



# Family Learning Grants Programme

## Application Form and Guidance

# Family Learning Grants Programme - Application Form and Guidance

## **Background**

In 2025 Rotherham will become the world's first Children's Capital of Culture, symbolising our borough's commitment to working with children and young people to build an imaginative, ambitious and confident Rotherham.

Funding is available through a Family Learning Commissioning Panel for Rotherham organisations to deliver creative and play based activities and programmes for intergenerational families. The Panel has been set up to allocate commissions and grant funding to community organisations to deliver programmes to intergenerational families in Rotherham until spring 2026. The funding is through a Children's Capital of Culture Arts Council Place Partnership bid for Rotherham to deliver the festival year in 2025.

Over the last five years, the Children's Capital of Culture team have been working with children and young people to understand what is important to them. This has led to the development of four programme themes.

### **YOU'RE NOT FROM NEW YORK CITY, YOU'RE FROM ROV'RUM**

Immortalised in the lyrics of the Arctic Monkeys as a put down, "you're not from New York City, you're from Rov'rum" stands as a challenge to our young people to reclaim the narrative of their town. What could our children and young people do if they felt the same sense of pride when they hear Rotherham as New Yorkers when they hear NYC?

### **WHO WE ARE, WHERE WE COME FROM**

Did your school trip even happen if you didn't sing this on the bus? But this innocent (and mildly irritating) song raises important questions that our children and young people are confronted with every day. Questions about heritage, identity and ethnicity in a borough with a changing population. Questions about our own individuality, gender and culture. Questions about the communities we are part of, finding our tribe and feeling like we belong.

### **PLUG IN & PLAY**

A riot of creativity, movement and experimentation, Plug In & Play will find adventure and discovery in every corner of the borough. From the familiarity of play parks and street games to new imagined worlds brought to life through coding, gaming & making to blend physical & digital worlds. Movement, dance, sport and everyday physical activity will be central with elite national championships and events sitting alongside a celebration of the grass-roots sports clubs providing year-round access to the small but beautiful daily acts of play that can be found in homes & gardens across the borough.

## WORLD BENEATH OUR FEET

A juxtaposed celebration of our green and pleasant land and the discomfort and urgency children and young people feel about the destruction of it. This theme will explore the healing and restorative power of nature whilst posing questions and solutions for how to take better care of ourselves and the environment around us.

### Grant and commissioning opportunities

Funding is available through the Family Learning Commissioning Panel for Rotherham organisations to deliver creative and play based activities and programmes for intergenerational families.

There will be one commissioning opportunity. The panel reserves the right to add in another commissioning round if all the funds are not allocated.

#### May 2025- March 2026

The grants for programmes are available in the following categories

- **Under £1000**
- **£1000 - £2500**
- **£2500 - £5000**
- **£5000 - £10,000**

### The application process

The applications will be through a full application form.

- The launch event workshop will support organisations to apply for funding with creative activities and opportunities to discuss initial ideas, connect up with artists and discuss the main criteria for the funding.
- Funding will be supportive and we welcome applications from those who may need some support.
- Organisations are able to contact Rotherham Museums, Arts and Heritage for an informal conversation prior to submitting their application if required.
- Organisations submit a full application with detailed information about their project aims, delivery plan and budget.

### How will funding be allocated

- Full applications are reviewed by the Family Learning Commissioning Panel, and they will be assessed based on the funding criteria. All sections of the application form must be completed to be assessed.
- Successful applications will be informed, and grant agreement confirmed.
- A delivery pack to support organisations and Grant Monitoring forms will be given to organisations on confirmation of funding.
- Unsuccessful applications will be given feedback and may be offered an opportunity to re-submit.

- A series of training workshops will be delivered throughout the year determined by the panel, equipping community organisations with the skills and knowledge they need for a successful programme.

## What can be funded?

The family learning programming funds can be used to deliver creative and play based activities and programmes for intergenerational families.

## Eligibility

In order to apply for the family learning your programme must meet the following conditions.

### Location

- You must be based in Rotherham or demonstrate a genuine connection to the area.
- Activities must take place within Rotherham Borough.

### Timing

- Activities should be delivered between June 2025 and March 2026.
- Programmes must deliver a minimum of 4 workshops and can be weekly, monthly or as required.
- Activities must be delivered from receipt of agreement – no retrospective activities can be funded.

### Creative and Active Focus

- The activity must be creativity and support the themes of the Children's Capital of Culture. However, we have a wide definition of creativity, and this can include gardening, cooking and sports.

