

**A close up of a sign

Description automatically generated**

**Holiday Activity Clubs with Food Provision**

**Closing date: Tues 16th June 2020**

Edsential CIC and partners have been successful in accessing £1.8 million of funding to coordinate Holiday Activity and Food Clubs over the summer holiday period in Cheshire West and Chester, Halton and Wirral for the summer holiday period of 2020. We aim to engage at least 56% of eligible pupils in each Local Authority area:

**Breakdown by area**

|  |  |
| --- | --- |
| **Local Authority area** | **Number of young people** |
| Cheshire West and Chester | 3,826 |
| Halton | 3,550 |
| Wirral | 5,785 |

The grant fund will enable us to ensure there is enough high-quality free holiday provision to meet the demand from children eligible for Free School Meals (FSM); in addition, it will enable us to enhance provision where healthy meals and physical activity are not currently offered at the scale needed. Ideally, we would like to be able to offer eligible children access to 4 days of provision, for at least 4 hours a day for 4 weeks of the summer holiday (4x4x4) within a localized area, due to COVID–19 it may be that some of this provision is offered online. We appreciate that providers don’t know what the future position will look like and that there will need to be flexibility in the delivery model.

The DfE have set some minimum standards that as a provider we would like you to try your hardest to meet

* Physical activity –1hr of physical activity this can range from yoga, forest school, treasure hunts, as well as adventure activities and more common activities such as football, rounders and dance etc.
* Enrichment activities – Arts and crafts, music playing or making, playdough, storytelling and drama
* Nutritious food must be included as part of the offer - Where possible we would like groups to link with community hub food providers, Edsential and partners can assist with this. If, however you plan to provide food directly to young people please explain how this is being met, along with a sample menu. Please note that all meals must meet the food school standards.
* Nutritional Education – this does not need to be formal, it could as simple as trying new foods, growing vegetables, understanding colour codes on cereal boxes

Further support and information along with questions and answers can be found at <https://edsential.com/holidayactivityfund2020/>

Individual and joint bids would be welcomed. We appreciate this is a really challenging time for organisations and families and with uncertainty of how the summer will look, however we believe that this provision will be needed more than ever.

We are also accepting applications from organisations unable to fulfill 4 x 4 x 4. If you are an organisation only able to provide 1 element e.g. enrichment activity please fill out all relevant parts of the application.

We welcome all groups to apply ranging from community groups, family groups, church groups, schools, sports clubs, uniformed organisations as well as holiday and sport club providers to apply.

We would also welcome schools to apply for all year groups but especially for year 6 /7 who will have missed all transition input and those that with a focus on SEND.

The ambition is that Edsential and Partners will award grant funding to at least 45 holiday club providers in each of the three Local Authorities.  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 20th July 2020 – 31st August 2020
* Daily provision must include physical activity and enrichment activities these can be wide ranging from forest school, arts and crafts, team building activities, taster sport sessions, drumming, drama and adventurous activities etc.
* Please ensure that the majority of provision is delivered locally in case of COVID-19 restrictions to travel. (odd activities within the Local Authority Areas can be budgeted for but these need to be one offs so it doesn’t detriment the delivery offer)
* Individual and Joint bids would be welcomed to enable the 4x4x4 provision to be met as close as possible within a desired area.
* Grants can be awarded to enhance provision to enable groups to provide elements they do not currently, for example food, family cooking or additional days.
* Evidence of Match Funding would be seen favorably this could be in the way of staffing, volunteers, food, venue.
* Family groups are appropriate and welcomed
* All groups will be expected to have some existing sustainable resource, such as volunteer staff, equipment or food.
* Edsential can link you with specialist providers and activity instructors if required ranging from adventurous activities, art, physical activities and music, please email [haf@edsential.co.uk](mailto:haf@edsential.co.uk)
* We are aware that the guidance on social distancing and gathering with people outside of your own home is currently unknown for the period for this funding, we will keep you updated on any guidance we receive. However, any funds that are not spent due to these restrictions, or for any other reason why you're unable to fulfill your planned delivery, will be returned to the Department for Education

**Restrictions:**

* Applicants must be from constituted groups, or one of the following: CIC, Charity, registered company
* We will NOT fund:
  + existing provision (only expansion or new)
  + provision that is already funded
  + provision that does not target eligible free school meal families/children or those identified with this support need.
  + projects that do not bring benefits to our local communities
  + political objectives

**Example of what we will fund** (This list is not exhaustive)**:**

* Additional hours/staff
* Basic equipment (max £1,500)
* Resources such as art and craft materials
* Nutritious Food
* Activity instructors
* Room hire
* Transport
* Training for staff
* Awards and badges for children

We will favour projects that can evidence previous engagement working with children and families who may have limited access to holiday activities and food. Reasons for this may include living in poverty, or having a special educational need or disability requiring a specialist provision.

For example, a family group project may have activities already planned two 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 economically disadvantaged children. Groups must demonstrate good planning, oversight and financial responsibility.

