



Area Partnerships Playscheme Application Form 2019

Guidance Notes for Completing a Playscheme Application Form

It is essential that you read these guidance notes carefully before filling out your Application Form.

Below, you will find general information on the Council's grant scheme for school holiday Playschemes, including how to apply. The section entitled *Completing your Application Form* provides guidance on how to answer each of the questions in the Form.

Where possible the Application Form should be completed electronically. A copy of the Form and these Guidance Notes are available on the Council website at [Area Partnership budgets](#). Electronic/paper copies can also be emailed/posted to you by contacting cpp@glasgow.gov.uk or by phoning the local Partnership & Development Team offices (details on Page 3).

Please note that the boxes will expand to provide an adequate amount of space to insert information, but size restrictions have been applied. We would therefore request that you provide your information concisely. When you click on a box, a cross will automatically be inserted or removed.

A. Purpose of the Playscheme grant scheme.

- A.1 The purpose of school holiday Playschemes is to support local projects that provide recreational facilities and activities for children during the Spring, Summer and October school holiday periods – **they are not childcare services.**
- A.2 They offer local children, **who would normally be at school**, the opportunity to mix socially with other children during the holidays, taking part in supervised activities such as arts & crafts, games, sports and day trips.

B. How do Playschemes operate?

- B.1 Playschemes can operate up to 5 days per week (Monday – Friday) providing morning and/or afternoon sessions or a mixture of both. The sessions are usually from 10.00 am to 12.00 noon and 2.00 pm to 4.00 pm (**Playschemes that intend to operate for longer than this should contact the Care Inspectorate for advice – see 'Further Information' on page 3 for contact details**). The Council will not fund Playschemes that operate in the evening.
- B.2 Playschemes must operate from a base. Many choose to run from a local school, free of charge, but other local facilities can also be used, such as neighbourhood halls, churches, etc.
- B.3 What can and cannot be supported? Area Partnerships will allocate funding to projects that fit with their local funding priorities (click [here](#) to see each Area Partnership's priorities). Area Partnerships can also discuss proposals that do not fit with the

investment priorities **but that make a strong case for consideration**. In determining applications that make a “*strong case for consideration*”, Area Partnership will consider proposals which:

- Demonstrate a fit with Council City Council and/or Glasgow Community Planning Partnership priorities;
- Demonstrates clearly:
 - a response to an identified need within the local community;
 - that it has involved the local community in its development; and
 - will benefit the local community;
- Provide a response to new or emerging issues (which had not previously been identified as an investment priority); and
- Respond to “exceptional circumstances”.

C. Who can attend a Playscheme?

- C.1 Playschemes are for children aged between 5 and 16 years (or 5 and 18 years where children with special educational needs are involved). Pre-school children should not be counted when completing your application form.
- C.2 Services for pre-school children, such as parent and toddler groups, do not qualify for Playscheme support but can apply for other funding from the Council.
- C.3 Parents should be encouraged to help during the holiday periods, however, a Playscheme funded by the Council should not refuse to take a child whose parents are not willing to stay with them. Therefore, ‘family’ Playschemes, where only the children of those running the Playscheme attend, do not qualify for Playscheme support.

D. Level of Support

- D.1 Playschemes can receive funding, travel passes, Public Liability insurance, training and specialist support. Playscheme grants are awarded by local Area Partnerships. The amount each organisation receives is determined by a formula that applies to all Playschemes across the City.
- D.2 Use of any grant: The grant money should be used to develop Playscheme activities (e.g. to buy games or equipment, arts and craft materials, day trips, administration costs, etc). It should not be used for lunches.
- D.3 Receipts and the Playscheme Report:- Receipts and a record of expenditure incurred must be obtained and kept by the Playscheme. Whilst there is no need to submit your receipts, you should keep them in case the Council asks to see them as part of the monitoring process at the end of the year. You should still send us your completed Playscheme report no later than two weeks after the October 2019 Playscheme. Any Playscheme failing to comply with these conditions will jeopardise any future support that the Area Partnership is able to give.
- D.4 Travel Passes:- Each Playscheme normally receives two travel passes that can be used during holiday periods (subject to availability). The travel passes allow Playschemes to travel free with most public transport operators within the Strathclyde area, including buses, trains, underground and ferries. These passes are intended to allow small groups to go on day trips while the remaining children undertake other activities. **The passes should not be used to take all children on trips every day.** Trips should be planned in advance so that every child gets an opportunity to go on a day trip. Please destroy the Travel Passes after the October holiday period as they will no longer be valid.

Out of School Care Clubs do not qualify for Playscheme funding, however, if run on a not-for-profit basis, they can apply for travel passes by completing a separate application form.

