

Play Innovation Lab

Application form



Please read the project overview document before completing this form. Once completed, this form should be sent to Sabrina Simpson s.simpson@savethechildren.org.uk by midday **Tuesday 2nd April 2024**

Please contact Sabrina if you have any questions about how to complete this form.

Please use the email subject title

Play Innovation Lab application – [*Organisation Name*]

Please ensure this application form is filled out accurately and to the best of your knowledge. We have added prompt questions to support you in considering these details and are happy to support in your planning.

1. Basic details of your organisation	
1.1	Name of organisation/service: Name and role of applicant/relevant contact person:
1.2	Address: Post code:
1.3	Telephone number:
1.4	E-mail address:
1.5	Website (if applicable):

1.6	Company registration number (if applicable):									
1.7	VAT registration number (if applicable):									
1.8	Is your organisation: (Please highlight one)	i) a public limited company?								
		ii) a limited company?								
		iii) a partnership?								
		iv) a sole trader? If a sole trader, in which country are you registered for tax?								
		v) a charity ?								
		vi) an education setting? (Local authority, privately owned or an academy?)								
		vii) other (please specify)?								
1.9	Name of (ultimate) parent company (if applicable):									
a.	Charity number (if applicable)									
1.10	Companies House registration number of parent company (if applicable):									
a.	If you are a charity: Have been registered with their charity regulator for five years or more? Y/N									
b.	<p>To help us understand you better, please answer Yes or No whether you have the below policy in place in your organisation.</p> <p>We understand you may call it something different.</p> <table border="1"> <tr> <td>Financial Management</td> <td>Y/N</td> </tr> <tr> <td>Staff Code of Conduct</td> <td>Y/N</td> </tr> <tr> <td>Anti-Bribery, Corruption and Fraud</td> <td>Y/N</td> </tr> <tr> <td>Data Protection</td> <td>Y/N</td> </tr> </table>		Financial Management	Y/N	Staff Code of Conduct	Y/N	Anti-Bribery, Corruption and Fraud	Y/N	Data Protection	Y/N
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	Insurance type:	Do you have this type of cover?	Value insured up to:
1.11	Public liability	Y/N	
	Employer's liability	Y/N	
	Professional indemnity	Y/N	
1.12	Please declare any personal connections between you/your staff and staff or trustees of Save the Children that may pose a conflict of interest.		
1.13	Please declare any contracts or connections with organisations at potential conflict of interest with Save the Children.		
1.14	Please declare any legal actions against you which are pending or underway.		
1.15	Please advise whether you have any links with the tobacco, pornography, arms or carbon intensive fossil fuels (thermal coal, oil shale and tar sands) industries.		
2. Project proposal – 100- 300 words per answer			
2.1	Please summarise the current work of your organisation. <i>Who do you work with? What do you do? Do you have any historic or current service provisions related to play?</i>		
2.2	<i>Please summarise why you feel your organisation is best placed to become a Play innovation lab?</i>		
2.3	Please outline your intended participation activities, for co-designing your learning through play innovation project with families. <i>How will you engage and involve parents/caregivers? How will children be involved in sharing their ideas? How will minoritised and underrepresented groups (e.g. families with English as an additional language, and parents of children with special educational needs and disabilities) be supported to participate?</i>		
2.4	How will your project be delivered? <i>Think about your capacity, timescales, and any additional resources needed. What budget would you need for workshops and what would this cover? Please allow more time for each stage than expected!</i> <i>Brief interim reporting would need to be completed in July 2024 and final reporting and evaluation for innovation projects will need to be completed by Early December 2024</i>		

2.5	How do you plan to monitor and evaluate the co-designed innovation project? <i>Please mention any specific evaluation tools you have in mind e.g. surveys, case studies. Remember to allocate staff time/budget to deliver evaluation activities and write reports. Save the Children UK have evaluation and reporting templates we can share and can offer our expertise on this topic.</i>
2.6	Please outline how you will ensure the project is accessible to, inclusive of, and advance equalities for children and families from underrepresented and minoritised backgrounds . Please think specifically about families who you aren't currently reaching.
2.6	Please outline any other plans you have to ensure the project's sustainability and legacy beyond this funding . <i>What do you want this project to achieve for children and families in your area? How might your project support future work of your organisation, or contribute to the wider community? What would be needed to sustain its impact?</i>
2.7	<p>Please outline the child protection/safeguarding policies and procedures your organisation has in place, including:</p> <p>Who your designated safeguarding lead is: [insert name]</p> <p>Your procedure for responding concerns:</p> <p>How you recruit, train, and carry out DBS checks with volunteers and staff, including staff/volunteers of any 3rd parties:</p> <p>What safeguarding advice/information you provide to children and families:</p>

3. Project budget

3.1	<p>Please provide a detailed budget for your project, setting out the expenses you are seeking funding to cover.</p> <p>You can either use the table below (editing and adding to this as required) or attach a separate budget document along with your proposal.</p> <table border="1" data-bbox="300 1493 1385 1866"> <thead> <tr> <th data-bbox="300 1493 818 1560">Expense</th> <th data-bbox="818 1493 1224 1560">Description</th> <th data-bbox="1224 1493 1385 1560">Cost</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="300 1560 1385 1623" style="text-align: center;">Co-design workshops</td> </tr> <tr> <td data-bbox="300 1623 818 1738">Staffing (staff time for delivery of workshops)</td> <td data-bbox="818 1623 1224 1738"></td> <td data-bbox="1224 1623 1385 1738"></td> </tr> <tr> <td data-bbox="300 1738 818 1801">Resources</td> <td data-bbox="818 1738 1224 1801"></td> <td data-bbox="1224 1738 1385 1801"></td> </tr> <tr> <td data-bbox="300 1801 818 1866">Venue hire</td> <td data-bbox="818 1801 1224 1866"></td> <td data-bbox="1224 1801 1385 1866"></td> </tr> </tbody> </table>	Expense	Description	Cost	Co-design workshops			Staffing (staff time for delivery of workshops)			Resources			Venue hire		
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	Refreshments for workshops			
	Family participation activities (e.g. vouchers)			
	Travel costs for families to attend workshops			
	Translators			
	Total cost:			
	Learning through play innovation project			
	£15,000			
			Grand Total:	
3.2	Is there anything else you would like to share with us about your proposal, that is not covered elsewhere in the document?			
3.3	Is there anything else you would like to know about Save the Children that is not covered in any of the application documents?			