

Family finding, befriending and mentoring programmes for children in care and care leavers

Local authority application form

July 2023

# About this form

This form should be used by local authorities to apply for grant funding to deliver family finding, befriending and mentoring programmes for children in care and care leavers in their locality.

Applications for family finding programmes and befriending and mentoring programmes will be assessed separately.

Local authorities may apply for both programmes but will need to submit a separate application for each.

You must submit your application(s) by **5pm on 25 August 2023**, using this form.

You may submit attachments as part of your application, however these will be used for information only and will not be scored unless stated otherwise. Only text in the appropriate text box and within the word count will be assessed. Please email a single Word or PDF version of your completed application to [Relationships.CSC@education.gov.uk](mailto:Relationships.CSC@education.gov.uk)

Applications should be made from a recognised local authority email address and should include the ‘**local authority name’** followed by **‘Relationships programme application’** in the email “subject” field when submitting your application.

Before completing this form, please read the Application Guide.

Please also read *Chapter 5: The care experience,* [Stable Homes, Built on Love: strategy and consultation](https://www.gov.uk/government/consultations/childrens-social-care-stable-homes-built-on-love).

The form is made up of the following sections:

**Section 1** – Contact details and contextual information.

**Section 2** – Details of your proposal

**Section 3 -** Cost breakdown

**Section 4** – Declaration

Please **do not** exceed the word limits for each question.

**All sections must be completed for your application to be accepted.**

# Section 1 – Contact information and context

**Part A – Contact details**

|  |  |
| --- | --- |
| **Name of bidding Local Authority** |  |
| **Name of other local authorities in consortia (if applicable)** |  |
| **Name of bidding officer** |  |
| **Role of bidding officer** |  |
| **Bidding officer contact email** |  |
| **Name of local authority finance officer** |  |
| **Local authority finance officer contact email** |  |
| **Region** |  |

**Part B - Contextual information**

**Please confirm which type of programme you are applying to fund:**

| **Family finding** |  |
| --- | --- |
| **Befriending and mentoring** |  |

**Please confirm if you intend to work with any third-party organisations as part of your consortia/delivery:**

| **Name of organisation(s)** (please add more rows if applicable) |  |
| --- | --- |

Please provide any contextual information that specifically links to your proposal. This should include information about your local authority/consortia; your strategic partners; how this opportunity will support your strategic priorities; and the number of, and any specific needs or groups of, children and young people who you aim to support through your programme. This section will not be assessed. If specific information is relevant to any other assessed question, please also include that information in the appropriate section.

| **Total word count: (Max 500 words)** |
| --- |
| Submitted word count: |

We would like to understand what, if any, existing activity is currently on offer in your organisation/organisations within your consortia. Please provide a short summary of your current provision, and how your proposed programme would improve or compliment this.

| **Total word count: (Max 250 words)** |
| --- |
| Submitted word count: |

**Part C - Number of children and young people** **your programme will support**

|  | 2023-24 | 2024-25 | Total |
| --- | --- | --- | --- |
| **Number of children in care\*** |  |  |  |
| **Number of care leavers\*** |  |  |  |

*\*For the purpose of this document, when referring to children in care we are referring to a child who is looked after by a local authority as defined in section 22 of the Children Act 1989. This applies to a child (0-18 years of age) who is subject to a care order (or an interim care order) or who is accommodated by the local authority.*

*\*When referring to care leavers, we are referring to young people who have been in care for a period of at least 13 weeks, some of which must have been after their 16th birthday.*

**Part D - Total funding requested**

| Financial year | 2023-24 | 2024-25 | Total |
| --- | --- | --- | --- |
| **Funding requested** |  |  |  |
| **Indicative cost per young person** (this should be based on the indicative cost range of £7,100 to £10,600 per young person). |  |  |  |

# Section 2 – Programme model

**Q1) Outline the aims and objectives of your programme and describe how you will achieve them.** Please ensure you respond to both parts of the question in your answer.

**a) Please outline the aims and objectives of your programme. This should include:**

* The main challenges or problems your programme aims to resolve
* The desired outcomes of your programme
* Who is expected to benefit from this
* How your programme will enable children and young people to:
  + Identify and connect with the important people in their lives;
  + Improve their sense of identity; and
  + Create and sustain consistent, stable, loving relationships.
* Other benefits of the programme or outcomes for children and young people that your programme will offer.

