

WORCESTER PLAY COUNCIL GRANT AID CRITERIA AND CONDITIONS **APPLICATION FORM GUIDANCE**

Please read the grant aid criteria carefully as your application will not be processed unless the following points are met.

Worcester Play Council Grant Mission:

Worcester Play Council continues to support and adopt the values and criteria of the Worcester Play Strategy when funding play activities within Worcester City. These values promote the importance of enabling children to access a range of play types and experiences which may include; symbolic, exploratory, object, rough and tumble, socio-dramatic, dramatic, social, communicative, creative, deep, fantasy, imaginative, role, loco-motor, mastery or recapitulative play. Worcester Play Council supports all organisations that wish to incorporate these factors into their play activities and are particularly keen to fund those which demonstrate how these play types are included in their application.

Worcester Play Council also supports the play strategy in meeting the guidelines highlighted in the Cultural strategy. This explains how introducing *local* cultural activities into the play activities can offer children and young people access to; decision making, promoting social skills and a sense of community, fostering an understanding between young and old, developing creative skills and physical prowess that will equip them for life, ensuring they benefit fully from growing up in our county. Worcester Play Council will only therefore support outings that incorporate the local, cultural activities along with the inclusion of a variety of play types. This grant aid will NOT include transport costs. Worcester Play Council will rarely fund trips, therefore it is paramount that when planning outings they are kept as local as possible, with the lowest cost, using local networked services which incorporate a high play value at all times, incorporating the child's development.

If you would like help devising a programme for your play activities please contact the local Play Development Worker or the Secretary at Worcester Play Council for support. There are application and evaluation workshops available throughout the year to support you in your grant aid request to Worcester Play Council.

Registration Criteria:

Worcester Play Council will require all organisations who wish to apply for funding to become a member through registering online or through a membership form collected from the secretary of Worcester Play Council. The member- registration process will ensure that all quality assurance criteria is agreed to, CRB checks are complete and the following registration and grant aid criteria are followed.

1. Organisations who are registered with Worcester Play Council, are eligible to apply for funding to support play activities across Worcester City.
2. Worcester Play Council requires organisations to hold a register with names, addresses and ages of children attending, parental consent forms and also to keep an up to date record of all finances, including receipts.
3. Organisations operating for children under 8 years for more than 5 days in a year must register with Ofsted and best practice suggests CRB (criminal records bureau) checks on all staff and volunteers are completed. These can be obtained through the Play Development Worker. Grants cannot be issued until Registration has been successfully achieved in the name of the person/persons running the scheme. Worcester Play Council will help to pay for some of the Ofsted costs.
4. Worcester Play Council best practice suggests that CRB checks should be done on ALL staff, volunteers and any person who has regular contact and supervisory contact with the children. (e.g. – cleaners, caretakers, receptionist, volunteers, play workers).
5. Worcester Play Council requires organisations to maintain the correct ratio of adults (18 years +) to children on session, trips and outings. The ratio is as follows:
 - Supervisor/Manager should be at least Level 3 qualified in Early years and childcare

- 50% of staff need to be at least Level 2 qualified.
 - Staff Ratios
 - 1:3 Under 2 years
 - 1:4 Aged 2 years
 - 1:8 Aged 3-7 years
6. All organisations must have at least one qualified First Aid person and ideally all staff should have a working knowledge of first aid. If you do not have any trained people, please contact the Play Council Secretary who can advise on free training and other relevant training courses.
 7. Worcester Play Council continually seeks to encourage the involvement of local people within the planning and running of their play activities. A very brief description of your steering group will be required.
 8. Worcester Play council requests that organisations ensure that all children attending their scheme/ activity/ event etc. have sought permission/ non-permission recorded from parents /guardians for **filming and photography** and a record of this kept on file for each child taking part in any activity. This is to support with the recording of activities by Worcester Play Council to raise awareness of local play provision.
 9. Medication forms and allergy forms must also be the responsibility of the organisation to get completed by parents where any required 'care plan' is signed by both parties for a child with special needs or disabilities.

Grant Aid Criteria:

1. Organisations are required to complete an end of play activity evaluation. As a condition of future grants being awarded. The organisation will need to agree to provide these documents and information at the end of the play activity. A workshop to aid completing your application and evaluation pack will be put on by Worcester Play Council for the play activity coordinators to attend.
2. Funding is available for activities for children up to the age of 16. In normal circumstances, Worcester Play Council will prioritise funding activities for children aged 12 years and under. If funding for holiday youth schemes (13-16 year olds) is being sought, the Play Council will only consider being part funders.
3. Worcester Play Council wishes to **encourage organisations to arrange their own fund-raising** efforts and to apply for other grants. This will need to be indicated and will be considered in terms of the funding allocated. Please contact the secretary who can provide support towards fundraising ideas.
4. Worcester Play Council gives particular consideration to organisations catering for children from families experiencing economic and social deprivation, ethnic minorities and children with special needs.
5. Please include known and estimated income and expenditure amounts. Volunteer expenses – volunteers should be reimbursed for the ACTUAL EXPENSES THEY HAVE INCURRED e.g. travel, postage, telephone, childcare etc. Volunteers must produce receipts.
6. Worcester Play Council will monitor your organisation on an ongoing basis to ensure that good practice takes place according to legal guidelines (The Children Act 2004) and safety requirements. Future grants will be dependent on good practice being observed (Safeguarding Board).
7. The reference for your application should be from a professional or local person who, although not directly involved with your organisation, knows of the play activities. This could be your local community worker, youth worker or City/County Councillor, for example.
8. General Expenditure- Worcester Play Council **will not** fund the following:
 - Drivers Tips
 - Refunds on reserved places not filled
 - Raffle Licences
 - Cleaning materials will only be funded if they are beyond the normal cleaning duties of the building.
9. Staff and Volunteers-
Worcester Play Council understand the importance of volunteer appreciation in your organisation and recognise their work and dedication. As Worcester Play Council is registered with the Vinolved scheme, all volunteers aged 16- 24 years need to be made aware that they can work towards the nationally recognised volunteering certificates. Worcester Play Council also provides a number of free training courses to eligible volunteers.

10. Book Keeping-

Worcester Play Council would expect any remaining under-spend to be returned to Worcester Play Council along with the evaluation. Worcester Play Council will provide up to £32 for hours towards completed evaluations meeting the grant criteria.

11. Once evaluation forms have been received a small number of schemes will be chosen for 100% audits to be done.

12. All organisations who receive grant aid from Worcester Play Council are to promote the charity in all advertising, including the logo and web address.

13. In order to be eligible for funding throughout the year, all Play workers are to attend the Worcester Play Council meetings. If not able to attend, a representative from the organisations must attend with a written report from the play worker. The attendance will determine the funding allocated for the year.

All receipt must be originals for all major purchases and expenditure.