

**Life More Ordinary Grant Scheme**

Funded by the ESCC Short Breaks for

Children & Young People with Disabilities Service

**Application Form and Guidance Notes**

**2018-2019**

Use this application form to apply for any amount from

**£500 up to £2,000**

(Funding is available for up to 90% of

the total cost of your project)

**CLOSING DATE**

Monday 23 July 2018 by 4pm

**Please read the guidance notes before filling in the application form.**

**IF FUNDS PERMIT, THERE WILL BE AN ADDITIONAL GRANT ROUND IN EARLY AUTUMN (with a closing date in September 2018)**

Grants are available to help young disabled people aged from 8 to 21 make new friends, enjoy social and leisure-time activities, take part in new experiences and lead a ‘life more ordinary’!

This grant scheme encourages organisations and projects to include young disabled people in their activities.

We especially welcome applications from non-specialist groups, as well as those that already include young disabled people in their activities.

**GUIDANCE NOTES**

The money for this grant scheme comes from East Sussex County Council’s Short Breaks Service for children and young people with disabilities.

This funding is designed to give young disabled people the opportunity to spend time away from their main carer and enjoy positive activities, build new relationships and to lead a ‘life more ordinary’.

It is very important that the views and opinions of young people are reflected in this bid. We will give priority to applications that provide strong evidence that young people have been actively involved in the ideas and planning of this project where possible.

**If you need any advice about your application please contact:**

Brenda Lynn-Smith or Simon Stanley

Tel: 01424 724150

Email: [Brenda.smith@eastsussex.gov.uk](mailto:Brenda.smith@eastsussex.gov.uk) / [simon.stanley@eastsussex.gov.uk](mailto:simon.stanley@eastsussex.gov.uk)

You should **send** completed application forms to:

Brenda Lynn-Smith

2nd Floor, Ocean House

87-89 London Road

ST LEONARDS ON SEA

East Sussex

TN37 6DH

By 4pm on Monday 23 July 2018

**Please note: We are unable to accept applications by email**

**WHO CAN APPLY?**

1. Organisations (including projects who currently do not involve those who are disabled in their activities) wishing to include young people aged 8 to 21, who are disabled (*see what we mean by ‘disabled’ below*) in their activities. There must be at least three young people with disabilities who will benefit from the project described in this application.
2. Non-specialist organisations that want to include young people in their activities and that can provide evidence of demand for this.
3. Specialist organisations that want to support young people to make friends with their non-disabled peers and help them to be involved in wider activities.
4. Organisations must be constituted groups, able to provide evidence of:  
      
   Public liability insurance with a minimum indemnity limit of £5 million per claim.   
     
   Employers Liability Insurance cover for volunteers.  
     
   Maintain Professional Indemnity Insurance cover (if applicable) with a minimum cover of £2 million and produce on demand the policies and evidence of premium payment if required.  
     
   All paid staff and volunteers must have an updated Disclosure & Barring Service certificate (DBS) and be cleared to work with young people.   
     
   A safeguarding policy that explains how you make sure the work you do with children and young people will be safe.

**APPLICATIONS ARE WELCOME FROM ANY VOLUNTARY, COMMUNITY OR STATUTORY ORGANISATION**

**WHAT DO WE MEAN BY THE TERM ‘DISABLED’?**

The child’s disability or health condition must mean that one or both of the following apply:

* they need more looking after than a child of the same age who doesn’t have a disability
* they have difficulty getting about

They must have had these difficulties for at least 3 months and expect them to last for at least 6 months. If they’re terminally ill (that is, not expected to live more than 6 months), they don’t need to have had these difficulties for 3 months.   
  
If the young person is aged 16 to 21 they must meet the criteria to receive Personal Independent Payment (PIP).

For more information on eligibility criteria: Please see: <https://www.gov.uk/disability-living-allowance-children/eligibility>

*We may ask for more details on the young people who are disabled and are applying for this fund or that will benefit from any funding awarded.*

Please contact Brenda Lynn-Smith: [brenda.smith@eastsussex.gov.uk](mailto:brenda.smith@eastsussex.gov.uk) or call 01424 724150 if you have any questions about eligibility.

**WHAT KIND OF THINGS CAN YOU APPLY TO DO?**

* Anything that breaks down the barriers between young people who are disabled and those who are non-disabled.
* Any kind of positive, recreational leisure-time activities (e.g. sports, physical activities, music, art, drama, etc.) that give young people time away from their main carer.
* Activities that develop the skills of either paid or volunteer workers so that they feel more confident to work with young disabled people.
* Training for non-disabled young people already regularly attending an activity that will help them to understand the challenges faced by their disabled peers – in order to be more able to welcome and include them in a club or activity.
* Projects that are for the benefit of young disabled people living in the East Sussex area (not including Brighton & Hove).

**YOU CANNOT APPLY FOR ANY OF THE FOLLOWING**

* Adjustments to premises that could be considered reasonable adjustments under disability legislation.
* Funding towards ‘capital’ items over £2,500: e.g. Vehicles, building work, computer or other equipment etc.
* Projects that happen during school-time or directly support the curriculum.
* Trips that cannot demonstrate a clear learning outcome.
* Trips outside of the UK.
* Projects that have been entirely determined by adults and do not show how the views and opinions of young people have been taken into account.
* Personal specialist equipment.
* Family holidays.

**Priority will be given to applications that:**

Are able to demonstrate how the views and opinions of disabled young people have been taken into account in the development of the bid.

