

Services for



Children and Young People
in Buckinghamshire

**GUIDANCE FOR PROJECTS AND
ORGANISATIONS WANTING TO ACCESS
FUNDING TO IMPROVE OUTCOMES FOR
CHILDREN AND YOUNG PEOPLE IN
BUCKINGHAMSHIRE**

May 2008

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INTRODUCTION TO GUIDANCE FOR PROJECTS AND ORGANISATIONS WANTING TO ACCESS FUNDING TO IMPROVE OUTCOMES FOR CHILDREN AND YOUNG PEOPLE IN BUCKINGHAMSHIRE

Introduction

This guidance is for any organisation (including schools, independent and third sector providers) or projects in Buckinghamshire working with children, young people or families. The Buckinghamshire Children and Young People's Trust is committed particularly to enabling third sector organisations to deliver services to meet identified need in local communities. The Buckinghamshire Children and Young People's Trust vision is:

“In Buckinghamshire we want all our children and young people to have the best start in life and to be able to lead safe, healthy and fulfilling lives, and to be able to make a positive contribution to their communities and to society. Our aim will be to ensure access to a range of universal services as well as developing more targeted services to meet their specialist needs”.

The guidance is designed to help organisations to find their way through the requirements and processes. It is based on our strategy to move towards prevention and local delivery and is compliant with the Buckinghamshire Compact.

Funding

Funding for all children and young peoples services coming into Buckinghamshire from central government is complex and subject to a number of constraints. The funding available for smaller projects includes some Extended Services Grant, some Surestart Early Years and Childcare Grant (SSEYC) and some Area Based Grants (coming through the Local Area Agreement (LAA). This guidance and accompanying documentation is designed to be a single access point to the different funding streams.

This guidance covers projects up to £10k (over the life of the project). Proposals over £10k but under £50k (over the life of the project) need to be discussed with the Local Delivery Resource Administrator. Proposals and projects over £50k will need to comply with BCC full tender process.

Criteria for Funding

The application/submission must demonstrate how it will improve outcomes for children and young people with particular reference to the outcomes and priorities listed below:

- **improve outcomes for children or young people:**

Be healthy
Stay safe
Enjoy and achieve
Make a positive contribution
Achieve economic well being

- **links to local priorities of the Buckinghamshire Children and Young People's Trust:**

Tackling under achievement
Healthy lifestyles
Prevention
Participation
Keeping children and young people safe

- **links to the joint commissioning priorities of the Buckinghamshire Children and Young People's Trust**

Emotional well being
Supporting parenting
Tackling domestic violence
Local provision through Children's Centres and Extended Services
Participation
Improving the educational achievement of identified specific minority ethnic groups
Affordable leisure
Promotion of healthy schools
Children and young people with disabilities
Children and young people with complex needs (eg children in care)

- **any additional links to a particular funding stream (refer to supplementary guidance which may add more specific criteria).**

Applicants will need to consider which funding stream is most appropriate for their project. Further advice can be had from the Local Delivery Resource Administrator, 01296 383517, ldrfunding@buckscc.gov.uk

(Nb Criteria for the use of Government Grants can sometimes be further clarified during the year. Please check the web for updates)

Funding is limited and priority will be given for start up to projects and/or how the project will meet the needs of children and young people who do not ordinarily access mainstream services.

All Projects/Organisations must show how they will meet basic standards and criteria identified under general information for third sector organisations.

Process

The process is managed through the Local Delivery Resource Panel. The attached flowchart gives an overview of the process.

All applicants will need to complete the application form. If sent electronically a signed hard copy should also be supplied.

