

Short Breaks project funding information pack

A themed funding partnership between Barnwood Trust and Gloucestershire County Council, 2025-27



A themed funding opportunity to provide a Short Breaks project for disabled children and young people, and their parent-carers in Gloucester, Tewkesbury and North Cotswold

November 2024



Gloucestershire
COUNTY COUNCIL

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1. Introduction

This pack contains information about a Short Breaks themed funding partnership between Barnwood Trust and Gloucestershire County Council. This funding round is based on Barnwood Trust's 'Short Breaks Fund' (2023) which was devised by a steering group consisting of parent-carers, disabled young people, people with experience of short breaks and respite care in Gloucestershire, and Barnwood Trust staff. Applications will be assessed and selected by members of this group, alongside staff from Barnwood Trust and Gloucestershire Children's Services.

The original Short Breaks Fund (September 2023 – August 2024) awarded over £300,000 to six organisations for 'test and learn' projects to provide activities for disabled young people in Gloucestershire, allowing parent-carers to take a short break from their caring responsibilities. The learning from these pilot projects has highlighted ways of overcoming some of the barriers families experience to accessing Short Breaks.

This learning, and wider learning about the provision of these services has been collated by Barnwood Trust and shared with colleagues from Gloucestershire Children's Services. Consequently, the two organisations have come together in partnership to apply this learning within a local authority context.

The partnership will involve Barnwood Trust match-funding with Gloucestershire Children's Services in two localities:

- Gloucester
- Tewkesbury/ North Cotswold

Together, we would like to fund several projects, each to a maximum value of £65,000 per year. The funding will be for a duration of two years. Projects would start on 1st April 2025 and finish no later than 31st March 2027. The learning collated through this partnership and the work already undertaken will ultimately support the recommissioning of Short Breaks across the county from 1st April 2027.

As a test and learn initiative, there will be no continuity beyond this point. Barnwood Trust will continue to work alongside Gloucestershire Children's Services to support sustainable outcomes and effective endings.

A news item has been published with further information about the partnership on our website - [Click here.](#)

For Questions and Answers - [Click here.](#)

Projects will be treated as a cohort with a test and learn focus. 'Test and learn' means that providers will have the opportunity to trial or hone new or existing ways of working, with a commitment to share this learning journey alongside other providers over the life of the funding, in a mutually supportive Community of Practice convened by Barnwood Trust and attended by colleagues from Gloucestershire Children's Services.

To continue gathering learning from the original six pilot projects, and to ensure a spread of learning from across the county, Barnwood Trust has agreed to extend the funding of all six funded partners for the duration of this new funding. These organisations will also be required to attend the Community of Practice.

Applicants can also apply for an additional £10,000 per project to address specific access needs of the children, young people, and parent-carers who will be using the service, bringing the total to £75,000 per year.

We recommend you read this information pack in full before writing your application, and refer to sections **6, 7 and 8 (pages 14 to 35)** as an aid when writing your application. If you require assistance or would like to receive this information in a different format, please contact **Ged Cassell, Funding Policy and Evaluation Manager** at ged.cassell@barnwoodtrust.org

If you have any questions about the partnership between Barnwood Trust and Gloucestershire County Council, please contact **Dan Jacques, Social Change Manager** at dan.jacques@barnwoodtrust.org

2. About Barnwood Trust

Overview

The Trust acts as an agent of social change, working alongside disabled people and people with mental health conditions to create that change. Our strategy is to fund and influence change. We listen and learn, test what works, and share our learning for lasting impact.

Mission and vision

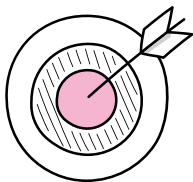
Gloucestershire will be a better place when disabled people and people with mental health conditions are equal, empowered, and their rights are upheld. Barnwood’s long-term goals are that disabled people and people with mental health conditions:

- have choice of opportunities to meet their hopes and passions
- are included and involved in their communities and the places where they live
- access their rights and see positive change on disability issues

Values

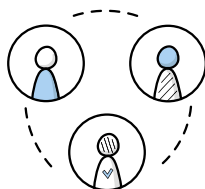
All of the Trust’s work is guided by four values:

Focused



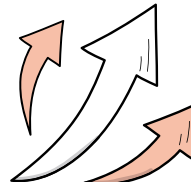
Disabled people and people with mental health conditions across Gloucestershire are at the heart of everything we do

Inclusive



Connecting and collaborating with openness and honesty, we ensure all voices are respected, heard and valued

Bold



In the face of change and uncertainty we are flexible and confident in finding ways forward

Forward Thinking



Using our independence, we explore long-term solutions to everyday challenges

Barnwood Trust's funding principles

Our application and decision-making processes are delivered in-line with our funding principles. For example, we will only ask applicants to provide information that we need in order to make our decision. More information about our funding principles can be found on our [funding pages](#).

