**Guidance Notes of Family Hub Capital Grants small grants process 2024**

As part of the Family Hubs programme, Lambeth invites community organisations to submit bids for capital funding to create sensory rooms in our five town centre localities in the borough, for children and young people with special educational needs and disabilities (SEND), targeting the 5–25-year-olds age group. A list of all our town centres is listed below:

***Lambeth Town Centres***

Lambeth’s five town centres



The vision and shape of Lambeth’s Family Hub model will depend on the outcome of consultation and engagement, however the broad aims are to make children and family services more visible, accessible, responsive and inclusive to all families in their locality, including for our children and young people with special educational needs and disabilities (SEND).

**Who is the funding for and funding conditions:**

Our youth centres, adventure playgrounds, leisure centres and other community spaces will all be part of the Family Hub network and we welcome applications from all these organisations who can create suitable sensory space for the SEND group.

Organisations are invited to apply for funding which will enhance the offer for SEND cohort and sit within Family Hub localities. We have allocated £20,000 per town centre to create a sensory space(s) which will meet local needs.

This is non recurrent funding that can only be used to develop a sensory spaces and not for service delivery. All grants expenditure will be monitored by the authorised Council office and organisations will be expected to submit expenditure returns.

**Key Dates**

Deadline for applications is a **12 noon on 7th January 2025 and be emailed to** youthandplaytender@lambeth.gov.uk

**The decision-making process**

Applications will be assessed using the criteria set out below by a panel of officers from the Council with experience of working with early years providers and voluntary sector organisations managing Council assets.

The criteria below is what your application will be considered against. Please note that the number in red represents the weighting that each portion will be allocated toward the overall assessment.

* Evidence what experience your organisation has of providing community-based activities for children and young people with special education needs and disabilities (SEND) delivery location, space to be developed and evidence to support your application (30%)

* Confirm the total number of SEND individuals and their families who you aim to engage with, how you will measure the success and impact of the funding. For example, how many beneficiaries will there be, what positive outcomes will they experience and what are the key outputs (25%)

* What is the overall funding requested? Please provide a full breakdown of the funds requested, timescales for delivery and who in your organisation will oversee the implementation of this funding (25%)
* Please provide evidence that you understand the requirements of safeguarding and details of how you would apply this in practice, including detail of who within the organisation would have responsibility for ensuring it is maintained. (20%)

Members of the evaluation panel will use a 0 – 5 matrix for scoring: 0 being lowest and 5 being highest. The applicant’s submission is reviewed upon the quality and amount of relevant information submitted. See the matrix below:

|  |  |  |
| --- | --- | --- |
| Score  | Rating  | Description  |
| 0  | No Response  | No proposal has been received   |
| 1  | Unacceptable  | A proposal at this rating: * Builds very little or no confidence that the applicant can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources, and quality measures;
* Builds very little or no confidence that the applicant approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.
 |
| 2  | Poor  | A proposal at this rating: * Raises reservations that the applicant can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources, and quality measures;
* Raises reservations that the applicant approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.
 |
| 3  | Acceptable  | A proposal at this rating: * Confirms that the applicant can deliver the requirements through evidence of relevant ability, understanding, skills, resources, and quality measures;
* Provides an acceptable approach/solution to delivering the requirements utilising standard strategies, plans, tools, methods or technologies.
 |
| 4  | Good  | A proposal at this rating: * Builds confidence that the applicant can deliver the requirements through evidence of relevant ability, understanding, skills, resources, and quality measures;
* Provides a good approach/solution to delivering the requirements utilising appropriately tailored strategies, plans, tools, methods or technologies.
 |
| 5  | Excellent  | A proposal at this rating: * Builds a high level of confidence that the applicant can deliver the requirements through evidence of relevant ability, understanding, skills, resources, and quality measures;
* Provides an exceptional approach/solution to delivering the requirements utilising appropriately tailored and at times innovative strategies, plans, tools, methods or technologies.

Note: an excellent response should not include any reservations.  |

**Evaluation**

Your application will initially be examined by an evaluation panel. This will consist of officers of the council with experience of working with early years providers and voluntary sector organisations managing Council assets. They will undertake an assessment using the above scoring sheet. The assessment will be calculated by multiplying the agreed panel score by the weighting given to that section, e.g. if it is felt that your application response to an individual question is of a ‘good’ standard, you will receive a **4** which will then be multiplied by **25%** which reflects the weighting allocated to that section giving a total score of **100** points for that section i.e. **4\*25%= 100.**  The overall score will then be calculated using the same calculation for all the criteria.

NB: All applicants will be expected to reach a minimum score of **3** on all criteria otherwise their application will not be successful.

All Applications will be assessed as soon as possible, and applicants will be notified in writing shortly after the closing date.

**Payment of grants**

All payments will be made by BACS system direct to the organisations bank account.

**Further information**

For further information on the funding, please contact: youthandplaytender@lambeth.gov.uk