

Guidance for Children & Families staff on making applications to:

The Barradell Award & Grants Scheme;
The Tiffin Club Fund; and
Employment, Education & Training Fund

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1. About this document

1.1 This guidance is for social workers, carers and other professional staff working with children and young people who are looked after, or care leavers.

1.2 This guidance:

- Explains how the Barradell Award and Grant Scheme, the Tiffin Club Fund and Employment and Education and Training Fund (EET) Fund may be accessed to recognise and support the achievements and ambitions of children and young people in care (CIC) and care leavers.
- Sets out the criteria for the awards or grant applications and details the application and decision-making processes.
- Outlines the differences between the scheme and funds and is designed to support young people, social workers and foster carers in knowing the most appropriate route to take when seeking further financial support outside of that which would usually be expected from allowances.
- Explains how the decisions to grant an award or agree a payment from the funds are made through a joint panel which will monitor the applications and the impact that the payments have made on the lives of CIC and care leavers.

2. Introduction to the scheme and funds

2.1 As corporate parent, the Barradell Awards and Grant Scheme supported by the local authority, is a fund set up to encourage children and young people in care in Warwickshire to take part in mainstream social activities and to recognise their achievements.

2.2 The awards are made directly to the child/young person and are between £50 and £100. The child/young person also receives a certificate outlining their achievement.

2.3 The Barradell Grant is an extension of the Barradell Awards Scheme and may be a lump sum payment which supports a specific need or opportunity. The maximum awarded is £500 per application.

- 2.4 The Tiffin Club provides additional financial assistance for educational development and aspiration, curriculum enrichment and career/business support which is beyond the responsibility of the school/college or carer.
- 2.5 The Employment, Education and Training (EET Fund) provides financial support to young people who are in education, second time learners or qualifiers under the [Leaving Care Act](#) who require financial support with an education related cost. This also applies to children and young people previously in care who subsequently became the subject of a special guardianship order. It may also provide one off payments to the value of £600 for care leavers who are university graduates.

3. Eligibility Criteria

- 3.1 Children in Care (CIC) or care leavers, their carers or any professional working with them may make an application and determine their eligibility for these funds.

3.2 Barradell Award

- 3.2.1 An application may be made in respect of any child or young person in care, or a former young person in care under 18 years of age.
- 3.2.2 These awards are limited to one successful application every 3 years.
- 3.2.3 The child or young person will be over 10 years and up to 18 years of age and will be a child in care in Warwickshire or be on a care order to Warwickshire County Council and placed with parents.
- 3.2.4 The awards are available to children and young people where any of the following are demonstrated:
- A long-term commitment to extra-curricular sport, educational or cultural activity. This must be for a minimum of twelve months;
 - A long-term commitment to an activity or pastime which has clear benefit to others or the community;
 - Participation in a particular activity which demands substantial personal cost and commitment;
 - Demonstrable achievement in a particular activity which is worthy of recognition.

3.3 Barradell Grant

3.3.1 The grants are available to children in care or a child or young person previously in care up to the age of 21 years.

3.3.2 The grant may be used to:

- Meet the full or part cost of an educational, vocational or special interest activity such as sport, music, drama, visual arts or travel;
- The activity must be of personal benefit to the child or young person concerned by enhancing their educational or employment opportunities or by promoting personal development, social skills and self-esteem;
- Provide financial support where the local authority ordinarily would not be in a position to meet the costs through its allowances and payments;
- Meet the associated costs such as travel and accommodation which relate to the application.

3.3.3 Barradell Grants will not be used to meet costs which would ordinarily be met or planned for from the fostering allowances (see Appendix A).

3.4 Tiffin Club Fund

3.4.1 Grants or payments are awarded to provide additional assistance for educational development, curriculum enrichment and career/business support which is beyond the scope of the school/college or carers responsibility and which are not covered by the [Pupil Premium](#).

3.4.2 An application may be made on behalf of any child or young person up to the age of 25 who is in care in Warwickshire or was previously under Warwickshire's care.

3.4.3 An application to the fund may be made to support the following:

- Pre-higher education awareness courses for years 5-12;
- Work experience to cover the costs of travel, insurance and clothing;
- Life enhancing opportunities;
- Meet the financial shortfall between apprenticeship salary and cost of living commitments to the maximum value of £600 a year;
- Apprenticeships and costs associated with equipment, travel, etc;
- Course/schemes (and associated equipment and travel costs) which are of personal benefit to the child/young person by securing basic self-

management skills e.g. creative mentoring, arts experiences and enhancing their employability skills e.g. citizenship and team building programmes;

- Business start-up grants;
- Equipment and travel costs to enable care leavers to successfully embark on higher education courses or career.

3.4.4 The fund does not support extra tuition, school trips or holidays unless it is a unique trip that is specifically educational or career enhancing e.g. volunteering with disadvantaged children.

3.5 Employment, Education and Training Fund (EET Fund)

3.5.1 The EET Fund may be used flexibly providing that the request is to recognise or support employment or training or the educational attainment for young people in care and in year 12 or beyond. Approvals against this fund are made directly to the Operations Manager – Leaving Care 18-25 years.

