**Holiday Activities and Food Programme Fund Winter 2021 application form**

This document has been provided to assist you in preparing your application. The word count is a maximum limit – you don’t need to use them all. If you need to make the boxes bigger, please do so.

You can submit your application online at: <https://oneboroughvoice.lbbd.gov.uk/haf-fund-2021>

If you wish to complete the application form as a Word document, please email to [HAFprogramme@LBBD.gov.uk](mailto:HAFprogramme@LBBD.gov.uk)

**Section 1: Key contacts and information**

Organisation name (required)

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Address Line 1 (required)

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Address Line 2 (optional)

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Address Line 3 (required)

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Postcode (required)

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Organisation website, or link to social media page/s, if you have one (optional)

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Main contact name (required)

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Main contact role/job title (required)

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Secondary contact name (required)

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Secondary contact role/job title (required)

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Contact phone number/s for main contact (required)

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Contact phone number/s for secondary contact (required)

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Email address for main contact (required)

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Email Address for secondary contact (required)

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How much funding are you applying for? (required)

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How many places are you offering? (required)

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**Section 2: About your organisation**

You are a…please select

* Community/Voluntary Sector Group
* Not-for-profit company
* Social Enterprise
* Registered Charity
* Constituted Group
* Private Company

Do you have a written governing document that is properly approved by your management committee / board of trustees / governing body?

* Yes
* No
* Not applicable (in the case of a private company)

Does your management committee/ board of trustees / governing body have at least three unrelated people?

* Yes
* No
* Not applicable (in the case of a private company)

Are the majority of the members of your management committee/ board of trustees / governing body unpaid?

* Yes
* No
* Not applicable (in the case of a private company)

Does your organisation have a bank account that requires at least two people who are not related to each other to sign each cheque or withdrawal?

* Yes
* No

Does your organisation have at least £5m Public Liability Insurance cover for the project you are delivering?

* Yes
* No

Is the organisation able to provide the necessary accounting or finance information, such as one year of accounts submitted to the Charity Commission or Companies House?

* Yes
* No

Does your organisation have an Equality and Diversity policy?

* Yes
* No

Does your organisation have a Safeguarding/Child Protection policy?

* Yes
* No

Is your organisation registered with the Information Commissioners Office? You can check if you need to register here [Registration self-assessment | ICO](https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/)

* Yes
* No
* Not applicable – if you are not required to register

Is your organisation registered with Ofsted?

* Yes
* No

If yes, please provide Ofsted registration number and link to most recent inspection

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**Section 3: About your project**

Please describe your project and what it will deliver [up to 500 words]

Please tell us about things like:

* The sites you will be using and the type of indoor/outdoor space available
* The age groups of children you will reach
* Partners, including workshop providers, you will be working with to deliver your project, and how you will quality assure their delivery, and carry out due diligence checks around safeguarding, insurance etc.
* What the daily timetable will look like
* Sample menu, if you are providing your own food
* What your Covid-19 contingency plans are
* Anything else you think is relevant

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These are the key delivery criteria for the HAF fund:

* Healthy hot food offer that meets the school food standards - <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>
* Enriching activities
* Physical activities that meet the physical activity guidelines - <https://www.nhs.uk/live-well/exercise/physical-activity-guidelines-children-and-young-people/>
* Nutritional education - daily for children and weekly for parents
* To deliver for the equivalent of 4 hours for 4 days a week throughout the Christmas school holidays. This equates to 16 hours per child. 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.

Please explain how your project meets each of the delivery criteria. [up to 500 words]

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These are the desired outcomes for the HAF fund.

For children and young people 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 including parents to:

* + Develop their understanding of nutrition and food budgeting
  + Be signposted towards other information and support, for example, health, employment and education

Please explain how your project will meet the desired outcomes [up to 500 words]

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How will your project improve equality and inclusion and how will you tailor provision for children and young people with Special Educational Needs and Disabilities (SEND) or who are otherwise vulnerable? [up to 300 words]

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How will you ensure that at least 85% of your places will be filled by children eligible for benefit-related Free School Meals? The remaining 15% must be otherwise vulnerable. Please tell us about the outreach you will undertake and checks you will make. [up to 300 words]

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How will you signpost to or work with other organisations to support families with additional or multiple needs? This may include families in food poverty, in need of mental health support, safeguarding concerns, substance misuse or any other issue they are facing. [up to 250 words]

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What are the operating times and delivery dates for your project and where are the delivery sites? [up to 250 words]

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Please describe your booking process, and what you will do to manage low or non-attendance? [up to 250 words]

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What are the risks to your project and how will you mitigate against these risks? [up to 250 words]

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What are the key milestones of success in terms of set up, staffing, resource, delivery and evaluation? [up to 250 words]

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Will you require support from the Barking and Dagenham Trading Partnership in provision of a food offer that meets the school food standards? If so, what are your requirements? [up to 200 words]

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How will you get feedback from families and evaluate the success of your project? [up to 300 words]

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What will you do to support positive outcomes for children and young people beyond HAF delivery? [up to 250 words]

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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.  Do you intend to use any of the funding for this?

* Yes
* No

If yes, please provide details, including the capital spend as no more than 2% of the total funding [up to 200 words]

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Please attach a full breakdown of the project costs in Microsoft Word or Excel format. You may email this to [HAFprogramme@lbbd.gov.uk](mailto:HAFprogramme@lbbd.gov.uk) *[this will allow an upload of a separate Word or Excel document – please provide an attachment rather than a link to Google drive documents]*

**Section 4: Declarations**

For the purposes of the London Borough of Barking and Dagenham's due diligence checks, I understand that I will be required to provide evidence that my organisation is eligible to receive public money and I will provide this evidence on request.

* Check box

I understand that the London Borough of Barking and Dagenham may require further information about my project, and I will provide this on request.

* Check box

I understand that if my project is awarded funding, I will be required to accept the London Borough of Barking and Dagenham's Conditions of Grant Aid before any funding is released.

* Check box

I understand that if my project is awarded funding, I will be required to report on the progress of the project delivery, outcomes and impacts my project achieves.

* Check box

I understand that the London Borough of Barking and Dagenham reserves the right to request financial information or audit the delivery of my project to ensure public money is used for the purposes intended, and I confirm that I will co-operate with that process.

* Check box

Signature of main contact (a digital signature is acceptable)

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Print Full Name

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Date

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Attachments required:

* Please attach your organisation's constitution or governing document
* Please attach your organisation's annual financial report
* Please attach your organisation's children’s safeguarding policy and procedures
* Please attach your organisation's equalities and diversity policy
* Please attach your organisation's public liability insurance certificate
* Please attach your organisation’s ICO registration details if you are required to register [Registration self-assessment | ICO](https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/)

These documents along with this application form can be sent by email to [HAFprogramme@lbbd.gov.uk](mailto:HAFprogramme@lbbd.gov.uk)