

**ANNUAL HOLIDAY ACTIVITIES AND FOOD PROGRAMME 2022**

**EXPRESSION OF INTEREST (EOI)**

**Broxtowe Borough Council are inviting expressions of interest to deliver the holiday activities and food programme within the borough for 2022 with an option for TWO 12-month extensions to cover the 2023-24 periods.**

**Expressions of interest need to be submitted by Friday 11th March. However, where applications are incomplete or additional information comes to light updated forms can be submitted up to the date of delivery.**

**Programme Information**

* The Annual HAF programme will run on the following date:
1. For 4 days during Easter from 4th to 7th April 2022.
2. For up to 16 days during Summer from 1st – 26th August 2022
3. For 4 days during Winter from 22nd – 23rd December and 28th – 29th December 2022
* A minimum of 4 hours of activities must be provided per day however more hours can be provided for if requested and additional funding can be allocated accordingly.
* The programme is for pupils that reside within the Nottinghamshire area only (just attending school in Nottinghamshire does not mean they qualify).
* All participants receiving free provision MUST be actively in receipt of free school meals or be classified as SEND or requiring additional assistance, however, providers can offer paid positions in their programmes for children who do not meet these requirements if they so choose and charges for this are left up to the provider.
* At least one meal MUST be provided, for Summer and Easter deliveries this meal will preferably be hot but cold meals are acceptable. For any Winter delivery these meals MUST be hot. Meals can be organised and delivered through the County Councils School meals service (Enterprise Foods) if required or organised by the providers themselves. If using Enterprise Foods, then providers will need to book at least 5 days before delivery once registration numbers are known. If using an outside party for meals, then providers will need to have checked their food qualifications and ensured they meet delivery standards
* Providers will be required to include other refreshments as appropriate for the length of activity (water, juice, healthy snacks etc.).
* All food MUST meet national nutritional standards.
* All food provision should cater for all dietary and religious requirements when required and providers should be mindful of allergies.
* Where cutlery is not available, provisions can be made within the EOI, under the resources section for **bamboo** cutlery to be purchased.
* All activities must meet national physical guidelines.
* Providers must also provide some form of creative activities as well.

**Expression of Interest**

Nottingham County Council hold the funding for the HAF programme. All Borough and District Councils have been invited to bid for funds to run the HAF programme in their area in 2022.

All EOI forms received will be collated to form a bid to Nottinghamshire County Council. It is vital therefore that you provide as much information as possible about your bid. This will enable both Broxtowe Borough Council and Nottinghamshire County Council to identify the most effective and comprehensive programmes.

If you have any questions or require further information, please contact Harry Lees-Manning at harry.lees-manning@broxtowe.gov.uk or on 0115 917 3657.

**EXPRESSION OF INTEREST**

**Name of organisation / group:**

**If you are a registered charity, please provide your charity number:**

**Business Address:**

**Name of Primary Contact:**

**Primary Contact Email Address:**

**Primary Contact Phone Number:**

**Name of Secondary Contact:**

**Secondary Contact Email Address:**

**Secondary Contact Phone Number:**

**Do you have a venue available to deliver the programme YES / NO**

**If yes, please provide details about where you plan to deliver the programme including an address.**

**Please provide details about what activities you plan to run as part of your programme during 2022 (providers do not need to provide activities for every day of the programme, however, their full programme for 2022 must be submitted).**

**Please identify the age range of the children that would attend the programme**

**e.g. 5-8 years or 11-15 years. There can be more than one age range.**

**Please identify the total number of children that you would be applying for funding for, per day via the programme**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Day 1** | **Day 2** | **Day 3** | **Day 4** |
| 04-07.04.2022 |  |  |  |  |
| 01-04.08.2022 |  |  |  |  |
| 08-11.08.2022 |  |  |  |  |
| 15-18.08.2022 |  |  |  |  |
| 22-25.08.2022 |  |  |  |  |
| 22/23.12.2022 + 28/29.12.2022 |  |  |  |  |

**Project Outline**

***Please attach a timetable for the programme to this form.***

***This information will form the basis of your bid for funding so give as much detail as possible. You must identify how many places you anticipate providing, the variety of activities provided and for how long each session will last.***

***It is important that you outline how your programme will meet the Delivery, eligibility financial, monitoring, registration and requirements outlined below:***

**Finance:**

*Provide a detailed breakdown of expenditure below.*

***Please be aware*** *that all hot meals purchased through County Council Enterprises will cost £5 per head. If your organisation intends to bring in an outside party to assist with the delivery of food or other activities, then this cost needs to be included. Maximum cost per qualifying child allowed is £22.50 for non-SEND or £40.50 for SEND (both numbers are including food costs). Any submissions will be evaluated for their cost efficiency.*

|  |  |
| --- | --- |
| **Type of Expenditure**  | **Total for the programme** |
|  |  |
| **Food** (based on £5 per head per day) |  |
| **Travel** |  |
| **Staff costs** |  |
| **Venue Hire (if known)** |  |
| **Resources/Amenities costs**  |  |
|  |  |
| **Total** |  |
|  |  |
| **Estimated Cost Per Head** |  |

