

Salford CVS

Short Break Care Fund (Large Grants)

Activities for Children with SEND



Salford City Council

Guidance for Applicants

2025/26

Summary of the Fund Criteria

- Grants in the region of **£15,000-£50,000** for VCSE and other organisations to provide social or leisure activities for children with special educational need and disabilities. Exceptional applications for large scale proposals over £50,000 will also be considered
- To be **eligible to apply**, organisations must have a turnover over £50,000 in the last financial year, and a track record:
 - a) providing services for children with disabilities, and
 - b) operating in Salford, for the benefit of Salford residents or a good working knowledge of Salford's geography and demographics
- Maximum of **one award** per organisation per year
- **Closing date for applications:**
12:00 noon on Monday 3rd March 2025
- **Applicants to be informed by:**
w/c 17th March 2025
- **Meet the Funder:**
Thursday 13th February (12.00pm-1.30pm)
To book visit



<https://www.salfordcvs.co.uk/short-break-care-fund-large-grants>

Short Break Care Fund (Large Grants)

Activities for Children with SEND

Guidance for Applicants 2025

Section 1 – About the fund

Aims of the fund

The aim of the Short Break Care Fund is to provide high-quality **group-based activities** for children with special education needs and disabilities (SEND) in Salford. The funding is to provide a range of activities that meet the needs and interests of children with SEND, whilst enabling their parents and carers to have short breaks from their caring responsibilities.

Activities will be for children and young people who meet all the following criteria:

- 5yrs to 17yrs 11months
- Salford resident
- Has a special educational need or disability (SEND)
- Has difficulty accessing universal services in the local community due to the level or complexity of their disability

The Short Break Care Fund is managed by Salford CVS on behalf of Salford City Council.

Background to the fund

All local authorities have a legal duty to offer a range of short breaks for carers. These are services that can help families with children and young people with SEND. They can do this by:

- Giving children and young people with SEND the chance to have time away from their families, make new friends and have fun.
- Giving parents a break from caring for their child.
- Giving parents the chance to spend time with their other children.

In Salford, the short breaks offer includes local group-based activities for children with SEND, who would struggle to access universal services due to the level or complexity of their disability. Previously, this group-based provision took the form of directly commissioned contracts with Salford City Council. Following a strategic review of short break care, Salford CVS was awarded a contract to deliver a grants

programme to support group-based provision across the city in 2025/26. Funding arrangements for activities in 2026/27 will be subject to review by Salford Council.

Feedback from parents and carers

We want to encourage new ideas as well as help organisations to develop existing activities to provide support to children with SEND and their families, considering the feedback from parents and carers below.

A recent survey of 381 parents and carers of children with SEND showing:

- ASD/Autism was the most common type of SEN/Disability, followed by other types of disability including learning disability and ADHD
- Around a third of the children attend special schools; whilst two thirds attend mainstream school
- The age range of children with SEND was under 5 (12%), 5-7 (24%), 8-11 (39%), 12-16 (22%), 16+ (3%)
- Some 84% would like to be able to access provision at weekends and during school holidays
- Around two thirds of parents said their child was not accessing any organised activities, due to lack of awareness / lack of suitable activity

Applications are encouraged from organisations that apply this feedback in shaping their proposal for activities.

Outcomes

Children

- a) Greater range and choice of activities for children with disabilities, particularly to address the gaps in provision for the most common special educational needs or disabilities identified in the survey results above.
- b) More children with disabilities have access to and are participating in good quality locally based groups and activities.
- c) Children have improved health and wellbeing and feel happy, supported and understood.
- d) Children feel less isolated and have more opportunities to have fun and socialise in group settings.
- e) Children and families have raised aspirations.
- f) Children are more independent where possible.

Parents/carers

- a) Families are confident in the activities available for their children with disabilities and that their needs are at the heart of this provision.
- b) Parents and carers have more opportunities to have a break from caring responsibilities.
- c) Parents and carers have new social connections, friendships with other parents and carers and feel less isolated.
- d) Parents and carers have opportunities to share parenting challenges and experiences and to learn from other parents and carers.
- e) Parents and carers have access to information about the service offer by ensuring the 'Local Offer' is regularly updated.
- f) Parents and carers will be able to continue with their everyday life even in the school holidays and will have time to focus on their own self-care.
- g) Parents and carers have improved health and wellbeing.
- h) Parents and carers have access to good quality and safe group-based provision for their child.