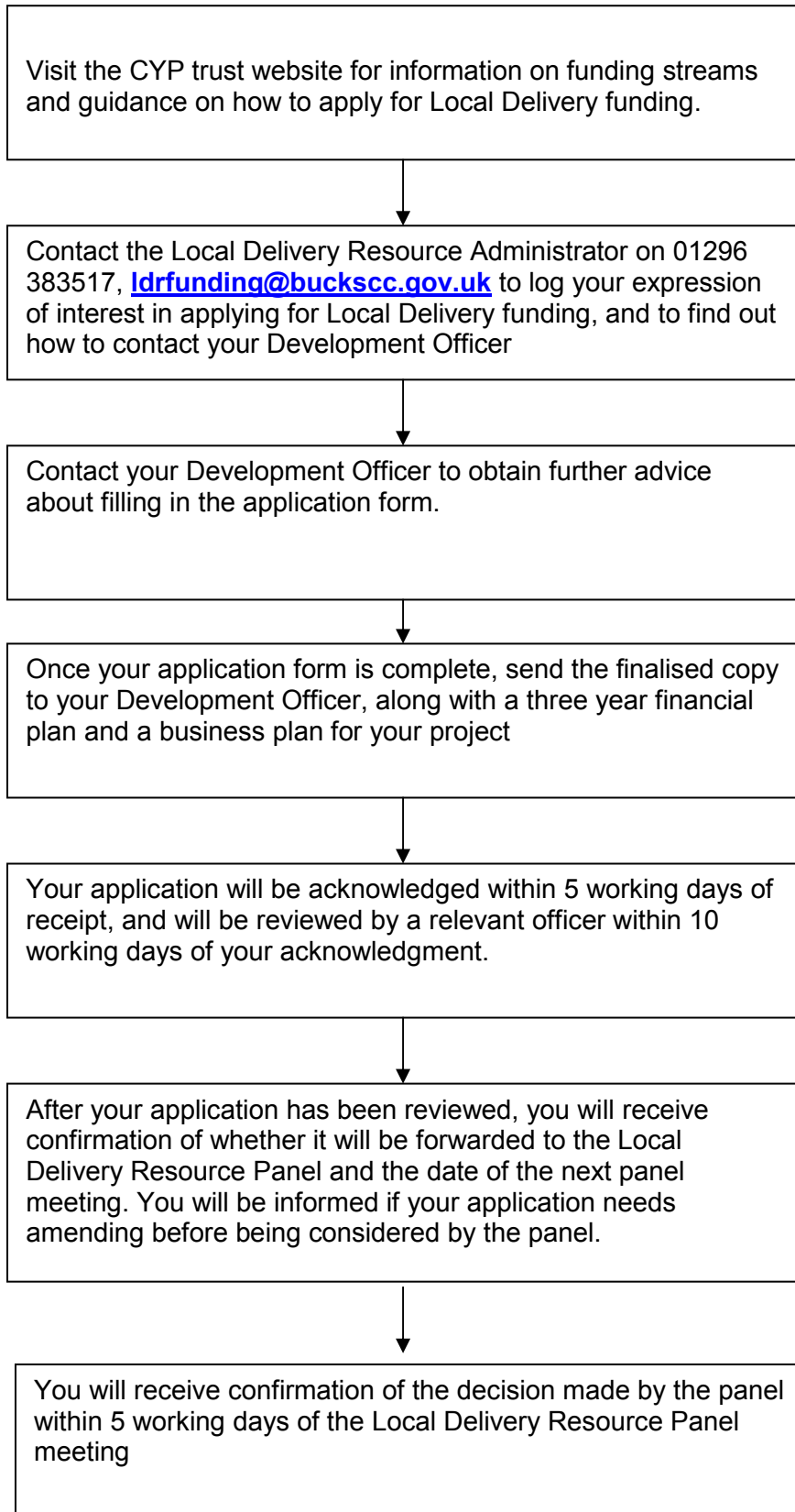
The application should be sent to the Local Delivery Resource Administrator 01296 383517, ldrfunding@buckscc.gov.uk

The Panel meets twice a term and is made up from representatives of local statutory and voluntary agencies.

The decision of the Panel is final.

Funding is conditional on a signed agreement and will be monitored.

LOCAL DELIVERY RESOURCES FLOWCHART



APPENDIX 1

GUIDANCE FOR SURE START, EARLY YEARS AND CHILDCARE GRANT (SSEYC)

DRAFT

Childcare Places Grant

To support Childcare sufficiency and access:

Aim:

- To ensure a sufficient supply of childcare places (including meeting the flexible free offer for three and four year olds) across the county of Buckinghamshire – ‘so far as is reasonably practicable’, for parents who want to work and train and to meet the needs of parents of children with disabilities.

To close identified gaps in provision; maintain a diverse supply of places that meet parental choice; ensuring a cost effective and sustainable market; supporting and developing integrated delivery; and ensuring childcare provision is working effectively with other children’s services.

