



**Healthy Activities and Food
Programme
Summer 2021
Grant application guidance**

About

School holidays can be pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children, this can lead to a holiday experience gap, with children from disadvantaged families:

- less likely to access organised out-of-school activities.
- more likely to experience 'unhealthy holidays' in terms of nutrition and physical health.
- more likely to experience social isolation.

Free holiday clubs are a response to this issue and evidence suggests that they can have a positive impact on children and young people and that they work best when they:

- provide consistent and easily accessible enrichment activities.
- cover more than just breakfast or lunch.
- involve children (and parents) in food preparation.

On 8 November 2020, the government announced that the holiday activities and food (HAF) programme will be expanded across the whole of England in 2021. The programme has provided healthy food and enriching activities to disadvantaged children since 2018, beginning in 11 pilot areas.

The programme will cover the Easter, Summer, and Christmas holidays in 2021. The Government is making up to £220 million available to local authorities to coordinate free holiday provision, including healthy food and enriching activities. The programme will be available to children in every local authority in England.

Contact

if you would like any further information or would like to request a meeting, please email the Buckinghamshire project team at: haf@buckinghamshire.gov.uk

Scope of Delivery

The programme is specifically intended for families who meet criteria for benefits related Free School Meals (FSM).

To better ensure that provision both meets the needs of our FSM families and is accessible for them, it is proposed that holiday places align as much as possible with FSM distribution by ward and age group. For this reason, the decision-making panel will consider where the programme is being delivered and how much money has already been granted to that part of the county.

Please see the Appendix for more information on FSM distribution in Buckinghamshire along with FSM data maps.

How much money is available?

Buckinghamshire Council is making £683,000 available for the 2021 HAF Summer programme.

Programmes can subsidise places on existing holiday provision as well as commission new activities.

Programmes shall provide access to holiday activity as follows:

- At least four hours per session for four days per week for four weeks in the Summer holidays; to include a nutritious hot meal
- Inclusive and accessible provision to FSM children including those with SEND
- Provision offered to all FSM children of statutory school age in Buckinghamshire
- The minimum standards for the delivery of high-quality provision include healthy food (meeting the school food standards), enriching activities, physical activities, nutritional education, and robust policies and procedures.

Organisations shall set out in their application how they plan to utilise the grant to deliver against the above points.

More detailed information on the HAF Programme is on the government website [here](#).

Details of the school food standards can be found [here](#).

There is no cap on the amount of grant that can be applied for; however, the Council reserves the right to limit the grant awarded to an individual activity provider/organisation.

As an example of setting the bid amount in relation to provision capacity, on a bid for 50 places to be delivered four hours per day, four days per week over four weeks, we would expect to offer an award of between £8,000 and £16,000.

Organisations applying must make clear within their submitted budgets how they will spend the funds, deliver against outcomes and must evidence value for money.

We will be grant funding places available on programmes, not places ultimately taken up. We will therefore expect organisations to develop a communications and promotion strategy to help ensure the provision will be promoted effectively with the aim of ensuring that all available places are booked.

Our aims for Buckinghamshire's 2021 HAF Summer Programme

We would like programmes to provide a wide range of opportunities for eligible children and young people to engage in a summer offer that is local to where they live, and is a combination of:

- Traditional holiday face-to-face provision (for example, a holiday club) providing a range of activities throughout the day for children; these would be mainly targeted at primary school children (aged 5 to 11) for at least four hours for four days a week

per child, for four weeks in the summer. The child could attend your setting for four weeks, or they could combine with other activity providers/organisations. If you would require the children to attend for the full four weeks please make sure you state this in your application form.

- An offer targeted at secondary school young people aged 12 - 16 to provide them with a choice of activities they can choose from (for example, a pick and mix offer). This could include 'open access' activities that do not require advance booking, providing that the activity is targeted to geographic areas of highest need for that age group.
- An offer for children and young people who have SEND; this could include more specialist provision that is exclusively for children with SEND
- A hot food offer (with all food and snacks meeting [school food standards](#)) that is linked with the activities and that include some informal nutritional learning that improves participants' knowledge and awareness of healthy eating. The hot food offer could be provided through partnering with a local food provider/caterer/café. We acknowledge that there will be occasions when a hot food offer is not possible and in those circumstances a cold alternative could be used.
- Provision could be open to non-eligible children as well as eligible children; we encourage organisations to deliver to a range of children to ensure inclusivity. Please note in these circumstances grant monies can only fund the proportion of your programme costs that will be targeted at the eligible cohort group for the HAF programme.
- Opportunities to provide children with specific skills through enriching activities; we would encourage organisations to be innovative and creative in the range of activities and opportunities for learning skills that they provide.