E. Who can apply?

E.1 Any locally-based voluntary sector organisation that:

- is not-for-profit and does not allow anyone to profit from being associated with the organisation;
- has a Managing Body, management committee (or similar body) which meets regularly;
- has elected office bearers e.g. chairperson, secretary and treasurer;
- has a Governing Document (e.g. a constitution) that has been approved by the organisation and signed by an office bearer;
- has a bank account with at least 2 unrelated signatories
- has appropriate policies in place e.g. Child Protection, Health and Safety;
- is open to all children in the local area (unless dealing with vulnerable children e.g. a women's refuge);

E.2 The Care Inspectorate:- Legislation requires some organisations that care for children, young people or vulnerable adults to be registered with the Care Inspectorate. In general, Playschemes do not need to register but, to avoid any doubt, it is recommended that you contact the Care Inspectorate to clarify your position. It can be contacted by telephone on 0345 600 9527, by email at enquiries@careinspectorate.com.

F. How to apply.

F.1 You are advised to submit your proposal to cpp@glasgow.gov.uk. If submitting a paper copy, please return to the following address: Area Budget Administration, City Chambers East, Fourth Floor, 40 John Street, Glasgow G1 1JL

If you have an enquiry relating to your proposal, please contact the appropriate Partnership & Development Team office (contact details below).

East Partnership & Development Team (for the following Council Wards: 1,6,7,8,9,17,18,19,20,21,22. See Page 5 of the Application Form for further details of the areas covered).

The Adelphi Centre, 12 Commercial Road, Glasgow G5 0PQ
Tel: 0141 276 9880

West Partnership & Development Team (for Wards 2,3,4,5,10,11,12,13,14,15,16,23. See Page 5 of the Application Form for further details of the areas covered).

The Albany, 44 Ashley Street, Glasgow G3 6DS
Tel: 0141 276 9900

F.2 The Playscheme Application Form must be **completed as fully and accurately as possible** to avoid any delay in processing and assessing your proposal. Application Forms that have not been fully completed may be returned.

F.3 Proposals are considered by the Area Partnerships which meet a minimum of 4 times per year. The 2019 Area Partnership meeting dates are available by clicking this [link](#).

- F.4 Your Application Form must be signed and dated by an Office Bearer of your organisation (e.g. the chairperson, treasurer, secretary, etc). Please note that giving false or misleading information could result in the Council withdrawing any grant awarded and reclaiming any payments made to the organisation.
- F.5 Completed Playscheme Application Forms should be submitted by **Friday, 30th November 2018.**
- F.6 Receipt of your completed Application Form will be acknowledged automatically if submitted by email or, if posted, within 3 working days. The receipt will provide the timescale for its consideration. Once all relevant information has been gathered, and an assessment carried out, a report will be prepared for the Area Partnership.
- F.7 When a decision has been made you will be informed in writing within 10 working days. If a grant is awarded there will be standard Conditions of Grant and, in some cases, additional conditions that will be applied to your grant. Your organisation must agree to these conditions before any funding can be released.
- F.8 Playscheme grants will be paid in **one instalment** prior to the Spring holiday period. The amount awarded for each period of operation will be detailed in your award letter. The grant will normally be released when the organisation signs and returns the formal offer, agreeing to meet all conditions. **It is your responsibility to ensure the appropriate level of funding is spent during each holiday period otherwise you will be in breach of the conditions of grant.**

These Guidance Notes, and the Application Form, can be supplied by e-mail or in paper format.

Completing your Application Form

INFORMATION ON YOUR ORGANISATION

- 1. Name and contact details of organisation applying for funding**
Provide all of the details requested in the form. These should be the main contact details of your organisation.
- 2. Name and Details for the contact person for the Application**
Provide all of the details requested in the form. Please note, this person should be the main contact in your organisation in relation to the Application Form and who is able to provide additional information or respond to specific questions.
- 3. Type of organisation**
Please tick the most appropriate box.
- 4. What are the main aims and activities of your organisation?**
Tell us why your organisation was set up in the first place and what it hopes to achieve. Please provide details on the activities that the organisation currently provides.

