



Short Breaks Small Grant Fund Criteria & Guidance

Within this programme grants are available for up to £3000 for projects aimed at delivering positive activity for children with disabilities. It is important that you read through the criteria carefully before applying. This funding is not restricted to the voluntary sector but is open to all organisations/businesses with experience of working in this area.

Requirements

Applicants will only be considered if they have the following supporting information provided with their application:

- Copy of constitution/confirmation of legal status of organisation
- Insurance certificates
- Bank account details
- Statement of accounts – current and previous year
- Appropriate policies and procedures in place

We can fund:

- Activity in Middlesbrough for Middlesbrough children.
- Revenue costs.
- Projects aimed at children aged 5-18 years (though projects aimed at school age children outside of this age range may be considered; if this is the case for your project, please contact us before applying).
- Activity outside of school hours, on a weekend, during school holidays or evenings.
- Funding can be used to 'match fund' with other grants but this is not necessary for this programme.

We cannot fund (any applications received for any of the following will not be considered):

- Things that only benefit you as an individual.
- One off event's including, for example, annual fun days or day trips.
- Food and drink.
- Religious/faith activities.
- Illegal activity or that not adhering to government guidelines.
- Things paid for before a grant is approved.
- None constituted groups.

All grants awarded must contribute to Middlesbrough Councils objectives.

TERMS AND CONDITIONS

1. Middlesbrough Council logo must be used in all publicity and promotional materials related to the funded project.
- 2.
3. Groups will not normally receive more than one grant in a single year.
4. Monies must be spent within a specified period once the grant has been awarded. If there is a delay, a request to extend the period must be made in writing.
5. Grants can only be spent on what has been agreed; requests to change this must be made in writing and approved in advance with the grants officer.
6. Any monies not spent by the end of the project must be returned to Middlesbrough Council.
7. Projects must participate in any publicity requested by the Council communications team. Please note you must inform any members of your group/participants in publicity of the council's privacy notice, see below. Public tasks power to promote activity of interest to the community. Privacy notice given to participants, and parents/carers of children or people with learning disability.
8. Privacy notice – <https://www.middlesbrough.gov.uk/mayor-council-and-councillors/about-council/privacy-notice/privacy-notice-community-grant>
9. Projects must act responsibly when collecting data and, as data controller, must ensure adherence to GDPR.
10. Projects must provide evidence of expenditure, including any receipts, within three months of the grant finishing. Any extension to the three-month period should be made in writing. Failure to do so could result in recovery proceedings.
11. In the event of the group being dissolved or the project being shelved, Middlesbrough Council reserves the right to decide the future of any assets or equipment purchased with the grant and request all unspent monies returned.
12. All successful applicants from the voluntary sector will be required to attend a training session on findafunder – this will help you know how best to use the site, provide you with a live report showing funders to approach for your project chosen, gives tips and advice on contacting funders and completing applications and link you in with support from MVDA.
13. All grant funded projects funded must be registered and have 'live' status on the Middlesbrough Matters website.

For help to register contact: caremattersdirectory@middlesbrough.gov.uk

Decision Making Process

All grant applications will be assessed by the grants officer and a report produced; you may be contacted for more information if this is required.

This report will go to a grant panel for decision making. The panel meets once a quarter so please make sure to get your application in on good time.

There are three potential outcomes: approved/not approved/deferred. You will be informed of the decision by email. If deferred, you will be contacted for more information on your project.

This is a democratic decision-making process with each panel member having an equal vote and the final decision standing. You may ask for feedback from the grants officer on why a decision was made regarding your application.

PLEASE NOTE

Any information you provide within this application may be shared with other local funders.

Privacy notice: <https://www.middlesbrough.gov.uk/mayor-council-and-councillors/about-council/privacy-notices/privacy-notice-community-grant>

Middlesbrough Council will not support applications for any community grants from individuals/organisations who engage in activities which promote narratives inciting individuals into supporting terrorism; or are vocally or actively calling for the death of British armed forces or oppose fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs; and that risk drawing people into terrorism or are otherwise unlawful.