

Stockton– on –Tees Borough Council

Short Breaks Grant Offer For Disabled Children or Young People

1 April 2019 to 31 March 2020

1. A Short Break

In Stockton-on-Tees we recognise that families caring full time for a child or young person with a disability and or additional needs can benefit from a break from caring while the child they are caring for has opportunities to do fun things. Sometimes families require a little extra support to do this and to enjoy the same activities and experiences as other families do.

A 'short break' from the caring role can be a lifeline for some families and can provide children with the opportunity to take part in social opportunities and activities that otherwise may not be available.

A 'short break' can be for an hour, a day or for several days. For some children this can take place for them as a family group, for other children the 'short break' could be away from their family in community settings. In most circumstances this would be by accessing specialist activities and in some cases providing additional support for a child to access universal opportunities.

2. Short Break Guidance

Guidance issued by the Department for Education in 2010 states that

'For relatively low levels of short breaks provision, an assessment provided or commissioned by the Local Authority will often not be necessary. An authority may provide some short break provision for disabled children who have been assessed through other processes, for example, access to existing local health or educational facility, receipt of higher level Disability Living Allowance or locally agreed criteria'.

In recognition to the guidance issued from the Department for Education, Stockton-on-Tees Borough Council have available to parents and carers of children with a disability and or additional needs, a scheme that provides funds towards the cost of activities that they can apply for through the 'Short Break Grant'.

Applications come direct from parents or carers and **a formal assessment from a professional in regards to a need for a Short Break is not required**. There is however an eligibility criteria that has been developed following consultation with parents and carers for access and the limitations in terms of what the grant can be used for.

3. Eligibility for access to the Short Breaks Grant

If the child or young person you are caring for full time is aged between 3 - 17 years old during this application period and any of the following apply to your situation, you are eligible to apply for a Short Breaks Grant for the child or young person:

- You care for a disabled child who receives a higher level Disability Living Allowance in either care or mobility components.
- You care for a young person who is in receipt of an Enhanced Personal Independent Payment (PIP).
- You care for a child or young person who receives another form of assessed short break i.e. from Hartburn Lodge, OASIS, and Home Care or where families have chosen to access support to meet assessed need themselves through the use of a Direct Payment.
- You care for a child or young person who is subject to an EHC Plan.
- You care for a child or young person who is currently undergoing an assessment that will likely diagnose a level of disability or other recognised condition that would result in the child being subject to an EHCP E.g. Autism.
- You have returned all unspent monies or proof of spends that has been awarded from a previous application to the Short Breaks Grant.
- Your application is submitted prior to the deadline of 1st Dec 2019 and you have not already had 2 successful applications in this period **1 April 2019 – 31 March 2020**.

You will be required to provide evidence of eligibility to apply for the grant, this should be sent in with your application. The evidence must be valid and dated within 12 months of each new application. There are a number of ways you can do this and the following are examples:

- A supporting letter from your child's school, GP, CAMHS worker or other relevant professional
- A photocopy of the letter awarding a Disability Living Allowance
- A photocopy of the letter awarding an enhanced Personal Independent Payment
- A photocopy of your child's EHCP or social work single assessment

If you require any support or advice please contact the Short Break Grant Co-ordinator, Frances Selby on **01642 526745** or email: Shortbreaksgrant@Stockton.gov.uk

4. The Short Breaks Grant Offer 1 April 2019 – 31 March 2020.

Following the consultation and considering the feedback we are pleased to offer children, young people and their families who meet the eligibility criteria the following:

A **combination** of any of the following can be used up to a **maximum of £1200 or £300** if the child or young person in your care is already in receipt of an assessed Short Break Service from the Council.

Type of Short Break	How can the funds be spent?	Conditions & Limitations	Amount limited to
Universal Activities For example: cinema, theatre, football matches, trampolining, horse riding, swimming (none specialist activities)	Admission cost for the child into the activities of their choice.	This does not include, travel, memberships, subs or spending money associated with the activity.	£300
	Cost of a carer's time to support and supervise the child on a day or single session activity.	The carer must not reside at the same address or hold parental responsibility for the child. The carer must be 18 years or over and photographic identification will be required to be submitted along with the application. A detailed breakdown of cost of the carer will be required on submission of the application. I.e. how many hours and cost per hour the carer will be working.	£1200
	Costs to cover any employment checks including an enhanced DBS check	You will be responsible as an employer for ensuring you meet with all relevant employment laws and for ensuring the suitability of the carer. Monies can be applied towards the cost of the enhanced DBS check and any relevant employment checks.	
	Cost to cover expenses for the carer	Up to a maximum of £10 per day to cover any subsistence costs for the carer that are incurred, food, drinks etc. Most activities permit a carer to enter free of charge, only in the unusual circumstances when this is not the case the admission costs can be applied for through the Grant. This does not include, memberships or subs as it is the expectation the carer is there to support or supervise the child.	
Specialised Activities provided specifically for children with disabilities and or additional needs.	The cost of the child's session.	This does not include, travel, subs or spending money associated with the activity In the event that the Council has an established agreement with the Provider, they will be paid directly for cost of the sessions that are approved. Does not cover room hire for universal group activity i.e. birthday parties etc. Does not include activities that would be considered to be delivered on a 1:1 basis, unless it can be evidenced that additional resources are required to enable the child or	£1200