3. One Plan for all Children and Young People in Gloucestershire

Gloucestershire is a diverse county, rich in natural resources and steeped in history. We aspire to make the most of our many assets and be a county of opportunity, where people are healthy, resilient, prosperous and connected within communities and environments that nurture.

The One Plan sets out a collective ambition for all children and young people in Gloucestershire based on what they, their families, and professionals have said were their experiences and priorities.

Vision

That Gloucestershire is:

A great place to grow up where children and young people thrive and live lives of choice and opportunity.

To achieve this vision, the Children's Coalition for Gloucestershire, of which Gloucestershire Children's Services and Barnwood Trust are both stakeholders, has committed to four objectives:

- **Equity** – close the gap and eliminate inequalities
- **Access** – right help at the right time for all children
- **Inclusion** – a county where everyone belongs and we celebrate diversity
- **Quality** – effective, outstanding services.

4. Barnwood's Short Breaks work to date

In 2022, Barnwood Trust conducted research into Short Breaks and respite care and the barriers experienced by parent-carers and disabled children and young people who are trying to access these services. The research identified ways it could support more families to access such provision and in 2023, the Trust launched the Short Breaks Fund. The criteria for this Fund were informed by the research and co-designed with parent-carers and disabled young people. Six organisations were awarded funding for one year and encouraged to share their learning about how to increase the opportunities available to disabled children and young people, and their families.

What are Short Breaks?

The terms 'Short Breaks' and 'respite care' are both used to describe social care services providing specialist care and support to families of disabled children and young people so that:

- unpaid carers receive breaks from their caring responsibilities to maintain their resilience, and their physical and emotional wellbeing
- disabled children and young people have opportunities to socialise independently in an environment that is safe, secure and suitable for their needs.

Examples of short breaks and respite care activities include, among others: specialist clubs and groups (such as holiday playschemes and Saturday clubs); inclusive breaks within non-specialist provision; at home respite care; support from a personal assistant; short breaks holidays; and outdoor or nature-focused recreational groups or 1-1 activities.

In consultation with parent-carers and disabled young people, the definition above has been strengthened further to emphasise how these opportunities should afford parent-carers the choice

of a complete break – i.e. that they have a choice not to stay with their child and/or that a break is sufficient for the parent-carer to recharge.

Who are Short Breaks for?

Short Breaks activities are set out under Section 17 of the Children Act 1989. All disabled children and young people are considered 'children in need' under the Act and therefore, able to attend Short Breaks activities. There is no requirement for a child to have a particular level of disability or to need any support from the local authority to qualify as a child 'in need'. All that matters is that the child or young person falls within the definition of disabled used below. For the purposes of this funding, they must also be a resident in Gloucestershire.

The Equality Act 2010 definition of disability should be used when considering who to provide Short Breaks for. This defines disability as:

a physical or mental impairment that has a substantial and long-term impact on (their) ability to do normal daily activities.

Providers should work with parent-carers/ guardians and disabled children and young people to determine whether they are able to meet need in cases of self-referral and referral by Gloucestershire Children's Social Care.

Applicants to this Fund can also bid for up to £10,000 specifically to meet access needs.

Barriers to Short Breaks research (2023)

Through a combination of surveys, focus groups, and interviews involving over 120 people in total, the Barriers to Short Breaks research highlighted how parent-carers, providers, and disabled children and young people were experiencing a range of barriers and

challenges to accessing Short Breaks and respite care.

This [research is now available to read on the Trust's website](#) in a range of accessible formats including large print, Easy Read, and with BSL interpretation.

Applicants wishing to know more about the research and the other work undertaken so far are welcome to contact **Dan Jacques, Social Change Manager** at dan.jacques@barnwoodtrust.org

As part of the research, all participants were asked about their ideal Short Breaks provision. These responses were used to generate a set of principles that disabled children and young people, parent-carers, and providers considered to ensure quality Short Breaks provision. These are shown in **Image 1** below:



Learning from the Short Breaks Fund (2023-4)

The six organisations funded through the original Short Breaks Fund were invited to share the learning from their projects in several ways:

- attending a regular Community of Practice
- learning conversations with the Funding Policy and Evaluation Manager
- an end-of-year evaluation report.