In the event that the country is still in a lockdown and social distancing position we have added an additional box section for those groups that would like to deliver online resources, this may be family cooking, yoga, arts and crafts etc, this will be delivered through an online portal.

Once all bids are submitted Edsential will be able to map out provision and identify gaps which we will seek to fill.

Each Local Authority area has a dedicated Co-ordinator please feel free to contact if you have any questions or need any support with the bid or potential delivery.

**Cheshire West and Chester –** Claire Annakin [Claire.Annakin@edsential.co.uk](mailto:Claire.Annakin@edsential.co.uk)

**Cheshire West and Chester Community Food Provision** - Stephanie Ellis - [stephanie@welcomenet.co.uk](mailto:stephanie@welcomenet.co.uk)

**Wirral** – Adam Mellor – [Adam.mellor@edsential.co.uk](mailto:Adam.mellor@edsential.co.uk)

**Halton** – Chloe Appleton - [Chloe.Appleton@edsential.co.uk](mailto:Chloe.Appleton@edsential.co.uk)

**Halton –** Rebekah Reese **-** [rebekah.reese@edsential.co.uk](mailto:rebekah.reese@edsential.co.uk)

**Central Co-ordinator** for cross county offers and large organisations [Heather.Lewis@edsential.co.uk](mailto:Heather.Lewis@edsential.co.uk)

Further questions and answers can be found at <https://edsential.com/holidayactivityfund2020/>

If you could please check this box to confirm you have the following policies and documents are in place.

**These must be submitted along with the application:**

Safeguarding Policy

Health and Safety

Inclusion

Insurance

Supplier Form

Social and Digital media policy (for groups funded for online resources)

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/parents accessing the project

Number of children eligible for Free School Meals (self-declaration) ☐

Childs name

Childs date of birth

Childs school attending in March 2020

Childs postcode

If a child is known to have and SEND Special Education Needs and Disabilities (Self declaration)

Expenditure with receipts ☐

Evaluation of your project ☐

**Participants will be asked to sign a data sharing agreement. This data will be only be with Edsential and the Department for Education.**

**Please find attached:**

Finance sheet must be completed – Appendix 1

Delivery timetable – Appendix 2

Staff Training available – appendix 3

Awards and accreditations available for young people – appendix 4 (The DfE were keen to see young people gaining recognised qualifications and accreditations for their engagement in the project)

**Application Form**

This application form must not be altered in any way. We will not accept applications that are not made using this form.

**Please complete this questionnaire and return it electronically, together with scanned electronic copies of supporting documents I.e. policies and procedures, to the email address** [**HAF@Edsential.co.uk**](mailto:HAF@Edsential.co.uk) **by the 16th June 2020.**

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

Please note successful applications will be informed week commencing the 22nd June 2020

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

|  |
| --- |
| **Name of your organisation:**  Local Authority that you are planning to deliver in: |

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

|  |
| --- |
| **What is your registered  group/charity/company number if applicable?** |
| **When did your organisation start?**  **Does your organisation work with children, if so, how many disadvantaged children (Free School Meal children) do you currently  regularly work with?** |
| **What are the main activities of your organisation?** |
| **What provision do you currently in place for the summer holiday period?** |
|  |
| **Please explain what you need funding for, e.g. food, activity, extension of provision, additional staff costs**  **(Please also complete appendix 1 briefly outlining you’re the number of delivery days or 4x4x4 provision)**  **\*If you cannot provide 4x4x4 provision please state if you are willing to work with a partner organisation. Or if you are able to provide 1 element of 4 x 4 x 4 please expand on what you can provide, what geographical areas you can cover and any potential barriers you may have identified\*** |
| **COVID-19 online delivery and provision.**  **Please give details of any online resource you plan to deliver You will need to be happy for this to be shared with other groups. Unfortunately, due to safeguarding we are unable to fund live streaming. Some of the provision will need to be ready before the beginning of the summer holidays in readiness to put on the online portal. Please provide examples if you have them.**  **Full costs of the project, in particular:**   * **What is the online resource, and what will it cover?** * **How many sessions** * **How much are you applying for from Edsential?** * **What will this be spent on?** * **If sessional how many sessions and the frequency I.e. 1 per week,** * **Any funding already in place to support the project?** |
| **Please explain how the disadvantaged children will benefit. In particular:**  **What are your target groups?**  **Families**  **Under 4-11yrs  11-17yrs**  **Inclusive group for SEND**  **SEND Only**  **Closed membership group**   * **How many children (and families) will benefit, and how have you determined that number?** * **How many of the children/young people do you think would be in receipt of free school meals?** * **How many Children/young people have Special Educational needs?** (if any) * **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?** |
| **Please feel free to tell us more** |

|  |
| --- |
| **Please give details of the full costs of the project, in particular:**   * **How much are you applying for from Edsential?** * **What will this be spent on?** * **Any funding already in place to support the project?**   **(Please also complete appendix 1 and 2 Finance sheet and provisional delivery programme)** |

