

Aiming High for Disabled Children

Aiming High Small Grant Revenue Funding, Disabled Children's Access to Childcare (DCATCH) Funding and Aiming High Capital Grant Funding

Guidance for Applicants

1. Background to Aiming High for Disabled Children

1.1 Aiming High for Disabled Children: Better Support for Families (May 2007) is a national programme with a long term goal to transform the lives of disabled children and their families, to enable families with disabled children to receive the support they need to live ordinary family lives, as a matter of course.

1.2 In Staffordshire a multi-agency Aiming High Strategic Management Board developed an Aiming High Strategy which includes the following vision:

The Vision for Staffordshire

Disabled children and young people and their families are supported to live as ordinary lives as possible, living, playing, learning and contributing alongside their peers and within their communities.

1.3 For further information on the strategy and Aiming High for Disabled Children (AHDC) please visit the Aiming High section of www.staffordshirechildrenstrust.org.uk

Staffordshire County Council has received Small Grant Revenue Funding, Disabled Children's Access to Childcare (DCATCH) Funding and Capital Grant funding for the AHDC programme which is in place until 31 March 2011.

2. Aim of the Aiming High Funding

2.1 The aim of the funding is to increase the range, quality and availability of short breaks and childcare for disabled children and their families and support the delivery of a Full Service Offer for Short Term Breaks by 31 March 2011.

2.2 What are Short Breaks?

Short breaks form part of a continuum of services, which support disabled children and their families.

Short breaks provide:

- Enjoyable experiences for disabled children and young people away from their primary carers, contributing to personal and social development and to reduce isolation.
- Valuable breaks for parents and families from their caring responsibilities.
- Opportunities in the day, evening, overnight and weekend activities which take place in a child's own home, the home of an approved carer, in the community or in a residential setting.
- Flexible breaks from just a few hours to a few days or occasionally longer depending upon the needs of children and their families.

2.3 Many activities can be classed as a short break, including but not exclusively the following: Youth clubs, sport and leisure activities, outings, holiday playschemes, community activities like scouts and brownies, horse riding, clubs and arts and culture.

3. Target Group

Aiming High is for all disabled children in Staffordshire but focuses on some specific groups of disabled children and young people including:

- Children and young people with Autism Spectrum Disorders– who also have severe learning disabilities and/ or challenging behaviour;
- Children and young people with complex health needs;
- Children and young people with life limiting conditions;
- Children and young people requiring palliative care;
- Children and young people with complex health needs and other physical, cognitive or sensory impairments;
- Children and young people aged 11+ with moving and handling needs that will require equipment and adaptations. (These children are likely to have physical impairments, and many of them will also have cognitive impairments and / or sensory impairments);
- Children and young people where challenging behaviour is associated with other impairments (e.g. severe learning disability);
- Young people aged 14+ who are severely disabled and require services that are appropriate to their age.

4. Grant Criteria

4.1 Applications are welcome from:

- Organisations who currently provide short break and childcare type services to disabled children and young people and who could expand their capacity with the funding
- Organisations who do not currently work with disabled children and young people (or only do so in a limited way) but are keen to extend opportunities for disabled and children and young people to take up short break opportunities
- Organisations providing/supporting childcare for families which include disabled children – DCATCH funding only
- Children/young people led groups
- Parent led groups

The funding is to provide additional or new opportunities only. The grant is for delivery of services during April 2010 - March 2011. This cannot be 'rolled over' into the next year. Grants must be spent by 31 March 2011.

Grants will be allocated using a set of criteria. Applications that do not meet the criteria will not be funded. Where the fund is over subscribed, priority will be given to applications from organisations who have not previously received any Aiming High funding.

Applicants may apply for all 3 separate Grant funds. There is a maximum limit of two applications within each of the separate grant funds per organisation.

If central government cease funding to Aiming High for Disabled Children the County Council may withdraw Grants or cease funding.

4.2 Small Grant Revenue Funding

- Grants of up to £5,000 will be awarded.
- Only activities increasing short breaks for Staffordshire disabled children and young people aged 18 years and under, either individually or with their families, will be funded.
- Small Grant Revenue funding can only be spent on revenue items. This includes activities, staff salaries, volunteer expenses, travel or transport, overheads (rent, heating, lighting etc), stationery, materials and resources and small items of equipment that cost less than £2,500 etc.
- Activities must meet the required outcomes.
- Following an analysis of need across Staffordshire we are keen to invite applications for activities with the following priority groups:
 - a. Children and young people with visual impairments
 - b. Children and young people with hearing impairments
 - c. Projects working with children and young people from black and minority ethnic groups.
 - d. Projects working with children under 5 years
 - e. Projects working with young people aged 14+years.
- Where the fund is over subscribed, priority will be given to projects meeting the priority groups criteria.

