**Holiday Activities and Food Programme Fund Easter 2022 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. You can then copy and paste your answers into the application form online at: <https://oneboroughvoice.lbbd.gov.uk/haf-fund-easter-2022>

**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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Email address for main contact (required)

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Contact phone number/s for main contact (required)

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Secondary contact name (required)

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Secondary contact role/job title (required)

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Email Address for secondary contact (required)

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Contact phone number/s for secondary contact (required)

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How much funding are you applying for? (required)

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How many individual children will you reach please explain how you have calculated this)? (required)

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**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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**Aims of the HAF programme**

As a result of this programme, we want children who attend your provision to:

•eat healthily over the school holidays

•be active during the school holidays

•take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment

•be safe and not to be socially isolated

•have a greater knowledge of health and nutrition

•be more engaged with school and other local services

We also want to ensure that the families who participate in this programme:

•develop their understanding of nutrition and food budgeting

•are signposted towards other information and support, for example, health, employment, and education

**The core offer**

We expect that all participating children should benefit from at least a week of face-to-face provision at Easter, which should be for a minimum of four hours per day for four days.

We know that many providers will offer a HAF programme that runs for more hours, days and weeks than our minimum expectation and we encourage them to do this.

**About your project**

Please describe your project and what it will deliver [up to 700 words]

Please include the criteria on the following list and anything else you’d like to tell us:

* The sites you will be using and the type of indoor/outdoor space available
* The age and year 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 activity timetable will look like
* Sample menu, if you are providing your own food, and whether the food provider is registered as a food business
* What your Covid-19 contingency plans are
* Anything else you think is relevant

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Please describe how your project will meet all of the following HAF standards [up to 700 words]:

* Daily healthy (preferably hot) food offer for children that meets the school food standards - <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>
* Enriching activities that allow for children to have new experiences and develop new skills, have fun and socialise
* Daily physical activities that meet the physical activity guidelines for children of at least one hour per day of moderate-to-vigorous physical activity - <https://www.nhs.uk/live-well/exercise/physical-activity-guidelines-children-and-young-people/>
* Daily nutritional education for children aimed at improving the knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could for example include activities such as: getting children involved in food preparation and cooking, growing fruit and vegetables, taste tests, discussing food and nutrition or including food and nutrition in other activities
* Weekly nutrition and food budgeting sessions training and advice sessions for parents, carers or other family members. These should provide advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the nutritional education aspect of the programme, for example, by inviting children and their families to prepare and eat a meal together
* HAF providers should be able to provide information, signposting or referrals to other services and support that would benefit families. This could include sessions provided by partner agencies around employment, training, family support, health, financial advice etc

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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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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, who live or go to school in Barking and Dagenham? The remaining 15% must be otherwise vulnerable. Please tell us about the promotional activity you will undertake and eligibility checks you will make. [up to 300 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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If you are working with children in years 9-11 (age 13+) how you will tailor the provision for them eg. offering afternoon and twilight sessions with evening meals, assuring parents they will be safe and secure, considering offering pop up provision in parks, allowing for a role for them in supporting, designing and leading sessions for their peers or for younger children – to help them to socialise and develop leadership skills which can be crucial for those in year 9-11. [Up to 400 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 council’s school meals supplier, BD Together, in provision of a food offer that meets the school food standards? If so, what meals would you like them to provide eg. breakfast, lunch, evening meal, snacks? [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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A proportion of the funding can also be used to purchase equipment for the programme, for example, to improve the catering or sports equipment at an individual club. However, programme funding can only be used where this meets our criteria for capital expenditure. This must not exceed more than 2% of your total programme funding.

Capital expenditure is classed as:

* individual assets worth over £2,500
* grouped assets, that is assets of a similar nature that are purchased at the same time, which cost £2,500 or more overall
* bulked assets, for example, a bulk purchase of equipment where the value of the individual item is below the set value, which cost £2,500 or more overall

Any equipment that does not meet these criteria will not be classed as capital expenditure or be subject to the 2% cap. 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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**Budget**

Please attach a full breakdown of the project costs in Microsoft Word or Excel format. [Required] *[this will allow an upload of a separate Word or Excel document – please provide an attachment rather than a link to Google drive documents]*

**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/)