		young person to access the activity. Does not include the costs associated with educational activities or therapies.	
Essential Equipment	This can be used to buy/loan/hire essential equipment needed for an activity session	This does not include the purchase or long term loan of live animals beyond a single session. But can be used to hire a riding hat or ice boots for example.	£150
Type of Short Break	How can the funds be spent?	Conditions & Limitations	Amount limited to
Supported Overnight Holiday – where a carer is required to accompany the child on a holiday either independently of, or with the child’s family	Towards the cost of a carer’s travel ticket to and from the holiday destination	Cost of travel ticket on a bus, train or flight ticket for a carer to and from a specific holiday destination.	£1200
	Towards the cost of accommodation for the carer	This does not include when the carer is staying in family accommodation i.e. a family room, caravan, apartment, lodge, villa or tent or other group shared accommodation. This type of accommodation would need to be available regardless of the carer being there.	
	Cost towards the carer’s time to support and supervise the child or young person during the stay	The carer must not reside at the same address or hold parental responsibility for the child. The carer must be 18 years or over and photographic identification will be required to be submitted along with the application. A detailed breakdown of cost of the carer will be required on submission of application. I.e. how many hours and cost per hour the carer will be working.	
	Costs to cover any employment checks including an enhanced DBS check	You will be responsible as an employer for ensuring you meet with all relevant employment laws and for ensuring the suitability of the carer. Monies can be applied towards the cost of an enhanced DBS check and any relevant employment checks.	
	Cost to cover expenses for the carer during the holiday stay	Up to a maximum of £10 per day to cover any subsistence costs for the carer that are incurred, food, drinks etc. Most activities permit a carer to enter free of charge, only when this is not the case the admission costs can be applied for through the Grant.	
Organised Residential Short Break for the child or young person	To cover a contribution towards the cost of a child to take part in an organised group overnight/residential activity	Confirmation of cost from the organiser will be required and payment will be paid directly to provider/organisation. The grant does not cover spending money or holiday clothes. It is the parent’s responsibility to ensure all	£600

		<p>suitability checks including risk assessments have been carried out prior to consenting to their child or young person taking part</p> <p>No other funding is available through other financial bursaries.</p>	
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5. Making an Application

The Short Breaks Grant is a limited fund and Stockton-on-Tees Borough Council reserve the right to close the scheme if the available budget is exhausted. Eligible families are therefore encouraged to apply promptly.

This Short Breaks Grant period is **1 April 2019 – 31 March 2020**. The **maximum** amount that can be collectively awarded per child, over no more than **2 separate applications** in this period is £1200 or £300 for those children and young people already in receipt of other services provided by the Council following an assessment of need from a Social Worker.

You should consider carefully the Short Breaks Offer and your eligibility to apply, make your selection, and remember you can select a combination of the different types of Short Breaks listed. There are no restrictions on the combination so long as you **do not exceed the maximum** monetary award.

Complete the '**Short Break Grant Application Form**' which can be found online on the Councils Web Page, Local Offer at www.stockton.gov.uk/localoffer and return it via email to shortbreaksgrant@stockton.gov.uk

Any copies of supporting documentation can be sent as an attachment with your application.

If you do not have facilities at home to do this, your local library can help or you can contact the following people who will be able to offer advice or support with your application

- Frances Selby, Short Breaks Grant Co-ordinator, Resource Team, Children Services on 01642 526745 or email: frances.selby@stockton.gov.uk
- Stockton Parent Carer Forum for Stockton-on-Tees, 07985245668 or email: info@stocktonparentcarerforum.co.uk or at the drop in service every Tuesday during term time 10am – 12 pm at: Newtown Community Resource Centre, Durham Road, Stockton-on-Tees, TS19 0DE

The closing date for applications in this period is 31 Dec 2019, no further applications will be considered after this date.

