

**A close up of a sign

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**Holiday Activity Clubs with Food EASTER Provision**

The Department for Education (DfE) have granted Local Authorities funding to provide Holiday Activities with Food (HAF) to cover the Easter, Summer and Christmas Holiday Periods for 2021. The aim is to support children and young people aged between 5-16 who are eligible for Free School Meals to access high quality activities and food free of charge over each of these holiday periods.

We 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.

* Easter Holiday period will be flexible to suggested models of provision due to the continued impact of COVID-19.
* Summer Holiday period will form the 4x4x4 model of provision i.e. 4 hours of provision per day (this needs to include physical activity and/or wellbeing activity, Nutritional Education and a **minimum** of 1 nutritious meal per day. **\*Please see below for guidance notes**) for 4 days per week, for 4 weeks of the Summer Holidays.
* Christmas Holiday period will be flexible to suggested models of provision.

The grant is now available for Easter, you do not need to submit for summer grant at this time.

***Please note*** *- bids can be from individual organisations who can provide a complete provision, from consortium style bids who can provide a complete provision (with a named lead organisation) or from organisations who may be able to offer an ‘element’ of provision (I.e., food or activities) or may only be able to provide a limited number of days/weeks.*

**Minimum Standards**

The DfE have minimum standards that need to be considered. They wish for children attending clubs to:

* Eat more healthily
* Be more active
* Take part in engaging and enriching activities
* Be safe and not isolated
* Have greater knowledge of health and nutrition
* Be more engaged with school and other services
* Have greater knowledge and awareness of holiday club provision
* \*Physical/Wellbeing activity
* \*Nutritional Education
* \*Nutritious meal

**\*Minimum Standards Guidance Notes**

* **Physical activity** – 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.
* **Wellbeing activity** – Arts and crafts, music playing or making, playdough, storytelling, Drama etc.
* **Nutritious meal** - 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. [School food standards - School Food Plan](http://www.schoolfoodplan.com/actions/school-food-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. We seek family engagement in this area wherever possible and welcome family cooking sessions.

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

NB Holiday periods may vary depending on Local Authorities

|  |  |  |  |
| --- | --- | --- | --- |
| **Holiday Period:** | **From:** | **To:** | **Anticipated delivery days** |
| Easter | 29th March | 16th April | 4 days |
| Summer | 22nd July | 31St Aug | 16 days |
| Christmas | 20th Dec | 3rd Jan 22 | 4 days |

Further support and information along with questions and answers can be found at:

[Holiday Activity Fund 2021 - Edsential](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fedsential.com%2Fholidayactivityfund2021%2F&data=04%7C01%7Cheather.lewis%40edsential.onmicrosoft.com%7C028fec946c884387709608d8a1cc4834%7C78c5b5829ce84c6c9d78186667d7e748%7C0%7C0%7C637437246056937831%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=gkflwCGFi9KXnsPBhMiGU9gG%2BSmi%2B60tXV1Z8abXjSQ%3D&reserved=0)

**Applying for a grant**

The current application period is for **EASTER** grants only.

The application is in 4 parts.

**Section 1** is a standard ‘MAIN APPLICATION DETALS’ section that provides information about your organisation. (Section 1 - will be kept on file and can be used for any further applications from the HAF 2021 grant unless we are informed of changes).

**Section 2** refers to the ‘MAIN PURPOSE OF THE GRANT’ this covers the Holiday Period you wish to apply for, 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.

**Appendix 1** is a detailed project plan.

**Appendix 2** is a detailed finance sheet.

Please contact your Project co-ordinator or the Central co-ordinator if you need any advice or assistance in completing any element of the grant application form.

**Notes to consider when filling the application.**

* Provision must be delivered locally (occasional activities outside of Local Authority Areas can be included but may be refused and may be withdrawn. We will always consider current COVID guidance)
* Individual and joint bids are welcomed.
* Grants can be awarded to enhance existing provision I.e., to provide elements not currently/previously funded, for example food, family cooking or additional days.
* Evidence of match funding would be seen favorably. This can include staffing, volunteers, food, venue etc.
* All groups will be expected to have some existing sustainable resource, such as volunteer staff, equipment or food.
* Where paid provision is in place e.g. an existing holiday club, the fund can provide an agreed number of additional places for eligible FSM young people.
* Marketing of your provision is compulsory and will be shared via the HAF marketing team.
* Groups must have a signed consent form for each child attending the provision with the information requested below.
* Groups must record ALL daily attendance data on the data sheet provided by Edsential. (This will be provided on successful award of a grant along with training in how to complete the data sheet).
* Once an award is agreed, compulsory HAF basic training must be completed prior to any funds being issued (please see information below and further training will be communicated directly to successful applicants)
* Once delivery has been completed a financial reconciliation form plus any accompanying receipts must be returned to Edsential - a template will be provided (in the event of any underspend funds must be returned to Edsential)
* Once delivery has been completed a short project evaluation must be returned to Edsential - a template will be provided.
* 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)

*NB We are aware that the guidance on social distancing and gathering with people outside 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 you're unable to fulfill your planned delivery, will be returned to Edsential.*

