

Guidance Notes for Applicants

1.0 Introduction to Summer Scheme for Children with disabilities and/or additional needs.

- 1.1 Purpose of the fund
- 1.2 Project criteria
- 1.3 Grant Award Amounts
- 1.4 Who can apply?
- 1.5 What can be funded.
- 1.6 What cannot be funded.

2.0 General Information

- 2.1. Key dates
- 2.2. Filling in the form and how we assess your application.
 - 2.2.1. Your Organisation
 - 2.2.2. Your Project
 - 2.2.2.1. Declarations and confirmations
 - 2.2.3. Criteria for our decision making
 - 2.2.4. Project Expenditure
 - 2.2.5. Procurement

3. What happens next

- 3.1. Letter of Offer
- 3.2. Paying the funds
- 3.3. Monitoring and reporting
- 3.4. Marketing and promotion

1.1 Purpose of the grant

The purpose of this grant is to support local community, voluntary organisations and Special education schools to run a summer scheme for children and young people between 5 and 17 years of age with disabilities and/or additional needs who have restricted/limited access to any other summer scheme, programmes, or services during the summer months due to support needs.

This grant supports work that removes barriers to access (conditions or obstacles that prevent children with disabilities and/or additional needs from using or accessing services and resources as effectively as children without disabilities) and the programme should meet the needs of children with disabilities and/or additional needs, demonstrate how participants will benefit, provide suitable programming, and increase the overall number of additional needs summer scheme places available across Belfast.

1.2 Project Criteria

Funded activity must occur between 30 June 2025 and 29th August 2025 and should have a minimum length of 5 days. Any activity outside these timescales will not be eligible for funding.

The programme must be age appropriate and take the range of abilities, needs and interests of the children and young people into consideration.

The children and young people who participate in the summer scheme with disabilities and/or additional needs should benefit as detailed below.

1. Participate in activities to improve health and well-being	Suggestions include: Physical activity/exercise Mental health Healthy diet/nutrition Sensory activity
2. Learn new skills	Provide opportunities for children to experience new topics/activities. Provide taster sessions or activities that will be new to the children and young people.
3. Participate in assorted physical activities (indoor or outdoor environments)	to suit age, need, ability and stage of development.
4. Provide educational and learning opportunities	activities to stimulate, interest, nurture, and support child development

5. Access to Social activities	engage socially and take part in activities
6. Communication - listening, speaking, and understanding	supporting children's communication needs

1.3 Number of applications and grant Award Amounts

Each organisation can only make one application to the Summer Scheme Grant for Children with disabilities and/or additional needs and the small grants summer scheme programme. The organisation cannot submit more than one application for the same programme.

The Summer Scheme Grant for Children with disabilities and/or additional needs 2025-26 can provide funding from a minimum of £1,000 up to a maximum grant of £20,000

Please note that applying for a grant is a competitive process and awards are subject to the availability of funds and may be subject to change. Grant funding is limited. Even if an application scores highly, we cannot guarantee funding.

1.4 Who can apply?

Formally constituted local community, voluntary and statutory organisations whose primary purpose is to support children or adults who have disabilities and/or additional needs. This should be stated in the organisations governing document.

The organisation applying for the grant must be based within and deliver the Summer Scheme within the City of Belfast boundary.

Your organisation must also be able to provide the following at the submission of the application:

- a fully completed application form submitted to xxxxxxxx
- Governing document - a copy of your constitution or memorandum and articles of association or school (EA) Governance document. If it is a constitution, it must be signed and dated as adopted by the Chairperson at the time or the current chairperson to confirm its your organisation's constitution.
- Bank statements - copies of your organisation's most recent **3 months** bank statements. The bank statements must show your organisation's name as the name of the account.

- Annual accounts – copy of your organisation’s most recent, current, signed annual accounts. This document must be signed by the Chairperson or Treasurer to confirm it is your organisation’s accounts. The accounts must be no more than 18 months old.
- Policy confirmations - To be eligible for funding, your organisation must also have the following policies in place, Child protection and Equality and Disability policy.

1.5 What can be funded

The grant will provide funding for costs to support your organisation’s delivery of the Summer Scheme for Children with disabilities and/or additional needs to include:

- Transport costs to include bus hire or if your organisation owns its own minibus, we will not pay commercial hire rates for its use in the project. We will pay a maximum mileage rate based on local government rate which includes insurance, maintenance, and fuel use. Petrol receipts must be supported by detailed mileage claims.
- Admission/entrance fees up to that are no more than £20 per person per session unless agreed in advance and forms part of the Letter of Offer.
- Tutors / entertainers.
- Materials and small play equipment.
- Room hire.
- Small scale hospitality i.e. snacks or light refreshments.
- Staff costs (for example, additional hours, casual/agency staff, and so on) that must be for administrative/staff costs and/or running costs directly incurred in the planning and delivery of the proposed activity.
- Internal costs - costs for use of own facilities or internal charges within an organisation (notional costs) will only be eligible if they are normally used for commercial activity. If you are also in receipt of a grant that contributes to the running of your building, and you have now also been awarded funding towards these costs through the small grants you must notify your BCC Project Officer. You will also be asked to provide confirmation of this when you complete project monitoring.
- Volunteer expenses – Volunteers can be reimbursed for expense incurred during their volunteering for the summer scheme project. These costs should be genuine and necessary for the role. Adequate records should be kept of the expenses e.g. receipts, travel tickets and can include travel to and from the organisation and meals while volunteering to a limit of £10 per day.
- Cash payments - a limit of £20 per cash transaction. Any items of project expenditure more than £20 should be paid for by organisation cheque, BACs, debit, or credit card.

Costs must be proportionate to the overall cost of your project and essential for delivering it. If we do not think that the amount you have asked for is good value for money, we may also

offer you less than the amount you applied for. To make sure you provide value for money, we can cap any project costs we are funding. If you are successful, these costs will be shown in the letter of offer, for example, facilitators, residentials, catering, and so on.

1.6 What cannot be funded.

The following projects and costs are not eligible for funding: -

- have no significant benefit to the Belfast City Council area.
- provide no potential benefit to the public, either in the short or long term.
- could be carried out on a commercial basis.
- duplicate what already exists.
- are charity or fundraising events or activities.
- are of a party-political nature.
- promote a particular religion.
- are against Belfast City Council policy. For example, we do not allow balloon or Chinese lantern releases as they are against our environmental policy.
- Where alternative funding is available, appropriate and accessible from another statutory funding body
- Overheads/core costs allocated or apportioned at rates more than those used for any similar work you carry out and other than administrative/staff costs and/or running costs directly and necessarily incurred in the delivery of the proposed activity
- Building/capital costs (including equipment exceeding £1,000).
- Costs which are not clearly linked to the project.
- Costs that are associated with filling in this application form.
- Costs that are poor value for money, or that are bought from outside of Belfast City Council procurement guidelines.
- Costs that are already covered by other funding or income sources.
- Costs related to private or unfunded pensions.
- Reclaimable VAT
- Flags and bunting.
- Alcohol, gratuities, gifts, donations, competition entry, prizes, and trophies
- Equipment costs unless they have an ongoing use throughout the project and are essential and necessary to complete the project.
- Loan Repayments, Bank interest charges, referral fees and foreign currency transaction charges.
- On-going Licence Fees
- Costs towards utility or fuel support for beneficiaries.