

Appendix 1: Short Breaks Grant – application criteria

1. Herefordshire Council will invite applications for grant funding to help organisations improve access to short break activities in Herefordshire by providing new equipment, adaptations and facilities. Each project must be within the county of Herefordshire to ensure Herefordshire families benefit from the grant. The funding will be used for capital projects that support the provision of regular, inclusive universal and targeted activities to support children and young people with special educational needs and disabilities in Herefordshire.
2. Applications will be accepted from formally constituted community and voluntary groups/organisations, groups of people with the same community focus or charity objectives and Town & Parish Councils (for service or activity excluding facilities or items provided for in the Parish Precept).
3. The maximum capital funding available for this scheme is £118,000, which is non-recurrent. Each individual grant amount will be a minimum of £5,000 and 20% cash matched funding will be required. It is intended that all funding will be committed by the end of March 2020. However, dependent on type and volume of bids received, further rounds may be necessary during 2020/ 21 to ensure all funding is allocated to appropriate projects.
4. Organisations will be required to demonstrate commitment to the ongoing provision of inclusive activities for disabled children and young people. This will include the requirement to demonstrate how sustainable the project will be after this grant intervention. Ongoing revenue costs will have to be considered as part of that sustainability consideration i.e. insurances, maintenance, etc.
5. Organisations will demonstrate how the capital investment will support children and families to achieve outcomes in line with the Children and Young People's Plan 2019 – 2024 and the co-produced short breaks outcomes for Herefordshire children and young people. Those outcomes will be outlined in the detailed guidance and applicants will need to articulate in the application for which outcomes and how they intend to meet as part of the project. Applicants will need to say how they will measure success of the project.
6. Successful applicants will be required to submit evidence of impact through an evaluation report within 6 months of completion, which will evidence access, usage and delivery against the short breaks outcomes. This will include feedback from children and young people with disabilities who have accessed the improved/ new activity and any relevant case studies.
7. The scheme intends to result in an improved range, capacity and availability of short breaks activities across Herefordshire.

Criteria

8. Applicants will be required to demonstrate how projects will meet the short breaks outcomes for disabled children:
 - Have fun
 - Take part in interesting activities and new experiences
 - Be safe
 - Develop positive life and social skills

- Spend time with friends and make new ones
 - Be more independent or confident
 - Prepare for life as an adult
9. With a specific focus on children and young people with disabilities, priority will be given to proposals which:
- improve access to services in Herefordshire by children and young people from Herefordshire;
 - increase community involvement and foster good relations with disabled and non-disabled children/ young people
 - are co-produced with children with disabilities and their families
 - demonstrate relevance to the local community
 - meet relevant quality and safety standards
 - maximise the number of beneficiaries
 - demonstrate disability knowledge and appropriate training
 - Improve an existing or offer a new short break activity in Herefordshire
 - demonstrate sustainability incl. coverage of any associated/ ongoing revenue costs
 - show innovation and creativity
 - demonstrate value for money
 - minimises environmental impact/ delivers positive environmental impact

The grant will not fund projects to meet the requirements of disability legislation or any other statutory requirements, projects outside of the Herefordshire County border, projects for the benefit of an individual, or any projects already underway or already completed. Projects cannot support any religious or political activities.

Engagement with families of children with disabilities will be undertaken prior to commencement of bidding which will contribute to the final grant criteria.

Bid Appraisal

10. Bids will be evaluated against how well the project meets the grant criteria; however, geographical spread of activities across the county will also be a determining factor in the evaluation process, to ensure children and young people across Herefordshire can benefit.
11. Bids will be evaluated by a panel of appointed representatives which will include:
- Minimum of 1 family representative
 - Children with Disabilities Team representative
 - Commissioning Team Lead and Commissioning Support Officer
 - Facilitation and support will be provided by the Grants and Programmes Team of the council
12. Should the situation be that there are more applications than there is funding, the panel will use the assessment process to ensure that the projects who best meet the criteria and provide value for money are awarded the grant funding.
13. The Director for Children and Families will determine grant awards in accordance with the scheme criteria and having regard to the recommendations of the appraisal panel.

14. The indicative timeline for the first bid round is:

- Promotion of the scheme and invitation to apply – Nov/ Dec 2019
- Closing date for submissions – end of January 2020
- Evaluation and award – Feb 2020