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

* Additional staff hours
* Basic equipment (max £1,500)
* Resources such as art and craft materials
* Nutritious Food
* Activity instructors
* Room hire
* Transport
* Relevant training for staff (outside of the Free training provided by Edsential)
* Awards and badges for children
* Residential activity for youth groups where benefits are clearly identified

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

* Applicants must be from constituted groups, or one of the following: CIC, Charity, registered company
* We will NOT fund:
  + existing provision (only new or expansion to core offer)
  + 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

**Support for applicants**

Each Local Authority area has a dedicated Project Co-ordinator to support all potential providers. Please contact if you have any questions about potential delivery or completing the application form:

**Cheshire West and Chester Co-ordinator - TBC**

**Wirral Co-ordinator –** Adam Mellor, [adam.mellor@edsential.co.uk](mailto:adam.mellor@edsential.co.uk); Tel: **07803508573** (working days Mon, Wed, Fri)

**Halton Co-ordinator - TBC**

**Central Co-ordinator –** Heather Lewis, [heather.lewis@edsential.co.uk](mailto:heather.lewis@edsential.co.uk); Tel: **07710 707112**

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

**Required additional supporting information**

In addition to the main application, the documents below are compulsory and must be included in the application:

Safeguarding Policy

Health and Safety

Inclusion Policy

Social and Digital Media policy

Public Liability Insurance

Supplier Form Completed

Recent Business or Organisation Banking statement (funds **cannot** be issued to a Personal Bank account)

**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 Edsential, your Local Authority, the Department for Education and the commissioned University Researchers).**

**Data and Monitoring**

Grants will be monitored by the Project Coordination Team and the grant Partnership Board.

**Groups will be requested to collect the following data:**

Childs Name

Childs Date of Birth

Childs Gender

Childs Postcode

Childs School attending March 2021

Is the child eligible for Income related Free School Meals (not universal FSM)

Is the child recognised as SEND

**Groups will be required to record the following:**

Daily Attendance register for each child

Numbers of parents/carers benefiting from the project

**HAF APPLICATION FORM DEADLINE FOR EASTER APPLICATIONS**

This application form must not be altered in any way.

**Please complete the application and return it electronically together with scanned electronic copies of all requested supporting documents, policies and procedures, to** [**HAF@edsential.co.uk**](mailto:HAF@edsential.co.uk) **by the 23rd February 2021**

Alternatively post to HAF Easter 2021, Edsential, Whitby Hall Lodge, Stanney Lane, Ellesmere Port, CH65 6QY

**SECTION 1**

**MAIN APPLICATION DETAILS**

|  |
| --- |
| **Name of your organisation:**  **Local Authority you are delivering in:** |

|  |  |
| --- | --- |
| **Address of organisation:**  **Mobile telephone number:**  **E-mail address:** | **Name of contact person and position within the organisation:** |
| **What is your registered charity number (if applicable)?** | |
| **Please provide a brief description of your organisation and its aims.** | |

**SECTION 2**

|  |
| --- |
| **HOLIDAY PERIOD**  **What Holiday period is this grant for?**  **EASTER/SUMMER/CHRISTMAS** |
| **OVERVIEW OF YOUR GRANT APPLICATION**  **Please give an overview of what your provision will ‘look like’ including what you need funding for, e.g. food, activity, extension of provision, additional staff costs PLEASE ALSO INDICATE IF YOU ARE AN OPEN OR CLOSED GROUP I.E WILL OR WILL NOT ACCEPT REFERALS**  **(Please use appendix 1 to outline your project plan in more depth)**  **\*If you cannot provide all elements of the minimum standards please state what you can provide, what geographical areas you can cover and if you would be willing to work with others to meet the minimum standards** |
| **LOCATIONS OF DELIVERY**  **Where do you plan to deliver your activities from? (Please be specific with location including address and postcode. If you are delivering from more than 1 location, please include all as this information will be included in the marketing flyer\*\*)** |
| **ONLINE DELIVERY**  **(we expect all online delivery to be shared amongst all young people)**  **Are you providing any online delivery? (Please describe any online delivery and tell us if this is in addition to your Face-to-Face provision)**  **Is this a closed online provision that has limited numbers? If yes, please explain why it must be closed.** |
| **NUMBERS OF FUNDED PLACES/CHILDREN AND YOUNG PEOPLE**  **(your target will be set based on the figures below)**  **What is the target audience of your programme? (please highlight all applicable groups)**  **5-7yrs**  **8-11yrs**  **12-16yrs**  **Families**  **SEND (Special Educational Needs or Disability) only group**  **How many \*individual children and young people per day can attend/access your programme? (if you have more than one programme please break down by location)**  **(Following on from the question above) Please tell us how many \*individual children and young people will attend/access your programme per week**  **If you have stated you are offering a family provision, how many parents/carers do you anticipate will attend the club per day?**  \*by individual children we mean the same named child  (if you need support in completing this please contact the Project co-ordinator or Central Co-Ordinator) |
| **REFERRALS**  **If you don’t already have an established group already, how will you identify referrals? If you are linking with a school or schools please indicate which schools you will be linking with.** |
| **MARKETING**  **(marketing of groups is compulsory even if you have a closed group i.e not accepting referrals. Closed groups will be indicated as such on all marketing material and contact numbers/emails will not be shared on the flyer but must be completed below)**  **Please indicate if you are an OPEN or CLOSED group**  **Name of contact for Marketing Flyer:**  **Phone number of contact for Marketing Flyer:**  **Email of contact for Marketing Flyer:**  **Please indicate all Social Media ‘handles’ so we can link your Social Media posts into our daily Social Media Marketing:**  **Facebook:**  **Twitter:**  **Instagram:**  **Other:**  **\*\*please ensure address and postcode of all premises you will be delivering from are correct and included in the LOCATIONS OF DELIVERY section of this form.** |
| **FINANCE**  ***(Please use Appendix 2 to give a more detailed breakdown of costs)***  **How much in total are you applying for this Holiday Period?**  **If you have some other funding in place in addition to what you are applying for, what do you already have in place?** |

