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**Holiday Activity Clubs with Food Provision**

**Closing date: Thursday 6th June 2019**

Edsential CIC and Partners (Welcome Network, Cheshire West Voluntary Action and Cheshire West and Chester Council) have been successful in accessing funding to coordinate Holiday Activity and Food Clubs over the summer holiday period in West Cheshire for 2019. Cheshire West and Chester has 11680 pupils eligible for Free School Meals and we aim to engage at least 35%, 4035 of those pupils – we would like support from schools and local community groups to help us engage those pupils.

We are targeting areas of high need to ensure that we reach as many children eligible for Free School Meals as possible, however funding will cover County wide provision.

The grant fund will enable us to ensure there is enough high-quality free holiday provision to meet the demand from children and young people eligible for Free School Meals (FSM6); in addition, it will enable us to enhance provision where healthy meals and physical activity are not currently offered. The criteria of the bid are that each child should be able to access 4 days of provision, for at least 4 hours a day for 4 weeks of the summer holiday (4x4x4x), physical activity, nutritious food and basic nutritional education must be included. Individual and Joint bids would be welcomed to enable the 4x4x4 provision to be met within a desired area.

The ambition is that Edsential and Partners will award grant funding to at least 50 holiday club providers in areas of need.  We are looking for voluntary, faith and community groups, schools, uniformed organisations, schools and private providers to be part of this project and apply for funding.

* Provision must take place between 22nd July 2019 – 31st August 2019
* Individual and Joint bids would be welcomed to enable the 4x4x4 provision to be met within a desired area.
* Grant can be awarded to enhance provision to enable groups to provide elements they do not currently offer, for example food, activity or an increase in the amount of time, days, hours or weeks that that provision would usually be offered
* Evidence of Match Funding would be seen favorably
* Family groups are appropriate and welcomed
* All groups will be expected to have some existing sustainable resource to support the delivery, such as volunteer staff, equipment or food.
* We expect a diverse range of bids from £300 - £40k depending on your ability to deliver
* Edsential can provide food, activity and music instructors as well as residential activity centres if required, please contact 0151 541 2170 for more information.
* Our partners the WVCA and Welcome network can support organisations linking with other community groups and ongoing support following the funding period.

**Guidance:**

* Applicants must be from constituted groups, or one of the following: CIC, Charity, registered company
* Maximum food costs: £2.30 per person per day as set out in guidelines many groups may have this donated for free.
* Other guidance such as staff costs/venue/equipment – if we have an idea of what we are looking for it would be helpful to share that. We might need to decide what we are looking for

- Please ensure that you evidence that you are requesting funding for the expansion of existing provision or new)

- Please ensure that you clearly show how you meet the principle of the 4x4x4 minimum requirement – groups can work together to fulfil the requirement, or state that they are willing to. The project team will support you in contacting/identifying potential partners to meet the requirement

- Please ensure that you evidence how this will benefit the wider local community

- Please note that we will not be able to fund anything with political objectives

**Example of what we will fund:**

* Additional hours/staff
* Basic equipment (max £1500)
* Nutritious Food
* Activity instructors
* Room hire
* Transport
* Residential experiences as part of the 4x4x4
* Training for staff
* Awards and badges for children

This list is not exhaustive

We will favour projects that can evidence previous engagement of working with disadvantaged children and families. Bids must clearly state the additionality this project will bring and how many children they hope to work with.

For example, a family group project may have activities already planned for 1 or 2 days a week for the summer holidays, the project may wish to apply for funding for food and additional days of activity.

Another example would be an existing activity club providing 4x4x4 who wanted to offer additional places to disadvantaged children. Groups must demonstrate good planning, oversight and financial responsibility.

**Please find attached:**

Weekly Planner – Appendix 1

Finance sheet – Appendix 2

Staff Training available – appendix 3

Awards and accreditations– appendix 4 (The DfE were keen to see young people gaining recognised qualifications and accreditations for their engagement in the project)   
Links to Statutory Guidelines - Appendix 5

We will not accept applications that are not made using this form. If you need help in completing the form please contact Beth on 0151 541 2170 Ex 4

**Please complete this questionnaire and return it electronically, together with scanned electronic copies of supporting documents, to the email address** [**LOTC@edsential.co.uk**](mailto:LOTC@edsential.co.uk) **by the 6th June 2019.**

Alternatively post to LOTC, Edsential, Whitby Hall Lodge, Stanney Lane, Ellesmere Port, CH65 6QY

Successful applications will be informed the week commencing the 17th June 2019

*Please note that completed application forms and any attachments (including discs or USB sticks etc) are non-returnable.*

