



Department
for Education

Short Breaks Innovation Fund 2022-25 Application Form

September 2022

About this form

This application form is for local authorities that wish to apply to the open application round of the Short Breaks Innovation Fund (previously called the Better Integrated Care Fund) for year two of the programme between April 2023 and March 2024 to create new short breaks provision for disabled children and their families in their area.

When completing this application form you should refer to the supporting guidance document which gives details of eligibility for funding, how the Department will assess applications and key dates. Please ensure your answers respond to each element of the success criteria set out in the guidance document.

Where the application form asks for a separate document to be attached, applicants should ensure that the document is added to the email and the file name should be recorded in the appropriate box in the application form.

Word counts have been set for each sub-section. Unless explicitly referenced under any individual question, any information over the word count will not be considered.

The supporting guidance document sets out further detail on who can apply, what should be included in this application form to meet each of the criteria and the arrangements for submission. Section 8 of the guidance document contains the scoring criteria for how each section will be assessed. Please ensure that you familiarise yourself with the guidance document to ensure that your applications meets all the minimum requirements per section.

All application forms must be received **by 12:00pm on Friday 4 November 2022. No extensions to the deadline will be given.**

Following submission of the form, applicants will be informed whether or not they have met the criteria for approval. Timelines for the application and communication of approval can be found in the guidance document.

Section 1 – Lead Local Authority Contact Details

Applicant

1.1 Project Title (which if successful will be included in grant offer letters)	Inclusive Communities – family and community short breaks
1.2 Local Authority	Nottingham City Council
1.3 Consortium partners (if applicable)	
1.4 Total amount of funding applied for	£886,781

Lead contact

Please include the details of the project Senior Responsible Owner within the bidding local authority.

1.4 Full Name	Marie Halford
1.5 Position	Service Manager, Whole Life Disability Services
1.6 Telephone	0115 8764882 07949185259
1.7 Email	marie.halford@nottinghamcity.gov.uk

If your bid is a consortium bid, please confirm the lead contact(s) involved from each party (e.g. voluntary and community sector (VCS), health teams or private providers)

1.8 Full Name	
1.9 Position	
1.10 Telephone	
1.11 Email	

Section 2 – Project Need – weighted 30%

- 2.1 Please confirm that the proposed project meets one or more of the Short Breaks Programme objectives. Projects which do not address any of the following priorities will not be selected for funding.**

This question will not be scored, but it must be completed for the application to be accepted. Applications that do not complete this section will be rejected.

<input checked="" type="checkbox"/>	Test innovative approaches to short breaks delivery, by offering a new or different service from what is currently available locally.
<input checked="" type="checkbox"/>	Connect with other parts of the system for a joined up package of support for families
<input checked="" type="checkbox"/>	Create short breaks provision where there are current gaps in current provision not met by demand (e.g. particular types of need, age group, geographical coverage etc)

- 2.2 Please provide a summary of the need for additional Short Breaks Provision in your local authority. The summary should include an overview of your current short breaks provision, and the reason for the additional investment needs that you plan to address within your provision.**

Please limit your response to 500 words. Any words over the limit will be redacted and not assessed. Additional attachments such as summary reports to detail evidence of need may be appended (these will not be included in the word count). This question is weighted at 15% of the overall score.

The range of 'short breaks' activities and support on offer to Nottingham City children and young people has been depleted for quite some time.

Despite extensive commissioning activity, there remains just one provider on our short breaks framework. There is a particular gap in support for children with complex health needs and physical disabilities.

The difficulty in attracting providers for this group has been reflected in the City's recent experience of coordinating the Holiday Activity Fund (HAF) programme. We are looking to draw on the relationships being developed with HAF providers to influence market development for short breaks. Our proposal aims to re-energise the local market by upskilling existing community providers who do not currently support children with complex needs, to deliver activities for our families whilst also generating new, bespoke provision to meet localised demand. Our project will increase opportunities for children with complex needs to attend community based individual and group activities at weekends and during school holidays, enabling them to develop friendships, improve their health and wellbeing, and create support networks for parents.

