

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

Application Form

March 2018

## Completing your application

The Department has published specification of requirements for the Holiday Activities and Food Research Fund. This provides information on the aims of the fund, assessment criteria and funding available. Please ensure you have read through the requirements before completing this application form.

Further information on what is expected in each section of the form has been provided to support you in completing your application. Please make sure you refer to these prompts throughout to ensure you have addressed the questions fully. Further supplementary information is also provided at the end of this document.

A limit on the number of words is stated for each section in the text box provided, any text that exceeds the stated limit will not be assessed. Please include the total number of words for each section at the bottom of each text box.

Please complete all sections of the application form. For any sections that are not applicable to your proposal, insert ‘N/A’.

## Submitting your application

Please email a single Word version of your completed application form to [HAF.IF@education.gov.uk](mailto:HAF.IF@education.gov.uk) by 23:59pm on Wednesday 18 April.

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.

When you have sent the department your application form, you will receive an email response letting you know that your application has been received.

## Deadline

The Department for Education must receive all completed applications by email by **23:59 on Wednesday 18 April 2018.**

**The Department will not be able to consider applications that miss this deadline as to do so would be to unfairly discriminate against those applicants who submitted their application within the allowed timescale.**

## The Holiday Activities and Food Research Fund Application form

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| **Section 1**  **About your organisation** | | | | | |
| **1.1 About your organisation** | | | | | |
| Lead organisation |  | | Address |  | |
| Lead contact |  | |  | |
| Position |  | |  | |
| Email address |  | |  | |
| Phone number |  | | | | |
| Region |  | | | | |
| Type of organisation (School, Other education provider, third sector organisation, Other) |  | | | | |
| URN/UKPRN/  Company Number if applicable |  | | | | |
| Is your organisation financially dependent on a single contract or grant? Yes/No  If Yes, please provide additional details |  | | | | |
| **1.2 Due Diligence self-declaration of matters relating to capacity and capacity**  *When issuing grants, DfE needs to review bidders’ credentials.  This includes gathering information about track records (looking back in time) and current standing. As part of this process, please list below all matters that you consider relevant in respect of your organisation’s capacity and capability to deliver the expected grant outcomes; and if any such matters might reasonably be considered points of concern, how you would manage, mitigate or otherwise address them:* | | | | | |
| Economic & financial standing - including ongoing solvency and financial resources to avoid DfE payments in advance of need |  | | | | |
| Technical and professional ability, including staff experience and qualifications, and potentially agreements performed for others |  | | | | |
| Legal information, including any convictions and/or litigation and/or early termination of a contract for default |  | | | | |
| Organisational capability - including infrastructure, geographical reach, operational scale, and accreditations |  | | | | |
| In addition to DfE’s review of your responses above, it reserves the right to carry out any additional due diligence checks it considers necessary. | | | | | |
| **1.3 About your partners**  *Are you working or planning to work with partners on your project? If yes, please provide details and add rows as required.* | | | | | |
|  | Name of partner | Type of organisation | | | Status (i.e. agreed to work together, currently in discussion, not yet approached) |
| Partner 1 |  |  | | |  |
| Partner 2 |  |  | | |  |
| Partner 3 |  |  | | |  |

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| **Section 2**  **Summary** |
| **2.1 Summary of your proposal**  *Please explain clearly and succinctly….* |
| 1. *What is the problem you are trying to solve? (100 words)* |
| *c) What it is that you want to do about it? (100 words)* |
| *d) What benefits do you think your proposal will yield? (100 words)* |
| *e) How many children or young people do you expect to work with and at what ages? (100 words)* |
| **2.2 What do you want to get out of participating in this programme?** (100 words) |

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| **Section 3**  **Impact and Outcomes** |
| **3.1** **About your proposal** (300 words)  *What is your proposed project and how would it work? We require full details of the intended activities of your proposal i.e. all the things that the programme will do directly for participants, or that the participants do as part of the programme.* |
| **3.2 How does the activity described above support the defined aims of the HAF Research Fund?** (300 words) |
| **3.3 What is the evidence base for your chosen operating model?**  (300 words)  *What is your theory of change and what evidence do you have from your own work or from elsewhere to suggest that your project will work?* |
| **3.4 How will you engage your target group of children and families?** (200 words) |
| **3.5 How will you monitor the impact of your provision?** (200 words)  *Management information could include attendance and behaviour records, measures of readiness to learn, progress and attainment measures. Please list any data that is currently or likely to be available.* |
| **3.6 How will you achieve the required scale within the timescales available?** (300 words)  *Please outline the timeline for your project in brief, indicating: key phases/activities, dates and milestones.*    Please also complete the project plan template at Annex A |
| |  | | --- | | **Section 4**  **Capacity to deliver** |   **4.1 Please describe your previous experience in delivering holiday provision for disadvantaged pupils (300 words)** |
| **4.2 Please describe how you will ensure the provision can be delivered to your target group by the 2018 summer holidays (200 words)**  *What systems and infrastructure does your organisation have in place to ensure you can deliver to this tight timescale?* |
| **4.3 Please give details of the oversight and governance arrangements for your project (200 words)** |
| **4.4 Please outline the key risks you foresee and how you plan to mitigate them. (300 words)** |

