

# Appendix 1 - Area Committee Funding Application

## PART 1 - Overview

Short description of your project (Max 60 words)

We would like to employ an experienced Special Educational Needs (SEN) Navigator and 6 volunteers following a successful 12-month pilot. They will work with parents/carers with children with SEN to provide practical support and guidance pre- and post-diagnosis. Working with parents they will provide information, ideas, help parents, navigate the health and social care system, provide support with education etc.

Amount of funding requested

£9,643.73

## PART 2 - About your group

Name of Organisation/Group:

Home-Start in Suffolk

Address:

Redacted

Name of person completing application:

Redacted

Contact Address (if same as above leave blank):

Telephone Number:

Redacted

E-mail Address:

Redacted

Website Address/Social Media:

www.homestartinsuffolk.org

Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number: (if applicable)	1105001
Company Number: (if applicable)	5169779
Date organisation established:	01/1999

**What does your organisation do? Please outline the vision, values and main activities:**

**(Max 500 words)**

Home-Start in Suffolk (HSIS) works with families with children aged 0-12 across the county. Annually we have worked with 4600+ people across Suffolk through our team of volunteers offering over 80,000hrs of direct family support. Fundamentally, our vision is that every child in Suffolk is given the best start in life because of the love, support and guidance they receive from their care givers. We focus on the early years because that's where children reap the biggest benefit from parents who are healthy and happy. Our main activities are the provision of 1-1 support to families who display support needs such as Isolation, Mental Health, Bereavement, Illness, Disability, and Domestic Abuse. Providing early help to families, can even minimise the need for professional intervention, or where despite increased needs, a family has shunned the statutory services through fear or mistrust, we can be that first step, the initial foot in the door, supporting with little steps, to help them get to a place where they are able to use the services in their local community. The support and interventions offered are based on an early help model; HSIS's support is recognized as a first point of support, prior or to prevent statutory services becoming involved. HSIS has provided such services for over 20 years.

		YES	NO
2.1	Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc? <i>If yes, please attach when submitting the document</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2	Does the organisation/group have a committee with at least three members?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2.3	Does the organisation have a bank account in the organisation/group's name?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4	Does the organisation/group have a safeguarding policy in place? <i>If yes, please attach when submitting the document</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.5	Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.6	Has your group/organisation considered or explored any other routes (for example other organisations, grant funders, companies, property owners) to fund or part-fund this project before applying to Area Committee funding?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered yes to question 2.5, please provide the amount and date received:	Date	Amount (£)
If you answered yes to question 2.6, please provide the date and other routes considered:	Date	Details
	April 2023	Activities unlimited
	August 2023	Garfield Weston

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more here.

<https://infolink.suffolk.gov.uk/>

### PART 3 – Why is your project needed?

Which Area Committee are you applying to? If more than one, please indicate. Please note that the outcome of your bid is at the discretion of each Area Committee, independent of one another.

North East Area Committee	North West Area Committee	Central Area Committee	South East Area Committee	South West Area Committee
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**If you are applying to more than one Area Committee, please explain why this is. What are the benefits to each area? Where will attendees come from?**

We are applying to all the committees as based on our data we are seeing a consistent need for this service and demand from our existing waiting lists from families across the whole of the borough where we are seeing the most referrals from parents of children with special educational needs who need additional support.

The support delivered is to people in their homes and via telephone and virtual support,

## **What is the need for your project? Who will be helped?**

### **Outline the information on your project below, ensuring you relate to the relevant [Area Committee Action Plan](#) (Max 500 words)**

This project meets “Promoting community wellbeing and fairness in Ipswich” priority under the Ipswich Corporate Strategy (2023), specifically Health and Disability elements of the NW, NE, SE and Central Area Action Plans and the Community Wellbeing element of the SW Action Plan.

The project will help “tackle Inequalities” by helping SEN families navigate the system and by being able to access and understand the support available to them, minimising the inequalities that otherwise could build up between those in this position and families without the additional difficulties presented by SEN. Supporting families early on their SEN journey, can also help “Improve People’s Health” by giving the families the knowledge that they are not alone and equipping them with strategies and the information they need to continue to navigate the complexities of SEN in their family life – in so doing we can help the health of the carers, avoiding escalation of poor mental health that is often caused by isolation and stress, both of which are evident in families with SEN children.

