

**Children & Young Peoples  
Commissioning  
Community Commissioning  
Health and Community Services  
SFAR204 Farnham House  
Six Hills Way  
Stevenage, SG1 2FQ**  
Telephone 01438 843955  
E Mail [stephen.madden@hertfordshire.gov.uk](mailto:stephen.madden@hertfordshire.gov.uk)  
Date 12<sup>th</sup> September 2013

### **Short Break Services for Disabled Children and Young People Capital Fund Briefing**

Hertfordshire County Council (HCC) has been awarded capital funding from central government to promote the quality, volume and range of short break services, available to disabled children, young people and their families. HCC are to make this funding available for providers to bid for to support these aims and to support this are holding a series of briefings about this funding opportunity and I am writing to you to invite you to attend one of these briefings.

The overall purpose of Short Breaks for Disabled Children Capital Fund is to improve outcomes for children and young people aged 0-19 years and to make life easier for parents/carers within the local community by providing new and improved facilities to enable them to access a wider range of venues and social leisure and short break activities. Through accessing these services children and young people should have the opportunity to achieve their potential, make choices about their lives and have fun. (Note that equipment for educational activities is excluded)

The briefings will be held on the following dates at the venues listed:

- **Tuesday 8<sup>th</sup> October, 1-3.30pm - County Hall, Hertford, SG13 8DF**
- **Thursday 10<sup>th</sup> October 11.30am-2pm – Woolmer Green Village Hall, Hall Lane, Woolmer Green, SG3 6XA**
- **Friday 11<sup>th</sup> October, 1 – 3.30pm, Apsley 2, Hemel Hempstead, HP3 9BF**

The briefings will cover the following items:

- Aims and objectives of the fund
- Parents and Families vision for this fund
- The application process
- How to complete an online application on Delta
- Guidance on Financial considerations

There will also be adequate time for providers to ask any questions that they have about the process.

If you would like to know more about the funding opportunity or this briefing please contact me on the details at the top of this letter.

Due to limited space if you wish to attend any of the briefings could you please confirm your attendance by contacting Gemma Brace on either 01438 843946 or [gemma.brace@hertfordshire.gov.uk](mailto:gemma.brace@hertfordshire.gov.uk) in advance of the briefing that you wish to attend informing her of any specific requirements that you have.

If you would like to find out more about the funding but are unable to attend the briefings please let Gemma know and she will arrange for some information to be sent to you.

I look forward to seeing you at one of the briefings!

Yours sincerely,

Steve Madden  
Commissioning Manager  
Children and Young People's Commissioning Team