Who can access HAF Grant Funding

HAF Grant Funding is available to community and voluntary organisations, not-for-profit companies, registered charities, constituted organisations, social enterprises, schools and private companies operating in Buckinghamshire.

As part of the application process, and to confirm your eligibility to receive public money, you will be required to submit copies of:

- Constitution or governing document in the case of non-for-profit organisations
- Equalities and Diversity policy and procedures
- Safeguarding policy and procedures
- Public Liability and Employers' Liability Insurance
- Accounting or financial information to prove solvency

Organisations must evidence Public Liability and Employers' Liability insurance cover of a minimum of £5 million in order to gain a HAF fund grant. However, we recommend that organisations carry out checks with venues they intend to hire for HAF purposes regarding venues' insurance requirements for hiring purposes.

Eligibility criteria

To receive HAF grant funding from us your programme must:

- be within Buckinghamshire and benefit people who live in Buckinghamshire.
- be inclusive and accessible to every FSM family and have regard to protected characteristics.

Applications will be judged against the following criteria. We reserve the right to amend these criteria at any time.

	Criteria	Score
1	<p>Does the programme meet the key aims as set out in the government's HAF guidance document? The key aims are:</p> <ul style="list-style-type: none"> • Healthy hot food offer (meeting school food standards) • Enriching activities that that enable participants to develop new skills, build on existing skills or try new things • Physical activities (meeting Government physical activity guidelines). Activities can be both 'enriching' and 'physical' e.g. dance. • Informal nutritional education that improves participants' knowledge and awareness of healthy eating • To deliver for at least 4 hours for 4 days a week for 4 weeks in the Summer school holidays 	1 – 10 points
2	<p>Does the programme deliver against the following HAF outcomes:</p> <ul style="list-style-type: none"> • Eat more healthily. • Be more active. • Take part in engaging and enriching activities. • Be safe and not to be socially isolated. • Have greater knowledge of health and nutrition. • Be more engaged with school and other local services. • Have greater knowledge and awareness of holiday club provision. 	1 – 10 points
3	<p>Does the applicant set out a clear business plan demonstrating:</p> <ul style="list-style-type: none"> • How will the programme be delivered • Who will benefit • The timetable • Budget plan for all costs 	1 – 10 points

4	Has the applicant considered risks and developed appropriate mitigations? (excluding legal and compliance which the authority will consider)	1 – 10 points
5	Has the applicant provided copies of all required documents to confirm their eligibility to receive public money: <ul style="list-style-type: none"> • Constitution or Governing Document • Annual Financial Report • Equalities and Diversity Policy and procedures • Children’s Safeguarding Policy and procedures • Health and Safety Policy • Data Protection Policy • Public Liability and Employers’ Liability Insurance certificates 	1 – 10 points
6	Has the applicant effectively set out their Covid-19 contingency arrangements in the event of tighter restrictions being introduced: <ul style="list-style-type: none"> • How programmes would be adapted to run differently • What alternative activities may take place • How they will ensure that activity delivery is Covid-secure • What measures will be put in place pre / during / post activity delivery 	1 – 10 points
7	Sustainability: what is the continuity plan; what will happen after the funding ends to sustain outcomes? Please consider how funding might be used to build capacity for future delivery beyond the life of the fund. This could include development of spaces, materials, or skills for example.	1 – 5 points
8	How much money has already been allocated to that part of the county and how families will be reached?	1 – 10 points

How to apply

The opportunity for organisations to apply for this HAF grant funding will be open from Friday 14 May 2021. Applications will close at 09.00 am on Monday 7 June 2021.

- Applications should be submitted together with scanned electronic copies of all requested supporting documents, policies and procedures, by email to haf@buckinghamshire.gov.uk
- Officers will undertake an initial sense check and organisational due diligence of the application and attachments, and may contact you if further information is required for the review process.
- Applications will be reviewed by an officer panel.

