on how you will manage your work.

### 4. Finance

The budget section of the application form gives us most of the information we need to carry out our financial assessment. For the activity, you must state the following:

- How the budget is suited to the activity you are planning, including details of how you have worked out any fees or wages.
- Details of major spending if your proposed activity is complicated or you are applying for a grant of more than £5,000.
- Your approach to raising as much money as you can from other sources, what other sources of funding you have applied for, and the progress of any other applications you have made for funding.
- Any effect the activity will have on your long-term financial position.
- What your special circumstances are if you are applying to us for the total cost of your activity.
- The financial controls you have in place to make sure you spend the money wisely.
- How the spending on your activity will affect your cash flow. (This will help you to monitor how well your income covers your spending.)

### 5. Evaluation

In this part of your proposal, you must describe how you propose to evaluate your activity. Evaluation is a structured way of thinking about what has happened.

Evaluation can help you to:

- make decisions during your activity.
- shape future activities.
- improve your work, and
- show what happened because of your activity.

If we give you a grant, we will ask you to evaluate your work and fill in a monitoring form. Your evaluation will help you with this.

### Extra information to include:

We need extra information for certain activities (see below).

#### **Applications for developing an organisation**

You must:

- describe your current financial position and send us your latest audited accounts and management accounts (if you produce them).
- describe how you currently manage your work and include your business plan (if you have one).
- describe what you are planning to improve in your organisation and why
- describe the steps you plan to take to develop your organisation.
- describe how your board or management committee is showing its commitment to the activity; and
- give a clear outline of the work, including details of any plan or consultancy brief.

## Applications for marketing and developing new markets

You must:

- give details of the target market you want to reach and why they are important to you.
- describe the aims of the activity and how you will achieve them.
- describe how the activity will increase the number and range of people attending or taking part, meet their needs, and help you develop your relationship with them.
- give details of your partners for this activity and how you will work together; and
- give details of your plans to evaluate the activity and share the results with others.

## Applications for buying equipment, storage, and vehicles (Please note - there is no capital funding currently available)

If your application involves buying equipment, storage and or vehicles, you should get quotes from more than one business or supplier. You do not have to send quotes with your application, but we may ask for them at a later stage, so please keep them in a safe place.

You must:

- explain how the equipment or vehicle is appropriate for your needs.
- explain how you will achieve good value for money, including what process you followed to choose a business or supplier.
- describe how your future running costs for any maintenance, insurance and replacement will be met.

Before you fill in the budget in the application form, you should read this booklet carefully. You must fill in the budget section; otherwise, we will not assess your application. Only fill in the questions that are relevant to your application. The budget should be for the total cost of the activity.

If there is not enough room in the budget section of the form, please fill it in as a summary and provide the details on a separate sheet (or sheets) using the same headings.

This may be necessary for applications:

- for activities lasting a number of years;
- for a building project; or
- where there are several items of equipment.

You are responsible for getting your own financial and legal advice. This includes getting appropriate financial advice on your tax position because of receiving 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))

## Income for your activity

You should break down the income for your activity under the headings provided in the application form. Where relevant, tick one of the boxes to show whether you are expecting this income or whether it has been confirmed. We want our money to go further and you should make the most of any other sources of funding available to you. We expect at least 10% of the total cost of the activity to come from other sources.

## Earned income

Earned income	Expected	Confirmed
Fees: 30 children @ £4 ph x 4h x 20 weeks	<input checked="" type="checkbox"/>	£ 9,600
	<input type="checkbox"/>	£
	<input type="checkbox"/>	£
	Subtotal 1	£

Include any income you earn from this activity (for example, from fees, workshops or selling publications). You should be realistic about the level of income you are likely to earn for your activity. Please provide details of your confirmed income from guaranteed fees, your estimated

income, or both, and provide a breakdown to show us how you have reached your figures following the example below.

If VAT is charged on fees or services, do not include it in your earned income figures. For information about VAT and other taxes, contact HM Revenue & Customs (HMRC) through their website ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)).