4.3 Disabled Children's Access to Childcare (DCATCH) Grant Funding

- Local authorities have been provided with additional funding in 2010/11 to support new working practices developed under the Disabled Children's Access to Childcare (DCATCH) pilots which are part of the Aiming High programme.
- The focus of the funding has been on improving the range and quality of childcare for families which include a disabled child/children, particularly targeting older children and those with more complex needs.
- Grants of up to £5,000 will be awarded.

- DCATCH funding can be allocated to the following areas:
 - Better data – estimating demand and monitoring take up
 - Participation and feedback – consulting with families
 - Improving information for families
 - Supporting families to make choices
 - Workforce development
 - Increasing capacity, inclusion and improving quality
 - Meeting particular childcare needs
 - Affordability and cost
- Bids must include one or more of these areas. Funding is available for 2010/11 only.
- The panel reviewing applications will be looking for bids which will:
 - have strong potential for sustainability
 - provide an opportunity to enhance learning about the effective delivery of Disabled Children's Access to Childcare in Staffordshire

4.4 Capital Grant Funding

- Capital expenditure is defined as expenditure on the acquisition of tangible, productive assets, whose value exceeds £2,500 (including VAT) and which will give continuous service beyond the financial year in which they were purchased. The general rules for deciding if expenditure is capital are:
 - a) Will the asset last more than one year?
 - b) Will the organisation own the asset? If there is a rental agreement this is revenue, not capital.
- Grants of up to £20,000 will be awarded.
- The Capital Grant funding must only be used to purchase equipment, adaptations, technology or transport which will enable access to Short Break opportunities for Staffordshire disabled children and young people aged 18 years and under, either individually or with their families, it must not be used for other forms of support e.g. in school educational provision.
- Capital Grant funding must not be used as a substitute for funding that would otherwise have been used to meet the requirements of disability legislation e.g. Disability Discrimination Act compliance.
- Capital Grant funding will be awarded to organisations to support greater access for disabled children and young people to short break opportunities. Applications for Capital Grant funding to support individual children will **NOT** be considered.
- To be eligible for Capital Grant funding, the asset/s funded through the Capital Grant funding must last more than one year and the value must be between £2,500, with a maximum limit of £20,000.
- Applications will be accepted where similar assets (e.g. equipment) have been bulked together where the value of the individual items is below £2,500, but grouped would be greater than £2,500.

5. Expected Outcomes

It is expected that the funding will enable the following outcomes to be met:

Children and young people with disabilities:

- Have an enjoyable experience
- Develop their confidence, independence, personal and social development and skills for adulthood
- Access mainstream, community based activities and services with non disabled peers
- Feel safe
- Are routinely consulted on the service they receive
- Receive support from a skilled and competent workforce
- Receive an individualised package of support and activities
- Access activities at weekends, school holidays or after school.

Parents and carers and families:

- Have a valuable break
- Are more confident to use childcare provision
- Are better informed about the provision of suitable childcare in their area
- Have a range of childcare options available
- Are routinely consulted on the service they receive
- Feel confident their child or young person's individual needs are met.

6. Monitoring and Evaluation

Aiming High in Staffordshire is required to monitor the numbers and choice of short breaks made available to Staffordshire families and young people as part of the Terms and Conditions of the Grant. It will also monitor the effectiveness of projects:

- Successful applicants will be required to provide monitoring data and provide relevant information on expenditure and usage as part of the agreement
- Successful applicants will also be asked to evaluate and report back on the achievement of outcomes for the project to inform future learning
- Successful applicants will be required to evaluate the service throughout by gaining the views of children and young people and their parents and carers
- Monitoring and evaluation mechanisms provided must be adhered to.

7. Other Contractual Obligations

In accepting a Grant from Staffordshire County Council the organisation will be entering into a contractual agreement in the form of a Grant Agreement. This means that not only is your organisation legally obliged to provide the services outlined in your application and/or to purchase and use the asset for which you have received funding but that you must deliver and manage the Project in such away that ensures your staff, volunteers, clients and your money and assets are all safe and managed well. If you fail to do this then the County Council may withdraw funding or cease to make any further advances.

