



'TIME TO SPEND FUND'

FOR LOOKED AFTER CHILDREN AND YOUNG PEOPLE

Guidelines to help you fill the form in

- **'Time to Spend'** funding is for children and young people **'looked after'** by **Leicestershire Children and Young People's Service**, up to the age of 18 years. It does not cover funding for Children in Need.
- Funding is for Social, Cultural or Leisure activities including classes, tuition & equipment, etc.
- All requests for funding should be backed up by evidence of the young person's commitment and determination to do the activity.
- Funding requests will only be considered if carers are already paying for at least one activity per week and/or spending £9 on this.
- Requests for funding need to be backed up with full information about the activity for example, details of costs, duration of activity etc.
- Corporate Parenting funding is not an alternative to existing funding mechanisms such as Section 23 funding or Fostering Allowance.
- Funding requests for ongoing activities such as dancing, music lessons and horse riding will only be agreed for a maximum of 1 month initially. After this time, a fresh application will need to be made for subsequent funding for up to 3 months at a time if you want to keep going.
- The fund doesn't repay carers for activities that have already happened – only for those planned for the future.
- For expensive activities, like horse-riding, a maximum amount of £20 per hour (or £14 per half hour) will be paid out per week.
- We will need feedback on the money that has been given out, to make sure that the young person is enjoying the activity and benefiting from the funding.
- Decisions are made about funding requests by a group of young people with the backing of the Corporate Parenting Team – all identifying details will be removed before discussions with young people.
- We aim to deal with all funding requests within a two-week period.

* Section 23 funding- The local authority has to provide funding to support young people who are looked after, for example contributing towards costs for contact visits,

Fostering Allowance – money given to foster carers to cover basic needs e.g. clothing, and to contribute towards the cost of leisure activities. **The allowance covers the cost of one club or activity per week and this must be provided before a funding application will be considered.**

IF YOU HAVE ANY QUERIES PLEASE DO NOT HESITATE TO CONTACT THE CORPORATE PARENTING TEAM ON ☎ 0116 2657535 or 2657518.

Please help us to help you

Tips for completing the Application Form:

- To avoid any delays in the Corporate Parenting Team processing your application form we advise that you read the guidance notes they are there to help you complete the form in full.

Please pay particular attention to the following questions on the form:

- **Question 4** –Please give us a break down of the cost of what you are asking us to fund.

Example:

1. Swimming lessons @ £2.00 per session x 2 sessions per week for 8 weeks = £32 required.
 2. Horse-riding lessons @ £20 per session x 1 session per week for 4 weeks = £80 required.
 3. For equipment e.g. Guitar please provide make, mode and cost include additional items that you might need such as carry bag.
- **Question 5** – Please provide details of any activities that the carers are already funding?

“We are looking for you to provide us with information about any activities that you are paying out of your pocket over an above the £9 fostering allowance you receive for such things like”:

- Cinema or Theatre trips;
- Scouts, Guides or Play/Youth Groups sessions;
- Leisure activity (e.g. swimming sessions, football/basketball sessions, trips/outing, residential and holidays);
- Music Tuition;
- Pocket Money - (how much and how often);
- Any other items or activities that you might be paying out of your own pocket.

Some Do's and Don'ts:

Do's:

- Do check the form after you have completed it;
- Make sure you give us the correct SISS Number, address and contact details of the young person and carers including telephone number(s);
- Social Workers - if you are completing the form on behalf of the carers – please insure that you are giving us full details especially in light of questions 4 and 5.

Don'ts:

- Send incomplete form as this will cause delay in the form being processed quickly and will be returned for more information.

**Thanks for your cooperation
Corporate Parenting Team**