Cumberland Council

Holiday Activity & Food Programme Application Form – Summer 2023

**Notes:**

## This is for up to 16 days during the Summer Holidays. You must complete all the sections on this application form.

## If you are a new provider, we carry out a Governance Health Check prior to commencement and annually thereafter to ensure safe provision.

## Applications for Summer 2023 must be received by Friday 12th May

## Please note if you are delivering in more than one locality, please do a separate application for each of the 6 localities

## 85% of attendees should be on Free School Meals with 15% coming from other vulnerable groups (unless you are providing special needs provision) please not you cannot exceed the 15% from other vulnerable groups unless you have prior agreement with the HAF team.

## You do not have to provide the full number of days in the programme, but you should discuss this first before applying.

## Please read the guidance on Holiday Activity Provision before completing this application *(available in the header)*. If you have questions, then please contact me for assistance or clarification. To access the guidelines please just right click on the box above to find the details.

## Providers of HAF Activities should include the following elements as part of their provision:

## Healthy meals: holiday activities organisers must provide at least one hot healthy meal a day and must meet the School Food Standards throughout

## Enriching activities: holiday clubs must provide fun and enriching activities that provide children and young people from ages 5 – 16 with opportunities to develop or consolidate skills and knowledge and improve their wellbeing. It can be any kind of activity that the children enjoy doing, some examples are drama, music, sport, craft to forest schools or swimming,

## Target school age children aged 5-16 (18 if special needs)

## Provide daily physical activities which contribute to the Chief Medical Officer Physical Activity Guidelines.

## Provide nutritional education: holiday clubs must improve children’s knowledge and awareness of healthy eating and offer advice and training to parents on how to source, prepare and cook nutritious and low-cost food. Your HAF team will provide you with resources for this element of the programme.

## Cover environmental awareness such as single use plastics

## Engage parents in food education and healthy eating through provision of information – or cooking demonstrations or inviting them to a meal.

## Signposting and referrals: clubs 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.

## Provide on request policies and procedures: clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to; safeguarding, health and safety and contingency planning in respect of covid. They must also have sufficient and relevant insurance in place to cover the activities planned. All staff and volunteers engaged in HAF delivery must be DBS checked at the appropriate level and the organisation should have a named person who is the lead for safeguarding.

## Finances

## We are looking for best value for money and although cost is not the only factor in our decision making but it will play a role in the decision as to who gets funded as funds are very limited. We appreciate that if you are dealing with children with additional needs the price will be higher than the provision in mainstream. Our guidance is for no more than £30 per day per child to include food.

## To work out your price per head you take the total amount you have asked for and divide it by the number sessions you are offering, for example:

## 4 days x 35 children = 140 sessions

## Total amount applied for (£4200) dived by total sessions (140) giving a total cost of £30 per head.

## There are exceptions to this funding such as provision of transport costs or supporting children with additional needs but please discuss with your HAF lead before undertaking the application. The HAF programme targets young people with a free school meal entitlement, or those children deemed vulnerable, NEET or with SEND who are of school age 5- 16 and activities must last at least 4 hours per day and include a hot nutritious meal in line with school food guidance. You can only use the HAF monies for these young people, but you can have paying places for those who are not eligible for the HAF funding, but the price must not be less than you are requesting from HAF. You must not count your paying places in the HAF numbers and report on them separately.

## You must be able to provide evidence of spend and any unspent or unaccounted for funding must be repaid. When you provide us with the report following the sessions you must include receipts for all expenditure. Any unspent monies must be repaid.

## If you have any questions, please email [cathhaf@btinternet.com](mailto:cathhaf@btinternet.com)

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| **Section 1**  **About Your Organisation** | |
| **Name of Organisation:** |  |
| **Lead Contact:** |  |
| **Job Title:** |  |
| **Address of organisation:** |  |
| **Type of Organisation:**  *(School, third sector organisation, other)* |  |
| **Address where provision will take place during Summer 2023:** |  |
| **Email Address:** |  |
| **Telephone Number:** |  |
| **Website Address:** |  |
| **Social Media Platforms:** |  |
| **How do families book on to your provision?**  *(Email, telephone, website, booking system)* |  |

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| **Section 2**  **Summer Proposal** | |
| **Are you a new HAF provider?** | **Yes  No** |
| **Please give a brief description of what the children and young people will do during provision – what will a typical day look like:** |  |
| **How many days do you intend to deliver at Summer (max 16 days)?** |  |
| **Are you able to provide hot healthy and nutritious food? If yes, what is your estimated price per head, per day?** |  |
| **Please confirm that food provision will comply with current guidance on healthy eating.**   * [**School food standards**](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools) |  |
| **What is your average price per head, per day for proposed activity/project not including the food element?** | £ |
| **What is the total price per day per child to include the hot meal?** | £ |
| **Please confirm that you will be providing physical activities in line with Government requirements and tell us what these activities will be:** |  |
| **Have you collaborated with another organisation for the proposed activities/projects? If so, please name the organisation.** |  |
| **How does this fit in with other planned activities either through the schools or wider community in your locality?** |  |
| **How do you intend to market the offer to eligible families and agencies who may refer children to you? Will you produce flyers, leaflets, use social media etc?** |  |
| **How will you liaise with other schools and partnerships in the area to ensure there is no duplication and to ensure you reach eligible young people?** |  |
| **What links do you already have with schools and community groups in the area where you will be delivering?** |  |
| **Would you be interested in collaborating with other organisations? If so, please list any potential partners and/or additional support you could benefit from to deliver your proposed plans.** |  |
| **How have you engaged with young people and families to make this application?**  **How do you know that what you are proposing is what children and young people want to take part in?** |  |
| **How many Free School Meals children do you plan to accommodate?**  *(Please note 15% of HAF funding can also be used for vulnerable young people please check with your HAF team on eligibility if you have questions. That means that 85% of all those who attend must be on free school meals).* |  |
| **Please state how many you will engage per day?** |  |
| **Total number of children you will engage who are eligible for HAF?** |  |
| **What provisions or adjustments will you put in place to accommodate children with additional needs and disabilities?**  *(Please give details and outline any additional costs you will incur).* |  |
| **Are there are any groups of young people you are not able to accommodate** |  |
| **How are you going to identify the children and young people who are eligible to attend? How will you reach the potential participants?** |  |
| **If other non-eligible children will be attending, do you propose to charge for any sessions and record activities?** |  |
| **If you intend to charge for places for those not eligible for HAF how much will your daily charge, be?**  *Note: this cannot be less than the HAF daily costs*  *(You can report on those who are paying but they are not counted towards the numbers you outline in this application which is for HAF eligible children only).* |  |
| **How many infant school children (5-7) will attend?** |  |
| **How many junior school children (8-10) will attend?** |  |
| **How many secondary school young people (11-16) will attend?** |  |
| **How do you intend to maximise the bookings that you take for the summer programme?** |  |
| **How will you reduce the number of those who book but do not attend the provision?** |  |
| **How will you follow up on those who do not show up after having booked a place on your programme?** |  |
| **How do you intend to engage families in the healthy eating and cooking elements of the programme?** |  |
| **What support do you need to deliver this programme i.e., transportation or food or help to work in partnership with others?** |  |
| **Are you able to provide signposting to other services for families who may be in need in your area? If yes, please explain how this will be done.** |  |
| **Please confirm that all staff and volunteers engaged in the programme will have relevant DBS checks in place and will have received the relevant level of safeguarding training.** |  |

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| **Section 3**  **Summer Marketing** |
| **This is the information we will be using on the website and locality flyers; please fill in all the required information.** |
| |  |  | | --- | --- | | **Provider Name:** |  | | **Locality:**  *Allerdale, Barrow, Carlisle, Copeland, Eden, South Lakes* |  | | **Local Authority**  *Cumberland or Westmorland & Furness* |  | | **Activity Location Address Line 1:** |  | | **Activity Location Address Line 2:** |  | | **Activity Location Address Town:** |  | | **Activity Location Address Postcode:** |  | | **Activity Summary**  *Sum up what your offer is in one sentence* |  | | **Activity description:** *A full explanation of what your offer is. Please make this as detailed as possible to give parents/carers a good understanding of what you will be delivering as part of your offer.* |  | | **Open to all families?**  *Are you offering paid places in addition to the HAF places?* |  | | **SEND appropriate:** |  | | **Activity ages:** |  | | **Activity dates:** |  | | **Activity times:** |  | | **Activity Cost:**  *If you are offering paid places, if not write N/A* |  | | **Booking instructions:** |  | | **Organisation contact phone:** |  | | **Organisation Email address:** |  | | **Provider website:** |  | | **Additional information / Transport:** |  | |

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| **Section 4**  **Summary of Proposal** | |
| Please provide a summary of your proposal stating what the young people will be doing on your programme, your approach and capacity and experience to deliver and explain how you will measure the impact of the programme on the lives of the young people who take part. Please include details about food provision and how you intend to engage the wider family members in healthy eating /cooking. Please also indicate if you have previously provided HAF funded activities, please indicate how successful they were in reaching numbers and achieving the aims of the programme. | |
| **Give details of your previous experience of delivering holiday activity programmes and how successful you were in reaching the targets agreed:** |  |
| **How will you ensure your food meets school standards? Please give an example of a meal you will be serving:** |  |
| **Will you be providing physical activities if so, what will they be?** |  |
| **Will you be providing food education for young people who attend? What will this look like?** |  |
| **How will you cover environmental education during your programme?** |  |
| **How will you ensure your programme is environmentally friendly?** |  |
| **How will your programme engage with the wider family?** |  |
| **How will you monitor and evaluate the programme?** |  |
| **How do you intend to market the offer to families and young people?** |  |

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| **Section 5**  **Finance** |
| **Instructions:**  This expression of interest is an exercise in fact finding and it would be helpful to have as much costings detail as you can provide at this time.  Our main aim is to have an estimate on price per head, per day for the activity and/or food.  When considering the price per head, per day please include staff costs, resources, food (if applicable), materials, venue hire etc. The funding you will be allocated will need to cover all costs. The total of all the costs in the bottom box divided by the number of children and the number of days gives you the overall price per day.  Unspent monies will need to be repaid when your reconciliation is undertaken, and you must provide receipts for all expenditure or evidence of spend.  Hints and tips:   * Provide an outline of the costs in the financial template ensuring an hourly rate per child is included based on the minimum of 4 hours per day as indicated by the DfE guidance * Clearly set out how the funding will be used to deliver value for money against the objectives of the grant programme, including if you can deliver food provision. * Explain how these costs have been derived and the assumptions on which they have been based.   **VAT**  Any grant awarded is outside the scope of VAT.  Therefore, VAT must not be accounted for when costing the activities or when invoicing against the grant. |
| **Finance Template: *Pease complete the template below, to make changes please double click any cell. Orange cells autofill, please only put in a number when inserting a value (£).*** |



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| **Section 6**  **Policies and Procedures** | |
| **As a minimum the following must be in place:** | |
| **Area For Consideration** | **Please indicate Yes/No** |
| **Safeguarding** | |
| **All staff/volunteers have or will have** [**an enhanced check with barred lists from DBS**](https://www.gov.uk/guidance/criminal-record-checks-for-childminders-and-childcare-workers) | **Yes  No** |
| **All staff/volunteers have or will have Level 1 Safeguarding training** | **Yes  No** |
| **Senior staff must have current level 2 safeguarding training- Please give us the name of the senior member of staff and their qualifications** | **Name:**  **Qualification:** |
| **At least one person in your organisation is a Designated Safeguarding Lead (DSL) with up-to-date training - you may want to consider a deputy DSL to cover if the DSL is unavailable. Please tell us who they are.** | **Name:**  **Qualification:** |
| **For all staff and volunteers, safer recruitment procedures must be followed including employment history and identity verification and an induction programme covering all aspects of safeguarding** | **Yes  No** |
| **You must have, and follow, a written child protection policy, which includes allegations against staff/volunteers, to safeguard the children you look after from abuse or neglect** | **Yes  No** |
| **Ensure all staff and volunteers have read and understand the child protection policy** | **Yes  No** |
| **Ensure policies are reviewed at least annually**  **Please give the date this was last reviewed** | **Yes  No**  **Date reviewed:** |
| **Ensure registration forms are completed for all children attending, including contact details and names of who can collect. Contact details must be always available** | **Yes  No** |
| **Please confirm that all children will have photo consents in place, and you are able to identify those without photo consent** | **Yes  No** |
| **Health and Safety** | |
| **All existing policies and procedures are reviewed and amended as necessary on an annual basis**  **Please give the data this was last reviewed.** | **Yes  No**  **Date reviewed:** |
| **Ensure appropriate risk assessments for all activities are completed to ensure the safety of staff and children in your care and these are reviewed regularly** | **Yes  No** |
| **Ensure at least one member of staff has an appropriate first aid qualification and is always on site and available** | **Yes  No** |
| **Additionally, if you take children off site, they must also be accompanied by a staff member with an appropriate first aid qualification** | **Yes  No** |
| **Ensure all records including accident/incidents and medication forms and kept for the required period** | **Yes  No** |
| **Ensure you follow current** [**Covid 19 Guidelines**](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#safety-measures-for-activities-in-out-of-school-settings) | **Yes  No** |
| **Insurance** | |
| **Ensure you have the appropriate insurance to cover premises and all activities to be undertaken.**  **Please give the date of your insurance renewal:**  **Please confirm you have Public Liability and Employers Liability Insurance** | **PLI Insurance: Yes  No**  **ELI Insurance: Yes  No**  **Insurance Expiry Dates:** |
| **Food** | |
| **Ensure relevant staff have completed food hygiene training- if you are preparing food for the children to eat** | **Yes  No** |
| **Ensure snack/meals that are provided comply with healthy eating guidelines** | **Yes  No** |
| **Ensure all staff are aware of children’s dietary requirements and allergies** | **Yes  No** |
| **Accessibility & Inclusiveness** | |
| **Ensure reasonable adjustments are made to allow your provision to be accessible and inclusive to all.** | **Yes  No** |
| **OFSTED** | |
| **Are you registered with OFSTED?**  *If you are registered with Ofsted and you intend to make changes to your registration (including extending of operating hours), you must inform Ofsted.* | **Yes  No** |

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| **Section 6**  **Declaration** | |
| **PLEASE COMPLETE IN BLOCK CAPITALS**  Please ensure that a person who is appropriately authorised to act on behalf of your organisation(s) completes the following declaration.  I confirm that the information given in this application is true and complete and that, if successful, the organisation will administer any grant in accordance with the final version of the grant funding agreement. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to receive grant funding for the application I have made. I confirm that the organisation named in this application has given me the authority to complete this application on its behalf. | |
| **Name:** |  |
| **Job Title:** |  |
| **Date:** |  |
| **Telephone Number:** |  |
| **Signature:** |  |

Thank you for completing an expression of interest. Please submit to [**cathhaf@btinternet.com**](mailto:cathhaf@btinternet.com)

**Applications must be received no later than Friday 12th May 2023.**