8. Timetable and Process

Closing date	5pm on 29 July 2010
Evaluation of Grant applications	By 27 August 2010
Applicants informed of outcome	Within 7 working days following its consideration by the Panel
Project Plan in place	Within 4 weeks following notification
Completion date	March 31 st 2011

9. How to Apply

1. Please complete the Application Form and submit one paper copy and one electronic copy.
2. The paper copy of the application MUST be signed and dated by the organisation.
3. The paper copy must be submitted to:

Grant Funding
Aiming High for Disabled Children
Staffordshire County Council
Wedgwood Building
Tipping Street
Stafford
Staffordshire
ST16 2DH

4. The electronic copy must be submitted to:

aiminghigh@staffordshire.gov.uk

Electronic Copies of the Application Form, this Funding Guidance and the Terms and Conditions of Funding are available to download from www.staffordshire.gov.uk/disabledchildren and click on to Aiming High section.

5. Closing Date

Both copies of applications must be received by 5pm on 29 July 2010. Applications received after that time will not be considered.

10. Completing the Application Form

1. Read through this Funding Guidance, the Terms and Conditions and the Application Form carefully before completing the form to ensure your organisation is aware of the obligations that must be met.
2. Complete all sections of the Application Form. If a section does not apply to your project please write N/A.
3. Ensure you sign and date the form at the end.
4. Do not include any additional information.

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Organisations can apply for Small Grant Revenue Funding only, DCATCH funding or Capital Grant funding only or for more than one funding stream. A maximum of two applications to each funding stream will be considered.

The parts of the Application Form which require completion are outlined below:

Part A	ALL APPLICANTS COMPLETE
Part B	Small Grant Revenue Funding and DCATCH Applicants ONLY
Part C	Capital Grant Funding Applicants ONLY
Part D	ALL APPLICANTS COMPLETE

Page 2 and 3

Organisation Information

1. Add details of the organisation making the application.
2. Add details of the person who is the main contact in relation to this application.
Add relevant registration information for your organisation e.g. company registration, charity number, VAT registration.
3. Tick the relevant box to indicate the type of organisation you are e.g. charity, school, etc
4. Give a brief description of your organisation, how long the organisation has been running and the focus of your work.
5. Provide information on the experience your organisation has of working with disabled children, young people and families. Provide details of the types of disabilities you have experience working with, ages of children and young people and locations in Staffordshire. If your organisation has no current experience or limited experience please detail how you will ensure you gain the skills required to meet the needs of disabled children, young people and their families.
6. Applications from Partnerships or consortiums are welcomed, please detail here all the organisations involved in the application.

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General Activity Details

7. Put a tick in the relevant box(es) to indicate the location the project covers/will cover. This information will be used to ensure a good spread of services across Staffordshire.
8. Aiming High focuses on some specific groups of disabled children and young people. Tick the relevant box(es) to indicate the types of disabilities your activity will be working with or impacting on. If your project will involve working with other groups of children and young people provide details of these.

9. If applicable to your project, tick the relevant box(es) to indicate the ages of children and young people your activity will be working with.

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10. Gaining the views of disabled children and young people on the development of new services is important to Aiming High. A children and young people's panel will look at applications received to 'Have their Say'. Question 10 will be scored by a children and young person's panel. A speed dating approach will be taken with the response provided to this question being allocated 1 minute of time. Alternative presentation or communication methods can be used. Ensure your response details how the project will impact on disabled children and young people.

PART B – Pages 6-11 to be completed for SMALL GRANT REVENUE FUNDING AND DCATCH APPLICATIONS ONLY.

Pages 6 and 7

Information on your Project

1. Indicate the name of the Project.
2. **For Small Grant Revenue Funding only** - Following an analysis of need across Staffordshire we have identified a need for activities with the following groups:
 - a. Children and young people with visual impairments
 - b. Children and young people with hearing impairments
 - c. Children and young people from Black and Minority Ethnic groups.
 - d. Children and young people under 5 years
 - e. Children and young people aged 14+years

Indicate by placing a tick in the relevant box(es) if the activities you propose will be working specifically with any of the above groups.

3. Indicate whether the Project will provide:

Specialist provision – this is a discrete activity only accessed by disabled children and young people

Universal provision – these are activities that can be accessed by all children and young people

Other – include here projects that do not fit into the above criteria.

4. Place a tick in the boxes to indicate the type of activity you will provide from the categories indicated:

4a. Small Grant Funding or DCATCH funding can fund short break activities. Indicate which of the following types of short break activities your project involves;

- a) Arts activities e.g. drama, dance, craft
- b) Youth activities/Clubs e.g. youth club
- c) Sports activities/Clubs e.g. football, swimming
- d) Leisure activities e.g. horse riding, play etc.
- e) Social activities e.g. trips
- f) Other

4b. DCATCH funding could also be used on a range of other areas detailed below. If your project covers one of these areas indicate in the required box.