### **East Sussex County Council funding**

Include all grants and funding from East Sussex County Council. Please give us the name of each local authority department and the amount.

### **Other public funding**

Include grants from any other public organisation (for example, district, borough or town councils, or the regional development agency). Please give us the name of each organisation and the amount.

### **Private income**

Include any income from private sources (for example, from you or your organisation, or donations or grants from trusts and foundations). If an individual is providing some income towards the activity, please include it in this section. Please give us the details and the amounts.

	Expected	Confirmed	
Anywhere Town Council use of meeting room for 8 days @ £100 per day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£ 800
	<input type="checkbox"/>	<input type="checkbox"/>	£
	<input type="checkbox"/>	<input type="checkbox"/>	£
		Subtotal 5	£

### **Support in kind**

Contributions of help other than cash ('support in kind') can be a valuable part of your activity. You can include support in kind from volunteers who will give their time for free or provide other goods and services that you would otherwise have to pay for. Please include details of who is giving the support in kind, what it is and an estimate of its value following the example below.

You will use the subtotal from this section for the 'Value of support in kind' in the spending section of the application form.

### **Amount you would like from us**

Include the amount you are asking us for in this section of your budget. Remember, we expect you to find at least 10% of the total cost of your activity from other sources of income. In very special circumstances we will provide a grant for the total cost of your activity. These circumstances could include situations where there are few opportunities for raising money from other sources. If you apply to us for the total cost of your activity, you must tell us in your proposal what your special circumstances are otherwise your application may not be eligible to be assessed.

### **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. Use the form to provide a breakdown showing us how you have reached your figures.

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))

### **Value of support in kind**

Use the 'Support in kind' subtotal from the income section of your budget (subtotal 5 in the application form).

We are committed to making sure that professionals are paid appropriately for activities we support. The amount is likely to depend on a number of things, including the experience and skills of the individual, the type of work and the length of the contract. There are recognised codes of practice set by relevant organisations.

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, commissions, research and development, preparation and residencies, including any materials or equipment you hire to carry out these things. You can include the cost of evaluation.

### **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).

### **Overheads**

You can apply for some time-limited overhead costs that are directly related to the activity you are asking us to support - for example, payments to staff, phone bills, postage and insurance for the duration of the project or activity. You can apply for a contribution to your ongoing overheads if these are not covered by other funding. The amount you apply for must relate directly to the amount of time spent on the activity you are asking us to support, so please explain how you have worked this out.

### **Assets - equipment, storage and vehicles**

Include the costs of buying assets including equipment, storage and vehicles. You should normally get competitive quotes from more than one business or supplier. While we do not ask you to send quotes with your application, we may ask for them at a later stage so please keep them in a safe place.

### **Assets - buildings**

Include the costs of doing feasibility studies (studies to test the potential of a building plan), developing designs, refurbishing buildings, improving access, buying property and leasing a building.

Remember, you must ask for our agreement in writing before you apply for a grant for buildings (including doing feasibility studies, developing designs, or refurbishing, improving and buying a building), otherwise we will not be able to assess your application. The amount of budget information and detail we need is likely to be different for each building project. Use the application form as a summary and include any extra detailed budget information we have asked you to provide.

## **Other spending**

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

## **Balanced budget**

Your total income (C in the application form) and your total spending (F in the application form) must be the same. If they are not, we will not be able to assess your application. So please check that your figures match. You may want to get someone else to check your figures for you.

## **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 four 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 public will engage with the activity, immediately or in the long term.
3. How the activity will be managed and its ongoing effect; and
4. How realistic the activity is financially, and its future effect.

## **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 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.

Most assessments can be made using these basic or further prompts. However, some large-scale, specialist or very complicated activities may carry considerable risks beyond those covered by the basic and further prompts.

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.

#### **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.

#### **Basic 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?

#### **Further prompts:**

##### ***Quality***

- How relevant is the idea in relation to the activity, wider work, EYCESS or ESCC priorities (or all of these) it relates to?
- How effectively are our ambitions & priorities realised through the activity (or the applicant's work in general)?