Priority criteria:

- Places that meet identified gaps in provision as identified through the BCC Sufficiency Assessment
- Places that meet identified need for early education funded places and/or support the delivery of the ‘flexible offer’
- Places that meet parental needs and choice
- Places that complement and do not compromise existing provision
- Places that support and promote access and inclusion

Capital Grants

Early Years Quality and Access:

Aim:

- To improve the quality of the learning environment in early years settings to support delivery of the Early Years Foundation Stage (EYFS), with a particular emphasis on improving play and physical activities; and ICT resources
- To ensure all children, including disabled children, are able to access provision
- To enable PVI providers to deliver the extension to the free offer for 3 & 4 year olds and to do so flexibly

Priority Criteria:

- Places meet identified need as set out in the BCC Sufficiency Assessment
- Places support funded education requirements and will be delivered flexibly to meet parental needs and choice
- Priority will be given to providers that employ a graduate leader/qualified teacher/EYPS or have a staff development plan to recruit/develop a graduate
- Places are available and suitable for children with special/additional needs including physical, cultural, seldom heard, children/families in need
- Joint funding projects

Sustainability Grants

Providers are not able to apply for sustainability grants.

Where a provider is in financial difficulty an EYCS Childcare Advisor will offer business support as set out within the Core Offer. If a provider is unable to maintain their business and therefore the childcare places, EYCS may at their discretion intervene and offer financial support to maintain the availability of places. The provider will be required to work with EYCS to produce any required plans or reports to support this intervention and maintain monitoring for a period predetermined by the Funding Panel.

Application criteria – ALL GRANTS:

Applications must demonstrate:

- Evidence of need for places
- Evidence that places meet parental needs in terms of hours, affordability, diversity
- Robust business plan and management strategy
- Long term financial sustainability including effective plans to meet future legislative requirements such as suitably qualified graduate/meeting the flexible offer for Early Education Funding places
- Evidence of financial need
- Represent value for money (based on the average place cost for revenue grants and three quotes or tender for capital grants)
- Quality of provision
- Inclusive practice
- Suitable staff recruitment and retention planning; and on going suitability monitoring
- That appropriate policies and practices are in place to safeguard children
- Meeting relevant legislative requirements e.g. employment, health and safety, EYFS
- A commitment to service delivery beyond the funded period

Additional conditions:

1. Grants will be available for one year only.
2. Applications must be developed and supported by an EYCS Childcare Advisor.
3. Capital grants to support the delivery of EYFS must be supported by an EYCS Quality Improvement Officer
4. All grants will require robust monitoring as defined by EYCS and/or the Resource Panel (for a period to be determined by the Resource Panel that will be in excess of the funded period). **Failure to comply will result in the provider being required to repay the grant in full.**
5. Applications must be received at least four weeks prior to the published funding panel meeting date and must be in the correct format and duly signed.
6. Applications will be considered by a multi-agency Resource Panel convened from the members of the Early Years and Childcare Partnership, relevant County Council Officers and appropriate partner representatives. Applications will be scrutinised prior to referral to Panel and non-compliant applications may be withdrawn. The Resource Panel decisions are final and non-negotiable although applicants may be invited to resubmit at a later date.
7. Any additional conditions will be notified in writing within three weeks of the panel date. Verbal comments and decisions will not be entered into.
8. Grants are subject to funding being available and may be withdrawn at any time without notice.
9. Subject to future changes to grant criteria notified by BCC or the Department for Children, Schools and Families (DCSF).
10. Any changes in specification, costs (actual or projected) or project outline **MUST** be approved by BCC **in advance**
11. BCC will **NOT** be liable for any additional costs over and above the grant amount approved for whatever reason although a realistic contingency may be costed in to the project financial forecast.
12. Complaints about the process should be made through the BCC complaints procedure

13. BCC may make additional grants available from time to time and will notify providers through the News and Views Bulletin. Providers are responsible for keeping up to date with the latest bulletins and responding accordingly within the time deadlines.

Definition of capital:

Capital expenditure is defined as expenditure on the acquisition of tangible, productive assets, whose value exceeds £2,500 (including VAT) and which will give continuous service beyond the financial year in which they were purchased. The general rules for deciding if expenditure is capital are:

- Will the asset last more than one year?
- Will the authority own the asset? If there is a rental agreement this is revenue, not capital.
- Does it cost more than £2,500 or does it enhance an existing asset? This does not include routine maintenance, which is classed as revenue.

