



Broadening Horizons – Developing a proposal for a small grant to run enrichment activities over the summer holidays July – August 2018.

The Hastings Opportunity Area is making grants of between **£2,000 - £10,000** available for not-for-profit organisations to provide summer holiday activities for disadvantaged children and young people living in Hastings.

Broadening Horizons Summer Holiday activity grants are intended to fund activities for those children and young people who might otherwise not be involved in purposeful and ongoing enrichment activities over the summer and to target in particular, children and young people who are in receipt of pupil premium, alongside ensuring that children and young people who have special needs can engage in meaningful activities over the summer period.

Organisations who are interested in applying for funding to deliver a summer holiday programme for disadvantaged children and young people living in Hastings will need to fill in an application form, set out at Annex ii, following the guidance set out in Annex i. You will need to submit this application form to: Hastings.OPPORTUNITYAREA@education.gov.uk by **Friday 8 June 2018**.

Those applying for a grant will be informed as to whether they have been successful or not by the **3 July 2018**.

We are particularly interested in funding holiday activities that will meet one or more of the following aims that enable children and young people in Hastings and St Leonards to:

- Improve their resilience, perseverance and persistence;
- Promote hard work, self-control, discipline and good time keeping;
- Improve their confidence, develop leadership skills and team working;
- Promote honesty, integrity and engaged citizenship;
- Promote a positive attitude, self-respect, respect for others and empathy; and
- Promote curiosity and problem solving.

Applicants will need to demonstrate how their holiday activity meets the following criteria:

- Regular and ongoing activities over the holiday period – i.e. we want to fund activities that are run on a weekly basis over the entire holiday period rather than a project that is a one off 'week long' project;
- Activities that build life skills e.g. confidence, leadership, citizenship and resilience;
- Activities that are targeted at core groups of children and young people. This might include children and young people with particular needs or interests (ie young people with SEND, children and young people who are anxious or isolated, children and young people with particular interests that are currently not catered for within Hastings, children and young people in receipt of pupil premium who are high achievers for example).

We are intending to fund a range of activities delivered in different settings across Hastings and beyond. We envisage that this will include activities delivered outside, activities delivered in galleries or museums or activities that are delivered in particular locality settings. We have set out in Annex i detailed guidance on applying for a grant.

Annex i.

Guidance Notes on developing a proposal to deliver holiday enrichment activities for disadvantaged children and young people living in Hastings.

This guidance has been drafted to provide additional information for those interested in applying for funding to deliver summer holiday activities.

Background.

The Hastings Opportunity Area plan sets out an ambition to introduce 'an entitlement to high quality, regular enrichment for all children and young people in Hastings starting at primary school'.

It sets out that regular participation in enrichment activities can help develop wider skills such as resilience, commitment, motivation, teamwork and communication skills and that this work will begin with 'town wide enrichment days on school and college inset days'.

We have consulted with children and young people, engaged with schools and community organisations, and held a meeting with over 50 local and national organisations, to test out how we might take this programme forward.

Following this consultation, we are delivering our ambition to introduce an entitlement to high quality, regular enrichment activity for children and young people living in Hastings, in the following ways:

- Providing an enriched offer for all pupils – through the co-ordination of a range of 'free' activities and opportunities available for schools (ie Speakers for Schools) delivered by two Enrichment Co-ordinators;
- Making funding available directly to schools so that they can build on their existing enrichment provision; and
- Commissioning a number of Hastings' wide extra-curricular activities for particular groups of pupils, so that children and young people across Hastings can take part in extra-curricular activities that will broaden their horizons and enable them to reach their potential. We are aiming to deliver this through three grant rounds;
 - the first focused on funding organisations to deliver a number of summer holiday activities for children and young people, and
 - the second to deliver Hastings' wide enrichment activities for children and young people from September 2018 to August 2019.
 - We will be holding a third grant funding ground for funding for schemes from September 2019 to August 2020.
- We may consider an additional grant round to fund activities for the 2019 summer holidays.

The two enrichment co-ordinators will have a key role to co-ordinate this activity across Hastings.

Our aim is also that the programme of activities will be linked to a planned Hastings Passport for Children and Young People that will:

- set out an expectation of what all children and young people in Hastings should have the opportunity to experience, and
- enable individual children/young people to record their engagement and achievements during the year (and enable the Programme to review children and young people's take up of activities across the town).

We will also put in place, a programme to monitor and review the overall impact of the programme, so as to understand what is working well and those areas where there are challenges, so as to be able to address these over the 2 years.

Grant funding a number of organisations to deliver enrichment activities over the summer holiday period.