- a) Workforce development
- b) Improving information and/or data
- c) Supporting families to make choices
- d) Increasing childcare options
- e) Increasing capacity, inclusion and improving quality
- f) Participation and feedback – consultation with families

5. Tick the relevant box(es) to indicate the time the activity will take place e.g. weekends, after school/evenings, school holidays. If this is not applicable to your proposed activity explain why.

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6. **All services funded must provide additional/new opportunities.** Provide a description of the activity you will be providing.

Include:

- how your project will increase/create new opportunities,
- what the project will involve
- whether this is a new or current activity/service
- if this is a current activity/service - how will it be enhanced by the funding? What additionality will the funding provide? This is essential in order for funding to be provided.
- what will the children, young people, parents/carers, staff/volunteers actually do when they attend?
- further details of venue(s)
- Who will be participating? e.g. is it for disabled children and young people only, will siblings/families attend, is it for staff/volunteers – if so which staff?

DO NOT EXCEED 500 WORDS.

7. List the key outputs and outcomes the activity will achieve.

Outputs relate to the level of service and are often expressed in terms of service availability, volume e.g. 25 children with a hearing impairment attend a weekend session, 10 families of children with autism attend a family day.

Outcomes are the changes occurring as a direct result of the project. They can be states of well-being, or the desired positive result or impact of a service over time for an individual or the population as a whole e.g. disabled children are more independent, disabled children are more confident, families of disabled children can access Universal services. In detailing outcomes consider what the impact of the activity/service will be on disabled children and young people.

For activities which already take place outputs and outcomes must be additional to those currently achieved by the activity.

Include outputs and outcomes for parents and carers, staff/the organisation. The outputs and outcomes will be included in your contract and will form the basis of monitoring and evaluating your project/activity.

DO NOT EXCEED 250 WORDS.

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8. It is important to identify a need for a service before funding is agreed. Provide details here of why this activity is needed. Clearly outline what evidence you have that there is a need for this service e.g. following a consultation disabled children and young people have told us they would like....

Detail how you will meet this need. DO NOT EXCEED 200 WORDS.

9. Aiming High is keen to ensure disabled children and young people and parents and carers are involved in the development and the design of new services. Outline how you will involve disabled children and young people and parents and carers in the development of the activity. Indicate how disabled children and young people and parents and carers will be able to see what difference their views have made. DO NOT EXCEED 200 WORDS.
10. If applicable detail (approximately) how many disabled children and young people/siblings/families will take part in your project.

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11. If applicable detail (approximately) how many staff/volunteers will access the proposed project e.g. training courses.
12. Project Plan
The project plan is an opportunity to provide very brief details of some of the main actions involved in the implementation and delivery of the activity (this information is likely to be different if you are expanding a current service).
 - Indicate start and completion date.
 - Indicate Key tasks and dates these will be achieved.e.g.
Consultation with disabled children and young people
Recruit staff
Publicise activity
Book venues

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13. The funding for this activity/service ends on 31 March 2011. It is important to consider how any benefit or impact can be maintained. Detail here your plans for sustainability post 31 March 2011. DO NOT EXCEED 200 WORDS.
14. Budget Information
 - a. Indicate the total amount of funding you are applying for.
 - b. Provide a breakdown of the costs for the activity. Calculate all of the costs associated with the project or activity. Complete the budget section of the Application Form carefully as this will form part of your contract if your application is successful.
E.g. costs of activities, resources, staffing – breakdown costs for different types of staff, resources, transport.

PART C- Pages 12-15 to be completed for CAPITAL GRANT FUNDING APPLICATIONS ONLY.

Information on your Project

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1. Indicate the name of the Project.
2. Indicate whether the Project will provide:

Specialist provision – this is a discrete activity only accessed by disabled children and young people.

Universal provision – these are activities that can be accessed by all children and young people.

3. Place a tick in the boxes to indicate the type of activity you will provide from the following categories:
 - a) Arts activities e.g. drama, dance, craft
 - b) Youth activities/Clubs e.g. youth club
 - c) Sports activities/Clubs e.g. football, swimming
 - d) Leisure activities e.g. horse riding, play etc.
 - e) Social activities e.g. trips
 - f) Other – provide details
4. Tick the relevant box(es) to indicate the time the activity will take place e.g. weekends, after school/evenings, school holidays. If this is not applicable to your proposed activity explain why.

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5. **All services funded must provide additional/new opportunities.** Provide a description of the activity you are seeking Capital Grant funding to support:

Include:

- how your project will increase/create new opportunities
- what the activity will involve
- what will the children and young people be able to do as a result of the funding,
- how the Capital Grant funding will allow them to take part in the activity
- who will be participating e.g. is it for disabled children only, will siblings/families attend
- whether this is a new or current activity
- if this is a current activity – how will it be enhanced by the funding, what additionality will the funding provide? This is essential in order for funding to be provided.

