



CREATING A PLAYABLE SANDWELL

Creating a Playable Sandwell Holiday Grant Programme 2025-2026

Application Form

Closing date:

Friday 4 April 2025 at 5:00pm



BEFORE completing the application form, please read the 2025-26 Guidance.

SECTION 1 – YOUR ORGANISATION

1.1 Details of your organisation

(Name of your organisation as it appears on your governing / registration document or set of rules. Include full address including post code)

Organisation name:

Organisation registered address:

Postcode:

Website / Facebook / Twitter / Instagram details:

1.2 When was your organisation established?

Day/ Month/ Year

1.3 Contact details of the person completing the application

This must be someone from your organisation who can talk about your project and can be contacted during normal office hours.

Name:

Position

Telephone:

Email:



1.4 Alternative contact details

This must be someone from your organisation who can talk about your project in your absence and can be contacted during normal office hours.

Name:

Position

Telephone:

Email:

1.5 Does your organisation have voluntary or charitable status?

(if no, your application will be rejected)

1.6 Does your organisation have a current constitution or terms of reference, set of rules or other governing documents? *(if no please state the reason)*

1.7 How many people are involved in running your organisation?

Governing Body

Volunteers

Other

1.8 Is your organisation OFSTED registered?

1.9 Are all staff/volunteers working on your project DBS enhanced checked?

(if no, your application may be rejected)



| 1.10 Organisation Designated Safeguarding Lead (DSL) contact details | |
|---|--|
| Name | |
| Position | |
| Email and Telephone Number | |
| DSL Training Qualification | |
| Date Qualification Obtained | |

| 1.11 Please state Yes or No to confirm if your organisation has the following: <i>(documents/certificates may be viewed during monitoring visits)</i> | |
|---|--|
| 1. Latest Annual Accounts or statement of Income and Expenditure | |
| 2. Public Liability Insurance | |
| 3. Constitution or Terms of Reference | |
| 4. Child Protection/Safeguarding Policy/ Procedures | |
| 5. OFSTED Registration Certificate | |
| 6. Equality & Diversity Policy | |
| 7. Health & Safety Policy / Procedures | |
| 8. Risk Assessments for all aspects of project delivery | |
| 9. GDPR / Data Protection Policy | |
| 10. First Aider (at least one staff member or volunteer with a First Aid qualification obtained within the last 2 years who must be on site during delivery) | |
| 11. All delivery staff to have completed minimum Level 1 Child Protection / Safeguarding training within the last 2 years | |
| 12. Staff / Volunteer (at least one) holds Level 2 Food Safety/hygiene qualification obtained within the last 2 years | |



2.4 Please provide details of your project or activity, your approach and capacity to deliver, if supporting Children and Young People with SEND please include this. Tell us how this will impact their experiences. *List type of activities planned, healthy snacks/refreshment offered, etc.*

2.5 Tell us how you will ensure that the voice of the child is heard and how this will be used to influence and develop the activities and services you provide

How have you consulted / involved Children and Young People to shape services.

2.6 Please tell us how you plan to promote equality and inclusion and welcome Children and Young People from a diverse range of backgrounds



2.7 How do you know there is a local need for this project / activity? What evidence have you collected?

2.8 If your provision were not in place, describe 'the gap' that would exist.

What would Children and Young People would do and where they would go to access free play opportunities

2.9 What safeguarding, health and safety procedures are in place for your project / activity and how will you ensure Children and Young People will be kept safe?

(e.g. child protection/safeguarding policies and procedures, risk assessments, staff/volunteer ratios, relevant insurance, enhanced DBS certificates for all staff/volunteers)



2.10 How will your project add value to this grant programme?

2.11 Tell us how your project will contribute to at least one of Sandwell's Strategic Themes as stated in the Council Plan 2024-27?

The full version of the Council Plan can be found [here](#)



| 2.12 Please provide delivery details for all days you propose to deliver | | | | | |
|---|-------------------------------|--------------------------------|----------------------------------|---------------------------------|-------------------------------|
| Tuesday 25 May 2025 to Friday 29 May 2025 | | | | | |
| | Monday 26 May | Tuesday 27 May | Wednesday 28 May | Thursday 29 May | Friday 30 May |
| Activities | BANK HOLIDAY | | | | |
| Times | | | | | |
| Venue | | | | | |
| Monday 27 October 2025 to Friday 31 October 2025 | | | | | |
| | Monday 27 October | Tuesday 28 October | Wednesday 29 October | Thursday 30 October | Friday 31 October |
| Activities | | | | | |
| Times | | | | | |
| Venue | | | | | |
| Monday 16 February 2026 to Friday 29 February 2026 | | | | | |
| | Monday 16 February | Tuesday 17 February | Wednesday 18 February | Thursday 19 February | Friday 20 February |
| Activities | | | | | |
| Times | | | | | |
| Venue | | | | | |



