**Barking and Dagenham: Guide to the Holiday Activities and Food Programme Fund (HAF)**

**Contents**

[About 1](#_Toc83835395)

[Partnership Opportunities 2](#_Toc83835396)

[Scope of Delivery 2](#_Toc83835397)

[How much money is available? 2](#_Toc83835398)

[Who can access HAF Funding: 3](#_Toc83835399)

[Eligibility criteria 4](#_Toc83835400)

[How to apply 5](#_Toc83835401)

[Awarding funds 6](#_Toc83835402)

[Monitoring the funds 6](#_Toc83835403)

[Unsuccessful applications 7](#_Toc83835404)

[Exclusions 7](#_Toc83835405)

[Data Protection and Freedom of Information 7](#_Toc83835406)

# About

School holidays can be pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children that can lead to a holiday experience gap, with children from disadvantaged families:

* less likely to access organised out-of-school activities.
* more likely to experience ‘unhealthy holidays’ in terms of nutrition and physical health.
* more likely to experience social isolation.

Free holiday clubs are a response to this issue and evidence suggests that they can have a positive impact on children and young people and that they work best when they:

* provide consistent and easily accessible enrichment activities.
* cover more than just breakfast or lunch.
* involve children (and parents) in food preparation.

In November 2020, the government announced that the holiday activities and food (HAF) programme would be expanded across the whole of England in 2021. The programme has provided healthy food and enriching activities to disadvantaged children since 2018, beginning in 11 pilot areas. Since then, the programme has covered the Easter and Summer holidays in 2021 and will cover the Christmas holidays in 2021.

The Government has made £220 million available to local authorities to coordinate free holiday provision, including healthy food and enriching activities. The programme is available to children in every local authority in England.

**Contact**

Email: HAFprogramme@lbbd.gov.uk

HAF Co-ordinator: Victoria Horner

# Partnership Opportunities

Barking and Dagenham Trading Partnership (BDTP) are key to outcome delivery and can play an active role in supporting organisations to develop a sustainable hot food catering offer that meets School Food Standards. They can also deliver food to your organisation as part of your holiday activity food offer if you are unable to meet this requirement.

BDTP are a commercial company, founded in April 2018. Wholly owned by the London Borough of Barking and Dagenham, they operate as a completely independent organisation. BDTP can tailor their work to meet specific requirements and to provide expert advice that is appropriate to your context. To learn more about the support BDTP can offer, please visit their website: <https://bdtp.co.uk/>

The programme is specifically for families who meet criteria for benefits-related Free School Meals (FSM) and the subsidised offer should be targeted to ensure that FSM families are able to benefit. However, if a family does not qualify for FSM they may be able to get support from Community Hubs Programme: <https://www.lbbd.gov.uk/community-food-clubs>

# Scope of Delivery

The expectation from the DfE is that all benefits-related Free School Meal families be offered a place on the HAF programme. This equates to 9308 places according to our 2020 census, 56% primary age and 44% secondary (published data to 2019 can be found here: <https://data.london.gov.uk/dataset/pupils-eligible-free-school-meals-borough.>

To better ensure that provision both meets the needs of our FSM families and is accessible for them, it is proposed that places fall in line as much as possible with FSM distribution by ward and age group. For this reason, the decision-making panel will consider where the project is being delivered and how much money has already been granted to that part of the borough.

Up to 15% of places may be offered to children who are not on benefits-related Free School Meals but are otherwise vulnerable. This may include Children in Need, those on a Child Protection Plan, Young Carers, Young Offenders, etc.

# How much money is available?

Barking and Dagenham’s confirmed allocation for the HAF programme is £1,126,450. Programmes can subsidise places on existing holiday provision as well as commission new activities.

The funding must be used to provide access to holiday activity programmes as follows:

* The equivalent of 4 hours a day, 4 days a week provision. This equates to 16 hours per child during the Christmas 2021 school holidays and can be spread flexibly e.g. 8 hours over two days or 4 hours over 4 days.
* Inclusive and accessible provision to benefits-related FSM children, including those with SEND.
* Provision offered to all benefits-related FSM children of statutory school age who live or attend school in the Barking and Dagenham.

