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**Short Break Award 2015 – 2016**

**Main Grant Application (up to £15,000)**

**For children and young people with disabilities**

**Name of Organisation** **Friends and Places Together**

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| --- | --- |
| **Please indicate which priority group(s) your project will support:** (You can tick more than one if applicable) | Tick here (✓) |
| **A – Children and young people with behaviour which is challenging due to a condition such as Autistic Spectrum Disorders (ASD) and/or Severe Learning Disabilities. Children in this group will display behaviour which challenges services or behaviour which causes injury to themselves or others. *Not all children with ASD will require specialist additional short Break services*** | x |
| **B – Children and young people with complex physical disabilities and/or health needs including those with life limiting conditions and/or those with impairments such as severe visual/hearing loss and/or have moving and handling needs or requiring specialist equipment** | x |
| **C – Young People 14 and up to their 18th birthday who are significantly disabled and have difficulty in accessing services that are appropriate to their age. Young people aged over 14 who have mental health issues which impact on their ability to access community resources and leisure activities** | x |

Please indicate which of the Every Child Matters priorities, set out below, does your service / project meet and how does it meet them? (You can tick more than one if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Being Healthy (physically/mentally/emotionally) | x | Supporting siblings |  |
| Staying Safe | x | Creating Peer Group Relationships | x |
| Achieve and Enjoy | x | Promoting Volunteering | x |
| Making a Positive Contribution | x | Supporting the whole family | x |
| Achieving Economic Well-Being | x | Providing advice and advocacy | x |

1. **Contact details of applicant (e.g. group/organisation/service):**

Applicant Name **Friends and Places Together**

Applicant Address **20 Crowstone Road, Westcliff on Sea, Essex,**

Postcode **SS0 8BA**

Website [**www.friendsandplaces.org.uk**](http://www.friendsandplaces.org.uk)**;www.breakwithmates.org.uk**

Are you applying as part of a consortium? Yes  No x

1. **How will you describe the applicant?**

Please tick all boxes that apply to the applicant or organisation

Registered charity **x** Charity number 08554307

Voluntary or community  Self-help group/forum 

Social enterprise  Company limited by guarantee 

Childcare provider  Individual 

Other  please specify **. . . . . . . . . . . . . . . . . . . . . . . . . .**

1. **The main contact person and information on organisation**

Title **Ms**  First Name **Denise** Surname **Nygate**

Contact Address **as above . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

Postcode as above**. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

Position in organisation **Non Paid Director**

**Full financial details of your group, organisation or service**

Bank Name **HSBC**

Address 1-3 Broadway, The Victoria Shopping Centre, London Road, Southend on Sea

Sort Code 40-42-27

Account Number 92217562

**Tell us about your organisation**

How many trustees/members of the management committee do you have?

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| --- |
| Four trustees |

How many staff (excluding trustees)?

|  |
| --- |
| Three staff |

How many volunteers (excluding trustees)?

|  |
| --- |
| 9 volunteers |

1. **Title of your project/service/activity**

What is the title of your project/service/activity?

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| --- |
| Friends and Places Southend |

1. **Details of your project/service/activity**

Give us a short summary of your project/service/activity which this application relates to

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| The main service we offer through this project is developing and supporting disabled young adult’s –13-18 years old, to develop a life and form friendships outside of their family home and school environment. Disabled young adults need support to continue and build on friendships with people they’ve known since they were 5 years old. As many young people are transported into school and college, opportunities to meet up with others are limited. Friends and Places look at this while person is still with their peers and help and support families to encourage and support their friendships by way of enabling young people to meet up with the help of volunteers, helping families to arrange this, pooling resources from families to support friendships outside of the school environment.  Many young people want to have their friends round or to spend time with their friends. We have found that our referrals are from social workers, schools, colleges and other parents as they are aware that the person they support are not happy, feeling isolated and do not have a life of their own outside their families or school.. Many young people we meet have never been out with their friend, never had a friend round and have no way of supporting this due to their disability.  A major aspect of our role is building up trust with the families, looking at activities in the community that are inclusive and building in relationships with carers to support friends either coming round to their home for tea or for meeting up and going out.  We have lowered the age limit to 13 years old as from feedback from families we learnt that by the time we get involved a lot of work is needed to be done. Building up confidence both with the young person and their families, enabling carers to be comfortable with letting go and helping families to move on, encouraging the young person to look at options and being able to choose activities for themselves are all part of the role of Friends and Places.  We support families with moving on and support around transition planning.  Out of the 39 people we supported last year only 2 people had friends round to their house before we started to work and engage with them. Families had no contact details of their son or daughters individual friends or their parents before we started to work with the 39 people. |

Give details of your project/service/activity which this application relates to and tell us what this funding will pay for if your application is successful.