The learning was captured in line with Barnwood's funding principles and organisations were encouraged to collect data that was beneficial to them and their projects. In addition, the Community of Practice sessions were a space to discuss the themes of the original funding criteria¹ and to develop key learning recommendations that could be shared to inform practice.

This learning has been integral to the development of this funding and to the inception of this funding partnership.

We would like to thank all six funded partners for their innovation and commitment to this Fund, and to developing their own and one another's learning to improve the opportunities available to disabled children and young people and their families in Gloucestershire.

A summary of the learning from this first year of funding will be shared in full in due course, headlines include:

- lay the foundations for co-design from the beginning; train staff in how to be effective communicators and listeners, regardless of need. Take the time to build trusting relationships and create a space that is accepting, fun and safe for all.

¹ These criteria were: co-design with parent-carers and young people; widening access; transport; training; and developing their offer to families.

- try it, review it, change it if necessary. Allow yourself the permission to try new and innovative ideas, be open to feedback, give space for reflection and have the flexibility to try something else if it hasn't worked.
- funders should consider how they can provide sufficient resources to enable providers to overcome barriers to participation such as the lack of suitable transport; (where possible) consider awarding unrestricted funding over longer periods; and recognise that providing activities will require a broader recognition of what constitutes 'value for money'.
- there was a feeling that more provision was needed to meet the whole spectrum of need in the county. Families for whom fully-specialist provision, or for whom inclusive breaks within non-specialist provision were not suitable felt they and their children were missing out on opportunities.
- In general, young people just wanted the opportunity to do things that other young people take for granted, such as going to the pub, cinema, or for a coffee with their friends.

Short Breaks Pilot (2025 - 7)

The learning has been shared in a timely way with colleagues from Gloucestershire Children's Services and has been a catalyst to this new round of funding.

The aim of this fund will be:

- to continue to develop an evidence base for better practice in the provision of inclusive Short Breaks
- to test a new approach to commissioning. The learning from this test will be used to develop how Short Breaks will be commissioned in Gloucestershire from 2027.

5. Developing the brief

This funding brief has evolved from the one used in the original Short Breaks Fund. This was co-designed with parent-carers and disabled young people – many of whom also participated in the original research.

In 2023, a group of Experts by Lived Experience (EbLEs) came together in ways that were accessible to them for four sessions alongside members of Barnwood Trust staff. The group was shown the research, taken through Barnwood’s approach to group and organisational funding, and informed about how else Barnwood was working with the research findings to influence change.

The group contributed their experiences, ideas and suggestions, which have been taken forward here into the funding brief. Barnwood Trust offered payment to each EbLE involved in this group to reimburse them for their time and expertise, in line with the [Trust’s EbLE payment policy](#).

EbLEs from this group scored the applications from the original Short Breaks Fund. The same group have been invited to score this new round of funding too.

6. The funding opportunity

Purpose and outcomes

Gloucestershire Children's Services are committed to ensuring inclusive Short Breaks are more widely available across the whole of Gloucestershire. They have approached Barnwood Trust to work in partnership to test an innovative approach to commissioning these services. The learning from this two-year 'test and learn' will inform a redesigned approach to commissioning Short Breaks from April 2027.

A 'test and learn' focus means providers will have the opportunity to trial or hone new or existing ways of working in a learning-centred way, with a commitment to share this journey with Barnwood Trust, Gloucestershire Children's Services, and other providers over the life of the funding. Sharing the learning from these projects will improve our collective understanding and support Gloucestershire Children's Services to determine how Short Breaks are provided in the county in 2027 and beyond.

With the co-design group we identified two key project outcomes which we aim to deliver with this funding:

- **Disabled children and young people have access to more appropriate, varied and interesting opportunities that are for them.**
- **Providers deliver high quality activities that are co-designed with disabled children and young people and their parent-carers.**

There is also a third, programmatic, outcome we are hoping to deliver through this 'test and learn' which is:

- **To work with providers, parent-carers, and disabled young people to redesign the way Short Breaks are commissioned in Gloucestershire, based on the learning gathered through this programme.**

The first year of funding sought to fund projects which address some of the barriers for disabled children, young people, and their families to access Short Breaks. We are still interested in understanding how these barriers can be overcome and to capturing learning about the commissioning implications. These criteria are listed in the next section.

