**Universal Summer Activity Fund**

**Application Form 2025**

**Please read the content below before completing this form.**

**\*Please note this application is not a guaranteed offer of the grant. Any offer will be subject to terms and conditions and successfully passing the moderation and QA compliance process.**

\*The grant must be used to provide enriching universal activities to children and young people aged up to 19years of age (or up to 25years if the young person has a diagnosed special educational need or disability)

\*The maximum amount of funds available that can be awarded to an individual organisation is **£5,000**

\*The closing date for applications is **Monday 12th May 2025**

\*Any applications received after this date will not be considered

**\*All compliance documents listed in the Documents Checklist section must be submitted with the application, otherwise the application cannot be considered.**

If you require any support or have queries, please email**:** [**UniversalActivityFund@doncaster.gov.uk**](mailto:UniversalActivityFund@doncaster.gov.uk)

It is important that you complete the Qualifying Criteria checklist before starting to complete the application form. This will determine if you are eligible to apply.

**Qualifying Criteria**

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| --- | --- | --- |
| To apply for the Universal Activity Fund, you **must** agree to the qualifying criteria  as set out below. Please complete in full all the checklists. | **Please select**  **Yes / No** | |
| Has the organisation been subject to liquidation, dissolved, struck off or subject to striking  of notice | Yes | No |
| A political organisation | Yes | No |
| A gambling club | Yes | No |
| Outstanding debts | Yes | No |
| Deliver activities to children and young people who live outside of the Doncaster area | Yes | No |
| **If you have answered yes to any of the above your organisation is not eligible to apply** | | |
| The activities will be delivered to children & young people up to 19years of age (or up to  25years with a diagnosed special educational need or disability) who live in Doncaster | Yes | No |
| The activities will be delivered between **Thursday** **24th July-Friday 29th August 2025** | Yes | No |
| Each activity will be a minimum of 2 hours of face-to-face delivery | Yes | No |
| There will be a registration process in place considering any special requirements | Yes | No |
| A full evaluation report will be completed and submitted at the end of the programme | Yes | No |
| You agree to the terms of the funding agreement should your application be successful | Yes | No |
| You have a business/organisation bank or building society account | Yes | No |
| You will undertake all proposed mandatory training if required (eg safeguarding level 3) | Yes | No |
| **If you have answered no to any of the above your organisation is not eligible to apply**  For any help or support please contact: [**UniversalActivityFund@Doncaster.gov.uk**](mailto:UniversalActivityFund@Doncaster.gov.uk) | | |

**Documents Checklist**

|  |  |  |
| --- | --- | --- |
| **All documents below must be submitted with the completed application form.**  ***Please ensure all policies have been REVIEWED AND DATED WITHIN THE LAST 12 MONTHS otherwise your application cannot be considered.***  ***Please select yes or no for the following questions.*** | **YES** | **NO** |
| Details of Constitution/CIC Articles (if applicable) |  |  |
| Insurance Certificates. Both public liability **(£10 million**) and employer liability (**£5 million**)  certificates |  |  |
| Child Protection & safeguarding policy & procedure |  |  |
| Equality & Diversity policy |  |  |
| Health & Safety policy |  |  |
| Copies of Children’s Safeguarding training certificates held by Designated Safeguarding Leads |  |  |

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| **If your application is successful, you will be required to provide:** | | |
| Single Central Record/DBS of staff delivering activities (enhanced and up to date within the last 3years) |  |  |
| Names of Designated Safeguarding Lead (DSL) and Deputy DSL detailing role & responsibilities |  |  |
| Safeguarding policy including LADO, Prevent, Missing Child Policy. |  |  |
| Business continuity plan/s for the project |  |  |
| First Aid certificate/s (a qualified and nominated first aider will be required on site at all activities) |  |  |
| Registration procedure example (with options to list any special needs or medical  requirements) |  |  |
| Completed activity risk assessment/s |  |  |

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| **Quality Assurance Documents Required**  **To pass quality assurance you may be required to attend a meeting where you will need to provide the evidence below:** | **YES** | **NO** |
| Evidence that staff attend regular safeguarding training (e.g. meeting minutes,  Staff training matrix) |  |  |
| Evidence that there is a clear and comprehensive procedure accessible to staff for  reporting of safeguarding incidents |  |  |
| Evidence there is a robust registration and signing-in process in place for each  session, including emergency contact details for each child |  |  |
| Key safeguarding information is shared with staff before sessions as appropriate  (ie medical information, potential safeguarding issues etc). |  |  |
| Evidence that all staff have a clear understanding and reporting procedure for  allegations against staff (LADO) |  |  |