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| The funding will pay for the following:-   * ***Recruitment of additional staff and volunteers*** to ensure services can be delivered effectively and at full capacity with the right organisational support      * ***Friendship Development and ‘Befriending Meet-Ups****’* – working with the young person , their family and the local community to develop the right support around them so they can develop robust and meaningful relationships with peers of a similar age outside of the school environment. These friendships then have more opportunity to be maintained through and beyond their transition into adulthood. This can include linking up circles of friends; assessing how to support friendships at home at home visits; utilising volunteers; working out how individuals can meet up on a one-to-one basis; how to pool resources to save money; looking at what inclusive social/sporting/leisure activities are offered in their local community for them to enjoy together. * ***Specific Family Support*** – helping parents and other carers develop skills, knowledge and resilience to support their children effectively during the transition process into adulthood. This includes helping them develop a network of other families (peer support), offering information and guidance around local community opportunities; online peer advice; training; monthly meetings to discuss Direct Payments, higher education, employment etc. * ***Community Development*** - Working with different organisations in the community we ensure they are being as inclusive to disabled people as possible. We do this through awareness raising, training and advice/guidance on accessibility and inclusivity. * ***Transition Navigator service*** – Supporting young peoples’ move into adulthood through one-to-one person-centred planning, working in partnership with education providers and ensuring continuity and consistency for individuals and their families as they leave Children’s Services. * ***General guidance/support*** to beneficiaries and their families/friends where required (e.g. literature, telephone/email contact etc.) * ***Regular promotion of our services*** to new vulnerable young clients, their families/carers, local organisations and future funders, as well as to raise awareness of the importance and value of friendships and community participation. |

Describe the intended outcomes and how qualifying children, their families and/or carers will benefit.

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| * Young people will have increased confidence and social skills, communication skills, money handling and increased choices over their lives**.** They will develop increased independence and a sense of belonging in their community. They will have more activities to look forward to and this will improve their sense of health and well being * Friendships will be formed outside of the school environment based on what the individual wants and not the family’s choice. Friendships are encouraged from the young person and we will work with the school and colleges to develop the friendships externally and work with the families enabling them to develop relationships with other families and building trust and developing a support network. This takes time. Parents will have support from other parents in similar situations. Out of the 39 people we have supported they are all now joined up with parents and have met up at a coffee shop or at each other’s home. * It takes around 18 hours to support each family and this can take up to 9 months to a year to get the relationships set up. Out of the 39 people we worked with in the first year we only failed to achieve positive outcomes for 3 families due to them not willing to work with us. In the second year we did not achieve any outcomes for 1 family and in Year 3 we did not reach one family due to safeguarding in place for the whole family. * Families will have support and hand holding throughout the process. Families will be offered a range of community activities to support friendships for the young person. * Information, advice and guidance will be offered covering a range of activities as well as looking to the future goals for the young person. We also look at sign posting families and help the community with seeking range of activities that friends want to attend and feel part of. We have recently supported one young person, Amy, to attend an inclusive dance group as well as working with a local cheerleading group to set up a club for people that we support who are interested in this activity. |

Tell us how you will involve users/participants in the development of your project/service/activity. How will you seek their feedback?