Applicants will be expected to commit to sharing the learning from their projects through a quarterly Community of Practice. These sessions will be convened by Barnwood Trust and attended by Gloucestershire Children's Services so that successful applicants can come together to discuss challenges, learning and to contribute their thoughts on how this knowledge can be shared externally and used to influence policy more widely.

This is 'one-off' funding. Several projects delivered by a range of providers will be funded for two years. Projects will start on 1st April 2025 and end on 31st March 2027.

Criteria: Who can apply?

The opportunity is open to charities, Community Interest Companies, social enterprises, special schools, or specialist education providers (so long as the project is delivered outside of school hours), and other groups who work in Gloucestershire's local communities. We encourage organisations to work in partnership if this is suitable for the project you wish to deliver.

Due to the nature of this funding, applicants need to be a 'constituted organisation' or group to apply alone. We will accept applications from organisations, groups and self-employed individuals working in partnership, as long as a constituted group acts as the lead

responsible party for the grant. You will find more information on this in **Section 8 – Your Questions Answered**.

Please note that this funding round is only open to projects which will be delivered in at least one of these localities:

- **Gloucester City**
- **Tewkesbury and North Cotswold (defined as the area north of the A40 within the Cotswold District area).**

What should projects address?

Applications will only be considered if they address the following **essential criteria:**

1. Co-designed with disabled children and young people, and their parent-carers

Applicants must outline a plan for how they will meaningfully involve families in the creation of their provision. This may look like a series of workshops or taster sessions to get to know families and understand their wishes and needs, or a series of 1-1 discussions about the project and how it can be most impactful. We recommend that this process be an ongoing one throughout the life of your project, and not a one-off consultation.

2. Widening access to enable more disabled children and young people, and their parent-carers to benefit

Applicants must provide a compelling plan to ensure their project will enable disabled children, young people and their parent-carers, who currently have little or no access to Short Breaks, to benefit.

While the geographic areas involved in this pilot will differ, the Barriers to Short Breaks research highlighted particular challenges to accessing provision for the following groups:

- children with complex medical needs
- children with profound and multiple learning disabilities (PMLD)
- children with mental health conditions
- under 8s
- 16- to 25-year-olds
- families with fewer connections to services in the local area for multiple personal and/or cultural reasons.

We encourage applicants to consider how their project will enable disabled children and young people from marginalised groups to access their activities. Marginalised groups, in this context, is used to mean people from minority and underrepresented groups, people who have English as an additional language, and families where other protected characteristics may impact on their opportunities.

Applicants should work with families of disabled children and young people in their area to understand their barriers to accessing Short Breaks, the adjustments they need, and to inform how provision can be developed to reach more families.

For example, you may consider the following measures to widen access:

- accepting families who self-refer without a social care needs assessment
- running additional sessions to meet the variety of needs of families with disabled children and young people
- funding a directory of information that is shared with families
- adjusting provision to allow for the involvement of siblings – including those who may not be disabled.

3. Place-based provision

This funding will be awarded in two localities. Locality A is for projects delivering in Gloucester City, and Locality B is for projects delivering in Tewkesbury Borough or North Cotswold (defined as the area north of the A40 within the Cotswold District area).

We are unable to accept applications for projects delivering in other parts of the county within this Fund.

You should demonstrate that your organisation has a strong local presence in your identified area of provision, and that you have a solid understanding of your target area and target participants.

We would like to fund Short Breaks activities that meet the needs of families from across the whole locality, so we will encourage applications that either aim to provide activities in a range of locations across the specified area; or include provision to involve families from across the wider area, for example, by providing suitable accessible transport to activities.

4. Addressing barriers to Short Breaks provision

As well as demonstrating how your application will address the above criteria, we would also like you to outline how you will use the funding to address at least one of the following three barriers. These three criteria emerged through the research and were considered to be important areas to consider by the co-design group who helped to develop this brief. While you may plan to look at a combination of these options, it is recommended you focus on one for this project. Please note that if you fill in more than one option, you will be scored according to your highest-scoring answer.

a) Locality and transport

How will your project ensure that disabled children and young people, and their parent-carers, are not disadvantaged by a lack of accessible or appropriate transport?

This could involve the provision of transport directly, subsidising transport costs, or exploring more innovative approaches such as establishing mobile or satellite provision.

b) Specialist training for staff

How will your project ensure that your staff have the right training to support children and young people with more complex needs?