You will be required to submit the following documents with your application:

- Your organisation's constitution or governing document
- Your organisation's annual financial report
- Your organisation's children's safeguarding policy
- Your organisation's equalities and diversity policy
- Your organisation's health and safety policy
- Your organisation's public liability insurance certificate
- Risk assessment
- Evidence on request that all staff members and/or volunteers are DBS checked to the required standards for the programme being undertaken
- Your organisation's most recent business or organisation banking statement (funds cannot be issued to a personal bank)
- Breakdown of the programme costs in an Excel or Word document

Awarding funds

We will review applications and will notify successful applicants by week commencing 21 June 2021. We will send a confirmation letter which will be followed by the issue of a grant agreement. The grant agreement will set out the terms and conditions on which the grant is made by the Council to the recipient.

If your programme is awarded HAF grant funding, then delivery planning for the programme must start, ready for activity delivery in the Summer holidays.

Any unspent grant funding will be required to be returned to Buckinghamshire Council within 30 days of the end of the grant period or sooner where required.

How the HAF grant funding will be paid

The Council's intention is to pay the HAF grant funding in two instalments, with 50% to be paid before the start of the programme, shortly after signing the grant agreement. The remaining 50% is planned to be paid on completion of the programme. If this arrangement would cause difficulties in planning the programme, please set out more detail in your application for the Council to consider.

Costs that can be included as part of the application

Eligible costs can include anything related to delivery expenditure of your programme (for example, resources, staffing, venue, food).

We are not able to fund capital aspects of your programme (for example, improvements to the venue, new equipment).

If your programme is open to a wider group of children, we expect the request for HAF grant funding to only reflect the proportion of your programme that will be targeted at the eligible cohort group. For example, if 40% of your capacity will be for FSM children, 40% of the total costs will be eligible for HAF grant funding.

You will be expected to secure funding for non-eligible children through providing paid places or through other sources of funding.

Monitoring the funds

If we fund a programme, after the delivery period we will require reporting on the progress of the programme delivery, how the funds were spent and the outcomes and impacts that the programme achieved.

We reserve the right to request invoices or receipts to evidence that HAF grant funding has been spent for the purposes intended. For the same reason, we reserve the right to audit programme delivery.

Unsuccessful applications

We will inform you if your application is not successful. We anticipate funding many organisations across Buckinghamshire and therefore formal feedback may not be possible for all unsuccessful applications.

There is no appeals process for unsuccessful applications.

Exclusions

HAF grant funding is the giving of public money so it is important that it is used appropriately. HAF grant funding will not support programmes or activities that cannot evidence how they will meet the identified needs of the beneficiaries.

Furthermore, HAF grant funding cannot be used to fund:

- programmes which are purely research or not focused on direct delivery
- costs of ongoing staff who are not working directly on the programme – including salaries of permanent or fixed term staff
- costs incurred in putting the application together
- contingency costs e.g., funds to provide a source of income or for fundraising activities
- political or religious activities
- programmes that take place (wholly or in part) outside of Buckinghamshire
- VAT that you can recover
- loans or interest payments
- purchase of alcohol or illegal substances

This list is not exhaustive. You should contact us if you are unclear whether your programme, or elements of your programme, would breach these rules.

Data Protection

As a public body we must adhere to Data Protection Legislation.

As part of the terms of any grants awarded, organisations will be asked to sign a data sharing agreement. Data will be shared with Buckinghamshire Council, the DfE and other organisations, as required and by exception, to facilitate collaborative delivery between activity providers/organisations.