| ADD THE DATE YOU PROPOSE TO DELIVER | Saturday June | Saturday September | Saturday October | Saturday November |
|--|--------------------------|---------------------------|--------------------------|--------------------------|
| Activities | | | | |
| Times | | | | |
| Venue | | | | |
| ADD THE DATE YOU PROPOSE TO DELIVER | Saturday December | Saturday January | Saturday February | Saturday March |
| Activities | | | | |
| Times | | | | |
| Venue | | | | |



SECTION 3 – YOUR SERVICE USERS

3.1 Describe the type of Children and Young People you will be working with (e.g. gender, young carers, care experience, children in care, asylum seekers, ethnicity, disability, age group, etc.)

3.2 How many Children and Young People do you expect to benefit directly from your project?

Per Day

Overall

3.3 List the numbers against the ages of the Children and Young People, including the inclusion of children with SEND or those with additional needs or additional requirements you expect to benefit from your project or activity? *Please insert numbers*

5-7 years

8-11 years

12-16 years



SECTION 4 – YOUR FUNDING

4.1. You will need to complete the Funding Breakdown spreadsheet so we are able to assess how you will spend the awarded Grant. Complete either:

- Tab A if you are applying for the 3 Half Term Periods or
- Tab B if you are applying for the 8 Saturdays

Complete all the relevant sections so we can assess how much funding you require, what contribution (if any) you are making towards the project (financial or in kind) and what the project is going to cost in total

4.2 Has your organisation previously received funding (grant or contract) from Sandwell Council, Sandwell Children’s Trust or Sandwell Public Health? If yes, please provide details

| Specify Grant or Contract | List the Activities/Services funded | Council Contact Officer | Funding period e.g. 2020-2021 | Amount Awarded (£) |
|---------------------------|-------------------------------------|-------------------------|-------------------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |

SECTION 5 – MARKETING AND PROMOTION

5.1 Tell us how you will promote your project to reach the target audience including those from hard-to-reach areas?

SECTION 6 – DATA PROTECTION, GRANT CONDITIONS, DECLARATIONS, SIGNATORIES



The Data Controller for any personal information held for this purpose is Sandwell Metropolitan Borough Council, Council House, Freeth Street, Oldbury B69 3DB. Contact can be made via the postal address or email address: info_management@sandwell.gov.uk

Personal information will only be used for the stated purpose and retained according to our Document Retention procedures.

You have the right to withdraw your consent at any time, should you wish to do so please contact:

VSST_play@sandwell.gov.uk

Conditions of Funding

Please note that an organisation may forfeit its right to receive any further funding from the Council if the following conditions are not complied with:

1. Your organisation is eligible to apply if it meets the criteria set out in the Council's definition of the Voluntary and Community Sector: [Shared Definition of the Voluntary and Community Sector](#)
2. To be eligible for funding, organisations must provide services within Sandwell and ensure that they benefit children, young people, and families residing in Sandwell. It is important that these services are accessible to Children and Young People from all ethnic backgrounds. Beneficiaries should not be charged to access the service provided by the grant allocation.
3. The funding is aimed at benefitting all Children and Young People from Sandwell (including universal children) who already attend school on a full-time basis during all three half term holiday periods or one Saturday (term time) per month.
4. Funding is not available for **formal** teaching (e.g. mother tongue, teaching, exam coaching, curriculum subjects taught in schools).
5. Applications received after the closing date will **NOT** be considered for funding.
6. The Council will not consider applications for funding in retrospect and no funding will be approved for anything not included in the application.
7. The funding must be used as outlined in the Grant Agreement Offer (successful applicants only). Any change in the use of the funding must not take place without obtaining authorisation from the Council in advance.
8. All staff and volunteers must have obtained enhanced DBS clearance within the last 3 years.
9. All staff and volunteers must have completed Child Protection training (minimum Level 1) within the last 2 years.
10. You must declare on the application if you are delivering with a partner organisation. Failure to do so will result in a withdrawal of your grant.
11. Council funding should not be utilised as "personal spending money" for Children and Young People, staff, volunteers or any other items not associated with project activities.
12. Any assets acquired with the assistance of the funding cannot be sold or otherwise disposed of.