Capital expenditure is not necessarily limited to single purchases over £2,500; the following categories of expenditure are capitalised:

Individual assets: i.e. expenditure on single items whose value exceeds £2,500 e.g. vehicles, computer servers, land, new buildings, consultants' fees.

Grouped assets: i.e. assets of a similar nature are purchased at the same time, for example as part of a project. This can include consultancy costs incurred as part of the project costs. The value of the individual assets may be below £2,500 but the total value of all the assets determines whether expenditure falls above or below the capitalisation threshold.

Bulked assets: i.e. a bulk purchase of furniture or computer assets where the value of the individual items is below £2,500. As with grouped assets, the total value determines whether expenditure falls above or below the capitalisation threshold.

Levels of funding for capital programmes or projects in Voluntary Aided schools

Schedule 3, paragraph 5 of the School Standards and Framework Act 1998 allows the Secretary of State to make grants to the governing body of a voluntary aided school (or relevant body acting on behalf of the governing body) in respect of capital expenditure incurred or to be incurred by them. Grant does not generally exceed 90% of the expenditure incurred. However, in exceptional cases, grant may be made up to 100% of expenditure. The DfES is currently in discussions about how Schedule 3 will apply to capital made available to support the Ten Year Strategy. Further information will be issued to local authorities, and will be available via the Sure Start and TeacherNet website.

APPENDIX 2

GUIDANCE FOR EXTENDED SERVICES FUNDING

Guidance

When completing the application form please indicate under the summary of the project which areas of the Extended Services core offer the project will meet. The 5 areas of the core offer are:

- Quality Childcare – Help in providing quality childcare, 8am to 6pm, five days a week, 48 weeks a year in accordance with the needs of the community.
- Varied menu of activities – Provide access to a varied menu of study support and enrichment activities which provide fun and stimulating activities for young people.
- Parenting support - Including information sessions for parents of pupils joining reception and on transfer to secondary school; signposting to national and local sources of information, advice and support; access to parenting groups using structured, evidence-based parenting programmes; and family learning sessions to allow children to learn with their parents, where consultation has shown there is a demand.
- Swift and easy access - Working closely with other statutory services and the voluntary and community sector, schools ensure that children with additional needs are identified as early as possible, and are well supported through integrated working with other services.
- Community Access - Access to appropriate facilities, such as ICT suites, sports and arts facilities, and also provide access to adult learning

Management and Governance

Please highlight who will manage the service, and how the success of the project will be monitored.

All forms must be signed and dated by the project lead (head teacher or lead officer) and chairman of the governors if a school led project.

APPENDIX 3

GUIDANCE FOR APPLYING FOR FUNDING THROUGH THE LAA FUNDING STREAMS

When completing the application form please refer to the purpose or objective of the particular funding stream that you are applying for.

Carers Grant

The main purpose of the funding provided for carers is to:

- enhance provision of community care and children's services to allow carers to take a break from caring by stimulating a greater diversity of provision
- stimulate a greater awareness by authorities of the need for services in their area to be more responsive to the needs of carers and
- provide carers with services other than breaks in keeping with the 2001 Carers and Disabled Persons Act

Children's Fund

The specific objectives of the Children's Fund are as follows:

- To promote attendance in school by 5-13-year-olds
- To achieve improved educational performance among 5-13-year-olds
- To ensure fewer young people aged 10-13 commit crime and fewer children aged 5-13 are victims of crime
- To reduce child health inequalities
- To ensure children, young people and their families feel the services are accessible
- To develop services which are experienced as effective
- To involve families in building the community's capacity to sustain the programme and thereby create pathways out of poverty

CHECKLIST FOR APPLICANTS

The following checklist identifies the minimum information requirements if you engage in bidding or tendering processes to deliver services for children and young people in Buckinghamshire.

