

## **Service Specification: Invitation for Expressions of Interest - Displaced Children's Education and Wellbeing Fund**

The following serves as an invitation for interested parties who wish to submit expressions of interest to provide additional educational and wellbeing provision for children from displaced communities. Croydon Council seek to identify potential partners, including schools, interested in addressing the unique challenges faced by these communities to deliver the Displaced Children's Education and Wellbeing Fund as they continue to settle in the UK.

In the first 18 months since the Homes for Ukraine visa route for those fleeing the conflict started, the Department for Education (DfE) has provided specific funding to councils to support children and young people to access education. This funding should be used to provide additional support required for children arriving from Ukraine through the Homes for Ukraine Visa Scheme.

Croydon Council have allocated one round of funding directly to schools, calculated on the number of eligible children that had arrived in the borough up until 31<sup>st</sup> December 2022. A second direct award will be allocated to schools in the coming months to cover the 2023/2024 academic year.

Additionally, Croydon Council now seek partners to help deliver further support programmes and services for children who have been displaced with educational, physical, and mental wellbeing support within the borough.

Croydon Council intend to make available grants of up to £30,000 to groups/organisations/schools across Croydon who will provide a positive benefit to displaced children's physical or mental wellbeing, education, or English language skills. This funding opportunity is available to all organisations, trusts, schools, voluntary, community and faith sector groups, and relevant professional services.

The following service specification focuses on the awarding of funds to groups/organisations to support children in Croydon, who will provide a positive benefit to displaced children's physical or mental wellbeing. It does not cover the direct awarding of funds to schools where displaced children and young people within Croydon are registered on a school roll.

This document serves to inform the market of the opportunity at hand, what is required, and how to submit an expression of interest for delivery of Education and Wellbeing Support to displaced children and families in 2024.

### **Submission of Expressions of Interest**

#### **Expression of Interest Form**

Organisations interested in offering support should complete a specified expression of interest form, which will include details about their organisation, initial project concept, and alignment with the funding focus areas.

#### **Project Concept**

The project concept should provide a brief overview of:

1. Objectives and intended outcomes
2. Target demographics
3. Preliminary activities and services to be provided including model delivery proposal
4. Potential timelines and milestones
5. Initial outline of programme costs

## **Eligibility Criteria**

Non-profit organisations, educational institutions (including Early Years and FE colleges), community groups, schools, and others interested in providing services for children from displaced communities are eligible to submit expressions of interest.

(Provision within a school setting could be as additional support programming, delivered either by the school, or through the school in partnership with a third-party agency to deliver services.)

Expressions of interest should focus on children and families affected by displacement due to conflict, natural disasters, or other circumstances, who have come to settle, or find themselves currently residing, within Croydon.

## **Funding Focus Areas**

Funding will be given to projects that demonstrate an ability to deliver services that incorporate the following key areas:

- English Language Skills: supporting children in developing English language skills.
- Mental and Emotional Health Support
- Supporting children who have suffered past trauma, by ensuring trauma informed practice.
- Additional Educational Support: Offering educational support to help achieve educational parity either in or out of a school setting.
- Physical Activities: Providing high-quality physical activities to boost children's physical and mental well-being.
- Enriching Activities: Offering high-quality enriching activities to boost children's physical and emotional well-being.
- Signposting: Assisting children and families by providing guidance to relevant support services.

Please note that expressions of interest should demonstrate how an organisation would deliver a programme against these funding areas. However, it is not expected that an organisation will deliver a programme which meets all the above areas. Additionally, any organisation that will deliver the Displaced Children's Education and Wellbeing Fund will be required to demonstrate how their programme will:

- Meet necessary safeguarding requirements for running a programme for children.
- Demonstrate a commitment to promoting equality, diversity, and inclusion in all aspects of the programme.

## **Intended Programme Recipients**

The London Borough of Croydon encourages potential providers to make provision available to help the integration of children and families within the borough. Any expression of interest, and planned programme, should support children and young people to settle within the UK within their local community. Funding can be used to help support children from these groups to settle within their community and integrate with other children. Therefore, expressions of interest are encouraged where potential providers are able to deliver an inclusive offer to recently settled children, and the wider community they are located within.

*For example, a local school may wish to arrange a Ukrainian cultural club, and proactively invite Ukrainian children within the school, but be available for all within the school to attend. Similarly, a group may have identified recently settled children having an interest in playing football and wish to*

*set up a football team. To help support wellbeing and friendship, Croydon Council would expect this to be an open access provision, targeted for recently settled children, but with the opportunity for integration.*

Furthermore, as part of the ongoing legacy of Croydon's role as the London Borough of Culture for 2023/24, Croydon Council also welcome expressions of interest which would help support communities' understanding of recently displaced children, and those residing within Croydon, which would have a positive impact on residents.