3.5.2 Examples of how the fund may be used are as follows:

- Costs associated with induction and college open day events;
- Transport costs e.g. bus/train fares to further education establishments where a travel bursary is not payable;
- University bursary of £1,000.00 per academic year;
- Initial university set up costs e.g. accommodation deposit;
- University transitional costs e.g. holiday period accommodation and expenses;
- Specialist equipment to support learning, training or employment;
- Short term payments for care leavers 18+ years pending transition to higher education;
- Pre higher education courses e.g. arts foundation/access courses which will allow the young person to continue into higher education;
- Second time learner course fees;
- Exam entry fees;
- Additional tuition.

4. Application and nomination process

- 4.1 Applications for the Barradell Fund and Tiffin Fund are to be made via the administrator of the joint panel. Applications are welcomed from CIC and care leavers, their carers and professionals working with them. Application should be made via the following email address using the [application form](#)

Email: barradellandtiffinpanel@warwickshire.gov.uk

- 4.2 The Panel meets six weekly and consists of:

- Service manager – Corporate Parenting Service – chair;
- Children in Care Council representative;
- Foster carer representative;
- Independent member;
- Tiffin Club trustee;
- Virtual School/Tiffin Club representative;
- Leaving Care Service Team Manager;
- Panel administrator.

- 4.3 The Panel will require five members present to be quorate. In exceptional circumstances the panel will go ahead but a virtual decision will be required from at least five members to ensure quoracy.

- 4.4 The Panel may only authorise awards/grants according to the amount available in the fund/s but will look to seek further funding opportunities if required.

- 4.5 The signature of the young person concerned is required for grant and fund applications in respect of young people aged 18 years and over.

- 4.6 In respect of Barradell Awards the Panel will consider the achievement in relation to the individual young person's commitment and participation, which should be over and above normal standards of achievement or the cost of the activity.

- 4.7 The Panel will use the following guideline for allocation of the award:

- young person 10-14 years = £50
- young person 14-18 years = £100.

- 4.8 Where appropriate the young person will also receive a certificate in recognition of their achievement awarded which may be presented at the annual Virtual School Recognition of Achievement event.
- 4.9 Barradell grants will be limited to a maximum of 3 grants per young person within no specified time limit. The maximum grant per application will be £500. In order to obtain larger grants, the applicant, with the support of their social worker, foster carer or personal advisor, are required to either attend panel or produce an A4 statement advising how the grant will be used and the difference this will make.
- 4.10 Tiffin Club fund applications will be considered on their own merit. In certain circumstances an invoice will be required or details of where the payment is to be made, where it is not made directly to the young person concerned.
- 4.11 At each meeting the Panel will review the Activity and Tracking Report and consider the impact the payments have had for CIC and care leavers.
- 4.12 The Operations Managers – Children in Care and Leaving Care 18-25 and Asylum Service - will authorise payments for the EET Fund and maintain a record and overview on how this fund is used. For information only the Leaving Care Service representative on the Panel will provide a summary at each meeting of payments which have been made in the preceding period.

5. Notification

- 5.1 The decision of the Panel will be communicated to the young person/carers/social workers within one week of the Panel meeting by the panel administrator or Tiffin Club/Virtual School representative. This will include how the Panel will require feedback on the impact the grant has had for the CIC or care leaver.
- 5.2 A record will be maintained of all awards/grants agreed and signed off by the Panel chair in respect of Barradell awards/grant and Tiffin Club trustees in respect of the grants awarded through the charity.
- 5.3 The records will cover the following for each:
- Name of young person;
 - Mosaic ID;
 - Application date;
 - Type of application;
 - Panel date;

- Purpose;
- Amount requested;
- Panel decision;
- Outcome and benefit of the payment made for the young person.

5.4 For approved applications the Panel administrator or Tiffin Club/Virtual School representative will arrange for the approved signatories to sign the individual cheque (where required) and will send it to the award/grant recipient or their carer as appropriate. Depending on the nature of the application, the Tiffin Club/Virtual School representative will make the Tiffin Club grant payment either directly to the nominated establishment or young person and will follow up the receipt of invoices as required.

6. Monitoring

- 6.1 Post award evaluation criteria will be determined at the Panel meeting at which the application is considered. Reports will be requested by the panel administrator, in the first instance, from social workers/personal advisors within 3 months of the grant being agreed. This is to monitor the impact the payment had for the young person in respect of employment, training and education or broader life experiences and opportunities. Any further information required will be actioned by the appropriate Panel representative.
- 6.2 A report detailing number of nominations and awards made will be presented annually to the Strategic Leadership Team Children and Families and to the Board of the Tiffin Club.

7. Application forms

[Barradell Fund and Tiffin Club Fund Application form](#)
[Education, Employment or Training Fund Application Form](#)

Appendix A - Expenses met from the fostering personal allowances

The clothing and personal allowance should be considered together and administered to meet the child's needs. This could include, although this is not an exhaustive list:

- mobile phones (pay as you go);
- photographs;
- clothes including school uniform;
- spectacles;
- nappies;
- clubs;
- toys; educational toys and equipment including sports equipment
- school equipment/bags etc.;
- school trips and other family trips;
- activities/hobbies/interests
- cinema trips;
- pocket money;
- subscriptions for magazines;
- contribution towards internet and computer paper and ink costs;
- personal items of choice e.g. expensive hair styling;
- purchase of birthday and other celebratory presents for birth family and foster family as appropriate;
- additional holidays planned by the foster carer;
- top up holiday costs;
- top up transport costs as agreed with the child's social worker;
- costs associated with a child's move to a new placement e.g. suitcase, holdall;
- passports.