Appendix: Children receiving free school meals in Buckinghamshire

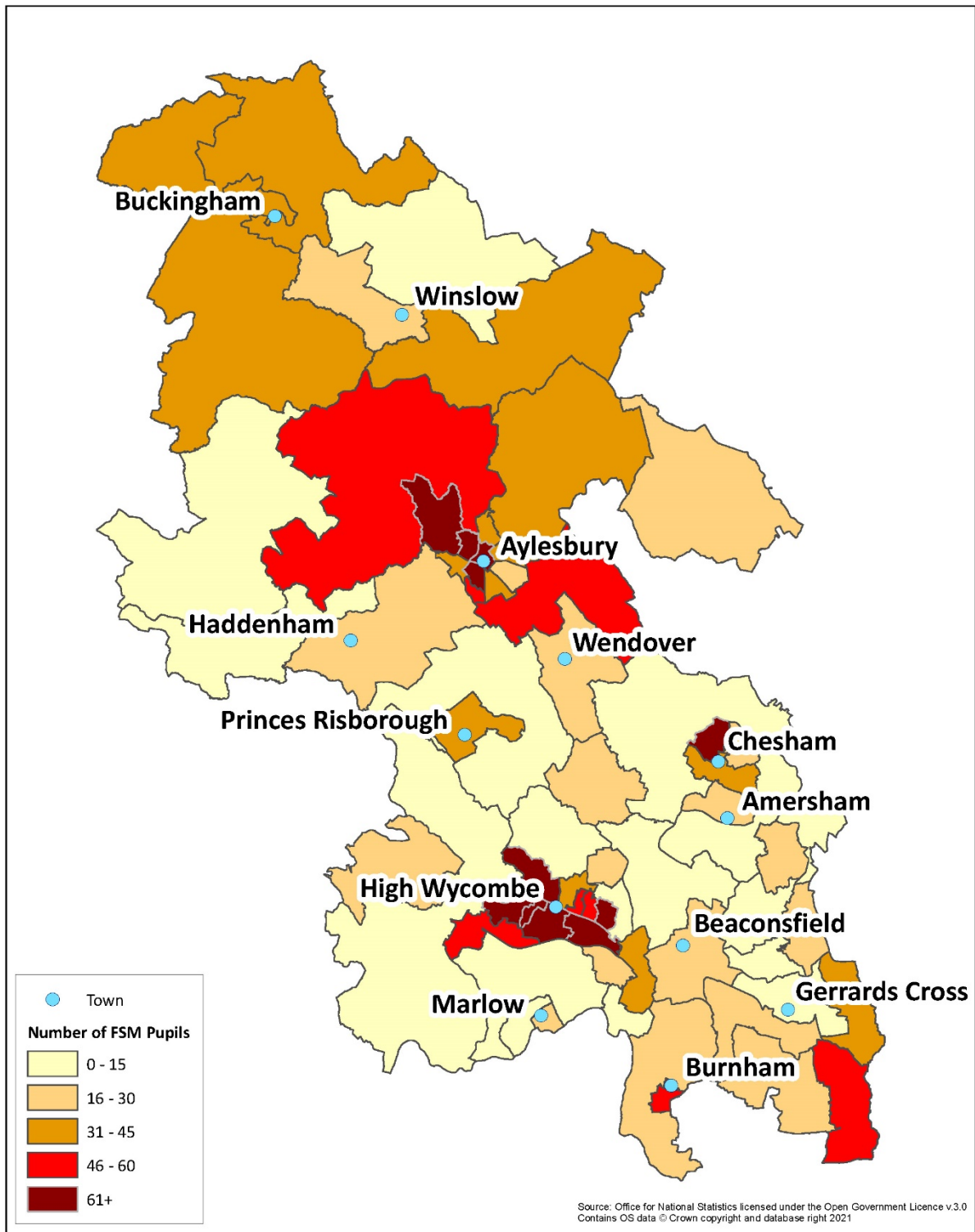
In Buckinghamshire we have 9,127 school age children (aged 5 – 16) who are eligible for free school meals. Of these:

- 6,032 are aged 5 to 11 (primary school age children)
- 3,095 are aged 12 to 16 (secondary school age children)

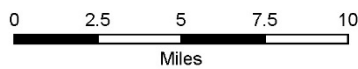
We have carried out a mapping exercise to understand where children entitled to free school meals live. The maps below show where in the county different age groups of children receiving free school meals live.