##### ***Development***

- How does the activity develop the applicant's work (directly or in general)?
- Is the activity developing the skills of the applicant or those experiencing the activity?
- How does the activity (or the applicant's work in general) affect the sector more widely?

##### ***Innovation and risk***

- Is the applicant exploring cutting edge ideas and concepts in this activity?
- How will the activity produce a new and excellent experience for people engaging with it?

#### **Extra prompts:**

##### ***Quality***

- How well do the parts of the activity support the main idea?
- How effectively does the activity use relevant modern methods of distribution?
- How appropriate is the activity for all those involved?
- How well does the activity relate to its context?
- How will the activity relate to best practice in this area or type of work?
- How important has 'critical dialogue' (the opportunity for ideas to be discussed) been in developing the activity?
- How effective has previous work been at achieving its ambitions?

- How well has the activity been researched, planned and prepared?
- How will any collaborations or partnerships help to realise the idea?
- What potential does the activity have to inspire, affect and challenge others?

#### ***Development***

- What effect could the activity have on the applicant's work?
- How well does the applicant understand any factors that could influence the activity's effect?
- How does the idea move forward the importance or purpose of the applicant's practice or potential?
- How does the activity build on the applicant's previous work, experiences and track record?
- How does the applicant's work build on the lessons learnt through evaluation and peer review (being judged by equals)?
- What challenge or progress does the activity promise for those involved?
- What new opportunities does the activity offer?
- What effect is the work likely to have on the public, community, children, parents, childminders, carers & others involved?
- How will the activity support or develop a wider practice and understanding?
- What is the activity's potential to leave a legacy for future practice?
- Will the activity encourage wider understanding or debate?
- For building projects:
  - is there a clear, detailed, and understandable design brief appropriate for the project's stage of development?
  - does the project's design show an awareness of environmental issues?
  - does the appointed design team have the skills and experience to deliver high quality design?
  - to what extent has the community been involved in developing the project?
  - what significant effect has previous work had on those it involved?

#### ***Innovation and risk***

- To what extent does the application show innovation, risk and excellence?
- 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 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?
- For building projects, is the proposed building likely to provide significant extra opportunities for people to engage with short break related activities?
- 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?
- Does the applicant show how they will capture and share the knowledge and good practice during the activity?

### **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?
- Has the applicant considered the long-term implications of the activity (for example, extra workload, strained resources, increased running costs, staffing and other management factors)?
- 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?
- For building projects:
- does the applicant have access to the expertise needed to manage the project?
- has a strong management and project team been set up?
- does the application suggest that appropriate technical advice will be gathered and is available?

***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 at this time?
- For building projects:
  - does the project have outline planning consent or planning permissions and meet building regulations?
  - have potential risks been identified and a risk strategy produced to deal with those risks?
  - are plans to recruit and work with a project manager in place and convincing?

#### 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?
- Are the costs for any overheads for the activity appropriate? (We can fund extra overheads directly related to the activity the application relates to, or contribute to overheads not already funded by us or other sources of income.)
- 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?)
- If the amount of other income being provided for the activity is less than 10%, has a convincing special case been made showing that the applicant has made every effort to find other income?
- 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:***

- Has the applicant acknowledged the long-term financial effect of the activity, for example, on staffing, overheads, depreciation (reduction in value) and maintenance costs?
- 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?
- For building projects:
  - does the organisation have an appropriate constitution to protect assets funded by the grant?
  - are cost budgets based on appropriate professional advice (for example, quantity surveyors, specialist consultants)?
  - have quotes been provided for assets costing over £2,500?
  - is there a convincing current budget cost plan with appropriate detail for each stage of the project?
  - is there convincing and regular financial reporting, (for example, regular management accounts and cash-flow forecasts)?
  - can an agreed amount or percentage of the income be released for each stage of the project?
  - have VAT issues been considered, including getting expert advice, if appropriate?

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

There is a high demand for our grants, and we may have to 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 grants 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 need 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, textphone and fax numbers, 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, textphone, 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.