### Intergenerational Approach

- This programme aims to encourage intergenerational connection and therefore activities must include more than one generation and demonstrate how activities will encourage connection between the generations. E.g young people engaging with older people on a community garden project, connecting through sharing their own experiences, planning the design, selecting plants together, planting and then organising a community event together.

### Children and Young People

- You must be working with intergenerational families that include children, young people (up to 25 years old).

- Children and young people must be involved in the development and/or delivery of your programme.

#### 5 ways to wellbeing

- You must be able to demonstrate how your programme supports families to improve their health and wellbeing.
1. Connect with others – activities that provide multiple opportunities for different generations of families and communities to connect with each other and build relationships.
  2. Physical activity – activities that encourage both children and adults to get activity, move and get outdoors.
  3. Take notice, pay attention, be alert – activities that provide opportunities for personal reflection to noticing feelings and absorb their surrounding environment.
  4. Trying something new/having a go – activities that encourage both children and adults to develop new creative skills, having a go at things together that they may not have experienced before.
  5. Giving to others – activities that encourage families to support each other, be involved in delivering activities and supporting them to continue.

#### Group Status

- Only groups or community organisations are eligible. Your group does not need to be formally constituted, and you can use an individual's bank account if your group does not have one. But you must be able to demonstrate that it is a group.
- Only one application per group is accepted.

#### Public Access

- The activity must be additional to your regular programming; the grants can't be used to fund your usual day-to-day activities. The funding can be used as part of our regular programming to try a new creative approach or reach a new audience.
- The programmes must be inclusive and accessible in their approach.

#### Insurance

- Public liability insurance is required. Affordable policies for small groups are easily available to purchase online (or check if the venue you're using already has this in place).

## Safeguarding

- If working with children or vulnerable adults without their carers, you must provide safeguarding policies and procedures. For guidance on this take a look at the NSPCC website.

## Completing the form

All sections of the application form must be completed, or your application form will not be assessed.

### Section 1 – About your organisation

Please include:

- Your Name
- Your phone number, email and postal address
- The Name of your group/organisation
- Describe what your group or organisation does (include types of activities that you normally deliver)

### Section 2 - About the project

Please include:

- Name of the Project
- Where the project will take place (exact location if known)
- The period the activity will run (start and end date)
- Describe the family learning project you will be delivering (max. 250 words)
- Who have you involved in the planning and/or delivery of your activity, for example children and young people? (max.250 words)
- How your project is intergenerational in its approach (max. 100 words)
- How does your activity respond to the Children's Capital of Culture programme themes? (max. 250 words)
- How have you considered accessibility and inclusion in the planning of the activities? (max. 250 words)
- Describe the type of creative or cultural activity that your proposal involves
- Whether any other organisation will be involved in delivering the project
- An estimate of how many people you expect to benefit from the project

### Section 3 - About your budget

Please provide a breakdown of costs required to deliver the project

If you are applying for funding as a contribution to a project, please tell us how you intend to raise the additional funds.

Please note the following:

- You must keep receipts for **all items** of expenditure as they may be requested for monitoring purposes.

## **Sections 4 and 7: Insurance, equalities and safeguarding**

Please provide confirmation that -

- Adequate insurance is in place to cover any activities being delivered or items purchased. If not, this won't exclude your organisation but you will need insurance to be in place prior to delivery of activities.
- You have permission to use the site or venue (if required)
- You have acceptable safeguarding policies and procedures in place (this includes Disclosure and Barring Service (DBS) checks.
- You comply to the Equality Act 2010 and you try to promote equality of opportunity, eliminate discrimination and foster good relations in delivering your project and you do not intentionally discriminate against anyone with a 'protected characteristic' (i.e. age, disability, gender reassignment, marriage & civil partnership, Pregnancy & maternity, race, religion or belief, sex, sexual orientation)

Please submit your completed application form to [heritage.learn@rotherham.gov.uk](mailto:heritage.learn@rotherham.gov.uk)  
Applications will close on 27th May 12 noon.