The minimum standards for the delivery of high-quality provision include healthy food (meeting the school food standards) enriching activities, physical activities, nutritional education, and robust policies and procedures. The Government wants children attending clubs to:

* Eat more healthily.
* Be more active.
* Take part in engaging and enriching activities.
* Be safe and not isolated.
* Have greater knowledge of health and nutrition.
* Be more engaged with school and other services.
* Have greater knowledge and awareness of holiday club provision.

Details of the school food standards can be found here - <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>

 A proportion of the funding can also be used for capital spend that supports organisations’ capacity to provide hot food for children and young people alongside the delivery of activities. This must not exceed more than 2% of your total programme funding.

Organisations must set out in their application how they plan to deliver against the key deliverables and minimum standards.

It is anticipated that there will be many organisations across the borough who are able to deliver the HAF outcomes, but we recognise that some organisations have the capacity to take on more than others.

For this reason, there is not a cap on the amount that can be applied for but organisations applying must make clear within their submitted budgets how they will spend the funds and deliver against the outcomes and must evidence value for money.

# Who can access HAF Funding:

HAF Funding is available to community and voluntary organisations, not-for-profit companies, registered charities, constituted organisations, social enterprises, schools, and private companies operating in Barking and Dagenham.

As part of the application process, and to confirm your eligibility to receive public money, you will be required to submit[[1]](#footnote-2):

* Constitution or governing document in the case of non-for-profit organisations
* Equalities and Diversity policy and procedures
* Safeguarding policy and procedures
* Public Liability Insurance
* Accounting or financial information to prove solvency.

Where this information cannot be supplied you will need to provide a written statement of the reasons.

# Eligibility criteria

To receive HAF funding from us your project must:

* be local to the borough and benefit people who live or go to school in the borough.
* be inclusive and accessible to every FSM family and have regard to protected characteristics, including children with SEND.

Applications will be judged against the following criteria:

|  |  |  |
| --- | --- | --- |
|  | Criteria  | Score  |
| 1 | Does the project will meet the key deliverables as set out in the guidance document? The key deliverables are:* Healthy Hot Food Offer ([meeting the school food standards](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools))\*
* Enriching activities
* Physical activities (meeting NHS guidelines [https://www.nhs.uk/live-well/exercise/physical-activity-guidelines-children-and-young-people/)](https://www.nhs.uk/live-well/exercise/physical-activity-guidelines-children-and-young-people/%29)
* Nutritional education - daily for children and weekly for parents
* To offer provision for the equivalent of 4 hours over 4 days. To offer each child a 16 hour place during the school Christmas holidays.
* Providers could consider evening and weekend delivery, or fewer days with longer sessions to allow for trips and special events. Your provision could therefore be spread over 2 weeks at Christmas.

*\*note organisations can fully meet this requirement by partnering with Barking and Dagenham Trading Partnership if they cannot meet it alone* | 1 – 20 points  |
| 2 | Does the project deliver against the following outcomes.For children to:* Eat more healthily.
* Be more active.
* Take part in engaging and enriching activities.
* Be safe and not socially isolated.
* Have greater knowledge of health and nutrition.
* Be more engaged with school and other services.
* Have greater knowledge and awareness of holiday club provision

For families to:* Develop their understanding of nutrition and food budgeting
* Be signposted towards other information and support, for example, health, employment and education
 | 1 – 20 points  |
| 3 | Does the applicant set out a clear business plan demonstrating:* How the project will be delivered
* What the booking process is and how places will be filled (we recommend offering places at 10% over capacity to negate the effects of non-attendance)
* The proposed timetable
* Budget plan for all costs

  | 1 – 20 points  |
| 4 | Have they considered risks and developed appropriate mitigations? (excluding legal and compliance which the authority will consider)  | 1 – 10 points |
| 5 | Sustainability: what is the continuity plan; what will happen after the funding ends to sustain outcomes? * Please consider how funding might be used to build capacity for future delivery beyond the life of the fund. This could include development of spaces, materials, or skills for example.
 | 1 – 10 points |
| 6 | How you will market your project to eligible families and how you will gain feedback from families who participate.  | 1 – 20 points |

The HAF programme represents a key opportunity to engage effectively with many of our most vulnerable and deprived families as well as develop the borough’s wider infrastructure to provide support for these families going forward. You will improve your chances of being awarded HAF funding if your application can demonstrate how it will build capacity and expertise in the sector to ensure that holiday provision going forward meets the core elements of HAF:

* A daily hot food offer that meets [School food standards - School Food Plan](http://www.schoolfoodplan.com/actions/school-food-standards/) and takes into account dietary requirements
* Nutritional education for children and young people each day
* Food education for families and carers – at least one session on provide advice on how to source, prepare and cook nutritious and low-cost food
* Physical activity that meets the [Physical activity guidelines: UK Chief Medical Officers' report - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report)
* Enriching activities that allow children to have new experiences and develop new skills
* Information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families

The decision-making panel will also consider where the project is being delivered and the age groups the provision is tailored to.