Expressions of interest for programmes delivered over the weekend are especially welcomed, as well as those that target a younger age group, particularly around opportunities for the whole family.

### **Submitting an Expression of Interest:**

There will be a range of organisations across the borough wanting to deliver programmes and Croydon Council recognise that some organisations will have capacity to take on more than others. Croydon Council will also consider the geographical coverage of provision offered. Expressions of interest can be submitted for projects up to £30,000 to deliver a programme throughout 2024.

To complete an expression of interest, organisations must [complete the expression of interest form found online.](#)

Funding is available to community, voluntary and faith organisations, not-for-profit companies, registered charities, constituted organisations, social enterprises, schools, and private companies operating in Croydon only by submitting in the first instance an Expression of Interest.

Expressions of Interest must be completed by 23.59 on Sunday the 12<sup>th</sup> May.

To help prepare your expression of interest, a copy of the online form can be found below for reference. UNDER NO CIRCUMSTANCES should expressions of interest be submitted via email, or post. Only Expressions of Interest submitted through the above link will be considered.

### **Review and Selection**

#### **Evaluation Committee**

An evaluation committee will review the expressions of interest based on eligibility and alignment with the service specification, with a focus on the areas mentioned above.

#### **Shortlisting**

Organisations with promising expressions of interest will be shortlisted for further discussion and development of detailed project proposals. Shortlisted organisations will be invited to submit comprehensive project proposals, including a detailed budget and additional documentation.

As part of the application process, and to confirm your eligibility to receive public money, you will be required to submit:

- Copy of Public Liability Insurance documentation
- Copy of Employer Liability Insurance documentation
- Safeguarding Policy
- Recruitment Policy
- Health and Safety Policy including Food Handling Policy

- Equality and Diversity Policy
- Privacy Policy/GDPR policy

### **Funding Allocation**

#### **Final Evaluation**

Croydon Council will evaluate the detailed project proposals and allocate funds based on project merit, feasibility, and potential impact, considering the specific funding focus areas.

### **Programme Timeline**

- Monday 29<sup>th</sup> April –Expression of Interest Launch.
- Sunday 12<sup>th</sup> May 23.59 – Deadline for Expressions of Interest to be submitted.
- Beginning of June – Invitations sent out to approved list to submit detailed project plan.
- End of June: Outcomes shared with applicants

#### **Grant Agreement**

Successful applicants will be required to sign a grant agreement, outlining the terms and conditions, reporting requirements, and the use of funds.

### **Reporting and Accountability**

Funded partners will be expected to submit regular progress reports as specified in the grant agreement. Independent evaluations will be conducted to assess the effectiveness and impact of funded projects.

### **Communication and Collaboration**

Funded partners are encouraged to collaborate with other organisations and government agencies to maximise the impact of their services.

#### **Public Awareness**

Funded partners should actively communicate their work to raise awareness and support for children from displaced communities.

Croydon Council invite interested organisations to submit expressions of interest to partner in providing a brighter future for children from displaced communities, with a focus on key areas including English language skills, educational support, physical activities, enriching activities, signposting to services, safeguarding, and promoting equality, diversity, and inclusion.

# Expression of Interest - Displaced Children's Education and Wellbeing Fund

Interested parties who wish to submit expressions of interest to provide additional educational and wellbeing provision for children from displaced communities should complete the following form. Croydon Council seek to identify potential partners, including schools, interested in addressing the unique challenges faced by these communities to deliver the Displaced Children's Education and Wellbeing Fund as they continue to settle in the UK.

Interested parties need to complete the Expression of Interest. Before filling out the form, all parties are encouraged to carefully review the Service Specification.

Organisations may submit an Expression of Interest to cover opportunities either during the Summer 2024 holiday period, or 2024/2025 Academic Year.

Expressions of Interest should outline potential costs, and look to meet a £30,000 funding limit.

To facilitate the submission, a PDF version of the online application form is available. However, only online submissions will be accepted. Organisations are encouraged to prepare their answers in advance of completing the online form.

Expressions of Interest must be submitted through the online form.

The deadline for submitting Expressions of Interest is Sunday, 12th May 2024, at 23:59 pm.

\* Required

## Details about your Organisation

1. Organisation Name \*

2. Type of Organisation \*

Please select the most suitable category to your organisation

- Registered Charity
- School
- Voluntary Organisation
- Community Group
- Private Business
- Other

3. Organisation Registered Address \*

4. Organisation Website \*

5. Organisation Email Address \*

6. Organisation Contact Number \*

The value must be a number

7. About Your Organisation \*

Please provide a summary of the overall aims of your organisation and the activities/services you provide.