**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 Edsential.**  **\*Signature of main applicant:**  **Role within organisation:**  **Date:**  **\*Signature of supporting applicant:**  **Role within organisation:**  **Date:** |

**Declaration:**

|  |
| --- |
| **In the event of a change to Government advice regarding Covid-19, Edsential have the right to reclaim any funds that haven’t been spent to date.**  **Signature of the Chair of the Management Committee (or another member of the management committee if the Chair is completing the form).**  **\*Signed: Date:** |

**CHECKLIST FOR SUBMISSION please make sure you have:**

**Answered every question**

**\*Signed both parts of the Declaration**

**Attached all policies, procedures and support documents (as below)**

**Attached completed appendix 1 and 2 (as below)**

Safeguarding Policy ☐

Health and Safety ☐

Inclusion Policy ☐

Social and Digital Media policy ☐

Public Liability Insurance ☐

Supplier Form Completed ☐

Recent Business Banking statement (funds can only be issued to a Business bank account) ☐

Appendix 1 ☐

Appendix 2 ☐

**APPENDIX 1** – THIS MUST BE COMPLETED FOR THE HOLIDAY PERIOD YOU ARE CLAIMING FOR - EASTER

**PROJECT PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Easter**  **Week One**  **Start Date**  **--/--/2021** | **Name all providers per day.** | **Hours of provision per day** | **What activities will be happening per day?** | **What food will be provided per day?**  **Hot/cold breakfast/lunch/dinner** |
| MONDAY  LOCATION: |  |  |  |  |
| TUESDAY  LOCATION: |  |  |  |  |
| WEDNESDAY  LOCATION: |  |  |  |  |
| THURSDAY  LOCATION: |  |  |  |  |
| FRIDAY  LOCATION: |  |  |  |  |
| SATURDAY  LOCATION: |  |  |  |  |
| SUNDAY  LOCATION: |  |  |  |  |

**APPENDIX 2 – FINANCE SHEET - *THIS MUST BE COMPLETED FOR THE HOLIDAY PERIOD YOU ARE CLAIMING FOR ONLY***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COST BREAKDOWN** **(please provide detailed cost)** | **Cost April 2021** |  |  |  | **Total Cost** |
| **FOOD** |  |  |  |  |  |
| **ACTIVITIES** |  |  |  |  |  |
| **ADDITIONAL STAFFING** |  |  |  |  |  |
| **RESOURCES** |  |  |  |  |  |
| **TRANSPORT** |  |  |  |  |  |
| **ADDITIONAL PROVIDER COST** |  |  |  |  |  |
| **OTHER COSTS (please be specific)** |  |  |  |  |  |

**Further training will be available please check our webpage** [Holiday Activity Fund 2021 - Edsential](https://edsential.com/holidayactivityfund2021/) we anticipate additional dates leading to summer that may be direct delivery.

|  |  |  |  |
| --- | --- | --- | --- |
| **Training** | **Dates** | **Venue** | **Provider** |
| [Online Level 2 Basic Food Hygiene](https://edsential.com/products/level-2-basic-food-hygiene-21/) | Flexible on registration | online | Virtual college |
| [Online Safeguarding training – Basic Awareness](https://edsential.com/products/online-safeguarding-training-basic-awareness-21/) | 15th March – 4pm  20th March – 10am  27th May – 10am  1st June – 2pm  10th June – 4pm  21st October – 10am  2nd November – 2pm  12th November – 4pm | online | Edsential |
| Health and Safety Risk benefit assessment |  | tbc | Edsential Consultant |
| [Basic Paediatric First Aid](https://edsential.com/products/online-level-1-paediatric-first-aid-21/) | Flexible on registration | online | Edsential Partner |
| GDPR Data Monitoring and Returns |  | online | Edsential |
| Nutritional Education ideas and support |  | tbc | Edsential and Partners |
| Meeting school Food Standards |  | tbc | Edsential and Partners |
| JASS Junior Award Scheme |  | tbc | Edsential |

**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://branstonca.lincs.sch.uk/wp-content/uploads/DofE-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