**Bright Start Breakfasts Application**

**How to use this form**

Please use this word version of the online form to help prepare your application. You can work on it here and once you are happy, you can copy and paste the responses into the online form and submit to complete your application.

This has several benefits, including:

* It is easier to save and should protect you from losing your work.
* It will help multiple people in your organisation work together on your application if you want to.
* You can use spellcheck to help review and proofread your application.

**Please note** you must upload all of your responses into the online form and **remember to include a completed budget template** (Question 25 in the online form).

**We cannot accept a copy of this form as your application.**

**Formatting**

Please be aware that the online form does accept much formatting (bullet points etc.) so please consider this when drafting your response in this document.

**“Conditional Logic”**

The online form contains “conditional logic”. This is where other questions will automatically appear that need answering, depending on previous answers you have provided.

For example if you tick ***“Other”*** another question will appear asking you to ***“Provide more details”.***

These extra questions have a letter by the number, for example **4b** will appear depending on the answer to **4**

The following questions contain conditional logic and you only need to provide details if you ticked the relevant option: Question 4, Question 12, Question 13, Question 14, Question 15, Question 18, Question 19, Question 22.

**Bright Start Breakfasts Application**

**Top of Form**

**Section 1 – tell us about your organisation**

**1. What is the name of the organisation applying?**

**2. Lead contact for the application**

Please note this person must be contactable during the assessment period [2 - 13 June] and over the school holidays in the event a grant is awarded.

**First Name:**

**Last Name:**

**Position in the organisation:**

**Phone Number:**

**Email address:**

**3. Is there a bank account set up in the name of the applying organisation?**

Yes

No

**4. What type of organisation are you applying from?**

Local Authority

**4b. Which team or department are you applying from**?

Primary School

**4b. Education Manager Contact Details**

**Name:**

**Phone:**

**Email:**

Third Sector or not for profit organisation

**4b. Legal Structure**

**Scottish Charitable Incorporated Organisation**

**Company Limited by Guarantee**

**Community Interest Company**

**Community Benefit Society**

**Co-operative Society**

**Private Limited Company (Ltd)**

**Partnership (general partnership, LLP)**

**Unincorporated Group**

Other registered childcare provider

**4b. Legal Structure**

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**Private Limited Company (Ltd)**

**Partnership (general partnership, LLP)**

**Unincorporated Group**

Other activity provider

**4b. Which team or department are you applying from**?

**5. What are your applicable registration numbers?**

**Scottish Charity Registration Number**
*Your OSCR charity number begins SC0, followed by a further 5 numbers. (You can add these numbers in the box after the SC0 already there)*

**SC0:**

**Company Registration Number:**

**FCA Number:**

**6. Registered Address Details**

Address line 1:

Address line 2:

Address line 3:

Town/city:

**Local Authority**

|  |  |  |
| --- | --- | --- |
| Aberdeen City | Aberdeenshire | Angus |
| Argyll & Bute | Clackmannanshire | Dumfries & Galloway |
| Dundee City | East Ayrshire | East Dunbartonshire |
| East Lothian | East Renfrewshire | Edinburgh City |
| Eilean Siar | Falkirk | Fife |
| Glasgow City | Highland | Inverclyde |
| Midlothian | Moray | North Ayrshire |
| North Lanarkshire | Orkney | Perth & Kinross |
| Renfrewshire | Scottish Borders | Shetland |
| South Ayrshire | South Lanarkshire | Stirling |
| West Dunbartonshire | West Lothian |  |

**Postcode:**

(Please use the standard postcode format e.g. EH14 1RL)

**7. How many Breakfast Clubs are you applying for? (enter numbers only)  :**

**About the Breakfast Club:**

Complete this section for each Breakfast Club you are applying for. When you have filled in all the fields for the first one, click 'Add another Breakfast Club'

**8. What is the name of the Breakfast Club?:**

**9. Which primary school or schools do, or will, children attending this club go to?:**

**10. What is the name of the community where your club is located in?:**

**11. What local authority area is your Breakfast Club and the primary school(s) you support operating in?**

|  |  |  |
| --- | --- | --- |
| Aberdeen City | Aberdeenshire | Angus |
| Argyll & Bute | Clackmannanshire | Dumfries & Galloway |
| Dundee City | East Ayrshire | East Dunbartonshire |
| East Lothian | East Renfrewshire | Edinburgh City |
| Eilean Siar | Falkirk | Fife |
| Glasgow City | Highland | Inverclyde |
| Midlothian | Moray | North Ayrshire |
| North Lanarkshire | Orkney | Perth & Kinross |
| Renfrewshire | Scottish Borders | Shetland |
| South Ayrshire | South Lanarkshire | Stirling |
| West Dunbartonshire | West Lothian |  |