# Family Learning Grant 2025/26

## Application Form

### SECTION 1: ABOUT YOUR AND YOUR GROUP OR ORGANISATION

1. What is your Name and Role within your organisation

2. Contact Details – please provide your Email, Telephone number and full Postal Address.

3. What is the name of your group or organisation?

4. What does your group or organisation do?

### SECTION 2: ABOUT THE PROJECT

5. What is the name of the project?

6. Where will the activity take place? (exact location, ward or area of Rotherham Borough)

7. How many people do you expect to take part

8. What is the start date of the project?

9. What is the end date of the project?

10. Describe the family learning project you will be delivering

(max. 250 words)

11. What is the type of creative and cultural activity you will be delivering (tick the most appropriate)

- Arts and Crafts
- Music
- Cooking
- Dance
- Sport
- Creative Writing
- Walks
- Painting
- Pottery
- Textiles
- Story-Telling
- Needlework
- Photography
- Gardening
- Other

If other please state:

**12. Who have you involved in the planning and/or delivery of your activity, for example children and young people?**

(max. 250 words)

**13. Describe how your project is intergenerational in its approach.**

(max. 100 words)

**14. How does your activity support families to improve health and wellbeing, referencing all or some of the 5 ways to wellbeing.**

(max. 250 words)

**15. How does your activity respond to the Children's Capital of Culture Programme themes?**

(max. 250 words)

**16. What methods are you considering making sure that your audience can access and be included in the activities?**

(max. 250 words)

**17. We will be providing training and support to organisations based on their needs. Are there any areas of support you feel you may need to plan or complete project? (tick all that may apply)**

- Event Planning**
- Insurance**
- Risk Assessments**
- Recruiting Artists or Practitioners**
- Project Management**
- Evaluation and Feedback**
- Other**

**If other, please state:**

(max. 50 words)

## SECTION 3: ABOUT YOUR BUDGET

18. How much funding is required?

19. What is the full cost of the project?

20. How will the project budget be spent?

Item Descriptions	Amount

This amount should be the same as the amount of funding requested.

21. Is there any match funding being provided?

Yes	
No	

22. If your answer is 'Yes' to the above question, please provide details about the match funding below.

## SECTION 4: INSURANCE

*Certain activities may need to have insurance in place to protect the safety of any people and or volunteers taking part.*

**23. Do you have insurance to undertake the activity?**

**(We will support you with arranging your own insurance if you don't currently have this in place).**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

**24. If your answer is 'Yes' to the above question, please explain what insurance you have in place.**

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**25. If required, do you have permission to use the venue or site?**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Not applicable	<input type="checkbox"/>

## SECTION 7: SAFEGUARDING

**26. Equality of opportunity - We confirm we comply to the Equality Act 2010 and will promote equality of opportunity, eliminate discrimination, and foster good relations in the delivery of this project.**

Yes	<input type="checkbox"/>
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**27. We confirm that our organisation has policy and procedures in place that are relevant and appropriate for working with children / young people or vulnerable adults (including Disclosure and Barring Service (DBS) checks and Safeguarding and Health and Safety policies)**

Yes	<input type="checkbox"/>
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## SECTION 8: DECLARATION

- I acknowledge that in the event of an award being made, this Proposal Form and Declaration will be the basis of a binding agreement.
- The monitoring information required will be provided as and when requested, no later than one month after the end date of the project.

- We will consult with Rotherham Museums, Arts and Heritage about any changes to the project and we will await agreement of the change before the funds are spent. Any award made will be used only for the purposes for which it was granted. If it is found that any item(s) funded are ineligible, I will return any money requested immediately.
- I will ensure that evidence of expenditure e.g. receipts etc, is retained for inspection.
- Any unspent monies must be returned. (Please contact Rotherham Museums, Arts and Heritage to arrange a transfer).
- I can confirm that all necessary consents / insurances will be in place before any activity takes place.
- I can confirm that we will meet all legal requirements relating to child protection and we will also meet the necessary requirements of having children / young people and / or vulnerable adults' policies in place.
- I can confirm that we will adhere to all Health and Safety regulations.
- I will ensure that in any media or promotional work the funding provided by Rotherham Museums, Arts and Heritage, Children's Capital of Culture and Arts Council is stated.
- I understand that Rotherham Museums, Arts and Heritage will have the right to withhold any or the entire award and / or request all or part of the award to be repaid if they consider that; We have not complied with all or any of the terms and conditions of the grant.

I hereby certify that the information contained in this application is accurate, and that I have the authority / permission of our group / organisation to apply for the Family Learning grant.

I agree	
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**Send completed application via email to: [heritage.learn@rotherham.gov.uk](mailto:heritage.learn@rotherham.gov.uk)**

**Or alternatively post to:  
 Learning and Audience Team  
 Clifton Park Museum  
 Clifton Lane  
 Rotherham  
 S65 2AA**

Notes:

