

**Bradford Council – Household Support Fund 2021-22**

**Application Form**

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| **About your organisation** | | | |
| Name of Organisation |  | Address |  |
| Lead contact person for this application (grant recipient) |  |
| Position |  |
| Email address |  |
| Phone number |  | | |

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| **pROJECT iNFORMATION** |
| What is the total number of food parcels you will be providing during the first week of Christmas? (Each food parcel will need to support an individual or a family with children for a week.) |
| What is the total number of food parcels you will be providing during the second week of Christmas? (Each food parcel will need to support an individual or a family with children for a week.) |
| What is the total number of food parcels you will be providing during the February Half Term Week? (Each food parcel will need to support an individual or a family with children for a week.) |
| How many vulnerable families with children do you intend to work with? |
| Please list the items you will include in your healthy food parcel for vulnerable families |

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| **HOW WILL YOU WORK WITH GROUPS, ORGANISATIONS AND SCHOOLS TO IDENTIFY THE VULNERABLE INDIVIDUALS AND FAMILIES WITH CHILDREN WHO NEED SUPPORT .** |
| Schools:  Community Organisations:  Other:  Postcodes covered: |
| **Project Budget Breakdown** |
| Please detail all costs.  *Please include a breakdown of admin; food supply; transport and delivery costs*  ***The primary focus must be on provision of food for families with children – admin should be no more than 10% of your total costs.*** |
| **Total Christmas Week 1 Cost**: **£** |
| **Total Christmas Week 2 Cost: £** |
| **Total February Half Term Week Cost: £** |
| **Total Grant Applied For: £** |

**Policies & Procedures**

As a minimum the following must be in place and you must be able to provide evidence at the contracting stage:

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| **Area for consideration** | **Please indicate Yes/No or N/A** |
| **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) |  |
| All staff/volunteers have or will have Level 1 Safeguarding training |  |
| **Senior** staff must have current level 2 safeguarding training |  |
| At least one person with up-to-date Designated Safeguarding Lead (DSL) training - you may want to consider a deputy DSL to cover if the DSL is unavailable |  |
| For **all** staff and volunteers, safer recruitment procedures must be followed including employment history and identity verification |  |
| 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 |  |
| Ensure **all** staff and volunteers have read and understand the child protection policy |  |
| **Health and Safety** |  |
| All existing policies and procedures are reviewed and amended as necessary |  |
| Ensure at least one member of staff has an appropriate first aid qualification and is on site and available at all times |  |
| Ensure all records including accident/incidents and medication forms and kept for the required period |  |
| 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) |  |
| **Insurance**  Ensure you have the appropriate insurance to cover premises and all activities to be undertaken. |  |
| **Food** |  |
| Ensure relevant staff have completed food hygiene training |  |
| Ensure food parcels that are provided, comply with healthy eating guidelines |  |
| Ensure all staff are aware of children’s dietary requirements and allergies |  |
| **Accessibility & inclusiveness**  Ensure reasonable adjustments are made to allow your provision to be accessible and inclusive to all. |  |

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| **DECLARATION**  **Please carefully read the Declaration overleaf and ensure the form is signed by a person who is appropriately authorised to act on behalf of the organisation and agree to the Declaration and commitments outlined.** | |
| * I confirm that the organisation named in this application has given me the authority to complete this application form and sign this Declaration on its behalf. * **I give permission for Bradford Council to record and process the information** in this form electronically and in paper form and to contact our organisation by phone, mail or email with regard to this extension form. * I understand and agree that acceptance of an award includes the requirement to **participate in the gathering of management information for Bradford Council in order to submit returns to Government,** in particularall Grant recipients will be expected to:   + Provide data on the total number of food parcels provided and total number of children/families/individuals reached.   + Provide postcodes for all families and individuals.   + Provide costing information on the submission form   + Complete the feedback form that will be issued to you   + All data will be collected and processed in compliance with GDPR. | |
| **Signature** |  |
| **Name** |  |
| **Position (job title)** |  |
| **Date** |  |

**Please submit your completed and signed form to:**

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

**Deadline: 5th November 2021**