Organisations

- a) Staff have improved awareness and confidence in supporting children with disabilities.
- b) Organisations are more able to include children with disabilities in activities.

Amount available

Applications are invited for grants in the region of **£15,000-£50,000** for projects of up to 12 months in duration.

In exceptional circumstances, applications for over £50,000 may be considered, where a provider is proposing a level or range of support beyond what would typically be expected or possible for most providers. In this instance, please contact the Grants Team to discuss your proposal before applying.

Budgets should demonstrate good value for money and be a true representation of the level and range of support being proposed.

Timescales

Fund opens	Late January 2025
Application deadline	Monday 3 rd March 2025 at 12.00pm
Decisions expected	w/c 17 th March 2025
Delivery period begins	1 st April 2025
Payment one	April 2025
Payment two	October 2025
Delivery period ends	31 st March 2026

Eligible applicants

Applications **will** be considered from constituted voluntary, community and social enterprise (VCSE) or independent/private sector organisations. To apply, organisations must meet the following eligibility criteria:

- Turnover of at least £50,000 in the last financial year
- Track record of providing services for children with SEND
- Track record of working in Salford, or a good working knowledge of Salford's geography and demographics
- Must be able to commence delivery at speed if awarded a grant

Applications will **not** be considered from:

- Salford City Council Services, for example Integrated Youth Support Services, Children's Centres, and any organisation commissioned to deliver these services on behalf of Salford City Council **beyond 1 April 2025**.

Eligible beneficiaries

This funding is to support children and young people who meet all the following criteria:

- 5yrs to 17yrs 11months
- Salford resident
- Has a special educational need or disability (SEND)
- Has difficulty accessing universal services in the local community due to the level or complexity of their disability

Children may have an [EHCP](#) (Education, Health and Care Plan) or received a social care assessment, however these are not a requirement for support.

Activities that WILL BE considered for grant allocation

- Additional staffing to deliver additional places in new and existing provision
- Additional staffing to enable children with SEND to join in universal activities
- Volunteer expenses
- Training courses for staff and volunteers to increase awareness of disability considerations and develop skills to work with children with SEND with the aim of including them in groups / activities
- Additional non-staff running costs incurred through supporting children with SEND to access activities
- Start-up costs for new groups, for example promotion, staff recruitment and reasonable equipment directly related to the proposed activity, e.g. toys and sports equipment
- Transport to enable children with SEND to access groups / activities
- Any other reasonable project costs

Activities that WILL NOT be considered for grant allocation

- Large capital equipment, for example vehicles or furniture
- Adaptations to rooms, buildings, for example permanently changing the fabric of a room or building for specific purpose of delivering a project or activity
- One-off activities such as day trips, that are not part of an ongoing planned programme
- Overnight residential stays or residential camps

Support for families

Providers may wish to offer informal opportunities for the families of children and young people with SEND to be involved or supported in some way. For example:

- Opportunities for parents and carers to socialise or have a brew and a chat together while their child participates in activities
- Opportunities for siblings to take part in activities

Please note that this funding is to give parents and carers a break from their caring responsibilities, however, therefore direct activity with or support for families cannot be funded with this grant.

Promotion and use of online bookings platform, Eequ

All grant holders will be required to promote their activities and manage bookings using the online bookings platform, [Eequ](#).^{*} This is to ensure parents and carers have a better understanding of the range of activities and level of support available to their child. Eequ will also support providers to better understand the needs and preferences of the children accessing their services and to manage bookings.

Full training will be provided for all grant holders on setting up activities and managing bookings on Eequ. Setting up a sample listing on Eequ is also part of the application process for this fund – please see 'How to apply' below for details.

*Any grant holder working with parents and carers who do not access the internet will receive one-to-one support setting up an offline bookings system for parents and carers. The provider will be responsible for ensuring this data is uploaded to Eequ.

What policies / other documentation are required?

