

SEND Community Grant

Application guidance and additional information
booklet

Overview

South Ribble Borough Council's Community Development team have been allocated £50,000 to support families looking for holiday provision in the summer across our borough.

The primary objective is to improve provide a range of activities and groups for children and young people with special educational needs and/or disabilities

The priority of the grant scheme is to ensure that there is support during holidays for SEND activities that offer one or more of the following:

- Neurodiversity Support
- Personal Care support
- Improve access and/or use of facilities Support a range of SEND needs
- High-needs and Complex Support

This one-off community grant fund programme will support organisations to deliver a range of activities throughout the school holiday period. The maximum available award is £10,000 with no minimum grant limit to ensure organisations with smaller projects can be supported within this grant scheme.

Projects

Projects supported by this scheme should focus on supporting children and young people aged 4–18 years with Special Educational Needs and Disabilities (SEND). Activities can vary in duration and the days on which they are delivered. We are particularly keen to support activities that are fun, engaging, and inclusive.

Children and families accessing provision must be residents of South Ribble. Funding can be used for a range of costs directly associated with delivering activities, including:

- Staffing costs (including additional SEND support)
- Facility or venue hire
- Equipment and resources
- Food and refreshments
- Trips and outings
- Support with transport costs for families to attend sessions

Applications should clearly demonstrate:

- What the project will deliver
- How the funding will be used

- The intended outcomes and longer-term impact for children and young people

Projects must be completed by 31 December 2026. We recognise that some projects may experience delays due to factors such as other funding dependencies, contractor availability, or weather conditions. If your project is delayed or you encounter any barriers, we may be able to provide support—please contact us as soon as possible to discuss.

Eligibility Criteria

To be considered for funding, applicants must:

- Be based or working within South Ribble. This means delivering services open to residents of South Ribble locally.
- Be a registered charity, voluntary, community, faith, or social enterprise sector group/organisation.
- Organisations that are not eligible include those that are trading as a commercial business, local authorities, and organisations that are wholly funded by a local authority or council.
 - Other types of organisations, including community interest companies (CICs) will be considered on a case-by-case basis.
 - Awards will not be made to private individuals.
- Have a bank account registered to their group or organisation with at least two unrelated signatories.
 - Awards will not be made to groups or organisations who do not have a bank account in their name.
- Able to start delivery by August 2026.
- Must be able to complete the project by 31 December 2026.
- Ensure that it addresses one or more of the key priorities.
- Ensure the project is based on local need.
- Demonstrate the positive impacts which will be made through the project.
- Funding will not be awarded to any retrospective spending.

Funding conditions

All projects must be complete by December 31 2026. Applicants will be required to keep a record of all project activity, expenditure and outputs achieved for 6 years following project completion for auditing purposes.

It will be a condition of funding that the successful organisation mentions South Ribble Borough Council as funders in their publicity material. Images can be requested if required.

To ensure the grants awarded are adding value to our communities, recipient organisations will be required to provide an end of project report detailing the outcomes that have been achieved and providing any necessary monitoring information.

Recipients of grants should inform the Council of any problems with completing the project as early as possible. The Council will expect repayment of the grant in full if the project is not completed or necessary monitoring information is not received by a set date. The Council may consider requests to repay in part, or not at all if the project is not completed due to circumstances beyond the applicant's control.

Due diligence and compliance

Applicants should be aware that to be considered, we will require documentation to evidence eligibility for funding. Details on what we require can be found further on in these application guidance notes.

Where organisations are registered with Companies House or the Charity Commission, we will use these resources to evidence authority to sign grant agreements for successful applicants. Where organisations are not registered with Companies House or the Charity Commission, we will require a signed constitution or similar governing document. If you are not sure how your group is set up, you can email us at communities@southribble.gov.uk.

Application form

Introduction

This information is about you, the person writing the application. We will contact you with the outcome of your application using this information.

- What is your name?
- What is your organisation?
- What is your position?
- What is your email address?

Project details

Use this section to set the scene and tell us about your project. Please be specific on what the funds will be used for, who is going to benefit from the project, what impact you believe it will have on your organisation and service users/members. Keep the information relevant and to the point.

We want to know if you've delivered similar projects before. Let us know how you kept the project on track, if you met any barriers along the way and how you overcame this to achieve your outcomes. If you haven't delivered a similar project before, what barriers do you think you might face and let us know how you think you may overcome them.

We will ask you about the funds you may already have, where you got them from, and why you need funds from us. Let us know what you are spending the funds on by providing a breakdown of costs that will list all costs involved in your project, and if you have match funding already, what our funds will be used on. We recommend that you gather quotes before completing the application form.

All successful applicants will be required to report on the number of increased users of the funded facility/amenities as standard. If you have identified any other outcomes for your project, tell us what these are and how you are going to measure them.

Documentation

We are expecting to see new community groups and organisations apply for funding. Where you are new to us, we will ask you how your organisation is set up.

For example:

- Constituted group
- CIC
- Registered charity
- Small charity (not registered with the charity commission)
- Other

We may also require documentation to be uploaded to the application form.

This includes:

- A governing document if your organisation is a constituted group
- Public Liability Insurance
- Employer's Liability Insurance (if applicable)
- Other relevant insurance policies you may require for the project

Whilst not required at application stage, if your organisation is successful for funding, you must be able to supply evidence of a bank account that is in your organisation's name and not a personal bank account. If you are unsure if you meet this requirement, you can email communities@southribble.gov.uk for advice. We cannot recommend bank accounts and will only be able to verify if you meet this requirement.

If your organisation has been previously funded by the Community Development team via HSF Local Resilience Fund, HAF, or through your local Community Hub, we may already have the required documentation to progress your application if you are successful.

A note from us

We want your project to succeed, if you have any questions or queries before completing your application form you can email us at communities@southribble.gov.uk