6. Decision Making

The Short Breaks Grant Co-ordinator will screen your application to establish eligibility for access.

If eligibility cannot be established or is unclear you will be advised accordingly and may be invited to provide additional information.

Once eligibility has been established, the Short Breaks Grant Co-ordinator will further screen your application against the Short Breaks Offer and record the outcome on the '**Short Break Grant**

Application Form' and calculate the amount of Grant that is recommended to be awarded or in some instances declined.

Your application and screening recommendations will be forwarded for a decision to a Manager within the Resource Team.

The Managers decision and any action will be recorded on the **Short Break Grant Application Form** and returned to you with the details of any funds awarded to you. Please note that you can only spend the money on the Short Break it has been awarded for.

We aim to complete this process within 10 working days from receipt of your application. This does not include any days were we are waiting for you to provide additional information that we have requested in order to consider your application.

7. Terms & Conditions

Applicants should fully familiarise themselves and agree to the following terms and conditions when submitting a signed application form:

1. I will only use the Grant awarded to access activities as specified in my application.
2. I understand that if the Grant is used for any purpose other than as agreed in the application, this may impact on any future applications and the Local Authority will request the funds be returned.
3. I agree I will provide the Local Authority with relevant receipts within 2 weeks of the money being spent. Receipts can be emailed.
4. I agree to return all unspent monies to the Local Authority at the end of the award period. I understand if I fail to do so this will affect any future applications and the Local Authority may pursue the return of unaccounted monies.
5. If requested I agree to complete a short questionnaire to contribute to the ongoing monitoring of the Short Breaks Grant scheme.
6. If you have requested funds to cover a Support Worker, I understand and agree to take full responsibility for the completion of appropriate employment checks and laws, including the completion of a DBS enhanced check.
7. I understand that I am responsible for ensuring the safety and welfare of my child during any Short Break funded through this Grant.
8. The Grant cannot be used for any activity during school or college term time, unless it is specifically to attend an organised residential activity with school.

8. Transfer of Awarded Funds

Where possible we prefer to pay directly via BACS payment, unless an arrangement is already set up directly with the provider. Please ensure you complete the bank details section accurately on your application form.

If for some reason this is not a suitable option, please contact the Short Breaks Co-ordinator who will be able to discuss options with you.

9. Receipts and Unspent Money

The applicant is responsible for returning any unspent money along with the relevant receipts, proof of purchase or subsistence forms for any monies paid directly. Subsistence forms can be found www.stockton.gov.uk/localoffer or can be emailed to you upon request.

Receipts that are not related to the award application will not be accepted.

Where unspent money or proof of spends is not returned then eligibility for future applications may be affected. If this applies to you and you wish to discuss your individual circumstances please contact the Short Breaks Co-ordinator

Unspent money can be repaid quickly using the online pay for it option at Stockton Borough Council web page. Please follow the following [link](#) and select '**other payments**', then use the drop down box to take you to **short breaks**. No further applications will be considered until monies are returned.

Alternatively you can chose to pay via cash or cheque at the Councils Cashiers but must request the appropriate paying documentation available from the Short Breaks Co-ordinator.

Cashiers are at the following addresses:

- Billingham Library and Customer Service Centre, Billingham Town Centre, Billingham, TS23 2LN
- Stockton Central Library and Customer Service Centre, Church Road, Stockton-on-Tees, TS18 1TU
- Thornaby Central Library and Customer Service Centre, Wrightson House, Pavilion Shopping Centre, Thornaby, TS17 9EW

Where funds have been transferred directly to providers and organisations, you are not expected to provide any proof of spends. We will get this directly from the provider or organisation and any delay in them returning this proof to us will not affect your future applications.

10. Fair Access to the Short Breaks Grant

Our aim is to be open, transparent and fair in the way we apply the eligibility for access to the Grant and in the decision making about the funds that are awarded. Each application will be responded to consistently by applying the decision screening and will always be returned completed to the applicant.

We are not required to have an appeals process, however we understand that there may be times when applicants are unhappy or feel they have been treat unfairly. In such circumstances we will always attempt to resolve any issues early through conversations with a member of the team and

ask that the Short Breaks Co-ordinator is contacted in the first instance in an effort to resolve matters.

If we are unable to resolve matters with you early and you wish to make a complaint you can do this by contacting the Council's Customer Service Team by completing our [online form](#) at via telephone on **01642 527521**.

We hope that you are satisfied with the service provided and that eligible children and families enjoy using the Grant on a fun activity for the child while providing carers with a Short Break.