Nottingham has been identified in the government's list for investment in the levelling up agenda, for both education and short break provision. The significant gaps in low-mid

levels of provision in the City place increased pressure on our internal short breaks service. The gaps are increasing demand and costs for higher level services. driving up waiting lists, and limiting choice for families and young people. These limitations were identified in our recent SEND inspection 2021 as an area for development (Appendix 1).

Children, young people and families, many linked to our local Parent Carer Forum, Rainbow, tell us that this lack of provision has a huge and negative impact on their lives, and that some families have 'no-where to spend' their short breaks personal budgets. Parents want more accessible places for their children to attend, with well trained staff, offering a wider variety and choice of activities. Our most recent feedback, Autumn 2022, is attached (Appendix 2). The results of a 2019 stakeholder engagement event are also attached at Appendix 3

In order to create the transformational change needed to address these issues, we know we need to do something very different. We have based this proposal around service delivery data, feedback received from community providers about their barriers (Appendix 4), and from parents about their needs, building on a programme Community Catalysts have delivered with the Adults sector in Nottingham and other areas (Appendix 5). The success of our proposal rests on a new, supportive network of providers who will grow and develop together.

Nottingham City Council's Pathway to Short Breaks system already uses light touch assessment, strengths-based conversations, direct payments and creative micro-commissioning to put children, young people and their families in control (Appendix 6). But without a choice of diverse activities, services and support for people to purchase, this control can only have a limited impact on people's lives and wellbeing.

Supporting evidence file names:	<ul style="list-style-type: none"> • <i>Appendix 1_ SEND Inspection letter Dec 2021</i> • <i>Appendix 2_ Nottingham Community Short Breaks Project Survey for Parents Carers and Support Staff</i> • <i>Appendix 3_ Short Breaks Stakeholder Engagement Event Oct 2019</i> • <i>Appendix 4_ Analysis of Need</i> • <i>Appendix 5_ Overview of Community Catalysts proposal</i> • <i>Appendix 6_ Nottingham City Council Pathway to Short Breaks</i>
--	---

2.3 Please provide a description of the vision for your project, what outcomes it will deliver for CYP and families, and how your project addresses the needs that you described in section 2.2. Your answer should also explain how the project aligns with the objectives selected in 2.1.

Please limit your response to 500 words. Any words over the limit will be redacted and not assessed. Additional attachments such as summary reports to detail how this will improve outcomes for families may be appended (these will not be included in the word count). You may subdivide your answer to address each objective if you find this helpful. This question is weighted at 15% of the overall score.

Targeted Groups

- Children and young people aged 8+ but teenagers in particular
- Young people with a learning disability and/or autism especially those with long term complex health needs (Appendix 7)

Innovative approach

Our proposal aims to re-energise the local market by upskilling existing community providers who do not currently support children with complex needs, to deliver new activities for our families whilst also generating new, bespoke provision to meet localised demand. We have enlisted Community Catalysts to support with this element, based on their success with Adults provision (Appendix 5). The success of our proposal rests on a new, supportive network of providers who will grow and develop together. We aim to move away from the framework approach and develop a preferred provider list.

Joined up support

- Proposal links with our three year HAF programme
- Expansion of number of link workers
- Community Catalysts work will ensure a Whole Life offer
- Training programme co-commissioned by health colleagues

Current gaps in provision

For parents of children and young people with complex needs, the gap is weekend and school holiday provision. For our existing weekend and holiday providers, the gap is a lack of skills and funding to provide respite care. Our proposal meets both of these needs by developing localised provision across the city:

Outcomes and Downstream savings

Nottingham City are successful in maintaining young people in education settings close to their home. Appendix 8 demonstrates the lower costs of meeting children's needs locally, both educationally and socially, compared to the costs incurred when this provision is not available. The savings of £1,230,720 identified on Appendix 9 are realistic first year projections, based on the children currently not accessing short breaks using a group based weekly activity compared to using overnight short breaks. Savings are smaller in the first year due to the front loaded set up costs and do not take in to account savings to wider services e.g. CAMHS, health services, Youth Justice or the ongoing cost of a child being taken in to care.