Provide good evidence that young people need and want to be included in this activity.

Are innovative, and look to extend and widen the experiences available to disabled children and young people.

Have young people leading the design and development of the activity wherever possible.

Have over 10% partnership funding in place.

Provide opportunities for disabled and non-disabled children and young people to meet and enjoy activities together.

LIFE MORE ORDINARY GRANT

**APPLICATION FORM**

(Please print when complete and send by post, or hand deliver. Please extend boxed sections when necessary)

**We are unable to accept email applications**

Name of the organisation that any grant funding will be paid to

(I.e. provide the name of the Bank Account)

Name of the club or project that the grant is for (if different from above)

Briefly describe the aims of the organisation:

The address we should write to about any grant decisions or enquiries we have about the application.

Name of person:

Address:

Position of person in that organisation: (e.g. Youth worker, volunteer, Chair person, treasurer etc.)

Contact Telephone Number:

Mobile:

Email:

Website:

**PLEASE DESCRIBE THE PROJECT**

1) What are the aims and objectives of the project or activity that you want to do?

2) What difference do you hope the project will make to young disabled people?

3) Describe the types of disability faced by the young people the project aims to benefit.

4) Tell us how you know the project is needed and show us how you have involved the views and opinions of young people the project aims to benefit (*this may include you enclosing evidence such as photographs, questionnaires, direct quotes from young people, etc.*)

5) Tell us how many young disabled people will benefit from this project and in which areas in East Sussex they live.

**HOW MUCH MONEY ARE YOU ASKING FOR?**

Please detail how you arrived at the total grant funding you want from this scheme. This grant will only fund up to 90% of the total cost of the project. You must therefore demonstrate how you intend to fund the difference. (NB: ‘In-kind’ support is not permitted in the shortfall)

|  |  |
| --- | --- |
| List the items you want this grant scheme to pay for.  *(Please list items and cost – attach evidence (e.g. quotes, price lists etc.) to show how you arrived at this cost. You are unlikely to receive funding if a request is based on estimates alone.*  Please add more rows if necessary. | Amount |
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| TOTAL COST OF WHOLE PROJECT | £ |
| **AMOUNT YOU ARE ASKING THIS**  **GRANT SCHEME TO PAY FOR** | **£** |
| ***NB****: You cannot ask for more than 90% of the Total Project Costs.*  *E.G. If the total cost = £1,200 the* ***most*** *you can ask for from this grant scheme is 90% of this, which is £1,080.*  *You must tell us how you will make up the difference*  *(see next table) in ‘match funding’.* | |

**PLEASE SHOW US HOW YOU INTEND TO MAKE UP THE REST OF THE FUNDING**

This must be the difference shown between the

TOTAL AMOUNT YOU WANT FROM THIS GRANT SCHEME and the

TOTAL COST OF THE WHOLE PROJECT

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| Please show how you are funding the shortfall shown above (NB: In kind support not permitted) | Amount |
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| TOTAL  *(This must be the difference between the amount you are asking from this grant scheme and the total cost of the project)* |  |

(Please add additional rows if necessary)

**PAYMENT BY BACS**

If you are successful in gaining this funding we will pay the grant directly into the organisations bank account (BACS). Therefore please supply us with the following details now in order that payment is made as quickly as possible.

|  |
| --- |
| **NAME OF BANK USED (eg NatWest etc.) :** |
| **NAME OF ACCOUNT** |
| **BANK ACCOUNT NUMBER:** |
| **BANK SORT CODE:** |

NB: All bank accounts that grant funding is paid into must have a minimum of two unrelated signatories.

**BEFORE YOU SEND YOUR APPLICATION**

**PLEASE CHECK**

* You have included evidence of how the views and opinions of young people have been taken into account in developing this project.
* You have taken a photocopy of this application to keep for yourself.
* You have provided evidence of how you have arrived at the amount you want from this grant scheme. (Quotes from suppliers, copies of how much items cost etc.)
* You are only asking for up to 90% towards the total cost of the project.
* You are happy to evaluate and monitor the project because you will be required to report on how you spent the money, how many young people benefitted from the grant, and how long the activity lasted.
* You are able to complete the project by the end of March 2019.

**WE ARE UNABLE TO ACCEPT**

**APPLICATIONS BY EMAIL**

**Once you have completed your application please send to:**

Brenda Lynn-Smith

2nd Floor, Ocean House

87-89 London Road

ST LEONARDS ON SEA

East Sussex

TN37 6DH

**By 4pm on Monday 23 July 2018**

You will find out whether you have been successful or not within two weeks of the closing date.

If you are awarded this grant you will need to:

* Agree to the terms and conditions in our award letter.
* Complete your project by end of March 2019
* Complete and return a monitoring form that tells us what happened, how many young people took part and how many hours each young person took part in the activity.

If you have any questions about how to complete the application form or any other queries please contact

Brenda Lynn-Smith

Email: [brenda.smith@eastsussex.gov.uk](mailto:brenda.smith@eastsussex.gov.uk)

Phone: 01424 724150

Or

Simon Stanley: [simon.stanley@eastsussex.gov.uk](mailto:simon.stanley@eastsussex.gov.uk)

**PLEASE NOTE:**

If funds permit we may be able to open another round in September 2018.

If your application is successful we may ask to see the evidence required in “Who Can Apply – Section 4.” Failure to provide this information when asked may result in the grant being cancelled and legal action taken.

Please ensure that you have all evidence available BEFORE you submit your application.