This is with a view to more parent-carers having the choice to leave their child for the duration of the session. For example, you may decide to use some of the funding to hire an external training provider to support your team's knowledge of certain access needs or conditions.

c) Ensuring sufficiency of provision in your locality

How will you use the funding to ensure that more disabled children and young people are able to access more of the Short Breaks they feel they require?

This could involve supplementing private purchasing of sessions and/or expanding your existing capacity, or recruiting additional staff, to reach more disabled children and young people. It could also be used to increase the regularity of your provision. An example of this might be that you wish to use some of the funding to expand your provision to under-8s and need to cover the costs and staff time with Ofsted registration.

Duration and Frequency of Delivery

Funding will be awarded by the end of February 2025 and paid by 1st April 2025. We appreciate that after funding is confirmed, successful applicants may need a short period of time to organise their activities before delivery begins.

Note that during the co-design phase for this funding, Experts by Lived Experience indicated that Short Breaks should be **regular and reliable**. This could mean every school holiday, or at a particular frequency such as once a month, every other week, weekly, etc. Therefore, when, and how frequently you provide your Short Breaks over the course of the two years is up to you (in consultation with the parent-carers and disabled children and young people attending), but note the more regular the delivery, the more likely it is to be successful. Please note, therefore, that this funding should **not** be for a one-off event.

It should also be noted that the duration of sessions was an important factor for parent-carers during the research and co-design of this Fund. They were keen that sessions were long-enough that they could have the choice of a complete break from their caring responsibilities.

We would also encourage applications from providers of overnight breaks, or who can provide activities in the evening after school. These are gaps that have been recognised by parent-carers and disabled young people.

Please note there are additional legal duties that would need to be met for applicants whose projects involve overnight breaks and/or under 8s. We will contact you to discuss this when you submit your application as part of our due diligence.

Funding available

The maximum funding available for any one applicant is £75,000 per year. This includes:

- Up to £65,000 for project delivery and overhead costs, and
- Up to £10,000 ringfenced to make your offer more accessible to your participants.

We want to ensure that groups providing activities on a smaller scale are not excluded, so do not feel that you have to bid for the maximum amount. Please apply for the sum you need to deliver your activities. All applications will be scored blind by a panel including Experts by Lived Experience and judged on merit against the criteria regardless of the scale of funding requested.

This funding will be awarded in two localities. Locality A is for projects delivering in Gloucester City, and Locality B is for projects delivering in Tewkesbury Borough and/or North Cotswold (defined as the area north of the A40 within the Cotswold District Council area).

There is a maximum budget of £150,000 available per locality, per year. This budget is not transferable if there is an underspend in either of the localities.

In more detail:

Interested organisations are invited to apply for up to £65,000 each to run their project. This funding can be used to cover:

- **core costs** such as salaries and overheads
- **project costs** such as training, room hire, specialist equipment hire, freelance staff costs, etc.
- **evaluation and learning costs** can also be included in your budget, including travel and staff time for Community of Practice sessions.

Applicants can apply for up to an additional £10,000 that must be ringfenced for:

- **accessibility costs** specifically to support disabled children and young people, and their parent-carers, to access your provision meaningfully. The specific way in which you use this should be informed directly by the families you are working with; for example, your participants may require support sourcing and funding accessible and appropriate transport.

Examples of how funded partners made use of this funding in the first year included:

- an organisation which delivers activities from a vehicle, used the funding to make that vehicle more accessible for disabled young people;
- a provider who introduced an online booking system, which helped make their activities available to a wider range of families;
- a provider who recruited and trained additional staff, enabling them to reach young people with a wider range of needs.

You will be required to report how you spent this money to Barnwood Trust. This will enhance our understanding of the most common practical barriers to accessing Short Breaks.

If you do not spend the full amount ringfenced for access, Barnwood Trust may ask you to repay the remaining funds.

Barnwood Trust and Gloucestershire Children's Services hope to fund several discrete projects that will work together as a cohort alongside the original six funded organisations. If applications for eligible projects totalling the full available funding pot in each locality are not received, Barnwood Trust and Gloucestershire Children's Services may work with a smaller cohort.

Evaluation and Learning

Learning from the projects we fund is one of the key aspects of this funding programme. We will ask you to join a Community of Practice where you will meet with other successful organisations and share challenges, advice, and some key learning. We intend for these sessions to be held quarterly throughout the duration of the project. As this funding is for two years, the cohort of projects will meet a minimum of eight times over the life of the grant.