DO NOT EXCEED 500 WORDS.

6. Provide a description of what the Capital Grant funding will be spent on, e.g. what will be purchased, details of what the equipment is, what the equipment does, where will it be placed. DO NOT EXCEED 200 WORDS.

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7. List the key outputs and outcomes the Capital Grant funding will enable you to achieve.

Outputs relate to the level of service and are often expressed in terms of service availability, volume e.g. 25 children physical disabilities access a sports club, 10 families of children with complex health needs attend a family day.

Outcomes are the changes occurring as a direct result of the project. They can be states of well-being, or the desired positive result or impact of a service over time for an individual or the population as a whole e.g. disabled children are more independent, disabled children are more confident, families of disabled children can access Universal services. In detailing outcomes consider what the impact of the activity/service will be on disabled children and young people.

For activities which already take place outputs and outcomes must be additional to those currently achieved by the activity.

Include outputs and outcomes for parents and carers. If there are addition outputs and outcomes for staff/the organisation put these in. The outputs and outcomes will be included in your contract and will form the basis of monitoring and evaluating your project/activity. **DO NOT EXCEED 250 WORDS.**

8. Detail (approximately) how many disabled children and young people/siblings/families will take part in the activity.

9. Key Stages

Provide details of the key actions to be completed in implementing the Capital Grant funding. Briefly outline the actions and date of completion. E.g. purchase equipment, equipment installed, undertake training.

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10. The funding for this activity/service ends on 31 March 2011. It is important to consider how any benefit or impact can be maintained. Detail here your plans for sustainability post 31 March 2011. **DO NOT EXCEED 200 WORDS.**

11. Budget Information

- a. Indicate the total amount of funding you are applying for.
- b. Provide a breakdown of the costs for the activity. Complete the budget section of the Application Form carefully as this will form part of your contract if your application is successful. E.g. cost of equipment, installation.

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**PART D –To be completed for all applications.
Policies, Procedures and Insurance.**

1. Policies

Indicate whether you have the following policies in place:

- Equal opportunities policy
- Safeguarding policy
- Health and safety policy

Add the date the Policy was written/reviewed.

Insurance

Insurance is required at the following levels.

Small Grant Revenue Funding/DCATCH Funding	Capital Grant Funding
Minimum cover of £2m Public Liability Insurance	Minimum cover of £5m Public Liability Insurance
Minimum cover of £5m Employers Liability Insurance	Minimum cover of £5m Employers Liability Insurance

**In addition for services providing:
Training/Consultancy/IT systems**

Minimum cover of £2m Professional Indemnity Insurance MAY BE REQUIRED.

Indicate whether the insurance is in place, date of policy (and expiry date) and level of cover. Some projects to provide Training/Consultancy/IT systems may require Professional Indemnity cover at £2m. Further advice and guidance can be sought on this on a case by case basis.

Copies of the above certificates and policies will be required for successful applicants.

Procedures

Indicate whether you have procedures in place to ensure all staff working with disabled children and young people have an enhanced CRB check, which is up to date (no more than 3 years old).

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2. Staffing information:

- a) Indicate which staff will be working on the activity. Outline staffing levels, ratio of staff to children.
- b) For staff working on the project provide details of their experience and training in working with disabled children and young people. If this is not applicable please provide details.

3. Indicate whether you will comply with the monitoring and evaluation requirements as outlined in Section 6 (page 5) of this guidance. The outputs and outcomes you have stated above will form the basis of monitoring and evaluating your project/activity.

References

Provide contact details for two referees. These should be people who have known the organisation and the work for over 1 year. If your organisation has received funding it would be useful to use these organisations as referees. Ensure you provide email addresses if possible. Please ensure the referees are happy to provide a reference in support of your application.

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Declaration

Ensure the application is signed by a person authorised to sign on behalf of the organisation. Date the application. Write in capitals the name of the signatory and their position.

Return one paper copy and one electronic copy in this Application Form. Do not attach any additional documents. The electronic form can be unsigned but the paper copy must be signed.

Paper copies of the application should be sent to:

Grant Funding
Aiming High for Disabled Children
Staffordshire County Council
Wedgwood Building
Tipping Street
Stafford
Staffordshire
ST16 2DH

Electronic copies of the application should be sent to:

Email: aiminghigh@staffordshire.gov.uk

CLOSING DATE FOR APPLICATIONS IS 5PM ON 29 JULY 2010