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| **Name of your**  **organisation:**  **Please name partners if applicable**    **Please check this box to confirm you have the following policies and documents are in place:**  Safeguarding Policy  Health and Safety  Inclusion  Insurance  **The grants will be monitored by the project coordinator and the grant steering group. Groups will be requested to monitor and return on the following:**  Number of children/families accessing the project  Number of children eligible for Free School Meals  Healthy meal offered  Daily activity provided  Nutritional education offered  Expenditure with receipts |

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| **Address of organisation:**  **Daytime telephone number:**  **E-mail address:** | **Contact address (if different):**  **Name of contact person and position within the organisation:** |

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| **What is your registered  group/charity/company number if applicable?** |
| **When did your organisation start?**  **Does your organisation work with children? If so, do you know how many children you regularly work with, would be eligible for a Free School Meal?** |
| **What are the main activities of your organisation?** |
| **What provision do you currently have in place for the summer holiday period?** |
|  |
| **What age groups do you plan to target and how many people? Please tick all that apply**  **Adults under 4yrs 4-12yrs 12-18yrs**  **Please explain what you need funding for, e.g. food, activity, extension of provision, additional staff costs**  **(Please also complete appendix 1 briefly outlining your 4x4x4 provision)**  **\*If you cannot provide 4x4x4 provision please state if you are willing to work with a partner organisation\*** |
| **Please explain how children living in homes on low incomes will benefit. In particular:**   * **How many children and families on low incomes will benefit, and how have you determined that number?** * **How many children do you think would be in receipt of free school meals?** * **How do you see the project or activity developing in the future if a grant is made?** * **What elements do you think will be sustainable?** |

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| **Please give details of the full costs of the, in particular:**   * **How much are you applying for from the Holiday Provision Fund?** * **What will this be spent on?** * **Any funding already in place to support the project?**   **(Please also complete appendix 2)** |

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| **What would you identify as the biggest risks/challenges to your bid?**   * **Consider how you would overcome these challenges** * **Consider what support the steering group and project coordinators could give you to overcome these challenges**     **If different from the details above, please tell us the name of the organisation that should appear on the cheque or BACS details** |

**Declaration:**

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| **Signature of the Chairman of the Management Committee (or another member of the management committee if the Chairman is completing the form).**  **Date:** |

**Checklist, please make sure you have:**

**Answered every question**

**Signed the form (two signatures)**

**Attached completed appendix 1 and 2**

**Appendix 1 – Week Planner (only complete the weeks you will deliver)**

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| **Week One** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Food available? Please tick** | **Nutritional education** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |

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| **Week Two** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Food available? Please tick** | **Nutritional education** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
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| **Sunday** |  |  |  |  |  |

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| **Week Three** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Food available? Please tick** | **Nutritional education** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
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| **Sunday** |  |  |  |  |  |

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| **Week Six** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Food available? Please tick** | **Nutritional education** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
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| **Week Four** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Food available? Please tick** | **Nutritional education** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
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| **Thursday** |  |  |  |  |  |
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| **Week Five** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Food available? Please tick** | **Nutritional education** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
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**Appendix 2 – Finance**

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| **What are you seeking funding for? i.e. – food, activity, additional staffing, transport, equipment** | **Cost July 2019** | **Cost August 2019** | **Total Cost** |
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**Appendix 3 – Training available free to staff (online to book from the 20th May 2019)**

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| **Training** | **Dates (choose one session)** | **Time** | **Venue** | **Provider** | **Places Available** |
| Basic LSCB Safeguarding Training | 12th July 2019 10th September 2019 | 9.30am – 12.30pm 9.30am – 12.30pm | Tattenhall Outdoor Education Centre, CH3 9PX | Edsential - Mark Aspden | 30 |
| Fundraising and Bid writing Training | 19th September 2019 | 9.00am - 12.30pm | TBC | Steve Wright | 25 |
| A-Z of Fundraising and Engaging the Corporate sector. | 19th September 2019 | 1.15pm -4.15pm | TBC | CWVA | 20 |
| Basic First Aid training | 27th June 2019  25th July 2019  12th September 2019 |  | TBC | TBC | 12 |
| Good Practice to Volunteer Management | 5th June 2019  19th June 2019 | 9.00am – 4.00pm | Blacon TBC  Windsford TBC | CWVA | 15 |
| Health and Safety and Risk Benefit assessment | 9th July 2019  11th September 2019 | 10.00am -12.00pm | Tattenhall outdoor education centre, CH3 9PX | Edsential - Bethan Cooper | 30 |
| Writing Policies and Procedures | 2nd July 2019  9th July 2019 | 10.00am - 12.30pm | Chester Venue TBC  Winsford Venue TBC | Welcome Network | 25 |
| Level 2 Basic Food Hygiene Certified | 25th July 2019 (TBC) (plus online option) | TBC | TBC | Health Box | 10 onsite 20 online |
| Grant registration, Administration and Returns, intro to JASS, playmaker and DofE  **Choose 1 date** | 20th June 2019 21st June 2019  24th June 2019  26th June 2019   27th June 2019  1st July 2019 | 1.00pm – 4.00pm 9.30am - 12.30am 10.00am – 1.00pm 1.00pm – 4.00pm 9.30am - 12.30pm 1.00pm – 4.00pm | Ellesmere Port Winsford  Chester  Winsford  Ellesmere Port  Chester | Edsential Coordinators Health Box |  |
| Celebration days Including workshops, engaging corporate sectors, awards for young people | 20th September 2019 23rd September 2019 25th September 2019 | 10.00am – 2.00pm | Chester Winsford Ellesmere Port | Steering Group | All grant holders |