The Trust will work with successful applicants to agree an approach to evaluating the impact of the projects that is proportionate, and which uses appropriate and relevant measures. Barnwood Trust and Gloucestershire Children's Services will be working with an external evaluation team to support this work. The overall purpose of this evaluation will be:

- to demonstrate the impact of commissioning Short Breaks in a different way – including comparing and contrasting different models that are active in the county.
- to learn more about what constitutes 'better practice' in commissioning, and in the delivery of Short Breaks activities; and
- to capture the learning to be able to 'tell the story' of this project so that it can be shared beyond Gloucestershire Children's Services.

Where possible, the external evaluation team will be expected to work with successful applicants to co-design aspects of the evaluation ask.

By applying for this funding, you are automatically agreeing to join, and contribute to, the Short Breaks Community of Practice. You should consider the cost of taking part in the Community of Practice sessions as part of your project budget (e.g. staff time, travel costs, etc.). If you require external expertise to evaluate the impact of your project, you may factor this into your budget also.

7. The application process

You can apply using Barnwood Trust’s [online application form here](#). Please note that you will need to first register for a FlexiGrant account, log in, and then search for the Short Breaks Project Funding application form. The questions on the form are based on the criteria outlined above.

If you require assistance to access or fill in the form, contact **Ged Cassell, Funding Policy and Evaluation Manager**, at ged.cassell@barnwoodtrust.org

Barnwood Trust will provide drop-in sessions where you will be able to learn more about these grants and ask any questions. These sessions will also be attended by colleagues from Gloucestershire Children’s Services. These will take place on the following dates:

02 December 2024	The Westwoods Centre, Northleach 14.30 – 16.00
09 December 2024	The Friendship Café, Gloucester 14.30 – 16.00
17 December 2024	Northway Community Hub, Tewkesbury 10.00 – 11.30
18 December 2024	Online (MS Teams) 11.00-12.30
06 January 2025	Online (MS Teams) 2.30-4.00

If you would like to attend any of these sessions, please email **Ged Cassell, Funding Policy and Evaluation Manager**, at ged.cassell@barnwoodtrust.org. Alternatively, if you cannot attend any of these sessions, you can email Ged and set up a time to discuss this funding opportunity.

Once we have received your application, we will check your eligibility and carry out a due diligence check. We will look at different aspects of your organisation such as its financial sustainability and approach to safeguarding. More information on the checks we conduct are listed [here](#).

Barnwood Trust will be running these checks and may request further information from you by email at this stage if required to clarify parts of your application or to assist us in your due diligence checks.

Provided your application is eligible and there are no due diligence issues, it will be considered by a panel which will include Experts by Lived Experience, two colleagues from Gloucestershire Children's Services, and two colleagues from Barnwood Trust.

The panel will be chaired by Nicola Mosley, Chief Operating Officer at Barnwood Trust as with all Barnwood's funding panels. Each panel member will score each application individually and share their scores. The panel will be asked to reach a consensus on the score for each application. The Chair will not score the applications.

The panel will not see any identifying information about your organisation, and Barnwood Trust's Funding Team will redact any information that gives away who you are or who you intend to work with.

This is in the interest of fairness, and to prevent conflicts of interest or loyalty, as our panel will know many organisations in the county. The panel will score on all the applications against the criteria and recommend funding based only on the scoring.

How will the panel score applications?

Each application will be scored by the panel against the framework in **Table 1**, built around the criteria in **Section 6**. More detailed information on the criteria, and examples of how they might work in practice, is included [here](#).

The panel’s recommendations will be considered by Barnwood Trust’s Funding Committee, which will then award the funding. If your application is successful, we will pay your grant once you have signed and returned the Terms and Conditions.

Table 1

<p style="text-align: center;">1</p>	<p>The application shows either:</p> <ul style="list-style-type: none"> • Compelling evidence that disabled children and young people and/or their parent-carers were involved in planning and designing the proposed activities, or • Compelling evidence of a commitment to involving them in the design of activities.
	<p>Strong evidence – 5 points Some evidence – 3 points Limited evidence – 1 point No evidence – 0 points</p>
<p style="text-align: center;">2</p>	<p>The application shows a clear commitment to widening access and enabling more children and young people to take part in activities, especially those who were previously excluded.</p>

