**Application Form - Social Opportunities for Children and Young People with Special Educational Needs and Disabilities (SEND)**

Please refer to the Grant Information Leaflet for further details

**Section 1 – Contact details**

* 1. Organisation name Click or tap here to enter text.

1.2 Primary contact’s details

Title Click or tap here to enter text.

Name Click or tap here to enter text.

Position Click or tap here to enter text.

Address Click or tap here to enter text.

Postcode Click or tap here to enter text.

Daytime telephone Click or tap here to enter text.

Mobile telephone Click or tap here to enter text.

Email address Click or tap here to enter text.

Type of organisation Click or tap here to enter text.

Company/Charity No. Click or tap here to enter text.

(if applicable)

**Section 2 – Project Details**

2.1 **Project Details. Please ensure all of the questions are answered.**

a) Name of Project

b) Main activities of project, including what the grant funding will be used for. What do you expect your social opportunity to look like?

c) Please include details of the cohort of children and young people you will be targeting. How will you engage with the children and young people to maximise impact?

d) Please evidence your experience / knowledge of supporting children and young people with SEND and how this project would promote access to social opportunities.

e) Detail any other funding which you have applied for / secured to deliver this project.

f) Please list any insurances, permissions or licences required for this project. Please give details and state whether they have been obtained, if not, when you expect to hear.

Click or tap here to enter text.

**Section 3 – Benefit and Impact**

3.1 Describe the benefit and impact of the project, taking into account the children and young people’s outcomes detailed in the Short Break Statement
[Read the Short Breaks Statement](https://www.herefordshire.gov.uk/downloads/file/3561/short_breaks_statement_and_eligibility_criteria.pdf).

3.2 How will you measure the impact of the project?

3.3 How will you ensure the project is sustainable?

3.4 Please outline which children and young people will benefit from this project. Include the reach of the project including numbers of children and young people.

3.5 What ward area (s) in Herefordshire will the project cover? Please list: Bromyard, Leominster, Hereford City, Ross-on-Wye, Kington, Weobley, Mortimer, Golden Valley, Ledbury.

**If your application is approved, you will need to provide the following documents before an offer is made:**

A copy of your organisation’s constitution

Supporting evidence that other funding is in place (where relevant)

Copies of any relevant licences / permissions or insurances

A copy of your equality policy (if in existence)

Please state below indicative project costs.

Total Project Cost £. Click or tap here to enter text.

Amount of grant you wish to apply for £: Click or tap here to enter text.

Any additional funding £ Click or tap here to enter text.

Please provide best estimates for items that the funding will cover.

**Section 4 – Your signatures**

Signatures are required from two people representing your organisation and will usually be the chair plus one other

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 1 

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

Signature 2 

**Please note that you are signing on behalf or your organisation – we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this project/activity**

**Date:** Click or tap to enter a date.

If you would like help to understand this document or would like it in another format or language, please contact the Local Offer team at Herefordshire Council on localoffer@herefordshire.gov.uk

**IMPORTANT NOTICES – PLEASE READ**

**Fraud Statement**

By completing the application or accepting the grant payment, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this funding, you must notify us immediately.

Herefordshire Council will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain grant money will face prosecution. The council reserves the right to recoup funds and claw back any grants paid in error.

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on the Herefordshire Council website here:

https://www.herefordshire.gov.uk/directory-record/6201/fraud-prevention-privacy-notice

**Data protection**

Herefordshire Council is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under Warm Spaces and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk/>

We will keep your data once an application is approved and funding released for the period of 6 years as defined by the funding body.

Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant.

We may also advise you of other council services, which may benefit you. Please tick here if you do not consent to your details being kept on a database for this purpose. [ ]

**Once completed, please return this form by email:**

**To:** **localoffer@herefordshire.gov.uk**