

Grants to fund the provision of holiday activities and healthy food for disadvantaged children over 2018 summer holidays

Specification of requirements

March 2018

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# Overview of the fund

## Background

1. Enrichment activities and healthy food over the school holidays can help ensure pupils return to school engaged, invigorated and ready to learn. Evidence suggests that attending out-of-school activities can have a positive impact on children’s educational, health and well-being outcomes[[1]](#footnote-1).
2. In January, the government announced a programme of work to explore how best to ensure more children from disadvantaged families benefit from enrichment activities and healthy meals during the school holidays. The work will allow the government to consider if and how it should intervene in the long term. It will focus on the best and most cost-effective ways to address the issue, with an emphasis on securing the best possible value for money. Initial work in the 2018 summer holidays will be followed by pilots in the 2019 Easter and summer holidays.

## The Holiday Activities and Food Research Fund

1. We are now inviting organisations to bid for funding to support the delivery of free enrichment activities and healthy food to disadvantaged children during the 2018 summer holidays.
2. The information we gather through this work will inform the development of a targeted pilot programme during the 2019 Easter and summer holidays, including design of a rigorous evaluation methodology to enable the government to assess the impact and value for money of the tested interventions. Please note that there will be a separate bidding process for participation in the 2019 Easter and summer pilots.
3. Due to the tight timescales involved with this fund, we expect to offer grants to organisations that have the systems and infrastructure in place to ensure that they can deliver provision for disadvantaged children over the 2018 summer holidays. We also expect to offer grants to organisations that can deliver at scale across multiple settings across a local authority, region or even nationally, and within that we welcome bids from organisations working in partnership to deliver at scale. This is reflected in the fund evaluation criteria.
4. We are open to bids from all types of organisations (for example private, charitable, community and voluntary organisations and schools) delivering free, low-cost or paid for provision, although require that provision supported through this fund is delivered free to disadvantaged children.
5. We expect the funding to help expand or develop existing provision or to enable more targeting of disadvantaged pupils. For example, organisations might bid for funding to recruit and train additional staff or volunteers, or establish partnerships with catering organisations to provide healthy and nutritious food. Applicants are of course encouraged to propose additional innovative proposals.
6. Organisations may choose to identify disadvantaged children as, for example, those eligible for free school meals, living in areas of high deprivation, or those with additional needs. Organisations should set out in their bid how they will identify and target their provision at disadvantaged children.

## Funding and eligibility

## Available funding

1. £2m is available in the Holiday Activities and Food Research Fund for provision in summer 2018 and we expect to fund around eight projects within this funding envelope. The level of funding provided to each project will vary according to the scale, scope and quality of proposals. Whilst there is no minimum or upper limit for grant awards, we would not expect to award grants of less than £250,000.

## Purpose of the funding and programme aims

1. The outcomes that the Department is looking for evidence of across the entire programme of work on Holiday Activities and Food are:
* Raising attainment, by giving disadvantaged pupils access to a range of enrichment activities;
* Improved eating habits and levels of physical activity of participating children during and after the programme;
* Provision of opportunities for family learning and parental engagement in children’s education; and
* Improved access to healthy food during school holidays.
1. The specific purpose of providing this grant funding for the 2018 summer holidays is to gain further insight about the aspects below, which will help the design of the targeted pilot programme in 2019:
* which types/aspects of provision show promise in engaging disadvantaged children and their families;
* what types of provision appear to have the greatest positive impact on the programme’s outcomes of interest;
* the costs and value for money of provision.

## Eligibility to apply

1. To be eligible for grant funding through this fund, applicants must be able to demonstrate that:
* The bid is for work delivered within England.
* The whole bid is made on a not for profit basis.
* The bid will directly impact disadvantaged pupils.
* The provision will be free for disadvantaged children, although charging may apply to other children.
* The bid does not include an application for any funding for capital expenditure.
* The provision includes:
	+ enrichment activities (this could be a range of activities including physical activities, creative activities, academic activities etc. which aim to broaden horizons, develop new skills or contribute to children’s personal and social development); and
	+ hot or cold food that meets the School Food Standards.
* The provision is appropriately registered with Ofsted where necessary.
* The bidder is able to provide management information as specified by the Department for Education.
1. Grants will not be paid to any organisation that does not pass our reasonable financial due diligence checks. These will include solvency checks and no grant is likely to be paid if it comprises more than 50% of an organisation’s annual turnover. Bidders that have demonstrated they satisfactorily meet the assessment criteria will be required to provide additional financial information to support the due diligence checks. The Department will contact relevant organisations, regarding next steps, after an initial evaluation of bids. For information, these next steps may involve our requiring bidders to provide information through the Sid4Gov portal. The portal can be found [here](https://sid4gov.cabinetoffice.gov.uk/). A potential grant recipient will pass if all risk ratings are green. A potential grant recipient will fail if any risk ratings are red. If a potential grant recipient has an amber rating, a discussion will take place to determine if any additional assurance can be provided, for example a parent company guarantee, before a decision is taken.