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| * We obtain feedback twice a year via questionnaires that are given out at our Summer Celebration and Xmas party each year. We collate the information to make changes and to form the basis of our future services. * We endeavour to have an open relationship with families and ask them to offer suggestions and ideas to enable us to deliver a better service for our users   .   * In year 1 we sought independent an evaluation from the Foundations for People with Learning Disabilities – 2013 and the results showed the need for the service. Feedback collected from the families showed the service we were offering exceeded their expectations and we offered over and above what expected. * We have a Facebook page for friends and places together and we gather information from feedback from other carers via a carers group on our service. |

Tell us how many places will be available – breaking it down depending on activities

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| We initially expect to offer 15 places to young people and their families but as we subsequently meet their friends this increases to approximately 30 people as a realistic number of families and individuals we can support year on year.  Each new family has around 18 hours of core hours to build up friendships, introduce families, look at community activities, recruit and work with volunteers and suitable matches.  Once families are confident and the young person has developed friendships and is taking part in community inclusive activities we begin to phase out our support and review every 6 months, enabling them to move on to the next level of independence.  We work at the pace of the individual and their family and offer an open line of communication to support families. |

Give us information on activities – how many per week, month, year as applicable. The information will also need to include number of hours if applicable.

|  |
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| We offer 18 hours per family x 30 families  540 hours for Friends and Places Coordinated role  We work 48 weeks a year  We offer volunteers support. We currently have 9 volunteers supporting 18 families and offer expenses. Each Volunteer offers on average 2 hours a week, 48 weeks a year = 1728  2,268 hours  Hourly rate is £15.87  We also keep information of families offering teatime visits, sleepover, transport sharing, coming round in the school holiday. |

Tell us if your application is for the full cost or partial cost of the project/activity. If partial – give us all information related to the other sources of funding

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| --- |
| Full cost of the service is approx. £36k a year  We are seeking £15,000 and have raised other funds to offer this service in Southend.  We have £5k from fundraising from last year and have raised £1800 for this year so far with a list of community fundraising activities set up for this year – sponsor bike ride with just ride, quiz night, 4 fundraising meals as well as Asda and Waitrose community fundraising which we will be hoping to generate £4200. £5k from reserve funds this year to be used. |

Tell us how you will be advertising this service to ensure that it is viable

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| --- |
| We have advertised our services at children’s and young people’s events in Southend. Through partnerships with school and parents evenings. We have sent information via the local SHIP directory. We have also sent out flyers via newsletters and via parent mail at schools.  All the schools, colleges invite us to talk to young people and at carers meetings.  A lot of referrals are coming from schools and word of mouth via families happy with the service. |

1. **Financial Reserves**

Please give details about the level of free reserves (unrestricted and undesignated funds) held by your organisation - both the total amount and also the amount in terms of number of months running costs.

Does your organisation hold any free reserves? Yes x No 

Free reserves held (£) **. . . £5000. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

Number of months running costs this equates to? **Less than 2 months**

Please state the amount of funds held by your

organisation which could be used for this project/service? **£5000**

1. **Expenditure for your project/service/activity**

Please detail all the costs required to carry out your project/service/activity.

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| --- | --- |
| **Description** | **Cost (£)** |
| Friends and Places co-ordinator including NI and Pension | £16300 |
| Management fee for support and supervision by Chief Executive | £4160 |
| Office Costs | £2650 |
| Accounts and Evaluations | £6500 |
| Volunteers expenses and training | £4800 |
| Meeting/Conferences | £840 |

1. **Income for your Project/Service/Activity**

Please let us know your income for your project/service/activity as detailed in this application. If you are applying to any other statutory/non statutory funder(s), for the purposes described in this application, please tell us in the table below.

If you are awaiting a result from an application, please enter the date that you expect to hear the outcome

|  |  |  |  |
| --- | --- | --- | --- |
| Name of organisation / funding body | Funding  Confirmed? | Expected Outcome date | Amount (£) |
| Parent organisation | Yes / |  | 250 |
| Own Funds committed | Yes / |  | £5,000 |
| Local Authority Grants – all within the last 5 years | | | |
| Southend Borough Council or other Local Council Grants or Programmes | | | |
| Short breaks – 2012/13, | Yes |  | 9,000 |
| Short breaks – 2013/14 | Yes |  | 14,000 |
| Short breaks – 2014/15 | Yes |  | 25,000 |
| In-grant | Yes |  | 1500 |
| Other income – Trusts/Foundation (name of organisation and type of funding) | | | |
| Rosca | Yes |  | 2000 |
| Alex Mason Trust | Yes |  | 1500 |
| Youth Grant | Yes |  | 1500 |
| Awards for all | No | Awaiting- May | 8,600 |
| Lottery – big community | No | Awaiting- first round April | 96,000 |
| Revenue raised / generated by project | | | |
| Direct Payments under 18’s and over 18 | Yes |  | 4000  7000 |
| Community Fundraising | Yes |  | 6,800 |
|  | Yes | Fundraising programme over the year | 4,200 |
|  | Yes / No |  |  |
| Other Income (please specify) – including gift, subscriptions, sales, project etc | | | |
| Sales of activities for break with mates over 18 | Yes |  | 11,000 |
|  | Yes / No |  |  |
|  | Yes / No |  |  |
|  | Yes / No |  |  |
| Total £ | | | 87,750 funding for the last 3 years |