In addition, the project also meets four of Suffolk’s hidden needs:

- **Compassion in Crisis-** The project offers support to parent carers as they navigate life changes, bought about by their first steps into their caring role, at a point where they are equally navigating the challenges that a SEN diagnosis brings
- **Education, Learning & Life Skills-** By providing guidance on a range of SEN parenting skills, to empower the parent carer
- **Health & Wellbeing-**recognising the importance of health and wellbeing the project allows us to work closely with parent carers providing a person-centred approach to the individual with a range of support and solutions
- **Thriving and safe communities-** By providing peer support opportunities the project creates some small supportive communities to support parent carers navigating recent difficulties bought about by a change in circumstance against those who have a more established caring role

## **What evidence do you have of this need?**

### **Please include results of any consultation and evidence on how it will benefit the residents of the committee area you are applying to (Max 500 words)**

We have been working closely with our supported parents’ carers who have helped us to identify a gap in provision. For many parent carers who are supporting a child with SEND at initial diagnosis, the system can be extremely complicated. This can cause additional stress for parent carers who are coming to terms with their caring role against the diagnosis of their child.

Our existing delivery to parent carers of children with SEN identified the need for this role. Parent carers identified the challenges of newly becoming a parent carer with a child with SEN needs. The difficulties in navigating a system against self-managing the new role and impact of becoming a parent carer.

Parent carers recognised the benefits of the role of family support navigator, and we review the feedback and outcomes of the pilot role and this evidences the ongoing need for this.

Over the last twelve months, we have supported 64 families in Suffolk with SEND children under 12, of which 38% were in IP1/NW&Central, 17% IP2/SW, 27% IP3/SE & 19% IP4/NE&Central

areas.

In the main parent/carers identified a range of particular challenges faced as they begin their caring journey for Children with SEN provision:

- Finding accurate information, information from the internet and other parent/carers can be confusing and incorrect, having a place to go with challenges misconceptions and provides accurate information is key. Especially around DLA, EHCPs, education provision and the diagnosis process
- Knowing which organisations will help to do what and in particular to complete forms.
- Gaining resources and strategies to support with setting up systems to manage SEN associated behaviours
- The need for support and suggestions for parents who are preparing for meetings with schools, paediatricians, and local authority representatives (EHCP meetings)
- To provide a listening ear for those parent's struggling to feel heard
- Provide opportunities for peer-to-peer support through Time to Be and Time To Explore groups
- Respond to questions that may have taken a parent a long time to find out the answer for themselves

#### **PART 4 – How will your project work?**

##### **Please describe your project and how it meets the need (max 500 words)**

We have been trialling a SEN navigator role for the past 12 months, which has supported a range of parent carers with children who have special educational needs.

Our supported parents' carers have told us how needed this role is to help them as they navigate their way through the SEN system.

The family support navigator support parent carers in a variety of ways including:

- To establish relationships and become the primary point of contact with parent carers with children with SEN
- To work with parent carers of children with SEND, on a one to one or group basis, face-face, telephone, virtually or within the community. Using a variety of interventions, to identify needs and to achieve positive outcomes. For NW,SW, SE and NE Areas, the funds would allow individual 1 to 1 work with the families and Central Area work would be through Group in order to maximise the reach we can achieve with the lower grant available at this time.
- To work co-operatively with children's services, health agencies and other community-based services, to provide the most effective service for parent carers of children with SEN
- To plan and deliver workshops and information sessions to parents' carers online and in person on a variety of subjects.
- To facilitate support groups for parents' carers to come together to share support and experiences. The Central target however has been set at 15 families, with the support for this Area mainly given through Group work, due to the reduced Area Committee funds currently available. Given therefore, Central is an Area of higher demand for services, delivery through Group work will allow HSIS to support more families, than otherwise possible via 1 to 1 work.

