

Barnet Children's Service

**'EXCHANGE' Grant
'Extended Services Children's Holiday Activity New Grant E'**

Application form

1. Who are you?

Name of group/organisation:

Your name: Job/position:

Address:

Telephone:

e mail:

What does your group/organisation do?

Where and when do you meet?

2. What do you want to do for children?

What children's activity/project do you want to organise?

During which school holiday? please give dates

On what days and what times?

How many children will be able to join in?

What ages are they?

If this activity/project is successful would you consider running it again in the future?

3. Will it make a difference?

What will the children get out of this?

How will you know?

How will you make sure the children are safe?

What made you think of this activity/project?

4. How much will it cost?

How much money do you need?

List the things you will spend the money on and how much each item will cost

Item	How much
	Total:

Will any of the children have to pay anything?

If we can't let you have all the money you have requested, what is the smallest amount you would be able to use and what would it be used for?

Have you received any other funding sources for 2007/08? please tell us where from and how much?

5. Who is your activity for?

We want as many children as possible to have something positive to do during the school holidays

Is your activity/project open to all children?

If your activity/project is not open to all children, please tell us why?

How will you support disabled children or children with special needs?

How will you let children know about your activity/project?

Barnet Children's Service will advertise your activity/project e.g. with the children's information service and schools please confirm your agreement and if you do not agree, please tell us why?

Is there anything else you would like to tell us?

6. Additional information

Referees

Please give the names, addresses and telephone numbers of two people who are independent of your group but know and support what you plan to do.

1.....

.....Tel:.....

Email:.....

2.....

.....Tel:.....

Email:.....

Bank details

Where is the organisation's bank account held?

Name of bank.....Branch.....

Sort code.....Account number.....

Name of account(s).....

Name of authorised cheque signatories - PLEASE WRITE IN CAPITALS

1.....

2.....

Statement: I am applying to Barnet's extended services '**Exchange**' activity/project grant.

- if my organisation is awarded a grant I will make sure it is spent on the activity/project explained on this form.
- if for any reason we cannot spend it on the approved activity/project I understand we may have to give the money back.
- I enclose a copy of my organisations child protection policy
- I agree to keep records and evidence of the proposed activity and will report back to Barnet children's service, once the activity has finished.

Please sign

Print name

Date.....

- thank you for applying to Barnet's Extended Services '**Exchange**' activity/project grant.
- a decision about your bid will be made by a panel of children and young people and other professionals. The children and young people are representatives of children's projects from all over the borough.
- the panel will meet in may and if we decide to give you some money we will tell you by the beginning of June.
- we want to be able to help as many children as we can, so please do not ask for more money than you need.
- if we can give you a grant we will be in touch with you to arrange payment and check your policies and procedures.

If you would like further information or advice on how to complete the application form please contact; Janet Marks (020 8359 7614)

Post your application to:

Janet Marks

Extended Services Team

Building 4

North London Business Park

Oakleigh Rd South

N11 1NP

Or Email your form to: janet.marks@barnet.gov.uk

Deadline for completed grant applications is 12 noon on Friday 25th May 07.

Checklist

Evidence and copies of the following will be requested and will have to be in place if your application is agreed.

- Child protection policies and procedures
- CRB enhanced disclosure documents
- Recruitment procedures
- Induction/supervision & complaints/ whistle blowing policies
- Employers liability insurance (with a minimum identity limit of £5,000,000)
- Health and safety risk assessments (for staff, building and activity)
- Equal opportunities statement
- Financial statement or audited accounts
- Ofsted registration certificate (if appropriate)
- Activity/project program plans