

Opportunity Information Sheet

Targeted Short Breaks Small Grants: Workshops, Trips and Family Events

Introduction

As part of Southwark Council's commitment to providing short breaks for disabled children and young people, we are offering small grants of up to £5000 for organisations to deliver workshops, trips and/or family events during school holidays to end March 2025.

This offer intends to complement the holiday play schemes that have been commissioned through the Targeted Short Breaks Service. This will ensure that families that include a disabled child or young person have a range of activities they can access during school holidays. For more information visit <https://localoffer.southwark.gov.uk/care/targeted-short-breaks/>

Objectives

To deliver a range of workshops, trips and events that

- enable disabled children and young people to experience new things, visit new places and develop new skills and interests
- support families that include a disabled child or young person to enjoy days out together.

Who can apply

The following types of organisations are eligible to apply:

- Registered charities
- Voluntary, community or faith organisations
- Registered not for profit companies i.e. companies limited by guarantee
- Community Interest Companies
- Social enterprises
- Schools
- Parent Teacher Associations

All organisations must:

- Have a bank account with at least two signatories (grants cannot be paid into an individual or personal bank account)
- Be based within the London Borough of Southwark or based outside the London Borough of Southwark but applying for a project that will benefit Southwark residents, delivered at a location that is accessible to Southwark residents

What the grant can be used for

Grants can be used for any reasonable costs associated with delivering workshops, trips or events for disabled children and young people and/or their families.

Workshops: A one-off event or series of events that provide opportunities for disabled children and young people (and/or their families) to participate in an enjoyable group activity that is based around developing new or existing skills. Examples can include: art workshops, photography courses etc.

Trips: Group outings to interesting places that disabled children and young people (and/or their families) may not otherwise have the opportunity to visit, or which may be difficult for them to access without additional support. Examples can include: trips to the seaside, visits to top London attractions etc.

Events: Small or large-scale events that give children and young people (and their families) the opportunity to socialise, participate in a range of activities and have fun. Examples can include: family picnics, sports competitions, club nights etc.

Examples of eligible spend:

- Staff costs (e.g. for planning and delivering activities, support staff etc)
- Specialist instructors, tutors or performers
- Volunteer expenses
- Activity costs/ resources
- Venue hire
- Refreshments
- Tickets to attractions (we would expect providers to take advantage of free and discounted rates wherever possible)
- Group transport (for trips out of borough only)

We will not fund:

- Individuals
- Projects and activities that are not for disabled children/ young people and their families
- Activities that have already taken place
- Activities which promote a particular political, religious or extremist view
- Activities that take place in a formal education setting as part of the core curriculum
- Fundraising events, activities for private gain, or that result in profit being made.

Who the activities are for

Activities must be for children and young people that meet the targeted short breaks criteria i.e. children and young people that

- Are aged 5-19 years
- Are a Southwark resident

- Have an EHCP (Education, Health and Care Plan)
- Are unable to access universal services due to level of need and/or require additional support

Activities can be for eligible children and young people only, or for the whole family (including their parents, carers and siblings).

Where activities are for children and young people only, there must be plans in place to provide an appropriate level of support to meet the needs of attendees.

Advertising activities

All successful applicants will be asked to list their activities on Southwark's new online short breaks booking platform, to ensure fairness and transparency for eligible families. If providers have any difficulty adding their activities, support will be provided.

The booking platform can be viewed at www.eequ.org/southwarkshortbreaks.

As part of the registration process, families will be required to provide information about their child/ children to enable

- eligibility checking by the council
- support planning by the provider
- fair allocation of provision.

Where a family is unable to use the booking platform i.e. due to language, literacy or digital barriers, they will be given the option to register directly with the provider via other means i.e. over the phone.

Budget detail

Organisations can apply for grants between £1000 and £5000.

The total budget for this grant scheme is £20,000. Bids will be scored based on quality and price. We recognise that proposals that include direct support for children and young people with special educational needs and disabilities will come at an increased cost. The level of support provided will be taken into consideration when assessing price.

Venues and accessibility

Providers must ensure that any venues they use are fully accessible and have the necessary facilities for disabled children and young people. This should include good transport links and/ or parking.

Essential Service Standards, Policies and Procedures

Organisations will be expected to hold relevant policies and procedures. You do not have to provide these when applying but these should be available upon request at any stage of the grants process. Mandatory policies/ standards are marked with an asterix*:

- Safeguarding Children Policy*
- Safeguarding Adults Policy* (if applicable)
- Enhanced DBS checks for all staff members/ volunteers working regularly with children and young people (within the last 3 years)*
- Data Protection/ GDPR Policy*
- Risk assessment for activities*
- Public liability insurance*
- Equality and Diversity Policy*
- First aid certification* - guidance on recommended numbers of first-aiders for different types of activities can be found on **page 33** of the HSE: First aid at work guide available [here](#).
- Health and Safety at Work Policy
- Complaints Policy
- Ratified/ audited accounts for last financial year
- Staff pay equal to or exceeding [London Living Wage](#)

If you are unable to apply because you do not have these policies and procedures in place, contact Community Southwark for information and support. They can help you prepare for future funding opportunities. Sign up for your FREE membership [here](#). If you are already a member book a free one to one appointment [here](#).