## **Project Outcomes**

- Improved mental wellbeing for the main parent carer of a child with SEN needs
- Improved knowledge of financial benefits available and relevant signposting to ensure parent carers are accessing appropriate financial support
- Increased understanding of SEN behaviours and coping strategies to meet their child's needs
- Increased knowledge and understanding of SEN processes: including EHCPs, diagnosis pathways, education SEN provision etc.

## **Monitoring**

We use the Charitylog evaluation system; initial assessments form a baseline and acknowledge areas of need and shape what outcomes the support offer focuses on. These can be monitored throughout the support period; scores can be recorded for each outcome which has been agreed with the individual parent carer and we can track many areas of need within our system. Generated reports can visualise progress and the overall impact quantitatively, however stories and the words from our clients themselves are equally as important in exemplifying the effect HSIS can have.

As part of this project we will measure coping scores based on our following outcome measures:

- Mental health and wellbeing improved
- Positive impact for babies, children, and young people
- Improved social support
- Financial situation improved
- General improvement for the family

## **How the service will be delivered**

The service will deliver via two main activities:

- Through our experienced Family support navigator who will support parents in a variety of views, providing information, guidance, help to access further support etc This service will aim to support 65 families per year via family navigation, with 2 days of dedicated support within the borough
- Through peer-peer, facilitated SEN parent/carers groups. We aim to deliver one group with this funding, this will operate virtually in the evenings and will support up to 10 parent/carers at any time for up to 6 months, so totalling 20 per year

**What risks have you identified for your project and how will you manage them? (e.g. financial, health and safety, operational, success etc.)**

As we have already undertaken a 12-month pilot and are delivering this project in other areas of the county we have already had the opportunity to work through the development of the project and role and many of the risks associated with a new project have been mitigated. We already have a staff member in place who is able to extend their hours to cover this area, meaning no lead-in period is required and we can start immediately once funding is secured.

As an existing family support charity all policy procedure, risk assessment, training, management and governance is already in place and in terms of financial risks we work professionally, with arrangements in place to ensure that we can finish off and close down operations if the need occurs. This includes holding a 6-month contingency (as per charity commissions requirements) to ensure this happens in the most appropriate way, and that we do not leave clients in the lurch. The work in West Suffolk is also partly funded through our SCC contract, this specific project aimed to help recruit and train new volunteers at a time when current need is putting a strain on West Suffolk families and communities. Our Grants and Research Officer will continue to keep sourcing funds for ongoing and future projects.

**How many beneficiaries will benefit from the project?**

***Please refer to the evidence you highlighted in Section 3. (Max 500 words)***

75 beneficiary families from across the borough will benefit, approximately 220 individuals. We will aim to work with the families in each of the committee areas, for non-Central areas this has been calculated according to geographical distribution of SEND families HSIS supported in the previous twelve months: NW: 23 families; SW: 10 families; SE: 16 families; NE: 11 families. This then translates to an average of £149.30 per family to deliver the one-to-one work in NW, SW, SE, NE (£145.81, £150.03, £148.92, £152.43 per family – variance through rounding)

The Central target however has been set at 15 families, with the support for this Area mainly given through Group work, due to the reduced Area Committee funds currently available, at £49 per family. Given therefore, Central is an Area of higher demand for services, delivery through Group work will allow HSIS to support more families, than otherwise possible via 1-to-1 work.

**How will potential beneficiaries be made aware of the project?**

We will use our existing links with health, education and family support services in the borough.

We will also make potential beneficiaries aware through our links with partner charities such as which we work with as part of the Suffolk information partnership, of which we are members and existing links with partner charities such as CAB and Suffolk Mind. We currently receive over 1000 referrals from statutory source in the borough so have good pre-existing referral routes. We also have several families on waiting lists in case such as service is funded so have existing cohort of potential beneficiaries.