**b) Please describe your programme model and how it will help you achieve your aims and objectives (outlined in Q1a). This should include:**

* Details of your programme, why it is needed and how it will work
* The evidence base your programme has or builds on (referencing the evidence base where possible)
* How your programme will address the specific needs of your children and young people
* How you will ensure the voice of children and young people is embedded in the programme design and delivery

| **Total word count: (Max 800 words)** |
| --- |
| Submitted word count: |

**Q2)** **Please set out your proposed delivery model.** This should include:

* The operating model (including third-party providers or in-house delivery processes) and how this will meet the specific needs of your children and young people.
* How you will engage children and young people in the programme and ensure that they are supported during and beyond the programme.
* The role of strategic partners, volunteer organisations and the wider community.
* We intend to work with local authorities for six months beyond the funding period to monitor how the programme is embedded. Please describe how you will ensure that your programme is sustainable year on year and becomes embedded in your offer for children and young people.

| **Total word count: (Max 500 words)** |
| --- |
| Submitted word count: |

**Q3) - Please set out how you plan to resource and govern the programme.** This should include:

* How you will ensure sufficient capacity to deliver the programme (including details of roles and if these will be new, existing staff or third-party resource).
* Your programme governance structures and how you will monitor progress and ensure robust scrutiny of delivery at an operational and strategic level (at local authority level and across your consortia and partners if applicable).
* How you will carry out quality assurance within the programme, including engaging with the outlined impact evaluation and who will be responsible for this.
* How you will secure and utilise senior support in your local authority or across your consortia.

| **Total word count: (Max 500 words)** |
| --- |
| Submitted word count: |

**Q4)**  **Please set out a delivery plan for your programme**. This should include:

* Detailed milestones for 2023-24
* High level milestones for 2024-25
* Risks, mitigations and contingencies.

Any attachments in this section such as milestone charts or risk registers will not be included in the word count but will be scored.

| **Total word count: (Max 500 words)** |
| --- |
| Submitted word count: |

**Section 3 - Costings (not assessed)**

This section will be reviewed but not assessed. Consideration will be given to the level of funding requested to see if it is suitable against the proposed areas of spend and whether value for money is being achieved.

Applications will be selected based on the total scores for each application submitted. Funding is limited and where the number of successful applications exceeds the total amount of funding available, the amount awarded to a bidding local authority may be less than the total value applied for through the application process.

In the event of a tie in scores between bidders we reserve the right to award based on the highest number of children and young people that can be supported through the available funding. In addition, if there is a concentration of successful bids in a region, we reserve the right to prioritise bids of an equal score in different regions in order to enable greater geographical spread.

**Breakdown of costs**

Please set out a detailed breakdown of your proposed costs for each financial year, based on an indicative cost range of £7,100 to £10,600 per young person. These costings should provide reasonable assurance that your proposal can be delivered within the funding allocation.

You can use the funding to support costs related to staffing capacity, expertise, resources, and the ongoing delivery of their programme. This includes third-party costs. **Funding cannot be used for capital costs.**

Any applications that exceed the indicative cost range of £7,100 to £10,600 per young person will automatically be deemed unsuccessful.

| Area of spend and activity  (please add more lines where required and include VAT in all line items where applicable) | Detail  (Please detail what these costs will cover) | £ for Financial Year 2023-24 | £ for Financial Year 2024-25 | Total |
| --- | --- | --- | --- | --- |
| Salary costs (and any associated direct costs) |  | £ | £ | £ |
| Travel and subsistence |  | £ | £ | £ |
| Programme materials |  | £ | £ | £ |
| Training |  | £ | £ | £ |
| Other costs (to be specified) |  | £ | £ | £ |
| Administration [non-staff] costs |  | £ | £ | £ |
| Payments to Third-party service providers: Sub-contracting and other external services (For each supplier please identify these costs) |  | £ | £ | £ |
| Audit fees [Annual Certification of Expenditure] |  | £ | £ | £ |
| Irrecoverable VAT costs |  | £ | £ | £ |
| Any income from other sources (match funding etc.) |  | £ | £ | £ |
| TOTAL grant Costs |  | £ | £ | £ |

Please provide a high-level profile of spend in 2023-24. Funding will be paid quarterly in arrears, on receipt of an invoice. Profiles can be amended during the delivery year.

|  | December 2023 | March 2024 |
| --- | --- | --- |
| Total |  |  |

**Financial monitoring and assurance**

Please set out below how you will monitor the use of funding to ensure it is used effectively and demonstrates good value for money. This will not be assessed.

| **Total word count: (Max 500 words)** |
| --- |
| Submitted word count: |

# Section 4 – Declaration

Please complete the below declaration, to be signed by both the local authority bidding officer and the Director of Children’s Services (DCS), and a representative of any third-party where relevant.

Please select the checkbox to confirm.

| **4.1 Please confirm that should your application be successful; you will engage with the evaluation team throughout the duration of the programme.** | ☐ |
| --- | --- |

|  |
| --- |
| **DECLARATION \* (Please complete in block capitals)**  Signatures must be either submitted electronically or scanned in. |
| I confirm that the information given in this application is true and complete; that, if successful, the local authority will administer any grant in accordance with the letter supplied by the Department for Education. |
| **Full name:** |
| **Position (Job Title):** |
| **Date:** |
| **Contact details including email address:** |
| **Signature:**  <please provide signature> |
| **Countersigned (by the DCS):**  <please provide signature> |
| I confirm that the X organisation has agreed to work with the above local authority on X programme |
| **Full name** |
| **Position (Job Title)** |
| **Signature**  <please provide signature> |
| **Organisation** |

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