The outcomes for this proposal support the aims of the 'Happy and Healthy' strand of the Nottingham Children's Partnership Children and Young People's Plan 2021-2024 (Appendix 10) and is key to supporting our Better Lives Better Outcomes strategy for sustainable adult social care provision (Appendix 11), which is where much of the downstream savings and benefits will be realised. Our project will increase opportunities for children with complex needs to attend community based individual

and group activities at weekends and during school holidays, enabling them to develop friendships, improve their health and wellbeing, and promote their independence and self-determination (Appendix 12).

- Children remain within their family and local community
- Children access positive activities and increased short breaks opportunities where their complex needs are met
- Parents receive a break from caring responsibilities and develop wider support networks
- Children learn new skills that are transferable to their education setting
- Upskilled community based workforce
- Children live an inclusive life and are prepared for an independent adult life
- Reduced risk of exclusion from mainstream settings, youth crime, bullying, social exploitation and loneliness
- Promotion of positive mental health for children and their families

Supporting evidence file names:	<ul style="list-style-type: none"> • <i>Appendix 5_ Overview of Community Catalysts proposal</i> • <i>Appendix 7_ Equality Impact Considerations</i> • <i>Appendix 8_ Comparative Costs of Provision</i> • <i>Appendix 9_ Anticipated first year savings</i> • <i>Appendix 10_ children-and-young-peoples-plan-2021</i> • <i>Appendix 11_ BLBO_ adult-social-care-strategy-full</i> • <i>Appendix 12_ SBT Outcomes Report Summer 2022</i>
--	--

2.4 Please provide evidence that both the Executive Lead for SEND in the local Integrated Care Board, and your local Parent Carer Forum lead have been consulted and is supportive of this bid. If you do not currently have a functioning Parent Carer Forum, you must demonstrate engagement with parents and carers, and how the proposal has been co-produced and approved.

This question will not be scored, but it must be completed for the application to be accepted. Applications that do not complete this section will be rejected.

<input checked="" type="checkbox"/>	I confirm that both the local Integrated Care Board, and my local Parent Carer Forum lead is supportive of our bid and have attached signed letters of their approval as evidence.
<input type="checkbox"/>	The local authority does not currently have a functioning Parent Carer Forum. The attached evidence demonstrates engagement with parents and carers, how the proposal has been co-produced, and the relevant approval.

Supporting evidence file names:	<ul style="list-style-type: none">• <i>Appendix 13_Letter of support Catherine Underwood</i>• <i>Appendix 14_Letter of support from Rainbow Parent Carer Forum</i>• <i>Appendix 2_ Nottingham Community Short Breaks Project Survey for Parents Carers and Support Staff</i>• <i>Appendix 3_Short Breaks Stakeholder Engagement Event Oct 2019</i>• <i>Appendix 4_Analysis of Need</i>
--	--

Section 3 – Project Outputs – weighted 30%

3.1 Please list the quantifiable outputs your project will deliver over the course of the year two cohort timeframe (April 1st, 2023 – March 31st, 2024), including the key deliverables, the number of children and young people who will receive the type(s) of provision offered by your project, and the forecasted cost per placement.

Please limit your response to 500 words. Any words over the limit will be redacted and not assessed. Additional attachments will not be accepted. This question is weighted at 15% of the overall score. Please note that Projects that deliver no placements to children during this timeframe will be rejected.

Key deliverables:

- Coproduction – working in partnership with local citizens, including our parent’s forum, to co-design an approach that is ambitious, creative and sustainable
- Community capacity building – recognising the strengths of Nottingham and its citizens and actively building on these to create a multitude of short breaks options
- System and culture change – recognising that public sector systems and culture can stifle creativity. Using this project to really understand the blocks we inadvertently put in the way of a vibrant marketplace and taking steps to minimise these
- Stimulation and development of 5 new groups
- Supporting 10 existing mainstream provision to provide specialist services for children with more complex needs
- Supporting special schools and other specialist provision to develop holiday and weekend provision
- Fully trained, upskilled providers
- Robust evaluation process
- Long term legacy for the proposal, including moving from a framework arrangement to a preferred provider list
- Online Pathway 1 short breaks application process

It is anticipated that 120 children not currently accessing short breaks will be offered provision through the following additional sessions:

	Sessions	No. children/session	Total
Schools/specialist provision	24	80	1920
Weekend clubs	50	10	500
Holiday clubs	24	5	120
Full year delivery total			2540

The current cost of group activities is between £67 and £123 per session per child or young person, but it is anticipated that these costs should come down as capacity and provider confidence is developed. Associated travel costs should reduce as more opportunities become available closer to people’s homes.