	<p>Clear evidence of commitment – 5 points Some evidence – 3 points Limited evidence – 1 point No evidence – 0 points</p>
3	<p>The application shows about how need and demand for the project will be identified and that the applying organisation has solid, local knowledge and understanding of how to provide services in the chosen locality.</p>
	<p>Clear evidence of commitment – 5 points Clear impact – 3 points Some impact – 1 point Limited/no impact – 0 points</p>
	<p><i>Applicants may answer one, two, or all three of the questions below. Each answer will be scored but only the highest scoring answer will count towards your overall total (i.e. each application can score 5, 3, 1 or 0 for this question).</i></p>
4a	<p>The application will reduce the impact of transport and physical access as a barrier to participation.</p>
4b	<p>The application will enable the provision of specialist training to enable more children and/or young people with more complex needs to take part.</p>
4c	<p>The application will enable families to access more provision, for example, by expanding the capacity of existing provision; or by enabling families to take part in more sessions</p>
4a, b, c	<p>Strong evidence – 5 points Some evidence – 3 points Limited evidence – 1 point No evidence – 0 points</p>
	<p>Total possible score: 20</p>

Timeline

Table 2

28 November 2024	Funding round opens to applications
02 December 2024	Meet the Funder Session The Westwoods Centre, Northleach 14.30 – 16.00
09 December 2024	Meet the Funder Session The Friendship Café, Gloucester 14.30 – 16.00
17 December 2024	Meet the Funder Session Northway Community Hub, Tewkesbury 10.00 – 11.30
18 December 2024	Online session (MS Teams) 11.00-12.30
06 January 2025	Online session (MS Teams) 2.30- 4.00
17 January 2025	Funding applications close at 5pm
24 January – 17 February 2025	Panel review applications.
17 February 2025	Panel meets to moderate scoring and finalise recommendations to Barnwood’s Funding Committee

27 February 2025	Funding recommendations discussed and approved at Funding Committee
Week commencing 03 March 2025	Applicants notified of the outcome
By 01 April 2025	Funding paid and projects begin
08 April 2025	'Kick off' session for existing and newly funded partners
23 June 2025 09 September 2025 10 December 2025 16 March 2026 16 June 2026 16 September 2026 07 December 2026 16 March 2027	Quarterly Community of Practice sessions take place.
31 March 2027	Projects finish; Barnwood Trust and Gloucestershire Children's Services collate learning and share report.

8. Your questions answered

What is this grant for?

We want disabled children and young people in Gloucestershire to be able to enjoy activities that are meaningful, worthwhile and fun; and that are delivered in line with their needs. We also want parent-carers of disabled children and young people to be able to have a break from their caring responsibilities from time to time.

Our research has made clear that there are lots of barriers that make it hard for families to access the provision they need, and the first year of the Short Breaks Fund has demonstrated ways these can be overcome. We are looking to fund more projects to deliver timely and effective services, whilst learning even more about how we can increase opportunities to accessing Short Breaks activities.

As well as increasing the level of Short Breaks provision, and making existing provision, more accessible to more people, we want to use the learning from these projects to help inform a new way to commission these services in Gloucestershire. Barnwood Trust and Gloucestershire Children's Services, together with the funded organisations, would like to use the learning from this 'test and learn' to redesign the way these services are commissioned.

What do you mean by 'test and learn'?

'Test and learn' means that providers will have a chance to trial or hone new or existing ways of working in order to learn, and subsequently share, best practice with the other funded projects in the cohort. This does not mean that what is delivered needs to be new, but instead allows space for innovation within an existing offer, as long as this offer meets the criteria of the Fund.

Who will benefit from this grant?

The beneficiaries of this funding are likely to be disabled children and young people who will have better access to worthwhile activities; and their parents/ carers who will be able to enjoy a break from their caring responsibilities. The wider Gloucestershire communities will further benefit from effective delivery to inform future contracts and use of public resources.

Who is eligible to apply?

The funding is aimed at organisations rather than individuals. If you are an individual looking to take part in an enjoyable activity, [please visit Barnwood's website for more information about our Grants for Individuals programme.](#)

The opportunity is open to charities, Community Interest Companies, social enterprises, special schools, or specialist education providers (so long as the project is delivered outside of school hours), and other groups who work in Gloucestershire's local communities. We encourage organisations to work in partnership if this suitable for the project you wish to deliver.

We are not able to fund commercial or profit-making organisations. If you are a non-constituted group, or a self-employed individual/ sole trader, you might still be able to apply if you are part of a joint-bid led by a constituted organisation.