**12.Where is the breakfast club located?**

On the school premises

Other venue

**12b. Please provide details:**

**12c. How do you provide transport to the school? :**

**12d. Is the venue accessible to all children, including those with ASN?**

Yes

No

**13. How have you identified need for the breakfast club locally? Tick all that apply**

The current service is full

There is a waiting list

No service currently in the area

PTA identified the need

Family survey

Other

**13b. Provide details**

**14. Is the Breakfast Club registered with the Care Inspectorate?**

Yes

**14b. What is the CI number for the Club?**

No

**14b. Do you have a safeguarding policy?**

Yes

No

**14c. Will all staff be PVG checked?**

Yes

No

**14d. Will staff be certified to handle and/or prepare food? (e.g. REHIS Elementary Food Hygiene Certificate or equivalent such as a Level 2 Food Safety and Hygiene Certificate)**

Yes

No

**15. What will BSB funding enable the Breakfast Club to do?**

Select all that apply:

Funding will set up and establish a new Breakfast Club

**Provide details:**

**How many children will this activity support?:**

Funding will increase the existing club running time

**From how many hours? :**

**To how many hours? :**

Funding will increase the number of places available at the breakfast club per day

**From:**

**To:**

Funding will add childcare or activities where currently only breakfast food is provided

**Provide details:**

**How many children will this activity support? :**

Funding will support expansion of this existing Breakfast Club to additional locations

**Provide details:**

**How many children will this activity support?:**

**16. If relevant, how are you providing fun, interesting, and safely managed activities as part of the breakfast club provision? :**

**17. Do you understand the Food in Schools guidance and how this relates to your Breakfast Club?**

Yes

No

**18. What food will be provided at the Breakfast Club as part of the proposed expansion? (tick all that apply)**

Fruit

Cereal

Toast

Bagels

Hot food

Other

**18b. Please provide details:**

**19. How will you store food for the club? (tick all that apply)**

Full access to premises' kitchen

Own fridge in premises' kitchen

Cool boxes

Other

**19b. Please provide details:**

**20. Which of the following outcomes will this Breakfast Club contribute to (tick all that apply):**

**Children**

Have increased opportunities for active play

Have increased attendance at school

Have increased attainment at school

Have better access to healthy, nutritious food

**Families/Parents/Carers**

Have improved employability potential

Have reduced stress related to childcare

Have reduced cost of food

**21. How will the Breakfast Club expansion support the priority family groups identified as being at the highest risk of child poverty?:**

**22. How will you identify children and families most in need of breakfast club? Tick all that apply**

Head Teacher recommendations

School is located in SIMD 1+2

PEF database

Other

**22b. Provide details:**

**23. How much funding are you requesting from Bright Start Breakfasts for this Breakfast Club?** (enter numbers only, with no pound symbols or commas) :

Add another Breakfast Club

**24. How much are you applying to Bright Start Breakfasts for in total (all the Clubs you are applying for)? :**

If you are applying for one Club, please confirm again the amount you are applying for.

(take total from budget sheet)
(enter numbers only, with no pound symbols or commas)

**25. Please upload a budget showing what BSB funding will pay for**

Authorisation

I/we apply on behalf of the organisation named above for a grant as proposed in the application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

I certify that, to the best of my knowledge and belief, the statements made by me in this application are true and the information provided is correct.

**Name of authorised person:**

**Position of authorised person:**

**Phone number of authorised person:**

**Email of authorised person:**

I/we apply on behalf of the organisation named above for a grant as proposed in the application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

I certify that, to the best of my knowledge and belief, the statements made by me in this application are true and the information provided is correct.

The Bright Start Breakfasts Fund is a Scottish Government programme managed by Inspiring Scotland. By submitting this application, I, give consent that information in this application form can be shared in confidence with the Scottish Government for the purposes of assessment, decision making, publicity, or promotion of any award.

The Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002. Please therefore note that information provided may be disclosed in accordance with this legislation.

**Please tick here to indicate that you have read and agree to the above**

A note on privacy and personal data:

Inspiring Scotland recognises its obligation to handle personal data it collects and uses in accordance with data protection legislation and best data protection practices. We will only collect personal data which is necessary for us to do our job and where we have a legitimate interest in doing this. By completing this form, you are agreeing to the terms of Inspiring Scotland’s privacy statement found here: [**https://www.inspiringscotland.org.uk/privacy-statement/**](https://www.inspiringscotland.org.uk/privacy-statement/)

Any questions regarding this Policy and our privacy practices should be sent by email to **enquiries@inspiringscotland.org.uk**