13. Organisations in receipt of funding from the Council are responsible for ensuring the safety of their provision. This includes having appropriate Health and Safety policies/statements, child protection/safeguarding policies and procedures, accessibility and inclusiveness measures, risk assessments, online safety procedures, adequate staff/volunteer ratios, relevant insurance coverage, and enhanced DBS certificates for all staff/volunteers. These requirements should be in place throughout the duration of the project.
14. The Council will monitor **all** projects in receipt of council funding **any time** over the funding period with no advance notice. It is therefore important that the Council is notified of changes to the project delivery including timetable and delivery venue.
15. The Council will **not** fund projects that are also operating a chargeable service or where beneficiaries are charged to access said services (e.g. projects that are running alongside chargeable schemes).
16. All promotional materials must include the Sandwell Council Logo and must clearly state the project is “funded by Sandwell Council”.
17. Successful organisations must obtain consent from parents to share information of children with Sandwell Council.
18. You will be required to complete a self-monitoring form where you can reflect and comment on delivery during each half term period; copies of satisfaction questionnaires/feedback capturing both children and parent’s views of the services delivered should accompany the form. Failure to submit by the deadline will affect future funding.
19. You are required to complete an Income and Expenditure form accompanied with copies of receipts to the value of 20% of the total grant awarded per half term holiday period (excluding staff costs), including receipts related to venue hire, food, transport, equipment and other activities within 2 weeks following end of project delivery. Receipts must be retained for a minimum period of 2 years from end of the project. Failure to submit by the deadline will impact future funding opportunities. Any unspent funding must be returned to Sandwell Council at the end of the funding period.
20. The Council will **NOT** consider applications for funding in retrospect and no funding will be approved for anything not detailed on the application.



Your Independent Referee – They must be independent from the organisation, know the organisation and willing to be contacted to confirm support for the request for funding.

Independent Referee Contact Details

| | | |
|----------------------|----------------------|----------------------|
| Title | First Name | Surname |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Employer | Occupation | |
| <input type="text"/> | <input type="text"/> | |
| E-mail address | <input type="text"/> | |
| Phone number | <input type="text"/> | |

Is this person independent from your organisation? Yes No

Please note: The Independent Referee listed above will be contacted separately to confirm support for your application.

Should you provide any personal information listed under this section; it will only be used for the sole purpose of grant administration for this programme only.



Declaration of Relations

Please include the name and details of any Sandwell Council officer or Councillor or relative or close associate of any Sandwell Council officer or Councillor who:

- Is a member of your managing body or paid staff.
- Is (to your knowledge) a relative or close associate of any of your management members or senior staff.
- Is (to your knowledge) likely to derive any direct personal benefit or advantage either financial or in kind from the award of this funding.

Please give names and details if relevant:

| Name | Nature of involvement |
|------|-----------------------|
| | |
| | |
| | |
| | |
| | |



Declaration

I confirm that to the best of my knowledge and belief (tick one):

I have listed above the names of all Sandwell Council officers or Councillors with an involvement in this project or grant application

No Sandwell Council officers, or elected members have any involvement in this project or application

Declaration of Signatory

I confirm that the organisation named in Section 1 of this application form has authorised me to sign this agreement.

I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

I understand that any offer of grant funding will be subject to the grant conditions, and we confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.

I have not altered or deleted the original wording and structure of this application form as originally provided or added to it in any way.

I give consent to Sandwell Council holding and sharing of any personal data provided for the sole purpose of grant administration.

Print Name

Position in organisation

Signed

Date



Before submitting, please check you have:

- Answered **ALL** questions.
- Relevant sections signed and dated.
- Submitted copies of requested supporting documents (listed below):

Note: If you received CaPS 2024/25 funding, you do not need to resubmit the required documents unless they have been updated. However, you must submit:

- 1. Annual Accounts**
- 2. Public Liability Insurance certificate**

If you did not receive CaPS 2024/25 funding, you must submit all the documents listed below (1-9):

- 1. Latest annual accounts or a statement of income and expenditure**
- 2. Public Liability Insurance certificate/confirmation**
- 3. Constitution or terms of reference or other governing documents**
- 4. Child Protection/Safeguarding policy & procedures to reflect Sandwell's latest contact details and referral process**
- 5. Ofsted registration certificate (if legislatively registered)**
- 6. Equality and Diversity policy**
- 7. Health & Safety policy**
- 8. Risk Assessments for all aspects of project delivery**
- 9. GDPR / Data Protection Policy**

Failure to answer ALL questions and provide requested supporting documents will result in your application being **rejected**.

Email application form with supporting documents to:

VSST_play@sandwell.gov.uk

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