The maps show FSM distribution by Key Stage age groups:

Key Stage	School years	Child ages
Key Stage 1 pupils	Reception – Year 2	4 – 7
Key Stage 2 pupils	Year 3 – Year 6	7 – 11
Key Stage 3 pupils	Year 7 – Year 9	11 – 14
Key Stage 4 pupils	Year 10- Year 11	14 – 16

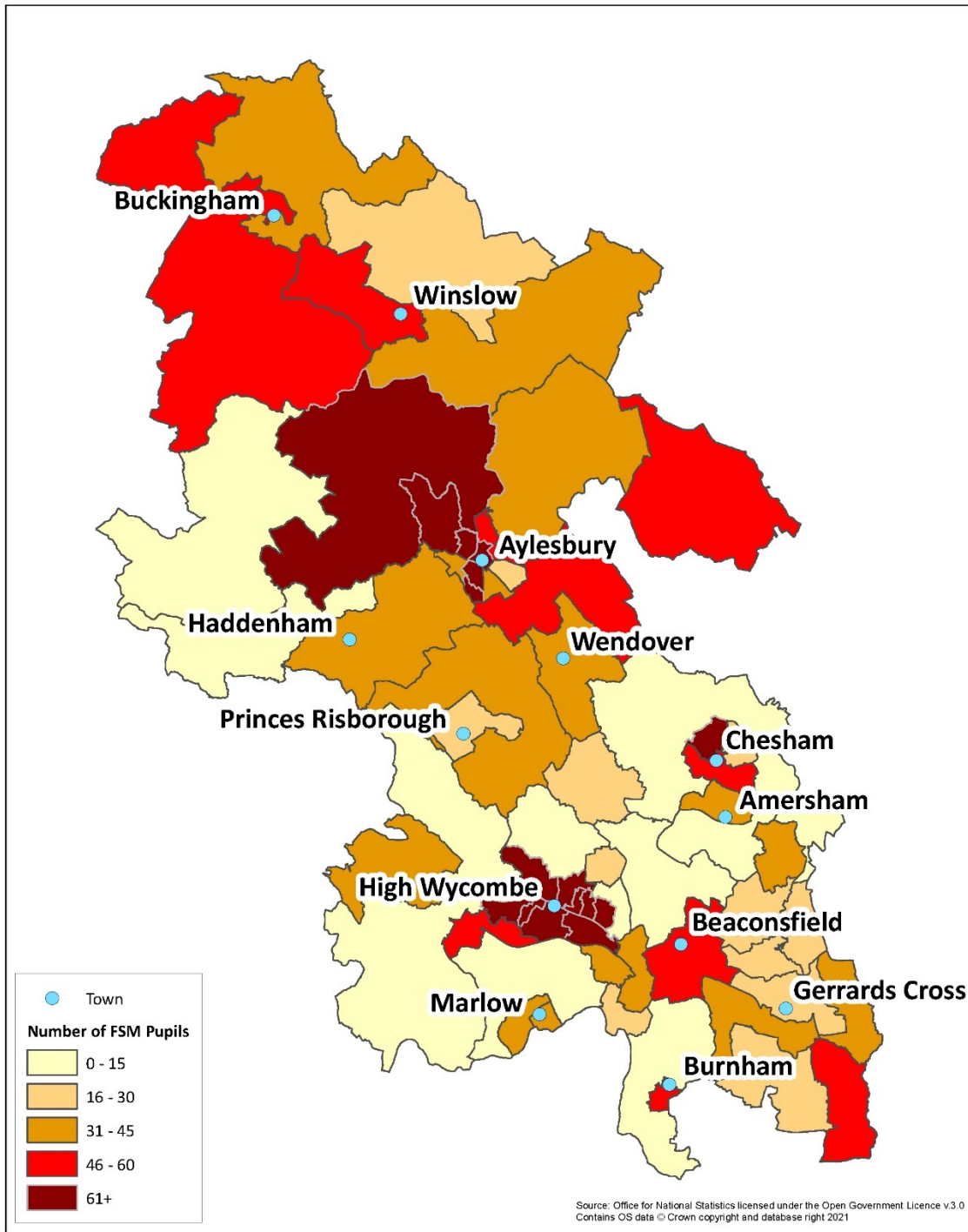


Number of Key Stage 1 Pupils Eligible for the Free School Meal Winter Grant Voucher at Easter 2021 by Middle Super Output Area

