

**Barnet Children's Service  
'EXCHANGE' Grant Guidance for applicants**

- A total of £150,000 has been made available from the Extended Services General Sure Start Grant to give an opportunity to all sectors including schools and the private, voluntary and Independent sector (PVI) to deliver new or additional holiday activities for children and young people in Barnet.
- A maximum of £10,000 will be available per application, so you can apply for any amount from £500 to £10,000. We want to help as many children as we can so please do not ask for more money than you need.
- This is “pump – priming” funding to help stimulate the market. If you wish your project to continue in the future you will need to look at it becoming self sustainable and/or applying for additional funding from elsewhere.
- Organisations must declare any other funding sources they have been allocated for May 2007 to April 2008
- A decision about your bid will be made with input from a panel of children and young people who are representatives of children's projects from all over the borough.

- We will only fund the actual costs of the activity (staffing, entry fees etc) with minimal management costs (maximum 15% of total cost). The panel is likely to favour innovative ideas to give children experiences outside their every day lives. The panel will also want to know how children have been involved in deciding on the activity you are proposing.
- The activities must take place during the school holidays and they can last for a weekend, one week or the entire holiday period– which ever is suitable for the activity you are proposing.
- Proposals could be for a one off special activity, workshops or play schemes which give children the opportunity to plan, co-ordinate and evaluate their own services.
- Under the Children Act 1989, any childcare activities of more than two hours in any day for children under the age of eight, without each child's parent or guardian being present, require the registration of the staff and premises concerned. Registration enquires should be made to the Childminder and Day Care Registration Support Officer on 020 8359 7619. If your group is already registered please enclose with your application a copy of the report on its latest OFSTED Inspection.
- The council has a duty to ensure that adequate safeguards exist to protect children, young people and vulnerable adults attending voluntary and community organisations supported by the council. We will need to see evidence of your safeguarding procedures and practices including (1) your child protection procedures; (2) evidence that you have followed an enhanced Criminal Record Bureau disclosure regime; robust identity authentication; and appropriate take up of references; (3) your staff induction/supervision and complaints/'whistle blowing' policies and (4) health and safety procedures.

- Please complete the application form in clear language and in writing or typing that we will be able to read and understand easily.
- The activities can be for any age group but we will give priority to those aimed at children aged between five and 13 years of age.
- If you are arranging trips and outings please send in some information about the place you are going so that we can see what it is like.
- The panel will meet at the end of May and if we decide to give you some money we will tell you by the middle of June. It is unlikely that the money will reach you until the end of June.
- 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 are successful in your application we will be asking you to monitor and evaluate your activity/project and report back to the Barnet Children's Service, so it is essential that you keep records of what you do and evidence of the benefits for the children. If you take pictures you will need written permission from parents.

You can get an electronic copy of the form from: [www.barnet.gov.uk/holiday-activities](http://www.barnet.gov.uk/holiday-activities). Do not write lots (only use 12 pt type) and remember that children and young people will be reading and reviewing your application so please use child friendly language. Finally, try not to write more than will fit in the boxes.

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](mailto:janet.marks@barnet.gov.uk)

**Deadline for completed grant applications is 12 noon on Friday 25<sup>th</sup> May 07.**

**Sorry but we cannot accept any late forms.**