All organisations will be expected to have the following policies in place at the time of application:

- a) Health and Safety policy
- b) Equality/Diversity Statement or Policy
- c) Public Liability Insurance (cost can be included in budget)
- d) Risk assessments
- e) Safeguarding Children policy
- f) Safeguarding Adults policy (if applicable to project activities)
- g) Volunteering policy (if applicable to project activities)

Please note: Copies of safeguarding policies must be submitted with your application.

Safeguarding

All organisations that work with or come into contact with children must have safeguarding policies and procedures in place to ensure that every child, regardless of their age, gender, religion or ethnicity can be protected from harm.

Setting up and following good safeguarding policies and procedures means that children are safe from adults and other children who might pose a risk.

Applicants will be required to state whether they have undertaken a self-assessment against the [7 Salford Safeguarding Standards](#) and submit a completed assessment with their application.

Further Information

For further information on the services currently available for children with SEND (to avoid duplication of provision) please click on the link below:

Local offer for children with SEND in Salford www.salford.gov.uk/children-and-families/local-offer-for-children-and-young-people-with-sen-or-disabilities

What support is available to applicants?

Support with your application

If you have any questions or concerns about completing the application form, or you would like to discuss your proposal with a member of the Grants Team, please get in touch at grants@salfordcvs.co.uk or phone 0161 787 7795. The Grants Team are also available to provide pre-application read throughs / feedback.

Wider development support

Salford CVS can also offer practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding. For further information, visit our website at:

www.salfordcvs.co.uk/development-support

See our online Safeguarding in Salford resources:

www.salfordcvs.co.uk/safeguarding-salford

You can also contact our Development Team by phone 0161 787 7795 or email at:

office@salfordcvs.co.uk

How to apply

To apply, please complete the following steps.

Step 1: Create a **sample listing** for your proposed project on Eequ.

It is important that all funded organisations are willing and able to manage bookings on Eequ. Therefore, applicants are required to create a sample listing for the proposed project ahead of submitting an application. For full details see 'Guide - Creating a Sample Listing on Eequ':

<https://www.salfordcvs.co.uk/short-break-care-fund-large-grants>

Step 2: Complete and submit the **application form (Word)**, **project budget (Excel)** and **Salford Safeguarding Standards Self-Assessment (Word)** to Salford CVS ahead of the application deadline, along with any other supporting documents.

Please see Part 2 of these guidance notes for step-by-step instructions on completing the application form and budget. Guidance on completing the Self-Assessment will be provided at the Meet the Funder session (see below).

Meet the Funder

Salford CVS, Salford City Council and Eequ will be hosting an online Meet the Funder event for prospective applicants on **Thursday 13th February at 12.00pm-1.30pm**, to discuss the fund in more detail and how to apply.

We strongly recommend interested providers prioritise attending this session. To book visit <https://www.salfordcvs.co.uk/short-break-care-fund-large-grants>

When is the application deadline?

The fund will close to applications at **12:00pm on Monday 3rd March 2025**.

How will applications be assessed?

On receipt of applications Salford CVS will undertake eligibility checks. All eligible applications will be independently scored by a panel consisting of representatives from Salford City Council, Salford Parent Carer Forum and Salford CVS.

The assessment panel will then meet to agree the awards and provide feedback on unsuccessful applications.

When will we hear the outcome?

All applicants will be informed by email by 31st March 2025 (at the latest). Unsuccessful applicants will be provided with a summary of feedback from the assessment panel.

If successful, when will we receive the grant?

On receipt of an offer letter from Salford CVS organisations will need to complete and return an 'Acceptance of Grant Form' together with an invoice for instalment one of the grant (50% of the total grant amount).

For organisations that have not received a grant from Salford CVS before (or changed bank account since their last award) we will require proof of bank details. This can take the form of a scan or photo of a bank statement or paying-in slip.

On receipt of these documents Salford CVS will then issue the grant by bank transfer, typically within 5 working days. The final grant instalment will be made in early October 2025, subject to satisfactory delivery and reporting.

How long will we have to spend the grant?

All organisations receiving a grant will have up to 31st March 2026 to spend the grant and deliver their project.

What are the reporting requirements?

All organisations receiving a grant will be required to submit a **6-month progress report** by Monday 22nd September. Satisfactory reporting will trigger release of the 2nd grant payment. An **end of project report** will be required by Monday 2nd March 2026.

How will our project be evaluated by Salford CVS?

