

If you need any help in completing this form, please
telephone Sharon Barker on 01642 729309

CRITERIA/GUIDANCE FOR SHORT BREAKS FUNDING 2018-19

Please read carefully through the criteria before completing the application form. For further information or if you require information in a different format, please contact Sharon Barker on 01642 729309.

- New applicants can apply for up to £3000, those in receipt of a previous grant can apply for up to £10,000 but please note the total budget remains the same at £40,000 and consideration will be given to programmes delivering good value for money, based upon monitoring returns from current programmes.
- The money must be used during the financial year 2018-19
- The organisation applying for funding must be already established and either be constituted or have a document confirming legal status of organisation
- The project must complement the services and priorities of Middlesbrough Council.
- These Grants are provided in order to work towards achieving Middlesbrough's Vision of Short Break Services. A short break service is provided to the family of a child or young person with a disability aged 0 -18. It enables the parent/carer to have a break from their caring responsibility, and allows the child/young person to engage in an activity which is enjoyable and which contributes to their development.
- Grant applications are invited from organisations that can provide short breaks during school holidays, at weekends, or on an evening.

EXCLUSIONS

Grants are not awarded for:

- Party political or religious purposes
- Individuals

REQUIREMENTS

Applicants will only be considered if they have the following supporting information enclosed with their completed form:

- Copy of constitution/confirmation of legal status of organisation
- Copy of latest Bank statement for group/organisation
- Statement of accounts – current and previous year
- Appropriate policies and procedures in place - for further guidance, please see Policies and Procedures document

- Written estimates of costs/information to confirm purpose of grant aid
- If not a pilot project feedback from parents and participants from 2017-18 programme.
- If not a pilot project that all monitoring/financial information from the previous grant has been received.

TERMS AND CONDITIONS

- Groups will not receive more than one grant in a single financial year
- Monies must be spent before 31st March 2019.
- Receipts or proof of expenditure must normally be provided by 31st March 2019. If there is any delay, notification should be made in writing. Failure to do so could result in recovery proceedings
- Any monies not spent must be returned to Middlesbrough Council
- In the event of the organisation/project being dissolved or the project shelved, Middlesbrough Council reserve the right to decide the future of any assets or equipment purchased with the grant
- **Monitoring will be required on a monthly basis for year-long projects or at the end of each programme for holiday activities.** This needs to be done in a set format and will include participant details, please see the attached form following the process set up by the Council. Organisations will need to ensure they are able to provide this information before submitting an application and obtain the consent of parents to this information being collected and shared for the purpose of monitoring and future planning. The monitoring form explains why this information is being requested and this information must be shared with those with parental responsibility.
- **All data collected and shared on an individual must be done so meeting the new GDPR rules.** If in doubt please seek clarification.

Please be aware that any information you provide within this application may be shared with other local funders.