**Inclusion Service Small Grant Fund**

The Inclusion Service can provide funding to enable play, youth and leisure settings to develop their inclusive practice and meet the specific requirements of disabled children and young people accessing a short break at their provision.

**Who can apply:**

Play, youth and leisure settings that are supporting disabled children/young people that live in Bristol.

**What can funding be used for:**

* short term support for disabled children/young people who may need some extra support whilst they settle in to a new setting and regular staff get to know about their needs
* 1:1 support for a small number of disabled children/young people who may need ongoing personal assistance to meet their specific requirements

**What can settings apply for:**

Funding to part-cover the wages of an **additional** staff member. This will be paid at the settings hourly rate to a **maximum rate of £13 per hour**.

**How many sessions can settings apply for (per disabled child/young person):**

* One after school club/activity session per week (up to a maximum of 3 ½ hours)
* **Or** two half after school club/activity sessions (up to a maximum of 3 ½ hours for both sessions)
* One full day Holiday Playscheme session (up to a maximum of 8 hours) per week
* **Or** two half day Holiday Playscheme sessions (up to a maximum of 8 hours for both sessions).

**Specialist Training**

We can also arrange specialist training, through the **Short Break Health Service** to enable you to work with children with complex health needs. This may require us to share the information you give us with other agencies.

**BAND Access to Childcare Fund**

The aim of this fund is to:

* increase access to childcare for disabled children and young people who benefit from extra staff support that the childcare provider is unable to fully fund themselves
* to develop and support the short and long term sustainability of settings that can offer these services/opportunities.

**Who can apply:**

Bristol based childcare settings that are providing services to a disabled child/young person for holiday, after school or/and breakfast club sessions. BAND Access to Childcare Fund relates only to extra childcare sessions not covered by the Inclusion Service Small Grant Fund.

**What settings can apply for:**

Funding to part-cover the wages of an additional staff member. **Funding is paid at £11.44 per hour.**

**How many sessions can a setting apply for (per disabled child/young person):**

Up to an additional 2 sessions per week

* Up to a maximum of 10 hours per session for Holiday Playscheme
* Up to a maximum of 1 hours per session for Breakfast Club
* Up to a maximum of 3 hours per session for After School Club

**Information that applies to both funds:**

The funds for the Inclusion Service Small Grant Fund and BAND Access to Childcare Fund are finite. To ensure the maximum number of disabled children/young people are supported settings are encouraged to find creative ways of using the funding to maximise its benefit.

**Additional support hours** can be used in a variety of ways; this could be for the whole day, part of the day or key times only as meets the child/young person’s individual needs.

**How to cover wages short fall:**

Settings will need to cover any additional staff costs from their own funds and budget; any additional costs must not be passed onto the family of the disabled child/young person in terms of higher fees or additional payments.

**Sustainability:** Settings are required to make a commitment to consider ways to meet the long-term resource needs of disabled children/young people sustainably through a variety of methods. These include setting an annual budget for the provision of extra staff members to support disabled children/young people; through a discussion at a management committee meeting; by considering other external funding sources; and through re-assessing the child’s needs for additional support at the end of the funded period.

**Funding application for both funds:**

1. Complete and submit an ‘*Inclusion Service ‘Short Breaks’ and BAND ‘Access to Childcare’ Fund* ***Child Information Form***’ annually for each child for whom you are seeking additional support funding. A new form should be sent on 1 April each year. Include as much information as possible about the specific requirements of the individual child/young person and what needs to happen to enable them to attend your setting; this provides us with evidence of need. Please ask for support from the Inclusion Service if needed.
2. Complete and submit the ‘Inclusion Service ‘Short Breaks’ and BAND ‘Access to Childcare Fund’ **Funding Application Form’** for financial support from both/either funding streams. The criteria will be applied to each funding application and the Inclusion Service and BAND will jointly allocate funding grants and notify settings of the outcome.
3. For Inclusion Service Funding, settings are to invoice after the child has attended the sessions. For BAND funding, settings will complete the BAND Annual Agreement and funding will then be transferred to their nominated bank account.

All settings are required to inform the Inclusion Service **and** BAND if a child does not attend a funded session; IS and BAND will adjust future funding for sessions not attended.

**Monitoring and evaluation for both funds:**

1. The Inclusion Service and/or BAND will visit settings and children to assess and evaluate that the appropriate inclusion support is given to each child/young person, and to support settings to meet the child’s needs as required. Visits have been on hold due to Covid restrictions, but will resume as soon as is possible.

1. A monitoring form will be sent to settings about the child’s experiences and progress; settings must complete and return monitoring forms within the timescale set. Settings may also be asked to provide photos of children at the setting.
2. It is the responsibility of all settings to ensure that the data which they hold about individual children/young people adhere to GDPR legislation.

For further advice and information please contact:

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**Sarah Holway** (BAND) on email: [sarah@bandltd.org.uk](mailto:sarah@bandltd.org.uk)