Are you expecting to see a minimum number of beneficiaries proposed?

We have not set a minimum number, but we are particularly interested in funding projects which will enable more children and young people to take part or which will make existing provision more accessible to more people. While we look at 'cost per head' when we consider your application, we will not penalise projects for whom the cost per participant is high, if it is clear why this is the case in the application.

What do you mean by 'disabled'?

The Equality Act 2010 states that a person is disabled if they have 'a physical or mental impairment' that has a substantial and long-term impact on (their) ability to do normal daily activities.

We would like to fund activities which are accessible for everyone, but we also recognise that it may not be possible for providers to meet the needs of all disabled children and young people, including those with a high level of additional needs.

We welcome provision that is as inclusive as possible. For example, we would be happy to support an application that would enable a provider to increase the number of staff, thereby, enabling them to provide activities for children who have a high level of needs; specialised needs; or who, because of challenging behaviour, have previously been unable to take part.

What do you mean by 'children and young people'?

For this Fund, projects should provide activities for disabled children and young people between the ages of 5 and 25. Projects need not cater for all ages within this range.

Where can funded projects be delivered?

This funding will be awarded in two localities.

- **Locality A** is for projects delivering in Gloucester City
- **Locality B** is for projects delivering in Tewkesbury Borough and/or North Cotswold (defined as the area north of the A40 within the Cotswold District Council area).

There is a total budget of £150,000 available per locality, per year. This budget is not transferable if there is an underspend in either locality.

You will be asked which locality your project will be delivered in during the application process.

We appreciate that there may be providers in adjacent districts who can offer activities within these localities, and we will accept applications from these providers as long as they demonstrate the funding will be used in either **Locality A or B**.

How much can I apply for?

There is a total budget of £150,000 for each locality. The maximum available for one project is £65,000, plus up to £10,000 to address the accessibility requirements of specific families. We will also welcome bids for smaller sums.

In line with our funding principles, we will expect you to request the sum you actually need to deliver your project.

When should projects start?

Projects should start on the 1st April 2025 for two years until 31st March 2027. Funding decisions will be made at the end of February and organisations will be notified of the outcome as soon as possible.

How do we apply?

You can apply using the online application form. To access it, please [click here](#). Please note that you will need to first register for a FlexiGrant account, log in, and then search for the Short Breaks Project Funding application form. You will be asked to provide information about your organisation at the beginning of the form, but note that this information will not be shared with the panel.

The questions in section two of the application form will be based on the criteria and used by the panel to score your applications, so you will know before you make your application exactly how we will make

our decision. While making your application you can save a draft and also call the Funding Team for advice and guidance. Once you have submitted your application, you will not be able to make any further changes.

What can we include in our application budget?

You can include in your application all the costs of the project including capital costs, staff costs, overheads, and evaluation costs. You will be asked to outline how you will spend ringfenced accessibility funding in a separate question on the application form.

What do you mean by 'due diligence'?

When we receive an application for funding we carry out a due diligence check on the applicant to check that funding the application represents an appropriate use of Barnwood Trust's resources. This includes checks in a range of areas, for example, we look at your accounts and the level of your reserves; and your safeguarding policy. We rarely decline applications based on these checks but they may highlight issues where we will need to come back to you for additional information. Full information on the checks we conduct is [listed here](#).

Barnwood Trust will be conducting these checks on behalf of Gloucestershire Children's Services.

How will you decide which applications to fund?

We have identified a clear set of criteria, and our funding panel of Experts by Lived Experience will score each application against those criteria using the scoring matrix in **Table 1** above. The panel will not see any identifying information about your organisation and Barnwood Trust's Funding Team will redact any information that gives away who you are or who you intend to work with. This is in the interest of fairness and to prevent conflicts of interest and loyalty as our panel will know many of the organisations in the county. Based on these scores the panel will make recommendations on which

applications to fund. The final decision on funding will be made by Barnwood Trust's Funding Committee at the end of February 2025.

Are you expecting applicants to bring match funding?

We do not expect you to seek any match-funding and encourage you to apply for the full cost of your project, up to the maximum of £65,000. If your total project cost is over £65,000 then you will need to meet any outstanding sum from other funding sources.

How many applications can be submitted?

We can accept only one application from each organisation.

If you have any questions not covered in this pack, require support in applying, or would like to receive this information in a different format, please contact Ged Cassell, Funding Policy and Evaluation Manager, at ged.cassell@barnwoodtrust.org