| Item | Comment |
|-------------------------|---|
| Governance arrangements | Appropriate constituted organisation. |
| Evidence of Need | <p>Evidence to demonstrate why the service you are proposing meets the need of children and young people in Buckinghamshire.</p> <p>What outcomes does it support?</p> <p>How it links to supporting the 5 ECM Outcomes /LAA Outcomes or other relevant criteria?</p> |
| Business Plan | <p>There are various formats for business plan and it is possible to access an example from the Buckinghamshire Funding Group: http://www.buckscc.gov.uk/bcc/content/index.jsp?contentid=1605408841</p> <p>A robust business plan will always be good supporting evidence and helps you to understand the focus of your work and allows you to be in a position to explain it to potential funders.</p> |
| Quality Assurance | <ul style="list-style-type: none"> • Meet legislative guidance e.g. Ofsted registration • Relevant systems in place e.g. Practical Quality Assurance System for Small Organisation (PQASSO). |
| Financial Information | <p>It is essential that you have robust and transparent financial practices and a good understanding of your financial situation including:</p> <ul style="list-style-type: none"> • Staff Costs • Premises Costs • Insurance • Running Costs • Financial Reserves • Other income • Audited Accounts • Management Costs |
| Insurance | <p>Consideration must be given to having relevant insurance in place including:</p> <ul style="list-style-type: none"> • Public Liability minimum £2 million • Employers Liability Minimum £5 million • Personal accident <p>NB: These will be dependent on circumstances</p> |
| Policies | <p>All policies must be supported by being:</p> <ul style="list-style-type: none"> - up to date - staff receiving regular training <p>As a minimum the following policies are required:</p> <ul style="list-style-type: none"> • Safeguarding |

| Item | Comment |
|--|--|
| | <ul style="list-style-type: none"> • Health and Safety (see below) • Child Protection (see below) • Equal Opportunities/Diversity Policy • Participation Procedure • Organisations may also have other policies relevant to their area of work, e.g. Drugs Policies |
| Health and Safety | <p>It is necessary to ensure the following are in place:</p> <p>Health and Safety policy</p> <ul style="list-style-type: none"> • Procedure for reporting and recording of accidents and dangerous occurrences. • Risk assessments including premises/ visits and outings/ specific activities. • Lone working (if applicable) • Personal care arrangements |
| Safeguarding | <p>A Safeguarding policy must be in place that is consistent with the Buckinghamshire Safeguarding Children’s Board and must include :</p> <ul style="list-style-type: none"> • Child Protection guidance • Safe recruitment of staff and volunteers, including a Complaints Procedure and a Whistle blowing Procedure |
| Staff | <p>Consider the following:</p> <ul style="list-style-type: none"> • Numbers of Staff • Qualifications of Staff • Ratio of Staff to young people • Have all relevant staff been CRB checked • Contingency plans for providing additional staff if necessary |
| Children and Young People’s Engagement | <p>Consider such issues as:</p> <ul style="list-style-type: none"> • Age range supported • Number of children and young people supported • Specific groups eg BME • Geographical groups • Involvement of children and young people in establishing how project is run and organised (Participation) • Register of users |
| Sustainability | <ul style="list-style-type: none"> • Plans for future • Charges to children and young people/families • Fundraising |
| Evaluation/Monitoring | <p>How do you evaluate and monitor your work to demonstrate improved outcomes for children and young people? Do you offer any accreditation to the young people?</p> |
| Participation Strategy | <p>A strategy that involves children and young people in the development and organisation of your project.</p> |

Services for



Children and Young People
in Buckinghamshire

BUCKINGHAMSHIRE COUNTY COUNCIL

**ACCESS TO RESOURCES TO IMPROVE OUTCOMES FOR
CHILDREN & YOUNG PEOPLE**

Funding Stream Applied For:.....

(Before completing this form please contact the Local Delivery Resource Administrator)

Provider name:

Development Officer:

Type of Provision or Project:

Amount applied for:

Method of Governance: (Tick Box) Voluntary Private Maintained Statutory

What outcomes will be improved & how will they be evidenced.

- Be Healthy
- Stay Safe
- Enjoy & Achieve
- Make a Positive Contribution
- Achieve Economic well being

Brief summary of project, what needs it will meet and how funding will be used.....

.....

.....

.....