**How will your project affect people from different backgrounds? Have you considered how to make your project fair for everyone in relation to the Equality Act of 2010?**

Our existing service delivery within the borough is already engaged with a wide variety of people from different backgrounds. We work with a variety of partner organisations that help us to access a wide range of people from different backgrounds and have a range of service entry points that we can utilise for this project to ensure we are working with a variety of people, and no one is excluded from the service due to their background. Currently we have drop-in services in operation across the borough for families as well as targeted services which have a greater ethnic diversity than that of the average diversity across the borough. We have staff and volunteers that speak a range of languages to support greater engagement, and staff and volunteers with lived experience of a variety of challenges including Special Educational Needs to support client engagement and an understanding of services.

		YES	NO
4.1	Have you considered the use of volunteers for delivering your project and how you will promote these volunteering opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2	Have you read the relevant guidance and information about volunteers in Appendix 1 of the <a href="#">Funding Guidelines</a> ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**If you answered yes to any of the above questions, please state how you will promote your opportunities and engage with volunteers?**

Home-Start in Suffolk utilises volunteers in all our operations. We believe that the best outcomes are delivered by communities and volunteers embody this.

We have over 300 volunteers across Suffolk and volunteer recruitment and training, to deliver services is part of our charitable objects and business plan. Therefore, for all projects we aim to work with and support volunteers as part of the overall outcomes. For this project we aim to work with approximately 6 volunteers per area committee area (36 in total), these volunteers will be a combination of existing and newly recruited and trained volunteers to support a developing capacity of volunteers in the borough. We have a volunteer Recruitment manager who is responsible for the recruitment and initial training of volunteers. Volunteers are recruited utilising a range of mixed media. Currently within the borough we find that social media advertising and links with education settings generates the best rate of volunteer enquiries, however we also provide information and lesson on volunteering to ESOL classes at Suffolk New College, with Ipswich community media and via SPEAK Ipswich which has helped to engage a wide range of volunteers.

All volunteers receive a minimum 25hr induction course and ongoing training and support. All volunteers have an individual plan of supervision, support and training and all have checks including enhanced DBS checks.

**Please describe how you will minimise the environmental impact of your project**

**Home-Start in Suffolk have an environmental policy in place which concentrates on reducing carbon usage across the whole organisation. We are signed up to the local authority's commercial climate change ask and have undertaken significant work (which is ongoing) to reduce our environmental impact.**

We recognise as a home-based service that the nature of our business means that our overall mileage is higher than the average business, which has an adverse impact on our overall carbon footprint. However, over the past 5 years we have been able to put processes in place to significantly reduce our carbon impact. This has included moving to a partial homeworking model, offering telephone and virtual services and by increasing the numbers for volunteers in areas of less coverage to mean reduced journey times.

Overall, our carbon footprint sits at 25.93 tonnes, compared to 47,557 in 2017. For the size and scope of our business our carbon intensity is 82.5% below the average for a comparable business.

A move towards reduced carbon usage is something that is a priority for HSIS, linked to our environmental policy and SCCs climate emergency plan. HSIS are currently working with Groundworks to reduce our carbon usage and have recently undertaken an Energy Audit. As part of this a range of recommendations have been made to further reduce our carbon usage, and these recommendations have been added to our budgetary responsibilities for the 2022-23 and 2023-24 financial years so that we can work towards a carbon net zero plan. These recommendations have included amendments to



our heating provisions, windows within our main office premises and providing increased staff and visitor information on carbon reductions.

Within our office environment we ensure the minimisation of paper and office consumables, where possible we maintain a paper free office environment; all paper use is from recycled paper, office waste is sorted and recycled offsite, with 97% of office waste recyclable; laptops are used for all staff, which use 80% less energy than standard desktop computers; purchased office equipment is 'A' energy efficient when purchased new.