Finance summary for project/service/activity

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| --- | --- |
| Total expenditure | £35,250 |
| Total income | 20,250 |
| Shortfall | 15,000 |
| Funding requested from Southend Borough Council | £15,000 |

Please tell us if your project will be sustainable long term. If it is dependent on grants generally, please outline how your organisation intends to bring the project/service/activity to a close once the funding period ends. (Please indicate if it’s for a one-off event):

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| --- |
| We have increased direct payments year on year for over 18 year olds to use the break with mate’s activity as well as supporting those people that have asked us to recruit staff using their personal budget in adult services. |

What would happen if your application was only partially awarded or unsuccessful

|  |
| --- |
| We would not be able to offer the support for our Friends and Places work for the under 18 years old. We would seek other funding sources to support the work or our organisation. |

Have you applied to Southend Borough Council for a grant for this project or any other grant within the last year?

Yes x No

Sources of funding. **Short breaks funding November 2014 – Sat work club**

Have you already approached other sources of funding which have not been able to support your project/service/activity?**\***

Yes x No 

**We have put in bids to Children in Need, Essex Community Fund and Geans for Jean funds. We have been unsuccessful in our applications and feedback has been that the outcomes are not clearly measurable and are soft outcomes**

1. **Quality mark**

Does your organisation have a quality mark or are you working towards one?**\***

Yes  No x Working towards 

Name of the quality mark? **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

1. **Documentation**

Please tick to confirm whether you have the following documentation and state the amount of cover as numerals (e.g. enter 5,000,000 for five million pounds

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Public Liability Insurance x Amount of cover: **£ 2 million**

Employers Liability Insurancex Amount of cover: **£ 500,000**

Indemnity Insurance Amount of cover: **£ . . . . . . . . . . . . . . . .**

Safeguarding Children Policy x Health and Safety Policy x

Equality and Diversity Policy x Constitution 

**Recruitment Policy** x **Staff Training Policy** x

Vehicle Insurance x

1. **Equality and Diversity**

Please outline how your project will contribute towards:

1. the elimination of unlawful discrimination
2. the advancement of equality of opportunity for everyone including those having a protected characteristic
3. the fostering of good relations between all including those having a protected characteristic
4. Will any groups of people be specifically excluded from benefitting from this project/service/activity?

If so please confirm the restriction and why you intend to impose it.

Protected characteristics are those defined in the Equalities Act 2010, namely race (including ethnic or national origins, colour or nationality), age, disability, gender, religion or belief and sexual orientation.

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**Privacy Note**

The information you have supplied in this form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information provided may go into a public decision report. In addition your application form may be shared with third parties and partner agencies who will be involved in the decision making process or who can verify specific facts within your application.

In addition we may be required to disclose information outside the Council to help prevent fraud, or if required to by law.

We may not be able to process your application if you do not provide all the requested information.

Full grant applications will be retained for a maximum of 6 years (plus current year). Information will be retained within Southend Borough Council for statistical and monitoring purposes.

**Transparency/Open Data**

Under Central Government’s Open Data agenda, if your application is successful, details of grants of £500 and over can be published on Southend Borough Council’s website. No personal information will be published.

**Declaration**

You must agree to the statements below to complete the application

 I am authorised to apply for the grant set out in this application

 I confirm the following:

All the particulars and information given in this application form are correct;

I will inform Southend Borough Council if any of the particulars and information given ceases to be correct;

I have read and understand the [**Terms and Conditions**](https://grantsform.hants.gov.uk/www.hants.gov.uk/grant-conditions) and agree to provide a report detailing the outcomes of any grant funding;

I understand that the grant applied for is for this year only, with no expectation of funding in future years.

 I agree to the Privacy Note set out above

1) Signature **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

Name **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

Date **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

2) Signature **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

Name **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**

Date **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .**