

# **SHORT BREAKS – PARTICIPATION FUND**

## **GUIDELINES**



Version 2 (Effective from April 2011)

**Shropshire Council may amend this form subject to legislations, eligibility and availability.**

An application from organisations should only be made once they have fulfilled their responsibilities as described in the Equality Act 2010.

### **What is the fund for?**

The Participation Fund has two main purposes:

- 1) To ensure equitable and fair access to short break activities for disabled children and young people.
- 2) To remove the simple barriers that may prevent a disabled child or young person from participating in a short break activity in the community.

Short breaks are:

Day, evening, or weekend activities that are enjoyable for the child or young person while also giving their parent/carer a break from caring.

Examples of how the Participation Fund can help include:

- Purchase of specialist equipment for use within clubs, groups or the community;
- Training staff or volunteers at the activity so they feel confident working with a disabled child or young person;
- Paying for staff or volunteers to gain appropriate qualifications to coach a disabled child or young person;
- Paying for additional hours of existing support workers.

### **Who can apply?**

Applications for children and young people who are disabled or have significant additional needs that prevent them from accessing opportunities in the community will be considered.

- Anybody who works with a disabled child/young person aged 0-19 can apply with the family's agreement.
- A parent/carer of a disabled child/young person aged 0-19 with the support of a professional who the child is known to.
- Clubs or groups within the community that are providing opportunities for disabled children/young people aged 0-19.

### **How to apply:**

If you would like an application form or are unsure about your application, please contact the Short Breaks Team on 01743 250227 or email [shortbreaks@shropshire.gov.uk](mailto:shortbreaks@shropshire.gov.uk)

### **What happens next:**

Once completed applications are received, checks are made against existing databases to identify any other short breaks the child may be receiving – this may affect whether an application is approved and when it would be reviewed if successful.

In some instances criteria will be used to ensure equitable and fair allocation of the Fund and short break opportunities.

All applications will then be considered usually within a 2 week period.

To ensure effective use of resources, the Short Breaks Team will liaise with colleagues to enquire whether the request in the application can be met through existing services or resources e.g.

- Similar training is available at no cost within the county. If so, the applicant will be expected to access free training and no award will be made from the fund;
- Similar equipment is already available within the county. If so, the equipment will be made available for use and no award will be made from the fund.

**\* Please mark applications clearly if a quicker decision is required.**

**\* Applicants should wait until their application has been approved before proceeding.**

**\* Successful applicants will be required to complete a Consent Form to enable us to compile information about all the children/young people benefiting from the Participation Fund.**

### **Once an application is approved:**

Once an application is approved, arrangements for payment will be made. (An invoice for the full amount is usually requested)

The Short Breaks Team may also contact the child/young person and their family to gain feedback on the impact the funding has had.

Applications are constantly monitored to ensure appropriate and fair use of the Participation Fund takes place.