The Short Breaks assessment process was previously identified as onerous to the family and costly for the local authority, with the assessment process being the most expensive part of the services offered. In 2015 the assessment process was re-shaped to allow families to access low levels of support (known as Pathway 1) without

assessments. Up to £1,600 per year can be accessed without assessment, for a child with a diagnosed or identified disability who is unable to access universal or early help services without ongoing 1:1 support. We would like to improve the application and administrative process for this service by developing an online application system to improve the customer experience for families, shorten the decision-making period, and automate some of the administrative functions. This would allow redirection of some Short Break Team resources to increase the capacity for personalised customer support for families with more complex needs.

3.2 Using the template supplied in the pack (Section 3.2 – Project Contextualised KPI Template), please outline what the key performance indicators (KPIs) you will use to measure the success of your project, and how these KPIs align with the benefits of the programme outlined in Section 8.2 of the guidance document.

Completed templates must be appended, alternative templates will be redacted and not assessed. This question is weighted at 15% of the overall score.

Supporting evidence file names:	<ul style="list-style-type: none"> Section 3.2 - Project Contextualised KPIs Template (complete)
--	---

3.3 Please outline the inclusions and exclusions of your project’s scope – what your service will and will not provide.

Please limit your response to 250 words each for Inclusions/Exclusions. Any words over the limit will be redacted. This question will not be scored, but it must be completed for the application to be accepted. Applications that do not complete this section will be rejected.

Inclusions			
Provision	Description	Commissioner	Provider
	Children and young people aged 8+ but teenagers in particular		
	Young people with a learning disability and/or autism especially those with long term complex health needs		
Commissioned group activities	Weekend, after school and school holiday activities Gaps in provision - - weekend and after school provision for CYP with LD/complex	Nottingham City Council	Summer holiday activities for children/young people with LD/complex physical needs

	physical needs could not be commissioned - Contract for activities for CYP with Autism /LD/behaviour has been terminated.		
Linking service	Support to access community activities	Nottingham City Council	Linking service
Direct payments/ personal budgets	Offer families choice and control	Nottingham City Council (and CCG via continuing care packages)	N/A
Exclusions			
Provision	Description	Commissioner	Provider
Childrens Development Centre (CDC) short breaks (CHP)	Residential short breaks and day care unit for CYP with complex health needs Gap in provision – service temporarily closed March 2019.	NHS Nottingham City CCG	NHCT
Crocus Fields	Residential short breaks unit (primarily for CYP with LD)	Nottingham City Council	Nottingham City Council
Short Breaks Fostering	Family-based short breaks	Nottingham City Council	Nottingham City Council
Sitting service	Support for the family to access community activities whilst the child is looked after in their home.	Nottingham City Council	Nottingham City Council
'The Bungalow'	A community facility allowing short breaks foster carers to provide overnight care to children with physical disabilities.	Nottingham City Council	Nottingham City Council

3.4 The Short Breaks Innovation Fund is a three-year programme, and we expect to offer subsequent bidding rounds for year three in due course. Please outline how you would extend the project if successful in future bidding rounds.

Please limit your response to 250 words. Any words over the limit will be redacted. Additional attachments will not be accepted. This question will not be scored, but it must be completed for the application to be accepted. Applications that do not complete this section will be rejected.

