

## **Application guidance for Aiming High Capital Funding**

### **What is the purpose of the Aiming High Capital Funding?**

The grant should be used to improve the quality of short break services and the environment in which they are delivered to provide higher quality experiences and to ensure that disabled children and young people can fully access services and benefit from them.

### **What can I do with the Grant?**

The grant can be used towards the cost of the following projects:

- Development of outdoor play areas to provide a safe, stimulating and accessible environment.
- Minor building works to adapt the built environment to provide a stimulating play environment or to help children relax and enjoy their surroundings.
- Adaptations to buildings in order to improve the environment and enable providers to deliver Aiming High short break services.
- Provision of disabled living equipment in order to ensure disabled children are able to access the service and be cared for safely.
- Provision of toys and sports equipment to enhance delivery of short breaks.
- To enable short break services to meet transport needs.

The grant must deal with identified needs and be agreed with the Aiming High Team, who must have worked with you in putting together the project plan.

### **The application conditions are that:**

- You must be over 18 years old.
- A completed project plan and supporting documentation, for example, a drawing of the planned area of development and/or photographs of the current area with a description to show how it would be improved must accompany your application. Your project plan must show clear aims and content for your project. A bid submitted with a plan drawn by a third party and containing fixed equipment only will not receive funding.
- Your project plan must be supported and endorsed by the Aiming High Team.
- You must include three quotes, indicating the preferred quote for any item of your project which exceeds a value of £3,000.
- For any items under £3,000 one quote must be submitted with the application. For items of resources a picture of each piece of equipment should be submitted with the cost.
- Your application must be submitted with a Financial Statement for your last complete trading year/Copy of your last Charity Commission return/Audited Accounts
- Funding cannot be awarded if any work has taken place prior to a decision being made by the grants and funding panel.

### **How do I apply?**

- Initially, discuss your project with the Aiming High Team.
- Complete the Project Plan and supporting documentation having consulted with the Aiming High Team, or, if applicable, your Education and Childcare Officer or your EYFS Adviser.

- Return the completed application form, project plan and all accompanying documentation to The Aiming High Team, Mid Surrey Area Office, Bay Tree Avenue, Kingston Road, Leatherhead, Surrey, KT22 7SY.

### **What happens once I have submitted my application?**

- Each application will be considered on its merits and a Panel will make the decision on the level of funding to be awarded.
- You may be asked to provide further information during the application process.
- You may not be awarded as much as you have applied for.
- All applicants will be notified of the decision within one month from the date of receipt. If you are unsuccessful, the reasons will be set out in the decision letter. Information will also be sent regarding the appeals procedure.
- The Aiming High Team reserves the right to refuse an application and / or vary application criteria should the need arise

### **What happens once a decision has been made?**

- You will receive a formal offer letter, which you must sign and return to us, which confirms that you will use the money for the project that has been applied for.
- No funds will be released until evidence has been received that the work has been carried out. How the grant is released will depend on your needs and this must be discussed and agreed with the Aiming High Team.
- The Aiming High Team will carry out a visit to monitor expenditure of the grant.

**Please note: This information was correct at the time of printing but may change at any point during the financial years April 2009 - March 2011. The Aiming High Capital Grant is limited by the funds available and will cease once these have been allocated.**