**Declaration:**

|  |
| --- |
| **I declare in signing this form, that the funding requested has not already been granted from anywhere else, if funding is granted from another source for the same provision outlined in this bid I will inform Edsential.**  **Signature of person submitting the form:**  **Date:** |

|  |
| --- |
| **In the event of Government advice of social distancing and lock down Edsential have the right to reclaim any funds that haven’t been spent to date.**  **Signature of the Chairman of the Management Committee (or another member of the management committee if the Chairman is completing the form).**  **Signed: Date:** |

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

**Answered every question**

**Signed the form (two signatures)**

**Submitted all policies and procedures**

Safeguarding Policy

Health and Safety policy

Inclusion / equal opportunities policy

Public liability Insurance

Supplier Form

Social and Digital media policy (for groups funded for online resources)

**Submitted the supplier form**

**Completed Appendix 1,2,3**

***Appendix 1 – Finance***

|  |  |  |  |
| --- | --- | --- | --- |
| **What are you seeking funding for? i.e. – activity, food, additional staffing, transport, equipment** | **Cost July 2019** | **Cost August 2019** | **Total Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Appendix 2 Please complete your initial delivery programme***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week One** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Please indicate numbers if requiring food from Edsential hubs.** | **Delivery Location** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week Two** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Please indicate numbers if requiring food from Edsential hubs.** | **Delivery Location** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week Three** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Please indicate numbers if requiring food from Edsential hubs.** | **Delivery Location** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week four** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Please indicate numbers if requiring food from Edsential hubs.** | **Delivery Location** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week five** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Please indicate numbers if requiring food from Edsential hubs.** | **Delivery Location** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week six** | **Name of main provider (if joint bid)** | **Number of hours to be offered** | **Activity to be provided (if known)** | **Please indicate numbers if requiring food from Edsential hubs.** | **Delivery Location** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |

**Appendix 3 – Training available free to staff and volunteers**

**Training is available to book online from the 27th May further training will be added. All courses can be booked online via the following link** <https://edsential.com/holidayactivityfund2020/>

|  |  |  |  |
| --- | --- | --- | --- |
| **Training** | **Dates** | **Venue** | **Provider** |
| Safeguarding Training  LSCB Basic training | 2nd July 2020 1 – 2.30pm  4th July 1 – 2.30pm  2 x 90-minute sessions, both must be attended for the certified training | Online | Edsential  Mark Aspden |
| Basic First Aid training |  | Online |  |
| Creative ideas for Nutritional Education |  | Online |  |
| Health and Safety working with young people | 2 x 75 min sessions  25th June 1.15-2.30pm  29th June 1.15-2.30pm  Both sessions need to be attended to cover the course | Online   * RECORDED SO CAN ACCESS SESSION POST DELIVERY DATE | Edsential  Bethan Cooper |
| L2 Basic Food Hygiene | Online learning dates starts on registration | Online |  |
| Introduction to the Junior Award Scheme (JASS), | 30th June 10.00 -11.15pm | Online   * RECORDED SO CAN ACCESS SESSION POST DELIVERY DATE | Edsential |
| Compulsory training - Grant registration, Administration and Returns | 6th July 10-11.30pm  Online and face to face if restrictions are lifted   * RECORDED SO CAN ACCESS SESSION POST DELIVERY DATE | Online and face to face if restrictions are lifted   * RECORDED SO CAN ACCESS SESSION POST DELIVERY DATE | Edsential |
| **Children and young people Brief lifestyle intervention** *(accredited CPD)* | 3x 1 hour sessions to complete course -   1. Food based – healthy eating 2. Screen and sleep 3. Physical activity | Dial in online with presentation |  |

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

**Junior award scheme**



The Junior Award Scheme is a progressive award that can be completed either online or by paper file. It gives the young people recognition for their engagement during the summer and creates a portfolio that they can show on their return to school

<https://edsential.com/products/jass/>

To discuss further please contact Claire Annakin [Claire.Annakin@edsential.co.uk](mailto:Claire.Annakin@edsential.co.uk)

**Duke of Edinburgh’s award scheme Aged 14+**

[](https://www.bing.com/images/search?view=detailV2&ccid=uRuS08f0&id=9C11768ECF2B8009141A6B11EB6F7540A1024FCE&thid=OIP.uRuS08f0QFgHnVAEU55fQgHaCY&mediaurl=http%3a%2f%2fbranstonca.lincs.sch.uk%2fwp-content%2fuploads%2fDofE-Colour-banner-noLMS-1024x329.gif&exph=329&expw=1024&q=duke+of+edinburgh+award&simid=608019669174976739&selectedIndex=33)

You may have young people and even parents that part of their engagement in the summer could contribute to the Duke of Edinburgh’s Award scheme

<https://edsential.com/health-wellbeing/d-of-e/>

To discuss further please contact Jane pepper on 0151 541 2170