The Broadening Horizons Summer Holiday Activities grant scheme will accept applications from not-for-profit organisations to deliver high quality enrichment activities over the holiday period, for children and young people living in Hastings. The summer holiday period will be between 20 July to 3 September 2018.

We are making grant funding available of between £2,000 - £10,000 available for not-for-profit organisations, to provide summer holiday activities for disadvantaged children and young people living in Hastings during this period.

Disadvantaged children, includes those children and young people in receipt of pupil premium who are living in Hastings and those children and young people who have SEND.

Our aim is that the holiday activities will be aimed at enabling disadvantaged children young people in Hastings and St Leonards to:

- Improve their resilience, perseverance and persistence;
- Promote hard work, self-control, discipline and good time keeping;
- Improve their confidence, develop leadership skills and team working;
- Promote honesty, integrity and engaged citizenship;
- Promote a positive attitude, self-respect, respect for others and empathy; and
- Promote curiosity and problem solving.

An application form, for those interested in applying for a grant, is set out below at Annex ii. We have set out guidance to help you fill in this application.

Before you start

Who can apply Not-for-profit voluntary and community groups based in or providing a service or activity to children and young people who live in Hastings. It is our expectation that children and young people who access the holiday provision will live in one of the Hasting's electoral wards.

Requirements Groups should have:

- A set of rules or constitution outlining governance arrangements
- A bank account
- Accounts or record of expenditure
- Public Liability (£10m) and Employers Liability (£5m) Insurance

We will need to see copies of these documents.

You may want to gather some key information so that you have it to hand; we will be asking you:

- For group/organisation details and contact details
- When your group/organisation started
- Your charity or CIC number (if applicable)
- A description of what your organisation does
- If your group has received any funding in the last year
- Two years of accounts
- A description of your project

- How much money you are applying for
- How you are planning to spend the money

The information that you provide in your application will be shared with the following project partners:

- Hastings Voluntary Action
- East Sussex County Council
- Department for Education.

This is to ensure that if you are successful in your grant application partners will be fully aware of the activities you will be providing to reduce health inequalities.

SECTION ONE – Your group or organisation

Q1 – Q5 We need to have basic information about your group or organisation

Q6 – Q8 We need to know information for any social media your organisation uses (we are not asking for personal social media information)

Q9 - Q11 These questions help us understand the basic structure of your organisation

Q12 We would like to know if your group or organisation has received any funding in the last financial year (April 2017-18). This is to help us assess your application and will not mean you are not eligible for funding from this fund.

Q13 We need to know the overall purpose of your group or organisation and what it does to achieve this purpose.

Q14 – Q20 We need to know the details for the person that can be contacted with regards to your application. Ideally this person should be the person who completed the application, but if not, please make sure that the named person fully understands the application as they may be contacted during the assessment of the application.

SECTION TWO – About your project

Please note that the information you provide in this section will be used as part of your project monitoring.

Q 21 This helps us understand basic background information about your project.

Q 22 This should tell us the actual start date of the activity.

Q23 This should tell us the actual finish date of your project; maximum length of an activity is up to one year.

SECTION THREE – ABOUT YOUR PROJECT. This is the part of the application where your responses will be scored. Each of the following questions, Q24, 25, 26, 30 to 31 will receive a scoring of 0-5.

Q 24 Please set out here, what your project is aiming to achieve and how it is aiming to achieve this. It is important, that in answering this question, that you set out which groups of children and young people your project will focus on. We have set out below further information on this. (max 400 words)

As part of your answer to this question, you will need to set out which life skills (such as confidence, leadership, citizenship and resilience) your project will be aiming to help young people develop.

We do not expect every project, to be able to address all of the life skills set out in in the box below **Q25 in the application form**, but for projects to be able to set out which life skills, in particular, they are aiming to address and how they are aiming to achieve this. There is a further question (Q 25) where you are asked to specify this in more detail.

You will also need to set out which core groups of children and young people your project is focused on. This might include for example:

- children and young people with particular needs or interests (ie young people with SEND, children and young people who are anxious or isolated);
- children and young people in receipt of pupil premium who are high achievers;
- children and young people in receipt of pupil premium who may have particular talents in respect of music, art, sport, computing etc; or
- children and young people who live in particular localities within Hastings, and who, as a result do not have access to regular and ongoing enrichment activities over the summer holiday period.

We are aiming to fund a number of projects that will between them reach a wide group of children and young people in Hastings. We do not expect, therefore, every project to be able to address the needs of a wide spectrum of children and young people living in Hastings, but that projects are focused on delivering excellence to particular cohorts of children and young people.