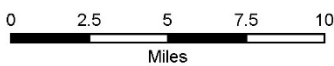


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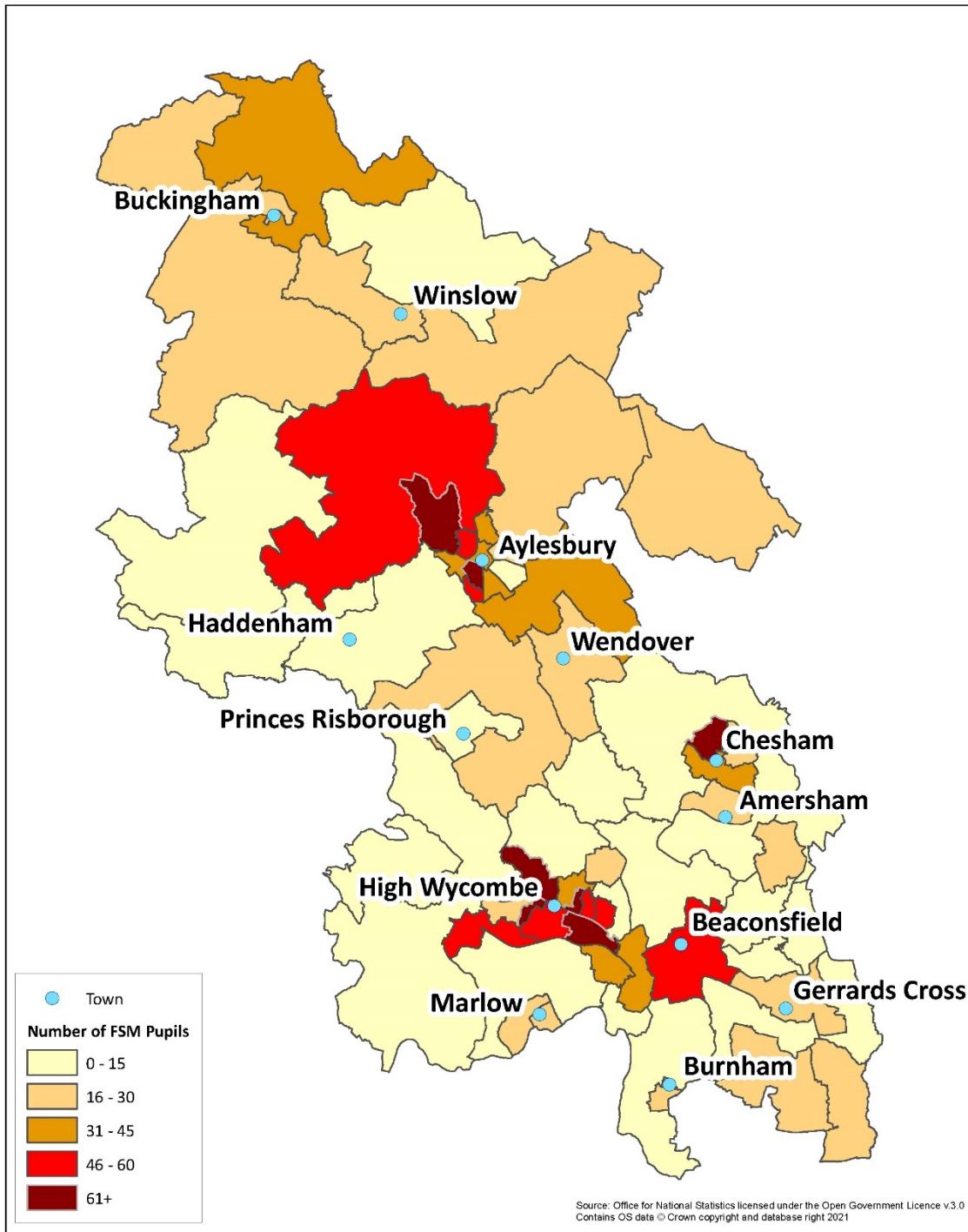
Number of Key Stage 2 Pupils Eligible for the Free School Meal Winter Grant Voucher at Easter 2021 by Middle Super Output Area



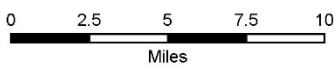
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Business Intelligence and Insight, April 2021