**As a potential delivery partner, you must confirm that you understand and agree to the following points. Please read these carefully, and sign in agreement below.**

**Delivery:**

* The HAF programme delivery will commence the list of dates outlined in the document above with a duration of 4 days per week. All delivery partners must utilise the funding to deliver sessions.
* Holiday clubs must provide activities that meet the [physical activity guidelines](https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report) on a daily basis.
* Holiday clubs must provide fun and enriching activities that provide children with opportunities to develop new skills or knowledge, consolidate existing skills and knowledge and try out new experiences.
* All delivery partners must provide at least one meal a day, preferably hot, and all food provided at the holiday club (including snacks) must meet [school food standards](http://www.schoolfoodplan.com/actions/school-food-standards/).
* All delivery partners must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children.
* All delivery partners must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families.

**Training**

Providers are required to ensure staff have been previously trained in Basic Nutrition, Safeguarding and Challenging Behaviour and where training is required Nottinghamshire County Council plan to provide this via webinars. Costs for training resources can be accounted for within the resources section of the EOI.

**Registration on Programme:**

* All providers are responsible for providing **their own registration and booking systems** and must allow access to the systems as required by Broxtowe Borough Council.
* It is the providers’ responsibility to monitor registrations for their projects and keep lists (including waiting lists) and relevant details of all those who wish to attend secure.
* The registration system must record information regarding provision of meals, including dietary requirements and any other relevant information.
* All food provided as part of the programme must comply with regulations on food preparation (NCC will offer training to providers) and take into account allergies and dietary requirements (see the allergy guidance for schools and take into account any religious or cultural requirements for food)
* Providers are responsible for liaising with parents / carers of the children and young people to inform them that they have a place on their project as well as any other relevant information.
* Should a session or sessions have to be cancelled, it will be the providers’ responsibility to inform parents and carers of the cancellation via text and email, even if it is on the day of the event (in the event of cancellation, funding may be withdrawn depending on circumstances).

**Financial:**

* Funding will be allocated on a not for profit basis.
* The funding will directly impact children who are actively receiving free school meals only.
* Funding will be used to deliver support to children residing in Nottinghamshire only. Places can be offered to non-Nottinghamshire children and those not actively receiving free school meals, but HAF funding cannot subsidise them – they will need to be paid places.
* Within reason providers can request as many places as they wish but HAF funding can only be allocated to booked places NOT the number of places provided. As such booking numbers will be evaluated close to the delivery date and funding allocated will be adjusted to meet these expectations.
* Gift giving as part of the HAF funding is not allowed, however, children may take home resources from the delivery of the HAF if providers wish to do so **as long as they have been used during provision** (e.g. racquets, balls, clothing).
* After delivery of the HAF and the timely completion and sending of monitoring forms to Notts County Council, providers will need to invoice Broxtowe Borough Council for services rendered and any other expenses in line with agreed funding provisions.

**Monitoring and Auditing:**

* All delivery partners at the end of the programme are required to submit completed copies of the daily monitoring forms (which include the GDPR statement and enable parents to opt out of information sharing) and attendance registers for recording and monitoring purposes. This monitoring must include:
	+ Name
	+ Post code
	+ DOB
	+ Number of attendees
	+ If they were in receipt of Free School Meals
	+ If they were SEND attendees
	+ What hours they attended
* All delivery partners must maintain a record of all expenditure from the grant and these records must be made available for inspection by Nottinghamshire County Council and Broxtowe Borough Council, if requested.
* All delivery partners must submit details of additional funding received if requested to do so by Nottinghamshire County Council.

**Eligibility:**

* All delivery partners must comply with any sector regulations as issued by Nottinghamshire County Council and Broxtowe Borough Council or by relevant Sector bodies (for example: Ofsted regulations).
* All delivery partners must maintain a properly constituted management committee or equivalent. This management committee must meet regularly and ensure that these meetings are adequately publicised. A copy of the constitution or equivalent document must be forwarded to Broxtowe Borough Council or Nottinghamshire County Council or any relevant auditing body, if requested.

All delivery partners must provide copies of their safeguarding and equal opportunities policies covering staff and clients and in relation to management, service delivery and employment practices

* All delivery partners must undertake suitable and sufficient risk assessment for their project, seeking professional guidance where appropriate from a competent person.
* All volunteers/staff must be DBS checked. A signed letter on the organisation’s headed paper must be forwarded to Broxtowe Borough Council to confirm this.
* All partners must provide evidence of Public and Employers Liability Insurance, and if applicable, Occupier’s liability insurance.

All partners must have copies of their health and safety, accessibility and inclusiveness policies and procedures available, should they be requested.

* If required, all delivery partners must be able to demonstrate and explain the safeguarding procedures and checks that they have in place for the holiday activities and food programme.
* All copies of evidence can be submitted via e mail in a PDF format.

**I confirm that I understand and agree to conditions of the scheme as stated above.**

**I confirm that my organisation has appropriate policies in place that meet Broxtowe Borough Council requirements as stated above.**

**I confirm that my organisation has appropriate insurance in place and can provide documentation as proof of this.**

Print Name:

Position & Organisation:

Signature:

Date: