

**Holiday Activities with Food Programme (HAF) 2021**

**Easter programme**

**Application Form**

**This grant is only for Easter**

**You do not need to submit for the summer grant at this time.**

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# **APPLICATION GUIDANCE INFORMATION**

# **Background**

The Department for Education (DFE) have granted Local Authorities funding to provide a Holiday Activities with Food (HAF) programme to cover the Easter, summer and Christmas Holiday Periods for 2021. Bradford has been allocated £2.8m and is keen to continue work with the voluntary, charity, social enterprise and not for profit organisations across the district.

This fund will provide grants to organisations that can deliver directprovision ofhigh qualityactivities and/or food **for children who are in receipt of Free School meals or are disadvantaged and experiencing food poverty.**

# **Expectations for Easter provision**

Given we are currently in lockdown, and there is uncertainty around when that will change, the council has made the decision to assume some form of restrictions will still be in place for Easter.

On that basis, we expect food to be provided to families using a Covid secure delivery or collection mechanism. In addition, any activities will need to be provided using online platforms, or through the distribution of age appropriate activity items directly to families working with food delivery partners.. We would encourage any joint bids from organisations that can provide food and activities. We can also facilitate any connections between activity and food organisations to ensure this happens for the Easter Period.

# **When does provision need to take place?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Holiday Period** | **From** | **To** | **Anticipated delivery days** |
| Easter | 29March | 12April | 14 days including bank holidays and weekends |

# **Minimum Standards**

The grant funding from the DFE for Holiday Activity Funding (HAF) comes with specific standards that must be met.

Please review these and ensure you are able to meet them. It is our expectation that by applying for funding you have confirmed your ability to meet the standards that apply to the activities and/or food you will be providing

* **Food School Standards** – All meals/food packs provided must meet this standard. This link provides more detail on this. [School food standards - School Food Plan](http://www.schoolfoodplan.com/actions/school-food-standards/). Provision should consist of at least one meal a day (breakfast, lunch or evening). The expectation is that the majority of food served by providers will be hot, however we acknowledge that given the restrictions around Easter a cold alternative may be used. An exception to this is we would like an Easter treat to be included in any meal provided over the Easter Bank Holiday. This can be a small Easter Egg, or alternative sweet treat as is traditional at that time of year
* **Nutritional Education** – In the event that food packages are provided to families to enable cooking at home. It is essential that you use this opportunity to raise awareness of healthy eating for children. This can be as simple as ensuring food you provide is healthy, high in fibre, low in sugar etc., and providing recipes with food, showing how the items in the pack can be used to make a meal and encouraging children to post pictures. Alternatively, some activity providers, working closely with food providers, may decide to deliver online cooking courses that show the families how to cook healthy meals from the food pack contents
* **Physical activity** - This is about getting children to be active and must meet the standard. More information is available using [this link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832868/uk-chief-medical-officers-physical-activity-guidelines.pdf)

Activity providers need to consider ways that they can support physical activity for children and families at home. This could include providing equipment such as bats and balls, mini bowls or access to dance sessions online etc. Activity providers can be innovative to meet this requirement

* **Enriching activity** – This is about providing children with the opportunity to develop new skills or try new experiences. This can include Arts and crafts, music making; modelling; bird watching, bug hunting etc. Activity providers can be innovative to meet this requirement

# **Grant Allocation**

The City of Bradford Metropolitan District Council (CBMDC), welcome all groups to apply, from community groups, family groups, church groups, schools, sports clubs, uniformed organisations as well as existing holiday and sport club providers who wish to extend their offer.

The allocation of grants will be dependent upon the delivery being provided.

|  |  |  |
| --- | --- | --- |
| **Food and activities** | **£3,000 per organisation per week.** | **Max £6,000 for 2 weeks** |
| **Food only** | **£2,000 per organisation per week.** | **Max £4,000 for 2 weeks** |
| **Activities only** | **£1,000 per organisation per week.** | **Max £2,000 for 2 weeks** |

**If successful with the award, 60% of the total amount awarded will be paid prior to delivery for set up and the other 40% will be paid at the end of the scheme (post-delivery) subject to relevant data submission by the delivery organisation, who will not use the funds for any other purpose.**

**A grant agreement will be issued.**

# **Applying for a grant**

The current application period is for EASTER grants only.

The application is in 3 parts.

* **Section 1** is a standard section that provides INFORMATION about your organisation.
* **Section 2** refers to the PURPOSE OF THE GRANT this covers what you wish to do with the grant and who the grant is aimed at. You are also required to indicate your targeted numbers here too and give an indication of finance projections.
* **Section 3** is a CHECKLIST of the documents we require in support of this application form.

# **Grant Application Criteria**

* Applicants need to be a registered charity, social enterprise or not for profit organisation.
* This grant covers food and/or activity provision for the Easter holiday period (14 days including bank holidays and weekends - 29 March 2021-11 April 2021).
* Applicants must confirm the postcode areas they will be providing food and/or activity provision to. This will ensure we identify any gaps across the District
* Applicants must demonstrate how they will identify the FSM and disadvantaged children experiencing food poverty in the areas they cover
* Applicants must demonstrate how they intend to promote their provision to ensure they meet the requirement for supporting FSM and disadvantaged children experiencing food poverty e.g. naming schools they will work with
* Applicants providing activities will need to demonstrate how they will ensure the activities provided are appropriate for the age ranges up to 16 years old.
* Consideration will also be given to organisations offering multiple provision in several locations, or who want to work together and submit a joint bid to deliver an area or district wide service
* Provision of food must comply with food hygiene standards from purchase, preparation and delivery to families.
* School Food Standards must be met ([The School Food Standards are a required guide](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools))
* Providers to confirm how they will deliver food and/or activity items to families in a covid secure way. We do not expect families to have separate deliveries or multiple journeys to collect access food and activities. Home delivery is preferred or one collection to include food and activities
  + A condition of the grant award is that organisations provide evidence that they have the following in place:
    - * Safeguarding
      * Health and safety (**including Food Hygiene and Covid Safety measures**)
      * Public Liability Insurance
      * DBS checks
      * Business Bank Accounts (*statement to be provided*)
* Groups must record the required data on the data sheet provided by CBMDC and submit this at the end of the project. *(This will be provided on successful award of a grant along with information on how to complete the data sheet).*
* Successful applicants will be required to sign a Grant Agreement form in which conditions and responsibilities of both parties are clearly set out.
* Once delivery has been completed a project evaluation form must be returned to CBMDC which will include a spending and evidence summary of how the grant has been used - a template will be provided.

# **Restrictions on what will not be funded:**

We will NOT fund:

* Provision that does not target children and young people who meet the criteria above.
* Projects that do not bring benefits to our local communities
* Political objectives

# **Data and Monitoring**

As part of the Terms and Conditions of any grants awarded, participants will be asked to sign a data sharing agreement. Data will be shared with CBMDC, the DFE and other providers, as required and by exception, to facilitate collaborative delivery between food and activity providers.

Grants will be monitored by the HAF Programme board and the Grant Coordination Team.

All organisations will be expected to provide information on all post codes they have covered and the number of activities and/or meals they have allocated to FSM or disadvantaged children at risk of food poverty

# **Support for applicants**

CBMDC has a dedicated email address to support all potential providers’ queries.

Email: [HAFgrant@bradford.gov.uk](mailto:HAFgrant@bradford.gov.uk)

Please contact us if you have any questions about potential delivery or completing the application form:

Please complete the application and email it together with scanned electronic copies of all requested supporting documents, policies and procedures, to [**HAFgrant@bradford.gov.uk**](mailto:HAFgrant@bradford.gov.uk) **by 8 March 2021**

***This application form must not be altered in any way.***

**Holiday activities and food programme 2021**

**Easter programme**

# **Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **SECTION 1 ORGANISATION DETAILS** | | | | | | | | | | | | | | |
| **ABOUT YOUR ORGANISATION (*all sections must be completed*)** | | | | | | | | | | | | | | |
| Organisation name | | Click or tap here to enter text. | | | | | Address | | | Click or tap here to enter text. | | | | |
| Main contact person for this application | | Click or tap here to enter text. | | | | |
| Position | | Click or tap here to enter text. | | | | |
| Email address | | Click or tap here to enter text. | | | | |
| Phone number | | Click or tap here to enter text. | | | | | | | | | | | | |
| **TYPE OF ORGANISATION *(only select one option)*** | | | | | | | | | | | | | | |
| **Social Enterprise** | | | | |  | | | | | | | | | |
| **Charity** | | | | |  | | | **No: Click or tap here to enter text.** | | | | | | |
| **Not for Profit Organisation** | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **SECTION 2 PURPOSE OF GRANT** | | | | | | | | | | | | | | |
| **WHICH GRANT ARE YOU APPLYING FOR? *(only select one option)*** | | | | | | | | | | | | | | |
| **Food and activity** | | |  | | | | | | | | | | | |
| **Food only** | | |  | | | | | | | | | | | |
| **Activity only** | | |  | | | | | | | | | | | |
| **WHAT HOLIDAY PERIOD IS THIS GRANT FOR?** | | | | | | | | | | | | | | |
| **Holiday period** | | | **Easter 2021** |  | | **Summer 2021** | | | | |  | | **Christmas 2021** |  |
| **PROJECT INFORMATION** | | | | | | | | | | | | | | |
| *Please tell us your plans for food and/or activity provision for the* ***full two week*** *Easter holiday period -.*  *Please give an overview of what your provision will ‘look like’ including what you need funding for, e.g. food, activity, extension of provision.*  *\*If you cannot provide all elements of the minimum standards please state what you can provide and if you would be willing to work with others to meet the minimum standards*  (*max 500 words*)  Click or tap here to enter text. | | | | | | | | | | | | | | |
| **HOW WILL YOU WORK WITH GROUPS, ORGANISATIONS AND SCHOOLS TO IDENTIFY THE FSM AND VULNERABLE CHILDREN AND FAMILIES WHO NEED SUPPORT** | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
| **DETAIL THE SCHOOLS, GROUPS, COMMUNITY ORGANISATIONS, AND GEOGRAPHICAL AREAS YOUR PROJECT WILL WORK WITH, OR WHICH YOU ALREADY WORK WITH IN ORDER TO DELIVER YOUR PROVISION** | | | | | | | | | | | | | | |
| Schools: Click or tap here to enter text.  Community Organisations: Click or tap here to enter text.  Postcodes covered: Click or tap here to enter text. | | | | | | | | | | | | | | |
| **HOW WILL YOU ADDRESS ANY GAPS IN PROVISION FOR THOSE NEEDING SUPPORT IN YOUR GROUPS AND AREAS?** | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
| **COVID SAFETY MEASURES** | | | | | | | | | | | | | | |
| *Due to the current Covid-19 situation please tell us your plans regarding the measures you will put in place for health and safety, for the delivery or Covid secure collection of food/activities* (*max 250 words*)  Click or tap here to enter text. | | | | | | | | | | | | | | |
| **Project Details** | | | | | | | | | | | | | | |
| How many vulnerable/disadvantaged families with FSM children do you intend to work with?  Click or tap here to enter text. | | | | | | | | | | | | | | |
| What total number of meals will you be providing for the Easter holidays? *(if applicable to your application)*   * To vulnerable/disadvantaged families with FSM children:   Click or tap here to enter text. | | | | | | | | | | | | | | |
| What total number of activities will you be providing for the Easter holidays? *(if applicable to your application)*   * To vulnerable/disadvantaged families with children:   Click or tap here to enter text. | | | | | | | | | | | | | | |
| **WHAT WILL BE THE FORMAT OF YOUR ACTIVITY PROVISION, TAKING INTO ACCOUNT NO FACE-TO-FACE DELIVERY?** | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
| **IF YOU WORK WITH OTHER VCS OR CHARITIES ARE YOU CONSIDERING A JOINT APPLICATION FOR YOUR DELIVERY?** | | | | | | | | | | | | | | |
| **yES** |  | | | | | **no** | | |  | | | | | |
| **iF YES, WHICH OTHER ORGANISATIONS WILL YOU BE WORKING WITH?** | | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | | |
| **Project Budget Breakdown** | | | | | | | | | | | | | | |
| Please detail all costs  *Please include a breakdown of admin and provision costs.*  ***The primary focus must be on provision of food and/or activities for FSM children and their families – admin should be no more than 10% of your total costs***  Click or tap here to enter text. | | | | | | | | | | | | | | |
| **Total Project Cost**: **£Click or tap here to enter text.** | | | | | | | | | | | | | | |
| **Grant total applied for: £Click or tap here to enter text.** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **SECTION 3** | | | | | | | | | | | | | | |
| **CHECKLIST - Have you included the following documents with your application?** | | | | | | | | | | | | | | |
| *In addition to the main application, the documents below are compulsory and must be included in the application. Use the checklist to ensure none are missed out.* | | | | | | | | | | | | | | |
| Safeguarding Policy | | | | | | | | | | | |  | | |
| Health and Safety | | | | | | | | | | | |  | | |
| Food hygiene certificate *(if providing food)* | | | | | | | | | | | |  | | |
| Public Liability Insurance | | | | | | | | | | | |  | | |
| DBS checks – sign the declaration below - **DO NOT SEND COPIES OF CERTIFICATES OR ANY FORM OF DOCUMENTATION** | | | | | | | | | | | |  | | |
| **Most recent** Business or Organisation Banking statement *(funds cannot be issued to a Personal Bank)* | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | |
| **Please carefully read the Declarations below and ensure the form is signed by a person who is appropriately authorised to act on behalf of the organisation and agree to the Declarations and commitments outlined** | | | | | | | | | | | | | | |

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| --- | --- |
| **DECLARATIONS** | |
| **DISCLOSURE AND BARRING SERVICE (DBS) DECLARATION** | |
| **We declare in signing this form, that all necessary DBS checks have been undertaken on our staff and all are up to date.**  **All relevant staff are able to work with children and families in line with statutory guidance** | |
| **SIGNATORY DECLARATION** | |
| **We declare in signing this form, that we have read and understood the Minimum Standard and Considerations of this grant. Furthermore, we confirm that the funding requested has not already been granted from elsewhere and if funding is granted from another source for the provision outlined in this funding bid, we will inform CBMDC.** | |
| **Signature** |  |
| **Name** | Click or tap here to enter text. |
| **Position (job title)** | Click or tap here to enter text. |
| **Date** | Click or tap here to enter text. |
|  |  |
| **In the event of a change to Government advice regarding Covid-19, CBMDC has the right to reclaim any funds that have not been spent to date.** | |

**Please submit your completed and signed application to**

[**HAFgrant@bradford.gov.uk**](mailto:HAFgrant@bradford.gov.uk)

**no later than Monday 8 March 2021 – 12 noon**