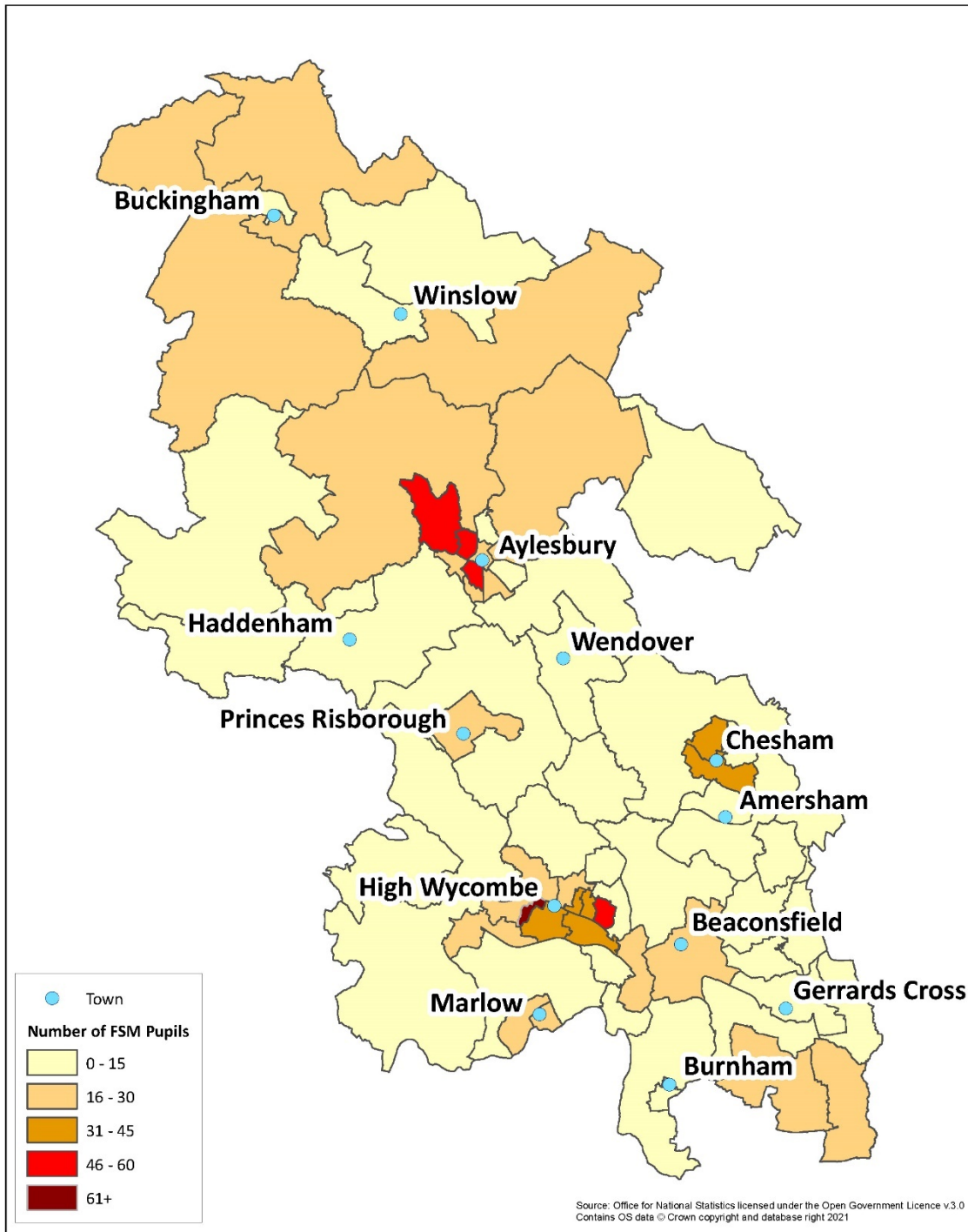
Number of Key Stage 3 Pupils Eligible for the Free School Meal Winter Grant Voucher at Easter 2021 by Middle Super Output Area



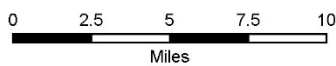
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Number of Key Stage 4 and 5 Pupils Eligible for the Free School Meal Winter Grant Voucher at Easter 2021 by Middle Super Output Area



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