...(please continue on a separate sheet if required)

| | | | |
|------------|---|---------------------|----------|
| 1 | Applicant Details | | |
| 1.1 | Legal name of the organisation: | | |
| | Address: | | |
| | | Post code: | |
| 1.2 | Main contact for the application: | | |
| | Title: | First name: | Surname: |
| | Position: | | |
| | Address: | | |
| | | Post code: | |
| | Main telephone number: | Best times to call: | |
| | Alternative telephone number: | Best times to call: | |
| | Email: | Fax: | |
| 1.3 | What is the legal status of your organisation? (Please attach governing document) | | |
| 1.4 | Are you a charity recognised in law? | | |
| | Registration number: | | |
| 1.5 | If your organisation is a branch or division of a larger organisation, which one(s)? | | |

| | |
|------------|--|
| 1.6 | What are the current activities or your organisation and how are these managed? |
| 1.7 | When was your organisation established? |

| | | |
|------------|--|-----------------|
| 2 | Financial Details | |
| | Bank account details | |
| | Please submit either: <ul style="list-style-type: none"> • An original bank statement which is less than 3 months old (this will be returned). Statutory authorities may provide a letter, signed by the Director or Finance (or equivalent) confirming details of the bank account. If your organisation is new, we will accept an original, signed letter from the bank confirming details of the account name, number and sort code. • Or a copy of a building society passbook signed and stamped by the building society. | |
| 2.1 | Account name: | |
| | Bank/building society name: | |
| | Bank/building society address: | |
| | | Post code: |
| | Sort code: | Account number: |
| 2.2 | Who from your organisation can sign cheques for this account? | |
| | Name: | Position: |
| | Name: | Position: |

| | |
|------------|--|
| 2.3 | <p>Please provide your most recent annual accounts:</p> <p><u>Existing organisations:</u></p> <p>Please provide a copy of your organisation's latest accounts. If your income was less than £1000 in the last year, we will accept your cash book pages for the last 3 months or original bank statements for the last 3 months.</p> <p><u>New organisations:</u></p> <p>Please provide an estimate of your income and expenditure for the first 3 years of operation.</p> <p><u>Statutory authorities/further education institutions:</u></p> <p>We only need to see accounts, bank statements or projections specifically relating to your project.</p> |
| 2.4 | Information relating to your most recent accounts: |
| | Accounts year ending: |
| | Total gross income: |
| | Total expenditure: |
| | Surplus/deficit for the year: |
| 2.5 | <p>If your surplus is in excess of £5,000, explain why you are applying for funding and how your existing surplus will be used to sustain your business/Service Funding.</p> <p>Funding will not be awarded to organisations that, in the view of the Resources panel, do not require this.</p> |
| 2.6 | Insurance Details |

| | |
|-------------|---|
| 3 | Additional Information Required |
| 3.1 | Please describe how your organisation/ project will address the following: |
| 3.1a | Safeguarding |
| 3.1b | Inclusion |

| | |
|-------------|--|
| 3.1c | Health & Safety |
| 3.2 | Who was consulted about your proposal/project? What were they asked? What was the outcome? (Evidence may be required) |
| 4.0 | Please also attach <ul style="list-style-type: none">• Business Plan• 3 year financial forecast (if appropriate) |

DECLARATIONS AND SIGNATURES

Main contact

This is the person BCC will normally contact with any enquiry about the application or to obtain further information.

| | | | |
|---------------------------|--------|-------------|----------|
| Name | Title: | First name: | Surname: |
| Position in organisation: | | | |
| Address: | | | |
| Daytime contact number | | | |
| Evening contact number | | | |
| E-mail contact | | | |

Signed:

Date:

Alternative contact

This person cannot be the same as the main contact. S/he must be the Chair, Vice-Chair, Secretary or Treasurer of your organisation, head of department if you are a local authority or company director.

| | | | |
|---------------------------|--------|-------------|----------|
| Name | Title: | First name: | Surname: |
| Position in organisation: | | | |
| Address: | | | |
| Daytime contact number | | | |
| Evening contact number | | | |
| E-mail contact | | | |

Signed:

Date:

REFEREE

The Referee must be independent of the organisation.

| | | | |
|--|--------|-------------|----------|
| Name | Title: | First name: | Surname: |
| How do you know the organisation? | | | |
| How long have you know the organisation? | | | |
| Address: | | | |
| Daytime contact number | | | |
| Evening contact number | | | |

I can confirm that I know this organisation and its work. I have read this application and I support this request for funding. I am willing to be contacted now to discuss this application and at a later date to comment on the grant, should this application be successful. I confirm that I am independent of the organisation.

Signed:

Date: