

## Holiday Activities & Food (HAF) Programme South Tees

### 2023 Application Process Guidance

This guidance is for HAF Clubs aimed at working with children and young people of primary and secondary school age.

#### Introduction

We have now had over 2 years of the HAF programme being delivered locally. The success of the programme has been due to the great partnerships that have developed with providers, the hard work of those delivering the programme and the sharing of lessons learned.

We will continue to allocate the funding equally between primary age provision and secondary age provision, and within this we have allocated funding specifically for SEND provision for both age groups. Please carefully consider your focus when applying.

A grants panel will consider all fully completed applications that are submitted. Mapping of provision, in line with local needs, will support the grants panel when considering applications.

#### Background

The funding for this programme comes from the Department for Education (DfE) and was given to Local Authorities to ensure free holiday provision, including a nutritious meal, available to all school children eligible for benefit related free school meals. More details on the national HAF programme are available at [Holiday activities and food programme 2023 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/holiday-activities-and-food-programme-2023)

We are looking for organisations to help deliver this programme during the Summer and Christmas holiday periods; you don't need to have delivered in a previous programme to apply for this funding.

#### The Model

Proposals must provide an offer whereby an eligible child can access HAF provision:

Summer – Minimum of 4 hours per day x 16 days during the Summer Holiday period.

Christmas – Minimum of 4 hours per day x 4 days during the Christmas Holiday period.

We want to ensure that there is a wide offer, full of variety and opportunity, available to our children and young people. Therefore, we are welcoming applications from providers to apply for funding to deliver HAF programmes for all or one of the named delivery periods, that offer a model / provision that contributes to the overall programme. A minimum of 2 hours per day x 1 day during the named school holiday periods is the least that can be considered. This could be provided by a group of organisations or independently – collaborations are welcomed.

Holiday periods for schools can differ, therefore we encourage providers to consider this when developing their offer and application.

Providers are welcome to bid for funding for multiple HAF Clubs. For example, in the past some providers have delivered two HAF Clubs a day (e.g., morning and afternoon) – in this instance, these should be for different cohorts of children.

If in doubt, please email us to discuss.

## Programme information

Information on when the school holiday periods are can be found at:

- Middlesbrough Council term dates (for maintained schools): <https://tinyurl.com/2s4mccjw>
- Redcar & Cleveland Borough Council term dates (for maintained schools): <https://tinyurl.com/mpzfhlyb>
- For noting, some schools and academies may vary their dates

Any activity you provide must happen during this period.

After considering the available funding against the increased number of local children now eligible for benefit-related free school meals and the targets set by the Department for Education, we need providers to consider their proposals carefully so that an average cost per child per day of £20 is achieved. This figure is to be achieved across the whole HAF Programme and therefore it is provided as a benchmark only; some providers may come in a little higher than this and others lower, but there will be increased scrutiny on your costings. This figure will be higher for SEND providers. We ask that costings from providers reflect the true costs.

We will allow providers to apply for funding for places for children not in receipt of benefit related free school meals – however this should not exceed 15% of the grant application.

We recognise the value of some activities that inherently cost more than this and would encourage providers to blend their provision, potentially in collaboration with other organisations (i.e., combine the more costly days like trips and outward-bound type activities with less costly days).

If an application is successful, providers will be paid 70% of the grant awarded prior to delivery for the specific HAF period. The remaining 30% of funding will be awarded upon completion of delivery and evidence of expenditure. If an organisation applies for funding for all HAF delivery periods – the payments will be paid at the relevant delivery period as stated above. We do however understand that for smaller organisations and charities this payment method could cause concerns – please speak with us to discuss this further.

We have a HAF Booking System that providers are required to use, including undertaking the required training and uploading your HAF Club information onto it (this will be your responsibility). The system will allow you to manage your bookings including real-time registers and the ability to contact the families booked onto your HAF Clubs. There will be clear deadlines of when the information needs to be uploaded onto the booking system. If your grant application is successful, you will be notified of these dates.

There will be central promotion of the HAF programmes, but it is your responsibility to ensure that all of your HAF Club places are filled.

Programmes need to enable children and young people to; please indicate how you will achieve this in your application form:

- Eat more healthily over the school holidays;
- Be more 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.

Programmes need to also ensure participating families:

- develop their understanding of nutrition & food budgeting;
- are sign posted towards other information and support.

Please ensure when completing forms that you also include the contact details for the people who will actually be delivering the activity and the exact location of that delivery if this is different to the applicant.

### Criteria

- Delivery organisations can be charities, social enterprises, commercial companies, or any other type of organisation.
- Delivery staff must be appropriately qualified/experienced and have the appropriate DBS clearance in place.
- Where legally required Ofsted registration needs to be in place. Please read the HAF guidance using the link above. Please include your registration number on your application.
- Organisations must be in a position to complete the monitoring required.
- The beneficiaries of the holiday clubs must be school aged children and young people in reception class or above, who are eligible for free school meal related benefits and are resident in the Local Authority areas of Redcar & Cleveland or Middlesbrough.
- Activity must take place during the named school holidays (see weblinks above).
- Capital expenditure will normally be limited to about 2% of the total value of the application and will only be considered in special circumstances. Expenditure that is on an individual asset worth over £2,500 will be considered to be capital expenditure. Expenditure on a group of assets, that is, assets of a similar nature that are purchased at the same time, which together cost £2,500 or more will be considered capital expenditure. This will be dependent of the fact that the assets are not “used up” during the delivery of the clubs and will have a residual usefulness and/or value following the end of the delivery of the clubs.
- Sessions must be delivered face to face; though contingencies need to be in place for support to children, including food, in case of changes in government guidelines.
- Proposals must include at least one hour of physical activity per day. This should be a diverse offer that could range from traditional sports to dance to yoga to gardening/forest skills.
- Proposals must include an element of nutritional education for the children, young people and their families.
- Preference will be given to proposals that include some family nutritional education and other enrichment activities that are designed to enable children to develop new skills and knowledge and try out new experiences.
- If an organisation submits an application without the requested supporting documents on the application form – it will not be considered further.
- Successful organisations will have diligence checks completed by the awarding body – failure to comply with these will result in the grant being declined.
- If an organisation has any outstanding business debts with either council, the application will be rejected.
- If an organisation is using a council building, the building must be safe and suitable for use. All relevant checks and risk assessments must be completed. If a building is not, the application will be rejected.
- Where mandatory training and e-learning is proposed, all providers must engage with this.

*Where applicable, checks will be done with both local authorities.*

### Food

- Food must be provided for each eligible child and young person and where possible a hot meal should be provided.
- All of the food in your HAF Club (meals and snacks) must meet school food standards and we are requesting menus to evidence this at the bidding stage.
- The food provider in all bids must be registered as a food business with the Local Authority and those preparing food will be trained to level two food hygiene standards and the food provider will have a food hygiene rating of three or above, if applicable.
- All of the food preparation will comply with the regulations (e.g., preparation) and take into account allergies, dietary and cultural requirements.
- Please note that lessons learned have shown us that for morning HAF Clubs that a light breakfast on arrival enables participants to better engage in activity; in addition, funding can also be requested for healthy snacks and drinks throughout the session.

## Eligible expenditure

- Venue hire costs.
- Staffing.
- Support for children with additional needs in line with their education statement.
- Food & refreshments.
- Activity materials.
- Day trips, including transport costs.
- Promotional materials – please note must include appropriate HAF branding and there is a limit of £50 per HAF provision.
- Reasonable and directly attributable equipment costs; see note above regarding capital expenditure
- Entry fees & ticket costs

If in doubt, ask the question!

## **Rights Reserved**

The funding provider will retain the right to retrieve funds being provided to the lead organisation when the funds:

- Have not been spent on the provision of summer clubs;
- Have been spent in a manner that does not reflect what is agreed through the application process;
- Have been spent on provisions that are made outside the agreed time scale;
- Have been spent on activities that performed substantially less well than what was agreed through the application process.

The HAF advisor and/or local authority reserve the right to attend any premises granted with HAF funding without prior notice to inspect and/or assess the conditions of the above mentioned criteria, food and eligible expenditure.

Should the HAF advisor and local authority consider the above criteria to be a misrepresentation or wholly inaccurate to that which has been submitted within the application form, the HAF advisor and/or local authority reserve the right to retrospectively reject the application and seek reimbursement for any funds provided. It is the responsibility of the entity receiving the grant to ensure the HAF advisor and local authority are kept up to date with any changes to the submitted application forms.

## Timetable

Please submit your application(s) by 9am on Friday 26<sup>th</sup> May.

We intend to run the first funding panel week commencing 5<sup>th</sup> June and inform providers of decisions from Thursday 8<sup>th</sup> June.

We will open our grants process again in September 2023 for Christmas applications.

Any questions? Email [holidayfoodandactivities@middlesbrough.gov.uk](mailto:holidayfoodandactivities@middlesbrough.gov.uk)