Q 25. For this question, we would like you to tick those life skills that your project is particularly focused on developing. We do not expect your project to be focused on improving all of these skills for young people, but to include at least one or two core skills.

Q.26. For this question, we are interested in where you are aiming to deliver these activities with children and young people and why? (max 100 words)

We are aiming to fund a number of different projects across Hastings, that can address a needs. We want to know therefore, where your project will be delivered and how this will impact on your project's potential success.

We have set out a list of examples below. Projects could be delivered:

- outside: forest school type provision, outward bounds provision, a canoe or kayaking club, a conservation project for example;
- in a museum or cultural setting – this might include a project at the local art gallery, at local museums or in settings close to Hastings that provide specialist facilities ie the Observatory for example;
- in a community based setting located within a particular locality in Hastings so that young people living in that locality can access the activities;

Q27. For this question, you will need to set out how many children and young people you are aiming to engage with overall over the holiday period, and the number of children and young people that you anticipate will take part in each activity – where this is different.

Q28. This section is for you to set out how regularly your activities will take place.

It is our expectation that activities will be provided on a regular basis over the holiday period – ie a weekly hour or 2 hour long activity, day long activities that take place on a weekly basis for example and that children and young people will attend these on a regular basis. Funding will not be available for one off activities ie week long or 2 week projects (such as projects that support children and young people to transition from primary to secondary school through a week long Summer School for example). (max 50 words)

Q.29. This section is for you to set out the key staff that will be involved in your project, and what experience and expertise you expect them to have. (max 50 words)

Q.30. This section is for you to set out how your project will address any barriers to engagement likely to be experienced by the target group of children/young people you are aiming to engage with. (max 100 words)

Q.31. Tell us about how you will monitor the effectiveness of your activities. Understanding the impact of these enrichment activities for children and young people across Hastings is an important part of the programme. (max 100 words)

The Department for Education has commissioned an external organisation to carry out an evaluation of the Opportunity Areas Programme as whole. And as part of your funding agreement, we will expect each project to participate with this external evaluation.

As part of this evaluation, projects will be expected to monitor numbers of children attending each activity, to include gender, age and disadvantage status.

Projects will be asked to provide this info termly to DfE commissioned evaluators who want to be able to determine whether disadvantaged pupils stick with particular activities more/less than non-disadvantaged pupils, and whether boys are more/less likely to stick with activities than girls. To do that, children/young people *need to be uniquely identifiable for the duration of the activity, and their attendance tracked with a register.*

In this section, **for Q 31** we want **you** to set out how you will intend to review the overall impact of your project. This might include for example; children and young people to have improved their coding skills; children and young people to have increased confidence in canoeing/sailing/performing; children and young people to have increased confidence in public speaking etc. It would be helpful if you could set out how you are aiming to gather this information – this may be by simple before and after surveys of young people, by holding a focus group of young people or by administering simple standard ‘measures’ in respect of self-esteem or young people’s mental health for example.

We will be asking each project, to submit a simple end of project report, in October which sets out what your project set out to achieve, what you actually achieved and how you spent your funding.

SECTION FOUR – Project Budget

Q 32 This is the total amount you are applying for the project described in Section two and three.

Q 33 Please list all the costs for the delivery of your project. Make sure that you have covered all the costs and that the total cost is the same as you have indicated in question 32.

Supporting documents

Please remember to include the following documents with your application:

- A copy of your signed set of rules or constitution
- A copy of your latest signed accounts and your previous years accounts or record of your income and expenditure and balance sheet (if you do not have accounts for the last 2 years)
- A copy of a recent bank statement (from the last 3 months)
- Copies of relevant policies (Equal opportunities, Child Protection and Health and Safety)

Please note that complete applications for the grant of between £2,000-£10,000 need to be received by the Hastings Opportunity Fund at

Hastings.OPPORTUNITYAREA@education.gov.uk by Friday 8 June 2018.

After your application has been submitted we may get in touch with you if anything is not clear or we need some more information.

A panel made up of representatives of the ESCC, DfE and the Broadening Horizons Working Group will meet to consider the applications for grants in June and we will inform you by 3 July whether you have been successful or not.

Don't forget to sign your application!

Annex ii.

**HASTINGS OPPORTUNITY AREA.
GRANT FUNDING APPLICATION**

Please send the completed grant application (along with supporting documents) to:
hastings.opportunityarea@education.gov.uk

The closing date for this grant applications is Friday 8th June 2018

Section ONE – YOUR GROUP OR ORGANISATION

Q 1 Name

Q 2 Address

Q 3 Postcode

Q 4 Telephone Number

Q 5 Email Address

Q 6 Website address

Q 7 Twitter name

Q 8 Facebook name

Q 9 When did your group/organisation begin?