If successful in future bidding rounds:

- The market stimulation activity would be extended using learning from the initial

project

- Development and support of new community groups would become embedded in the permanent Short Breaks team, supported initially by Community Catalysts
- Enhanced links between providers would be considered, for peer support and sharing of expertise
- Established and confident providers would be encouraged to consider expanding their offer, and possibly developing overnight break provision
- The senior support workers' role would be evaluated during the pilot to see if these facilitated increased access to breaks and for more complex children, if successful this role would be adopted by the SB team as a method to support new and existing groups to take more complex young people.

Section 4 – Project Planning – weighted 20%

4.1 In the table below, please include the trajectory of the key outputs for your project outlined in 3.1 that will be delivered per quarter, including the key deliverables and trajectories of the number of children and young people who will receive the type(s) of provision offered by your project over the course of its timeframe (April 1st, 2023 – March 31st, 2024).

Additional attachments will not be accepted. This question will not be scored, but it must be completed for the application to be accepted. Applications that do not complete this section will be rejected.

Quarter	Outputs
Q1 - 01/04/2023 - 30/06/2023	<ul style="list-style-type: none"> • Mapping current provision and offering support to existing groups • Creation of the co-production change group
Q2 - 01/07/2023 - 30/09/2023	<ul style="list-style-type: none"> • Supporting special schools and other specialist provision to develop holiday and weekend provision • Capacity added for 30 children not currently accessing any short break
Q3 - 01/10/2023 - 31/12/2023	<ul style="list-style-type: none"> • Stimulation and development of 5 new groups • Supporting 10 existing mainstream provision to provide specialist services for children with more complex needs • Fully trained, upskilled providers • Robust evaluation process • Capacity added for 30 children not currently accessing any short break
Q4 - 01/01/2024 - 31/03/2024	<ul style="list-style-type: none"> • Long term legacy for the proposal, including moving from a framework arrangement to a preferred provider list • Online Pathway 1 short breaks application process • Capacity added for 60 children not currently accessing any short break

4.2 Using the two templates supplied in the pack (Section 4.2 – Project Plan Template and Section 4.2 – Risks and Issues Log Template) please provide the following;

- A detailed project plan, showing the key tasks and milestones for delivery
- A project risks and issues log with the currently known risks and issues,

and plans/actions to mitigate against these

Completed templates must be appended, alternative templates will be redacted and not assessed. This question is weighted at 10% of the overall score.

Supporting evidence file names:	<ul style="list-style-type: none">• Section 4.2 - Project Plan Template (complete)• Section 4.2 - Risks and Issues Log Template (complete)
--	---

4.3 Please detail the governance arrangements for your project, including;

- **A project organisation chart showing your internal reporting and governance structures and frequency**
- **An overview of the key stakeholders for your project, and how you have/will engage with them to ensure buy-in for your project**
- **A project team contacts list, summarising the roles and responsibilities**
- **Details on how you will meet DfE requirements of regular management and performance information updates, including a named single point for day-to-day contact.**

Please append the organisation chart, stakeholder analysis and the project contacts list. For the DfE reporting requirements, please use the text box below with a limit of 250 words. Any words over the limit will be redacted and not assessed. This question is weighted at 10% of the overall score.

DfE monthly reporting requirements will be met by the Short Breaks Service, via their governance arrangements. The named contact with responsibility for ensuring this requirement is met will be Marie Halford (marie.halford@nottinghamcity.gov.uk), although the reporting will be managed in practice by the Project Manager when appointed.	
Supporting evidence file names:	<ul style="list-style-type: none">• Appendix 15_Project Governance Delivery and Stakeholders

Section 5 – Project Cost – weighted 20%

5.1 Using the template supplied in the pack (Section 5.1 – Budget Plan Template), please provide a detailed and realistic budget plan for the delivery of your proposed project, including:

- A breakdown of all anticipated costs, appropriate to the size and scale of the project, including a contingency budget for over runs/unforeseen circumstances, and details of LA project oversight and associated resource allocated e.g. staff time.
- A budget forecast of the predicted project expenditure, with a breakdown of forecasts by month. The financial forecast totals must be the same as the totals in the costs breakdown.
- An outline of what the profile payment schedule will look like against key milestones in the project plan. This section will auto-populate from the content inputted into the ‘Budget Plan – DfE Funding’ tab.
- Details of any non-DfE funds that will be used to deliver your project provided on tab 3 of the Budget plan template, the non-DfE funds tab will not be scored as part of your bid.