Salford CVS' has a three-fold approach to evaluation:

- **Assessing impact** – the difference your project made in words, numbers, stories, quotes and photos
- **Gathering learning** – what you have learned as an organisation, how your organisation has developed and what you would do differently next time
- **Providing assurance** – demonstrating good management of public money

In practical terms this will mean providing feedback to Salford CVS in the shape of a simple report form when your project is completed. We may also select your project for a monitoring visit (in person or remotely) to help us understand how you are getting on and if you're in need of any support.

As guardians of public money Salford CVS requires all funded organisations to keep receipts for all project spend after your project completes. Salford CVS undertakes a number of spot-audits every year and you may be asked to provide evidence of your spending.

With your help in providing effective feedback we can demonstrate how grants and investments can make a real difference to the health and wellbeing of local people. This is important in helping us report back to our funders and wider partners and helps secure investment in our sector over the years to come.

Any further questions?

Please contact the Grants Team by phone 0161 787 7795 or email at: grants@salfordcvs.co.uk

Section 2 – Completing the Application Form

Contact Information

Question a) – Please give the name of the lead contact for this application / project. They will be the primary point of contact for all matters relating to this application and any successful project award.

Question b) – Please give a secondary contact. They will only be contacted if we have difficulty reaching the lead contact.

About your organisation

Question 1) – Please give the full name of your organisation.

Question 2) – Please give the registered address of your organisation.

Question 3) – Please give your organisation's turnover for the last full financial year.

Question 4) – Please tell us how your organisation is constituted. Examples are provided below:

- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- Not-for-profit companies limited by guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities might also be a company limited by guarantee.

Question 5) – Please give your organisation number(s) i.e. registered with the Charity Commission or Companies House.

Question 6) – Please provide URLs (links) to your organisation's website and social media pages (if applicable).

Questions 7-8) – We are keen to support all staffed organisations that pay a minimum wage of at least **£12.60 per hour** as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited [Living Wage Employer](#). If you don't employ staff, please tick the 'not applicable' box (N/A).

For your information, please see below for the annual Living Wage Employer accreditation fees (January 2023) for VCSE organisations (before VAT):

- 0 - 10 employees: £60
- 11 - 50 employees: £120
- 51 - 250 employees: £240
- 251+ employees: £480



This includes regular third party contractor staff.

Question 9) – We expect all organisations to have relevant policies in place at the time of application. Please note that [Public Liability Insurance](#) costs can form an element of your bid. If you need advice or support on developing policies, see the 'What support is available to applicants?' section above.

Please note that you will need to submit copies of the following documents along with your application:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy

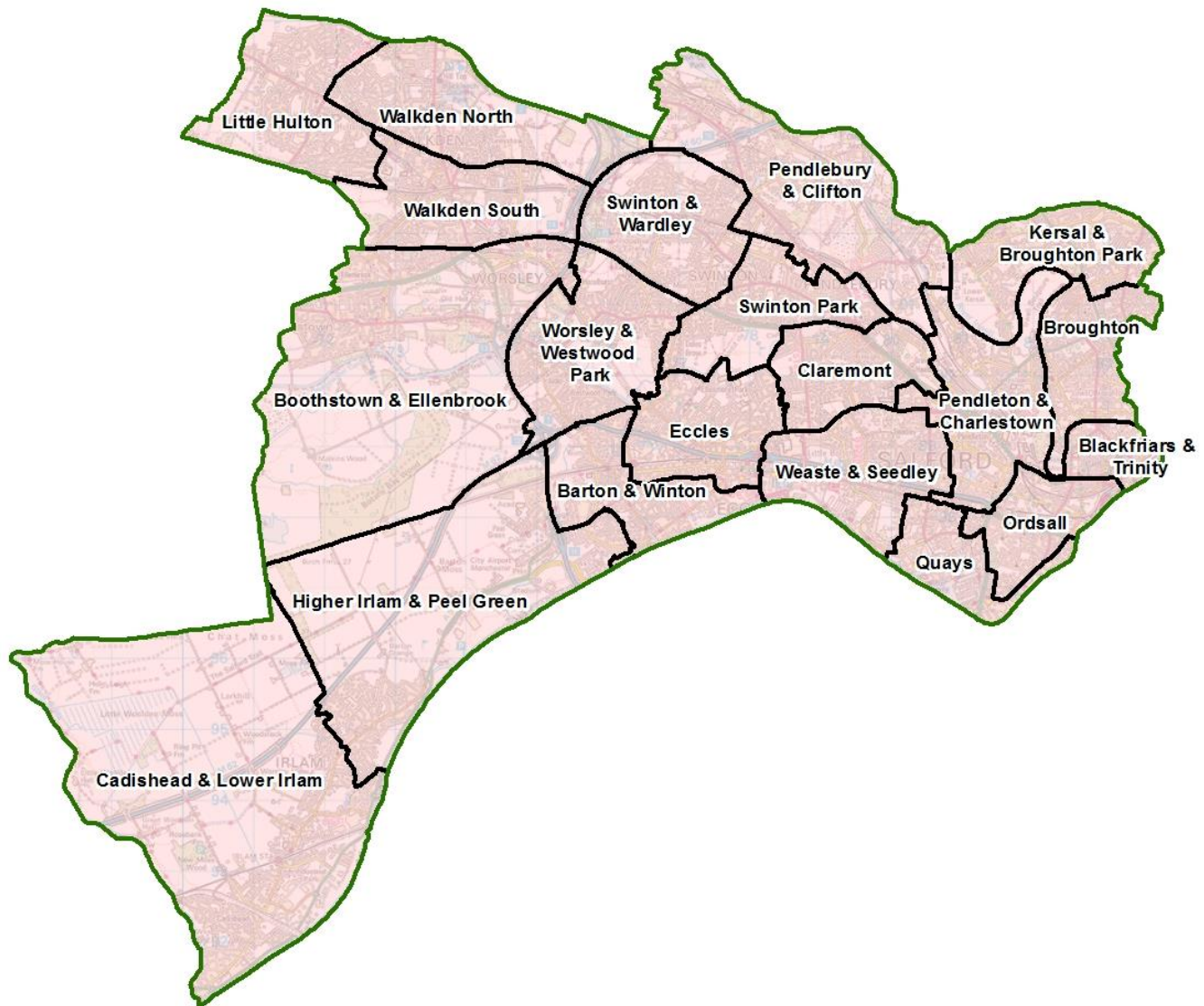
Project summary

Question 10) – Please give your project a memorable name. This helps us identify your project should your application be successful.

Question 11) – Please give a brief description of your project that sums up what you plan to do (50 words max). This may be used in our publicity to publicise the award.

Question 12) – Please give your proposed project start and finish dates. Realistically, the earliest that funded projects can commence is April 2025 and they must be complete by the end of March 2026.

Question 13) – Please indicate the areas of Salford which will receive support from your project. If it is across the whole of Salford, please tick 'Salford city-wide'. See the map below showing Salford's new ward boundaries:



Question 14) – If your project is delivered from a single location (e.g. a community centre or park) please provide a postcode for this. If your activity at more than one location, please provide all the postcodes. If this proves too difficult or isn't applicable, please give details.

About your beneficiaries

Questions 15a-b) – Please tell us how many children and young people with SEND you currently work with and (if applicable) how many additional children and young people you will work with if awarded a grant.

Question 16) – Please tell us the age ranges of the children **with SEND** you plan to work with.

Question 17) – Please describe the nature of disabilities of the children and young people your proposal is intended for. Please provide as much detail as possible.

Question 18) – We want to understand the **level of support** you intend to offer children and young people with SEND.

Experience and track record

Question 19) – Place a tick in the box next to the statement that most closely aligns with your organisation's **current** delivery model (this might be different to the delivery model when it was originally established).

Question 20) – We want to understand in more detail your organisation's motivation and track record working with children and young people with SEND.

Question 21) – We want to understand in more detail your organisation's track record working in Salford and the local connections and knowledge you have. You may wish to include how long and where in Salford you have worked.

Project details

Question 22) – Please provide the address(es) of the venue(s) you will use to deliver your project activities. If the venue is not confirmed, please provide the address(es) of where you are planning to deliver the activities.

Question 23) – Please provide full details of the activities you plan to provide for children and young people with SEND and how these will be delivered. This is where you need to make a compelling case for your project.