Application timeline

Applications open:	Monday 8 th April
Applications close:	Monday 6 th May
Applications assessed by panel*:	Week commencing Monday 13 th May
Grant recommendations signed off:	Friday 31 st May
Applicants notified of outcome:	Early June
Delivery of successful projects:	From Summer Holidays to end March 2025

*Applications will be scored by a panel of council officers and family representatives, with sign off from the Lead Member for Health and Social Care.

Unsuccessful applicants will be given brief feedback on their applications, with opportunity to contact the team for further feedback.

To apply

Please complete the [online form](#) by **Midnight on Monday 6th May**. The application questions are included at the back of this guide for information but please complete your application online.

The team are happy to help if you have any questions about this grant opportunity. Please contact us at thriveto25@southwark.gov.uk

Next steps for successful applicants

We will write to successful applicants to notify them of their award and ask for confirmation of important details. This will include:

1. Confirmation that you have all of the mandatory policies and certifications in place. We may ask to see these documents at any time.
2. A signed copy of the 'Conditions of Grant Funding'. A copy of this document can be found [here](#).
3. If we haven't worked with your organisation previously (or your registered address or financial details have changed), we will ask you to provide us with the following so we can get you set up on our finance system:
 - Evidence of your Companies House registration or your Charities Commission registration if applicable (a saved PDF of the live registration webpage is fine)
 - Evidence of your VAT registration number, if you are VAT registered (a saved PDF of the webpage is fine)
 - A letter sent from your organisation confirming your registered address, email address, phone number, and bank details. This needs to be on letter headed paper and sent via email as a PDF.

Grants payments will be made in advance of delivery.

We expect all successful applicants to provide us with a brief report at the end of the grant period. This should include a description of the activities, the numbers that attended and the impact on local families. This can take the form of a short report, presentation or video.

Scoring criteria

Applications will be scored based on quality (80%) and price (20%). The weighting of application questions is as follows:

Quality	
Description of activities	50%
Evidence of need/ interest	15%
Previous experience	15%
Total Quality	80%
Price	
Budget	20%
Total Price	20%

Application questions

The application form is split into three sections, followed by a declaration. The three sections are:

1. About your organisation
2. Due diligence
3. About your activities

1. About your organisation

We will ask you to provide the following information:

- Organisation name
- Registered address
- Postcode
- Primary contact name
- Email address
- Phone number
- Website (if applicable)
- Type of organisation (charity, community interest company, school etc)
- Company Registration/ Registered Charity Number (if applicable)

2. Due diligence

We will ask you to confirm that you have the mandatory policies and procedures in place (and under regular review).

We will ask if your organisation is on the Approved Providers list for the Food & Fun Programme (HAF Programme).

You do not need to be on this list to apply - we are asking as you may not need to provide evidence of documentation if you have already done so recently.

3. About your activities

We will ask you to tell us about the activities you intend to deliver for children, young people and/or families.

There are maximum word limits for each question but please do not feel you need to reach this limit. The most important thing is that you are able to answer the questions clearly and succinctly explaining what you would like to do and how and how many people you could support.

The questions in this section are as follows:

- What type of activities do you intend to deliver i.e. workshops, family events and/ or trips?
- Please provide an overview of the activities you will deliver during school holidays to end March 2025 (Max 800 words). Please include the following level of detail:

- Descriptions of the workshops, family events and/or trips you intend to deliver
- Duration (e.g. 2 hours, half day, full day etc)
- Frequency (e.g. one-off event, 4 sessions etc)
- When activities will take place (i.e. which holiday period)
- Where activities will run from (if applicable)
- Whether your activities are for children/ young people only or for the whole-family
- How many children/ young people/ families can attend each activity
- How you will support the sessions (e.g. staff/ volunteers) and the level of support that will be available
- How you will promote your activities

This answer is worth 50% of the overall score

- Please outline how you know these activities will be of interest to children, young people and families in Southwark (Max 200 words)
 - This may include recent engagement with children and young people, parent/ carer feedback, local consultations etc

This answer is worth 15% of the overall score

- Please outline any previous experience of delivering these types of activities (Max 300 words)

This answer is worth 15% of the overall score

- Please outline the budget for your activities. Please include overall cost for each activity broken down by the following (as applicable):
 - Staffing/ volunteer expenses
 - Activity costs
 - Venue costs (if applicable)
 - Any other relevant costs

This answer is worth 20% of the overall score

-----End of document-----