Please note - Delivery of the projects funded in year two of the Short Breaks Innovation Fund must be completed in Financial Year 2023-2024 - between April 1st 2023 and March 31st 2024. DfE pays in arrears, and funding cannot be carried over into the following financial year.

Completed templates must be appended, alternative templates will be redacted and not assessed. This question is weighted at 10% of the overall score.

Supporting evidence file names:	<ul style="list-style-type: none"> • Section 5.1 – Budget Plan Template (complete)
--	---

5.2 Please tick the box below to confirm that you are aware that this funding cannot be used for capital funding and that the costs in your DfE budget plan do not include capital funding. Projects which include capital funding will not be selected for funding.

This question will not be scored, but it must be completed for the application to be accepted. Applications that do not complete this section will be rejected.

<input checked="" type="checkbox"/>	I confirm that the costs in the budget plan do not include capital funding.
-------------------------------------	---

5.3 Please evidence how your proposal will deliver value for money against the requirements set, showing rationale and clearly evidenced costs calculations.

Please limit your response to 500 words, any words over the limit will be redacted and not assessed. Additional attachments such as summary reports to detail evidence of need may be appended.

This question is weighted at 10% of the overall score.

Our current offer is highly weighted towards individual, overnight, bespoke provision and we know a significant number of these young people would benefit from access to group provision if this was available in the market place.

Our model upskills existing community providers and develops new providers whilst also aligning with the personal budgets and direct payments systems to allow sustainability after the project ends.

Children and Young people accessing specialist educational may have to travel outside their community, and friends made at school may not live near them. This model provides value for money because of the group delivery model, which allows young people and their families to develop and maintain friendships within their local community. The travel costs associated with accessing short break activities will be reduced as more local provision is developed.

Appendix 9 demonstrates the value for money comparing the costs for overnight short breaks with weekly group based activities. This demonstrates a gross annual cost reduction of £1.23 million and a net saving of £343,939 taking in to consideration the costs of the grant. The net saving reduction will increase year on year as initial set up costs fall out of the budget. The impact of inflation and the cost of living will have an effect on delivery costs, but is outweighed by the considerable savings to be realised in the mid- to long term.

A successful grant application would allow the local authority to meet its current unmet need and rising demand for short breaks services in a cost effective way. By providing locally based, early intervention services the Local Authority will prevent escalation in need of more costly, specialist services. This provides a life-long saving because children who remain with their families, at their local schools and in their local communities, are more likely to continue to access community level support in their adult life.

Supporting evidence file names:

- *Appendix 9_ Anticipated first year savings*

Section 6 – Confirmation and Declaration

6.1 You must complete the declaration before submitting your application. Please select

each checkbox to confirm.

This section must be completed for the application to be accepted. Applications that do not complete this section will be rejected.

6.1 Please confirm each section in the application form has been completed with the relevant information to demonstrate the relevant criteria have been met.	<input checked="" type="checkbox"/>
6.2 Please confirm all the relevant supporting documents have been included, as applicable.	<input checked="" type="checkbox"/>
6.3 Please confirm that the information included is complete and correct to the best of your knowledge	<input checked="" type="checkbox"/>
6.4 Please confirm that you are aware that the grant funding for year two the Short Breaks Innovation Fund is eligible from April 1 st , 2023 to March 31 st 2024 only, that payments will be made in arrears, and that funding cannot be carried over into the next financial year.	<input checked="" type="checkbox"/>
6.5 Please confirm that you are aware that the Department for Education will not be liable for additional costs above the grant awarded and projects will provide regular updates to DfE and its technical advisers.	<input checked="" type="checkbox"/>
6.6 Please select the date you are submitting the application.	04/11/2022

Please submit your completed application and supporting evidence by emailing ShortBreaks.COMMERCIAL@education.gov.uk by 12:00pm on Friday 4 November 2022. No extensions to the deadline will be given.