8. Registered Charity Number

(if applicable)

9. Ofsted Registration Number

(if applicable)

### Lead Contact Details

Please enter the details of the contact at your organisation

10. Full Name \*

11. Role \*

12. Email Address \*

13. Contact Number \*

The value must be a number

### Project Concept - page 1

In this section, please provide details of the service you wish to deliver to help support displaced children and young people.

Please provide as much detail as you are able to at this current time.

14. Project Aims, Objectives and Intended outcomes \*

Please use this space to share what your project will set out to achieve, the objectives you will look to meet, and the intended outcomes you will look by delivering the Displaced Children's Education and Wellbeing Fund in Croydon.

15. Please state the age range you are targeting for your proposed provision: \*

16. What is the target demographic your programme will look to serve, and how will you ensure your programme will reach this audience? \*

(e.g. 1 staff 5 children)

17. How many Children and Young People would you be looking to serve through your programme? \*

The value must be a number

## Project Concept - page 2

In this section, please provide details of the service you wish to deliver to help support displaced children and young people.

Please provide as much detail as you are able to at this current time.

18. What activities and services will be provided to children and young people attending your offer? Please provide detail of specific activities and services, and how you will ensure that these are met. \*

19. Please provide an outline model of delivery below \*

This should detail a breakdown of a session for a child/young person, as well as the frequency, and programme duration.

20. Please state when your programme would be delivered \*

Please give us an outline of when you would plan to deliver, and the rough timings you would hope to deliver as well.

## Initial Outline of expected programme costs

Whilst recognising costs will not be fixed, please use the below section to provide a breakdown of expected costs associated with your programme.

Organisations who are invited to submit a full application will be required to submit detailed budget proposals.

21. Please confirm the total amount of funding you would require to deliver the project \*

22. Of your total amount, how much would cover staff costs? \*

23. Of your total amount how much would cover venue costs? \*

24. Of your total amount, how much would cover programme expenses? \*

25. Of your total amount, how much would cover administration costs? \*

26. Please use this space to provide any further detail regarding costs, including other areas of spend predicted \*

## Funding Focus Areas

In this section, you will be asked to provide detail on how your proposed programme will meet the Funding focus Areas.

Funding will be given to projects that demonstrate an ability to deliver services that incorporate the following key areas:

- English Language Skills: supporting children in developing English language skills.
- Mental and Emotional Health Support
- Supporting children who have suffered past trauma, by ensuring trauma informed practice.
- Additional Educational Support: Offering educational support to help achieve educational parity either in or out of a school setting.
- Physical Activities: Providing high-quality physical activities to boost children's physical and mental well-being.
- Enriching Activities: Offering high-quality enriching activities to boost children's physical and emotional well-being.
- Signposting: Assisting children and families by providing guidance to relevant support services.

Please provide details against all funding focus areas which you are looking to meet.

27. Please select all the funding focus areas your programme will look to meet:

- English Language Skills: supporting children in developing English language skills.
- Mental and Emotional Health Support
- Supporting children who have suffered past trauma, by ensuring trauma informed practice
- Additional Educational Support: Offering educational support to help achieve educational parity either in or out of a school setting
- Physical Activities: Providing high-quality physical activities to boost children's physical and mental well-being
- Enriching Activities: Offering high-quality enriching activities to boost children's physical and emotional well-being
- Signposting: Assisting children and families by providing guidance to relevant support services

28. Please detail how your programme will deliver services that incorporate the funding areas you have selected

29. Please detail how your programme will meet necessary safeguarding requirements for running a programme with children

30. Please detail how your programme will demonstrate a commitment to promoting equality, diversity and inclusion

31. Please detail your arrangements for supporting children with SEND/additional needs on your programme, referencing the adjustments you will make to accommodate children and the level of support/staffing you can deliver.

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### Community Value

We are keen to know the added value that your programme will bring to the community which you are delivering in, and how this will support eligible children attending and their families.

32. Please **detail** how your programme will add value to the community which you intend to deliver in, making references to how your programme will meet the needs of the local area. \*

### Monitoring/Reporting

All successful providers will be required to submit attendance data and monitoring information to enable the Local Authority to report back to Department for Education (as detailed in the specification).

33. Please confirm the following: \*

- I confirm that my organisation is GDPR compliant.
- I confirm that, if successful, we will provide the required monitoring information such as attendance data, record of activities, participant feedback, case studies, as required.

## Declaration

Please ensure that a person who is authorised to act on behalf of your organisation completes the following declaration:

34. I confirm that the information provided in this Expression of Interest is accurate and true. \*

Yes

35. Full Name \*

36. Role in Organisation \*

37. Date \*

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