We reserve the right to amend these criteria at any time.

# How to apply

The opportunity for organisations to apply for this funding will be open from the 4th October 2021. Applications will close on 24th October 2021.

* Bids will be submitted online via One Borough Voice <https://oneboroughvoice.lbbd.gov.uk/haf-fund-2021> or via completion of the Microsoft Word application form which is to be sent by email to HAFprogramme@lbbd.gov.uk
* Officers will undertake an initial sense check and organisational due diligence of what has been received.
* Projects will be presented to an officer panel for consideration. The panel will make recommendations to the Commissioning Director for Education for sign off.

One Borough Voice:

* You will need to register on One Borough Voice to be able to fill in and save your application.
* Once logged in you will be able to work on, save and go back to your application before you submit.
* Many of the fields are mandatory to fill in and you will not be able to move on to the next question or page if you do not fill it in.
* If you have any questions about the fund guidance and requirements, please email HAFProgramme@lbbd.gov.uk
* If you have any questions about the One Borough Voice platform, please email community@lbbd.gov.uk

You may also be required to submit the following documents specific to your project:

* Statement evidencing that all staff and practitioners are DBS checked to the required standards for the project being undertaken.
* Risk Assessments
* Information Commissioners Office registration details, if applicable. Check if you need to register: [Registration self-assessment | ICO](https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/)
* Ofsted registration number and link to most recent inspection, if applicable

We may follow up your application with additional questions or queries in advance of making a decision.

# Awarding funds

If your application is successful, we will issue a conditional offer letter. The offer will, as a minimum be subject to checking of the any supporting documents you have been asked to provide.

If everything meets our requirements, we will confirm the offer with the issue of a contract. This will set out the terms and conditions and service specification for which funding has been awarded.

If your project is awarded HAF funding, then delivery of the project must be underway by the specified start date, and our funding element spent within one year of the date of the award letter.

# Monitoring the funds

If we fund your project you will need to complete a project assurance report to confirm how the funds were spent and what you achieved. We reserve the right to request invoices or receipts to evidence that HAF funding has been spent for the purposes intended. For the same reason, we reserve the right to audit project delivery.[[2]](#footnote-3)

# Unsuccessful applications

If your application is not successful, we will inform you. We anticipate funding many organisations across the borough and therefore formal feedback may not be possible for all unsuccessful applications.

There is no appeals process for unsuccessful applications, though you can make a complaint via the council’s formal complaints procedure if you think we have not followed our process.

# Exclusions

HAF funding is the giving of public money so it is important that it is used appropriately. HAF funding will not support projects or activities that cannot evidence how they will meet the identified needs of the beneficiaries.

Furthermore, HAF funding cannot be used to fund:

* projects which are purely research or not focused on direct delivery.
* costs of ongoing staff who are not working directly on the project – including salaries of permanent or fixed term staff.
* costs incurred in putting the application together.
* contingency costs e.g., funds to provide a source of income or for fundraising activities.
* political or religious activities
* projects that take place outside of Barking and Dagenham.
* VAT that you can recover.
* loans or interest payments.
* purchase of alcohol or illegal substances.

This list is not exhaustive. You should contact us if you are unclear whether your project, or elements of your project, would breach these rules.

# Data Protection and Freedom of Information

As a public organisation we must follow GDPR and the Freedom of Information Act 2000. By submitting your application, you agree that we can use the information it contains, and other information we hold about your project, for the following purposes:

* making decisions to award HAF funding to your project
* responding to Freedom of Information requests
* data analysis and statistical research
* sharing with individuals or organisations
* communications activity to publicise your project or promote HAF funding.

1. All documents should be scans or copies, not originals. [↑](#footnote-ref-2)
2. Legal action may be taken if you do not comply or co-operate with these activities or the council is not satisfied that public money has been used for the purposes that it was awarded. [↑](#footnote-ref-3)