Please don't assume the assessment panel has prior knowledge of your organisation and activities. Please include details of what will happen at the sessions, who will be running them (staff and/or volunteers), how children and young people will be engaged, any key dates, etc.

Question 24) – We want to understand whether parents and carers or siblings of children and young people with SEND will be directly supported through or involved in the project in any way.

Please note, this is NOT a requirement of the fund and direct activity or support for families cannot be funded with this grant. If you wish to offer direct support or activity for parents and carers or siblings, you must find alternative sources of funding to enable this.

Question 25) – Please give details of the level of short break care provision that will be delivered over 2025/26. Please see below for how to calculate the level of short break care provision per quarter.

Estimated number of hours of short break care provision = number of sessions x number of children per session x length of session

Example

Apr 2025 - Mar 2026	Estimated number of sessions	Estimated number of children per session	Length of session	Estimated number of hours of short break provision
Apr-Jun	4	10	2	80
Jul-Sep	6	10	2	120
Oct-Dec	6	10	2	120
Jan-Mar	4	10	2	80
Totals	20			400

Question 26) – If known, please tell us on which days and times your activities will take place. If successful, you will need to promote activities and take bookings on the online bookings platform, Eequ.

Question 27) – Please outline how your project activities, timings and target beneficiaries reflect the feedback from parents / carers survey (see page 3 of guidance).

Question 28) – How will your project improve the confidence of your staff and volunteers in supporting children with disabilities? For example, access to additional learning or training opportunities.

Question 29) – Please explain how you will seek the views of parents and carers on the project you deliver and how it's supporting their child/children and wider family. This may include collating feedback texts and emails, using a feedback questionnaire or holding a focus group. Quotes from parents and carers provide valuable insight into how your project is progressing.

Question 30) – What does success look like for your organisation and project? Are there particular outcomes you can assess or measure, and if so, how will you do this? You may survey parents/carers, the children themselves and staff and volunteers.

Question 31) – Whilst your project may be focused on engaging children and young people with SEND, the way you deliver it might deliver wider benefits for the people, economy and environment of Salford. For example, you might be supporting the children via a food growing or tree planting project; you might provide volunteering or training opportunities that boost people's chance of employment; or you might buy goods or services from local businesses or suppliers.

The opposite of this approach is to buy directly from large chains or corporations. Amazon for example has been identified as the [worst company for aggressive tax avoidance](#) which deprives our government of much-needed funds for schools, hospitals, local services etc. If you do feel pressured to occasionally use Amazon, then buy from Amazon Marketplace which supports independent suppliers.

Question 32) – We require funded organisations to be able to commence delivery and project activities quickly to ensure continuity of provision for children and young people with SEND. Please briefly describe how your organisation plans to ensure this, for example perhaps your organisation is already delivering the same or similar activities, perhaps your venue is secured, perhaps staff are in place, etc.

About the money

Question 33) – Please give an overview of what your project will cost by describing each item. Also, break down your calculation so we can see how you've arrived at the cost for each item. An example of a budget for year one is provided in the 'Example Budget' tab.

The total cost figure (Column D) may be the same as the amount you're requesting (Column E). If you have other sources of money, it may be you only request a contribution in Column E (see example below).

Description of item	Breakdown of calculations	Total cost	Amount requested
Venue Hire	1 x 3hr session/week @ £10/hour x 40 weeks	£1,200	£1,000

Therefore, the total cost of the project may be more than the amount you're requesting from the fund. If this is the case, please include the other sources of funding which will support this project, whether the money has been secured, or an application is pending. Such match funding is desirable but not essential.

Safeguarding

Question 34) – Please state if your activities involve working with adults at risk. If so, a Safeguarding Adults policy must be submitted with your application.

Question 35) – Please confirm that all staff and volunteers have appropriately DBS (Disclosure & Barring Service) checked for the activities you provide. For further information and advice see: <https://www.salfordcvs.co.uk/dbs-checks>

Please attach

Please confirm you are attaching:

- Completed budget
- 7 Safeguarding Standards Self-Assessment
- Safeguarding Children policy
- Safeguarding Adults policy (only if applicable to project activities)

Declaration

Please confirm that you have read the [Terms and Conditions](#) of this grant by giving the name and role of the lead applicant.