Q10 What type of group or organisation are you?

Community Group _____

Charity – No. _____

Not for profit Company – No. _____

CIC - No. _____

Other (Please specify)

Q11 Is your group part of a larger regional or national organisation?

Yes

No

Q12 Has your group or organisation received funding in the last year?

Yes

No

If yes, please give details below of any funding received in the last financial year.

Funder

Amount

| | |
|--|---|
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |

Q13 What does your organisation do?

MAIN CONTACT DETAILS:

Q14 Name

Q15 Role in group or organisation

Q16 Daytime telephone number

Q17 Mobile phone number

Q18 Email address

Q19 Address

| |
|--|
| |
| |
| |
| |

Q20 Postcode

Section TWO – YOUR PROJECT

Q21 This grant is:

For new work

To build on existing work

Q22 Please enter the start date for the activities this grant will fund.

Start date

Q23 Please enter the end date for the activities this grant will fund.

End date

SECTION THREE – ABOUT YOUR PROJECT

We will be scoring Questions 24, 26, 29, 30 and 31 on a scoring of 0-5. We will be scoring questions 25,27, 28 on an acceptable and not acceptable criteria.

Q24. Please set out below what your project is aiming to achieve and how is aiming to achieve this? This should include the particular characteristics of children and young people that your proposed activity will be focused on ie pupils in receipt of pupil premium, children with specific SEN, children with particular interests that are not currently catered for in Hastings etc. (please use up to 400 words)

Q25. Please set out below, what are the essential life skills that your project will aim to promote?

| | | |
|--|---|--------------------------|
| <p>Please check the boxes in these tables to show which essential life skills your proposed activity will promote.</p> <p>Please check boxes that apply.</p> | Which Essential Skills will your activity promote? | |
| | a. Hard work, self-control, discipline, good time keeping. | <input type="checkbox"/> |
| | b. Resilience, perseverance and persistence | <input type="checkbox"/> |
| | c. Self-confidence, leadership and team working | <input type="checkbox"/> |
| | d. Honesty, integrity and engaged citizenship. | <input type="checkbox"/> |
| | e. Attitude, respect and empathy. | <input type="checkbox"/> |
| | f. Critical thinking, curiosity and problem solving | <input type="checkbox"/> |
| | g. Communication and collaboration, including tolerance and respect | <input type="checkbox"/> |

Q.26. Please set out below, where you are aiming to deliver these activities with children and young people and why? I.e. In a local woods as it is a Forest School or in a local museum and name these. (max 100 words)

Q.27. Please set out below, how many children and young people you are aiming to engage with. We are interested in numbers of children/young people per activity and total number of children and young people over the course of the project.

Q.28. Please set out below, how often you will deliver your activities. I.e will they take place for an hour a week on a weekly basis, will they take place for one day a week over a term? (max 50 words)

Q.29. Tell us about the staff that will be delivering these activities. How many staff and what skills and expertise will they have and why? (max 50 words)

Q.30. Tell us about how your project will address any barriers to engagement, likely to be experienced by the target group of children/young people they you are aiming to engage with? (max 100 words)

Q.31 Tell us about how you will monitor the effectiveness of your activities (max 100 words)

Section Four – Project budget

Q32 How much money are you applying for?

Q33 Please use the space below to show what you will spend the money on.

| Activity | Amount |
|----------|--------|
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |
| | £ |

Thank you for completing the application.

Please ensure you have included (where necessary):

- A signed copy of your constitution or set of rules
- A signed copy of your latest signed accounts and your previous years accounts, or record of your income and expenditure and balance sheet (if you do not have accounts for the last 2 years)
- A photocopy of one bank statement from the last 3 months.

We expect you to send us the following documents:

- Child Protection policy
- Health and Safety Policy

- Equal Opportunities Policy Statement
- If you are a CIC please include your CIC 34 report

DECLARATION:

1. I am authorised to make an application on behalf of the above organisation
2. I certify that the information contained in this application is correct
3. If the information in this application changes in any way I will inform East Sussex County Council
4. I give permission for East Sussex County Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email with information about its activities and funding opportunities

| | |
|----------------|--------------|
| Signed: | Date: |
|----------------|--------------|

Referee

Please give the name and contact details of someone outside of your organisation who has agreed to be an independent referee for your application.

Note: Your referee must sign this form

| | |
|----------------|---------------------------|
| Name: | Link to group/occupation: |
| Address: | |
| Postcode | |
| Telephone: | Email: |
| Signed: | Date: |

[Type text]