**Appendix 4 – Awards and Accreditations available for young people**

**Childrens Award Schemes**

***As part of the funding there is an amount allocated to Young Peoples award and accreditation schemes. If your group is interested in please write it into your bid along with the associated costs. We will be running training sessions for leaders on running the award schemes to help you get up and running.***

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**The Junior Award Scheme (JASS)**

Junior Award scheme is a fun accredited learning programme for children and young people. We like to describe it as a Junior DofE and is endorsed by the Duke of Edinburgh Award.

It develops interpersonal skills, communication, problem solving and teamwork, and builds self-confidence and wellbeing. A key aim has been to build community engagement and meet the challenges of the transition from primary to secondary. The JASS award is progressive, with increasing commitment, learning and challenge.

The award is split into four sections, designed to stretch different aspects of developing confident individuals and to tie in with local interests or projects. Progress on the award is logged either on-line via eJASS by getting young people to further their IT skills, or as a hard-copy personal JASS folder.

Young people can start the award at any level. For further information please go to <https://edsential.com/products/jass/>

Registration ejass(online) £12.50 or £14.50 for a folder

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|  | My Interests | Get Active Stay Active | Me and My World | Adventure |
| Green | 5hr over school term | 5hrs over school term | 5hrs over a school term | 3hrs |
| Blue | 6hr over school term | 6hr over school term | 6hr over school term | 4hrs |
| Bronze | 8hr over school term | 8hr over school term | 8hr over school term | 4hrs |
| Silver | 12hr over school term | 12hr over school term | 12hr over school term | 5hrs |
| Gold | 18hr over school term | 18hr over school term | 18hr over school term | 8hrs |

**The Duke of Edinburgh Award Scheme**



The Duke of Edinburgh’s Award is a voluntary, non-competitive programme of activities for anyone aged 14 -24. Edsential is the licensed organisation responsible for the delivery of the Duke of Edinburgh’s Award in Cheshire West and Chester. As a licensed organisation, we are able to offer programmes for young people, which gain public recognition and acclaim.

Doing the DofE through Edsential will give young people the opportunity to experience new activities or develop existing skills. The DofE Centre staff will guide young people through the three progressive levels of programmes which when successfully completed lead to a Bronze, Silver or Gold Award.

With the support of the DofE network young people can create their own DofE programme by choosing a volunteering, physical and skills activity, going on and expedition and, for their Gold only, take part in a residential activity.

**Registration Costs**

Bronze £29 / Silver £29 / Gold £32

For further information please go to <https://edsential.com/health-wellbeing/d-of-e/duke-edinburgh-licensing-authority/>

**Play Maker Award**

Young people will take part in practical learning through leadership activities, this will allow them to continually develop their skills and knowledge through practice – this builds resilience. All skills can also be applied and built on through leading activities in within the community and school, such as Energy Club sessions.

Primary Leaders is typically delivered over 3 half days and provides an annual license that enables groups to develop leadership skills within young people.

This license will provide you access for 1 academic year to the Play Maker Award and Energy Club resources.

* Energy Club Resource Cards
* Leadership Journals
* End of Programme Certificates
* Expert Delivery
* National Accreditation

Cost: £584 +VAT

For further information please go to <https://edsential.com/products/play-maker-award/>

**Appendix 5 – Statutory Requirements**

**Minimum School Food Standards**

<http://whatworkswell.schoolfoodplan.com/articles/view/373?title=the%20school%20food%20standards%20-%20practical%20guidance>

**Minimum Healthy activity Guidelines**

<https://www.gov.uk/government/publications/uk-physical-activity-guidelines>