INFORMATION ON YOUR PLAYScheme

- 5. Name of Playscheme.**
Please give your application a unique title.
- 6. Playscheme Venue**
Please tell us about where your playscheme will be based during the holiday periods.
- 7. Will the playscheme be open to all local children?**
Answer Yes or No. Normally, playschemes should be open to all local schoolchildren who wish to use the service. If this is not the case, please let us know why.
- 8. Will there be a charge for children attending the Playscheme?**
Answer Yes or No and provide details of any charge.
- 9. How many volunteers do you expect to assist at each session during Spring, Summer and October?**
Enter the number of volunteers you expect to help over the holiday periods.
- 10. How many paid staff do you expect to assist at each session during Spring, Summer and October?**
Enter the number of paid staff you expect to help over the holiday periods.
- 11. How many children do you expect to participate in each session?**
Enter the number of children you expect to attend over the holiday periods. Do not include pre-school children. Please note that you may be asked for evidence to support these figures, such as Playscheme Registers.
- 12. Please detail the number of children with additional support needs that you expect to attend, and the nature of their additional needs.**
Additional funding may be available to support Playschemes where children with additional needs attend. Only answer this question if children with additional needs attend your Playscheme. Please indicate the number of children with additional needs that you expect to attend and the nature of their additional needs.
- 13. Please indicate below, by clicking on the appropriate boxes, the dates and the number of sessions that the Playscheme intends to operate each week.**
It is important that you tell us how many sessions you intend to be open during the holiday periods - a session is either a morning or an afternoon. Only complete the tables for holiday periods when you intend to operate a playscheme.
- 14. Which age groups will attend the Playscheme?**
Please tick the appropriate box(es) so that we can ask the most appropriate organisation to assess your application.
- 15. Do you require playscheme travel passes for Spring, Summer and October?**
Please tick the appropriate box(es).
Freedom passes are available for Playschemes operating with children with additional needs. This provides for a higher ratio of adults to attend the trips using the passes. If you have indicated in your form that you expect children with additional needs to attend, please tick whether you wish Freedom Passes to be issued.
- 16. Which of the Area Partnership Priorities does the proposal address?**
Please read Section B.3 of these notes and the [Area Budget Investment Priorities](#) to access the 23 Area Partnership's Investment Priorities. If your playscheme proposal

does not fit under one of the priorities detailed, the Area Partnership may still consider it if a strong case is made for its consideration. Please refer to section B3 of the Guidance Notes and make a case for your proposal to be considered in Question 16 of the Application Form.

Governance

17. Bank signatories and account details.

Please enter the names of the signatories and the positions they hold (for example, chairperson, treasurer, secretary). Your organisation will need to have at least 2 signatories to withdraw money and none of the signatories can be related. Your Application Form cannot be processed if your organisation does not meet these requirements. Use the spaces provided to give the required details for all bank accounts held by your organisation.

18. Are the staff and any volunteers involved in the delivery of this Playscheme registered with the Protecting Vulnerable Groups Scheme?

Under most circumstances, staff and/or volunteers working with children and young people will need to be registered with the Protecting Vulnerable Groups Scheme (PVG) to ensure they are not on a list of people excluded from such activities.

Your organisation may be committing an offence if it offers childcare work (paid or unpaid) to someone who is on this list, so it is important to seek advice if you are in any doubt.

Further information on the Protecting Vulnerable Groups Scheme can be obtained from Disclosure Scotland at <https://www.mygov.scot/organisations/disclosure-scotland/> or (ii) by telephone on 03000 2000 40 or (iii) by email at info@disclosurescotland.gsi.gov.uk. If your staff or volunteers are registered, please tick box Yes. If they are not currently registered, please either tick box No or Not Applicable.

19. Do you have adequate insurance cover for this playscheme?

Please tick the appropriate box – most playschemes are insured through a block insurance policy but if you organise your own insurance, please let us know.

Supporting documents

20. Supporting Documentation: Tick the relevant boxes to indicate which documents are enclosed. The most recent financial information must be submitted with every proposal, either audited accounts OR bank statements depending on the organisation. If the Council already holds the most up-to-date audited accounts, you do not need to submit a further copy.

You are only required to provide the Constitution or Memorandum & Articles of Association and Operational Policies, if you are a new applicant or the documentation has changed since the last Area Budget grant award that your organisation received. Relevant Operational Policies include Human Resources Policies and policies relating to Child and Adult Production.

Declaration

21. Statement on Data Protection: Where the Organisation provides any personal data, as defined by Data Protection Law, to Glasgow City Council (GCC) in connection with its

Application Form or in the course of reporting progress on the project to GCC, GCC will use that personal data for purposes of ensuring the Organisation's compliance with the Conditions. GCC may share that personal data with other regulators (including GCC's and the Organisation's external auditors, HM Revenue and Customs and law enforcement agencies) as well as with GCC's elected members. The personal data may be checked with other GCC service departments for accuracy, to prevent or detect fraud or maximise GCC's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to GCC are duly notified of this fact.

Where the Organisation processes (or will process) personal data, it hereby confirms that it has or will comply with all provisions of data protection law.

Please read the Application Form Declaration section carefully and if your organisation agrees to be bound by its terms, it must be signed by an office bearer before being submitted to Glasgow City Council as per Section E.1 (above).

Area Partnerships

22. Please indicate the area where most people will benefit from this Playscheme by selecting the box next to the appropriate Area Partnership.

Programmes of Activity

23. **Proposed Programme of Activity**

You may wish to alter this programme depending on the weather or other factors, but it is important to indicate the type of activities your playscheme will provide. Please return the programme for **Spring, Summer and October with your Application Form**. If your programme of activity changes for Summer and/or October after you have submitted your Application Form, please submit an updated programme before the Summer or October holidays.