## PART 5 – Costs & Funding

Please provide a full breakdown of project costs for each item of expenditure, and enclose quotations/links where applicable:

Description of expenditure	Cost (£)	
SEND Support [calculated costs <u>do not</u> include pensions]	<b>£9,173.08</b> Dedicated time to this project SEND coordinator (536h), admin (52h) and supervision (14h)	
Volunteer recruitment and training [calculated costs <u>do not</u> include pensions]	<b>£470.65</b> £433.37 Volunteer & Training Manager (32hrs) £37.28 social media sponsored posts & printing leaflets	
Funds to cope with extra capacity/demand	<b>£2,000</b> costs for extra capacity/demand – over the last 6 months we have recorded 28% of all referrals for Ipswich to include SEND needs, this proportion is an increase over previous levels and now appears to be a trend, rather than a blip in our incoming work demand. This funding will contribute to the Group work led by the SEND co-ordinator for Ipswich families.  <i>This £2,000 has been granted by "The 29<sup>th</sup> May 1961 Charitable Trust" as per table below</i>	
Total project costs	<b><u>£11643.73</u></b>	
Total amount requested from the Area Committee(s)  If you are applying to more than one Area Committee, please consider the amount of money requested is proportionate to the impact of the project on the residents in each specific area.	North West	£3353.56
	South West	£1500.28
	Central	£730.39
	North East	£1676.75
	South East	£2382.75

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

<b>Name of Funder</b>	<b>Amount of funding requested</b>	<b>Granted (yes/no)</b>	<b>Waiting for outcome (yes/no)</b>
The 29th May 1961 Charitable Trust	£2000	£2000	No

<b>Name of Funder</b>	<b>Amount of funding requested</b>	<b>Granted (yes/no)</b>	<b>Waiting for outcome (yes/no)</b>
Childwick Trust	20,000		Yes- this is a full county application and not Ipswich specific

#### **How will any remaining costs be met?**

We have applied to the 5 area committees to cover the cost of 2 days support each week for the borough, should we be unsuccessful we will continue to explore other funding routes, however these will be countywide, so provision would be shared with the remaining geography of Suffolk.

How will the project be sustained after the funding has been spent?

There is so much current need for this project due to challenges with the current statutory system being overwhelmed with demand and families not receiving an adequate service.

The current consultation with the SEND service delivered by SCC, should be concluded by the time this funding elapses and at this point there will hopefully be a clearer state of play to consider what future provision included this project is needed.

We will of course, whilst need is evident constitute to apply for funding from local and national funders to continue this provision and that may include statutory services depending on the results of their consultation.

## PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

### All Grants

- ☐ Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.\* **ATTACHED**
- ☐ Proof of bank account in the name of the organisation (e.g. bank statement or letter) \* **ATTACHED**
- ☐ Results of consultation (if applicable)
- ☐ Safeguarding policy (if applicable) **ATTACHED**
- ☐ Quotations for project costs (if applicable)

### Medium & Large Grants (£1,000 over)

- ☐ Yearend accounts \* **ATTACHED**

If no yearend accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

### Large Grants (£5,000 and over)

- ☐ Business plan or similar document setting out your plan to sustain your organisation & project.\* **ATTACHED**

\* required, as appropriate to grant size.

## PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project? What will be the key performance measures that you will report on?

**Monitoring is collecting and recording information about what your group is doing – outputs (number of sessions held, number of attendees, demographics etc), outcomes (the effect your work is having on peoples’ lives) and impact (the change created as a result of the project).**

**Evaluating is using the information collected (qualitative and quantitative), together with other information and peoples’ experiences, to get an overall picture of your group/project, its work, and its impact.**

We use the Charitylog evaluation system; initial assessments form a baseline and acknowledge areas of need and shape what outcomes the support offer focuses on. These can be monitored throughout the support period; scores can be recorded for each outcome which has been agreed with the individual parent carer and we can track many areas of need within our system. Generated reports can visualise progress and the overall impact quantitatively, however stories and the words from our clients themselves are equally as important in exemplifying the effect HSIS can have.

As part of this project we will measure coping scores based on our following outcome measures:

- Mental health and wellbeing improved
- Positive impact for babies, children, and young people
- Improved social support
- Financial situation improved
- General improvement for the family

## **PART 8 – Terms & Conditions**

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi-annually until your project is complete.

**Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.**

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

### **Signatures**

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Signed by authorised signatory (1): Redacted	Signed by authorised signatory (2): Redacted
Redacted	Redacted

Please return your completed form to the Community Engagement team at Ipswich Borough Council.