# Management information and evaluation

1. In order to derive maximum learning from the funded activity, and in order to best meet the Department’s policy objectives for this funding, the Department for Education will gather information about the impact and cost-effectiveness of the provision offered in the 2018 summer holidays. We will therefore expect grant recipients to :
* Monitor and report on take-up (providing pupil-level information about who is using the services and their key characteristics – gender, ethnicity etc.);
* Populate a template about the costs of provision (including a detailed breakdown of the costs of running the service) as well as information about charging models and other sources of income; and
* Set out clearly in their bid how they intend to assess the success of the provision (for example by gathering views of parents and children at the start and end of the programme).
1. The specific management information to be collected will be agreed with individual projects, early in the Fund programme.

# Assessment criteria

1. We will evaluate all bids received against the assessment criteria detailed below to ensure a fair process. In order to achieve optimum learning, and in order to best meet the Department’s policy objectives for this funding, the Department for Education reserves the right to select applications that offer an appropriate variety of approach and geographical spread.
2. We will have a two-stage assessment process. During stage 1 we will be shortlisting bids based on a due-diligence self declaration (section 1.1 of the application form), the summary of the proposal (section 2.1 of the application form), capacity to deliver quickly and at scale (sections 3.6 and 4.2 of the application form), and on applicants’ track record in delivering successful holiday provision (section 4.1 of the application form). Equal weighting will be given to each of these elements.
3. Applicants who successfully meet these criteria will enter stage 2, at which point we will assess the detail of the bids based on our five assessment criteria. Details of what is expected and the weighting of these criteria is provided in the table below.

|  |  |  |
| --- | --- | --- |
| **Criteria**  | **The strongest bids will:** | **Weighting** |
| Impact and Outcomes  | * Set out a clear vision that responds to the defined aims of the fund and which is realistically achievable within the timeframe of the funding envelope
* Define measurable outcomes that can be recorded and monitored
* Set out the rationale for their chosen operating model
* Describes how they will reach and engage disadvantaged children and families.
* Be deliverable at the required scale (set out in paragraph 7)
 | 20% |
| Capacity to deliver | * Have systems and infrastructure in place to enable delivery in 2018 summer holidays
* Demonstrate a proven track record in delivering successful holiday provision
* Clearly set out robust leadership, governance and partnership arrangements
* Set out any risks and appropriate mitigation strategies
 | 20% |
| Sustainability  | * Demonstrate there is a plan for sustaining the impact after the innovation fund period
 | 20% |
| Value for money | * Explain how the funding will be used to expand or enhance provision
* Provide a clear breakdown of the costs
* Detail how value for money will be ensured within the proposed costings
* Explain what other sources of revenue will be drawn on and how charging models (for non-disadvantaged children) will be used
 | 40% |

# The Application process

## How to apply

1. The bid round will be open from Wednesday 28 March 2018 and will close at 23:59 on Wednesday 18 April 2018. Key dates and deadlines for the application process are set out in the table below.

| **Milestones**  | **Dates** |
| --- | --- |
| Bid round for the HAF Research Fund opens  | 28 March 2018 |
| Bid round for the HAF Research Fund closes  | 18 April 2018 |
| Department for Education to contact prospective bidders for clarification or additional information if required | From 23 April 2018 |
| Assessment of applications  | 23 April – 9 May 2018 |
| Decisions on applications announced | End May 2018 |
| Grant agreements in place | From June 2018 |
| Final payments of grants distributed to successful bidders | By 30 September 2018  |

1. Bidders should make themselves available in the week commencing 23 April 2018 for follow-up discussions with the Department for Education where we will seek clarifications or ask for additional information on your application should this be deemed necessary.
2. Successful bidders should expect to enter into a period of negotiation with the Department from mid-May and we would ask that successful bidders make themselves available from this date in order to be able to work quickly with the Department to finalise the grant offer letter.
3. Successful bidders should expect to begin preparations for their projects from June 2018. Projects are expected to be delivered in settings during the 2018 school summer holidays.

## Application form

1. Applications should be succinct and must be within the word limit provided for each section of the form.
2. Please email a single Word version of your completed application form to HAF.IF@education.gov.uk by 23:59pm on Wednesday 18 April 2018.
3. The organisation name of the lead bidder and the words ‘HAF Research Fund Application’ should be included in the email ‘subject’ field when submitting your application.
4. Once submitted, applicants will receive an email response confirming the application has been received.

# Next steps

## Terms and conditions of grant funding

1. Before submitting an application, applicants should ensure they have read and understood the [Department for Education grant funding agreement terms and conditions](https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions). In applying for the HAF Fund, applicants will be agreeing to the Department for Education grant funding agreement terms and conditions.
2. In the event of an application being successful, the applicant will be required to sign a grant offer letter. This will set out the specific grant conditions, monitoring arrangements and payment details.

## Contact details

1. If applicants have any queries, they should contact the Department via the HAF Research Fund mailbox (HAF.IF@education.gov.uk), prior to submitting an application form. We endeavour to respond to all queries within 3 working days.
2. We will inform applicants, via email, of the outcome of their bid, after the assessment process is complete. We expect this to be towards the end of May 2018. We will be able to offer feedback on unsuccessful bids, on request, once grant agreements are in place by the end of June 2018.

# References

Chanfreau et al. [Out of school activities during primary school and KS2 attainment](http://www.natcen.ac.uk/media/1135440/CLS-WP-2016-Out-of-school-activities-during-primary-school-and-KS2-attainment.pdf) (2016) UCL Working Paper.



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1. Chanfreau et al, 2016 [↑](#footnote-ref-1)