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| **Section 5**  **Sustainability** |
| **5.1 What steps will you take to ensure enduring impact after the period of funding? (200 words)** |
| |  | | --- | | **Section 6**  **Value for money** |   **6.1 How much will it cost?** (300 words)  *What are your best estimates on the overall costs needed over the life course of the proposal? You should describe and quantify here the total cost of your proposal and what this investment will cover.*  *Please note that we expect to fund over 3-4 months, with last grant payments being issued by end September 2018.*  *Please also confirm that you will not spend grant funding monies prior to need.*  ***Please also complete the financial template provided at annex B as an addendum to your application.*** |
| **6.2 How will your project be value for money?** (200 words)  *How will you demonstrate value for money? Evidence may include details of how the project costs represent good value or how they generate savings through better longer-term outcomes for children or families.* |
| **6.3Will you be drawing on other sources of income for this project?** If so, plese provide details. (100 words) |
| **6.4 Will you also be making places available for non-disadvantaged pupils on a chargeable basis?**  If so, please provide details (100 words). |

**Annex A – Project Plan Template**

**Please provide details of the high-level action plan in terms of main activities and milestones for the proposed project. An example is provided below to give you an idea for the kind of information we are looking for. There is no limit to the number of activities / milestones you can add to your action plan.**

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| **Main activity** | **Milestone** | **Person leading and their role** | **Start date** | **End date** |
| e.g. Recruitment of project manager | e.g. Project manager in post | e.g. | e.g. July 2018 | e.g. September 2018 |
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**Annex B – Finance Template Guidance**

**Instructions:**

Please complete the table below taking care to list all costs under the appropriate cost type. Please indicate the estimated level of spend by type per term. A description of each cost type can be found below:

* **Delivery:** these are costs of people and resources involved in the direct delivery of activities in the supported settings. Wherever possible, we ask bidders to be specific about how funding requested relates to project activities and milestones.
* **Administration:** these are the costs relating to anything other than direct delivery, project management and travel and subsistence. This could include the costs of the project manager who is responsible for making sure that the programme of work is delivered as planned, and will include costs relating to monitoring the ongoing delivery of activities and achievement of outcomes.
* **Travel & Subsistence:** these are the costs incurred by deliverers of activities.

We also ask that bidders remember that we expect:

* Not to fund capital expenditure;
* Not to fund anything that would be covered within existing funding streams, although we will consider backfill arrangements to facilitate project delivery on a case by case basis; and
* All funding requests to demonstrate value for money.

**The total spend across all cost types should equal the total amount applied for.**

**Finance Template**

| **Project Cost Area** | **Project Cost** | **June 2018** | **July 2018** | **August 2018** | **September 2018** | **Total spend** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| e.g. Delivery | e.g. 2 FTE staff | £###.## | £###.## | £###.## | £###.## | £###.## | This column allows you to provide any clarifying information, such as the rationale for costs, how they have been developed or any other details you think would be useful for us to know. |
| **Delivery** |  |  |  |  |  |  |  |
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| **Administration** |  |  |  |  |  |  |  |
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| **Travel and subsistence** |  |  |  |  |  |  |  |
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| **Supplementary information** |
| **Costs and expenses**  You will not be entitled to claim from the Department any costs or expenses which you may incur in preparing your proposal whether or not your proposal is successful.  **Feedback**  We will be able to offer formal feedback on your proposal.  **Inducements**  Offering an inducement of any kind in relation to obtaining this or any other grant with the Department will disqualify your application from being considered and may constitute a criminal offence.  **Freedom of information**  The Department is committed to open government and to meeting its responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Department may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your proposal is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by the Department should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful proposals.  **State Aid**  State Aid rules must be adhered to. State Aid is a European law term which refers to forms of financial support from a public body or publicly-funded body, given to organisations engaged in economic activity on a selective basis, which has the potential to distort competition and affect trade between member states of the European Union. Unauthorised State Aid is unlawful aid and if public authorities award State Aid in breach of the rules, the European Commission has the power to require repayment with interest from the aid beneficiary. State Aid may be permitted if it falls under a certain threshold. This is known as de minimis aid. Currently the total de minimis aid granted to any one organisation must not exceed €200,000 over any period of three financial years.  We consider it unlikely that the funding to be provided under this scheme would be considered State Aid. However, applicants should form their own view, taking advice if necessary, as to whether the funding they receive is unlawful State Aid. Furthermore, if you have received State Aid from any public body in the previous three financial years you must let us know on the application form. If your organisation has received State Aid in the previous three financial years below the de minimis threshold, this could possibly limit the amount for which you are eligible. |



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