**If your proposal is successful, all documents listed above must be signed off no later than 6th June 2025. Further instruction will be sent out from our compliance and quality assurance team regarding this.**

**Activity Delivery Proposal**

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| --- | --- |
| **ORGANISATION DETAILS** | |
| Name of Organisation applying for Universal Activity funding |  |
| Full Address with postcode |  |
| Main Contact within Organisation |  |
| Job Title / Role within Organisation |  |
| Contact Number/s |  |
| Main Email Address |  |
| 2nd Contact Email Address (eg deputy manager) |  |
| Organisation Status and Charity/CiC/Company Number |  |
| Is this company affiliated /linked to any other organisation/holding company who are also applying for the universal or HAF grant, if so give full details |  |
| Name of Designated Safeguarding Lead |  |
| Name of Deputy(s) Safeguarding Lead |  |

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| **Please tell us about your organisation and experience in delivering activities to children and young people** |
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| **Describe the activities you plan to deliver. How you will make efforts to ensure the activities are accessible and inclusive. What makes your activity unique.** |
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| **What impact will these activities have on children, young people, families in the local Doncaster community** |
|  |

**Programme Details**

|  |  |
| --- | --- |
| Please give details of your proposed universal activity programme.  **Please ensure activities are delivered between Thursday** **24th July to 29th August** | |
| What are your delivery dates |  |
| How many days in total will you be delivering over the Summer |  |
| How many hours in total will you be delivering |  |
| Number of places per day |  |
| Total places available |  |
| What is the age range of children and young people your activities are for (must be up to 19years or up to 25yrs with SEND) |  |
| Is your programme specifically targeted for participants with SEND Yes/No |  |
| What area/s of Doncaster will you deliver your activities |  |
| Name the venue/s you will deliver your activities |  |
| Please name all the local organisations/partners you intend  to sub-contract/work with to help deliver your programme,  stating the role they will play (if applicable) | *1.*  *2.*  *3.*  *4.* |

Please provide a detailed timetable of your proposed summer activities for each camp, ensuring exact details are given.

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| **Camp 1 *(example)*** | | | | | | | | | |
| **Dates** | **Total number of days delivered** | **Start Time** | **Finish Time** | **Delivery Address** | **Camp Name and Activity Details** | **Age range** | **HAF Places available per day** | **HAF Places available in total** | **Booking details** |
|  | *7* | *10am* | *2pm* | *St martins*  *School*  *Cantley*  *DN12 4AQ* | *Summer Fun Camp*  *Arts and crafts*  *Multi sports* | *5-16* | *20* | 140 | *call 01302 111222*  *(Booking Link)* |

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| **Camp 2** | | | | | | | | | |
| **Dates** | **Total number of days delivered** | **Start Time** | **Finish Time** | **Delivery Address** | **Camp Name and Activity Details** | **Age range** | **HAF Places available per day** | **HAF Places available in total** | **Booking details** |
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| **Camp 3** | | | | | | | | | |
| **Dates** | **Total number of days delivered** | **Start Time** | **Finish Time** | **Delivery Address** | **Camp Name and Activity Details** | **Age range** | **HAF Places available per day** | **HAF Places available in total** | **Booking details** |
|  |  |  |  |  |  |  |  |  |  |

**Expenditure**

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| --- | --- | --- |
| **Applications not detailing their full and accurate expenditure will not be considered.**  **\*The maximum amount of funds available that can be awarded to an individual provider is £5,000**  The text in red is an example. | | |
| **Description** | **Detail** | **Amount (£)** |
| **Core Staffing Costs** | *3 x play leaders £10ph x 4hrs x 1day* | *120.00* |
| **Sub-Contractor costs** | *1 x Dance instructor £10ph x 1 x days* | *10.00* |
| **Venue Hire** | *Community Centre £50 per day x 2 days* | *100.00* |
| **Resources/Equipment** | *Crafting items – paints, paper, pens* | *75.00* |
| **Publicity & Promotion**  ***(Maximum £50)*** | *Printing of posters* | *£50* |
| **Other (please list other costs)** |  |  |
| **TOTAL DELIVERY COST** | | **£365.00** |
| **Administrative / management cost (no more than 5% of your total cost)** | *5%* | *£18.25* |
| **TOTAL COST APPLYING FOR** | | **£383.25** |

**SUPPORTING DOCUMENTS AND INFORMATION**

I can confirm I have attached the documents below with my application. Please tick to confirm.

|  |  |
| --- | --- |
| Details of Constitution/CIC Articles (if applicable) |  |
| Insurance Certificates. Both public liability **(£10 million**) and employer liability (**£5 million**)  certificates |  |
| Child Protection & safeguarding policy & procedure |  |
| Equality & Diversity policy |  |
| Health & Safety policy |  |
| Copies of Children’s Safeguarding training certificates held by Designated Safeguarding Leads |  |

**DECLARATION**

I confirm I will submit all the additional required compliance documents.

I can confirm that the business has no outstanding debts

I can confirm that the venue/s listed are safe and suitable for use

I confirm that the statements supporting this application are correct

|  |  |
| --- | --- |
| Print Name: | Signature: |

|  |
| --- |
| Position in the organisation/ Date: |

**Please submit your fully completed form and safeguarding enhanced compliance document by email to** [**UniversalActivityFund@doncaster.gov.uk**](mailto:UniversalActivityFund@doncaster.gov.uk)

Any applications received after the closing date of **Monday 12th May** **2025** will not be considered.

**Important. Please also complete the highlighted below regarding Subsidy requirements.**

**Recipient MFA Notification and Confirmation**

City of Doncaster Council (the “Council”) is proposing to offer [Please add your Organisations Name here XXXX ] (“You/Your”) a Minimal Financial Assistance (MFA) Subsidy under the Subsidy Control Act 2022, subject to Your agreement to, and compliance with, the terms and conditions set out below relating to the MFA which will be sent within the Grant Agreement if successful.

The amount of MFA proposed is [Please add your proposed grant fund request here taken from your total above £ XXXX ]. Before making the payment, the Council requires Your written confirmation that receipt of the payment will not exceed Your MFA threshold of £315,000 cumulated over this and the previous two financial years, as specified in section 36(1) of the Subsidy Control Act 2022.

This means You **must** confirm to the Council that You[[1]](#footnote-2) have not received more than £315,000 in MFA subsidies or comparable types of subsidies[[2]](#footnote-3), including this proposed MFA Subsidy over the elapsed part of the current financial year (i.e. from 1st April) and two financial years immediately preceding the current financial year.

***Please note:***

* ***The Council’s receipt of Your written confirmation is a legal requirement under the Subsidy Act 2022 and the Council is unable to award the MFA Subsidy without it.***

***If Your confirmation is subsequently discovered to be incorrect it could lead to You being legally required* Confirmation**

I confirm, for and on behalf of, [insert your Organisation name here xx] that receipt of MFA of [ amount of funds requested £x] from the Council will not exceed [insert your Organisation name here xx]’s MFA threshold specified in section 36(1) of the Subsidy Control Act 2022.

I confirm that:

* I have read and understood the Data Protection Declaration below and consent to usage of the information provided for the purposes described.

Signed: \_x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We take this opportunity to remind You that You are required to keep a written record of the amount of MFA You have received and the date/s when it was received. The written record must be kept for at least three years beginning with the date on which the MFA was given. This will enable You to respond to future requests from public authorities on how much MFA You have received and whether you have reached the cumulative threshold. If the Council is able to grant the proposed MFA Subsidy, it will issue you with an MFA Confirmation of Award to assist you with this requirement.

The Government maintains a publicly available [subsidy database](https://searchforuksubsidies.beis.gov.uk/). You should note that MFA subsidies above £100,000 are subject to legal transparency requirements. This applies per Subsidy award. This means that for every individual MFA Subsidy provided of more than £100,000, the Council must include details of the Subsidy on the national Subsidy Database.  Information on how this is used by the Government can be found on their [Privacy Notice](https://searchforuksubsidies.beis.gov.uk/privacy)

Data Protection Declaration

Personal details submitted on this form will be dealt with in line with Data Protection Legislation, this statement sets out what you need to know about how they will be used by Doncaster Council. Information provided by you will be used to process your subsidy. Your information may be shared with Government Departments, and agencies that prevent and detect fraud. These forms are retained for 7 years from date approved or from the date any subsidy has been processed.

More information on your rights and how Doncaster Council handles your information generally, can be found on the Council’s website.  You can contact the Council’s Data Protection Officer at [information.governance@doncaster.gov.uk](mailto:information.governance@doncaster.gov.uk) for more information.

1. Please note this includes any other companies/entities that are part of your group. [↑](#footnote-ref-2)
2. Please see section 42(8) of the Subsidy Control Act 2022 [↑](#footnote-ref-3)