

Frequently Asked Questions (FAQ's)

Holiday Activities and Food (HAF) Programme

**Summer and Christmas
2021 Provision**

Small Grants - £25,000 and under

Large Grants - over £25,000

****Updated 7th June 2021****



Department
for Education

**CROYDON
COUNCIL**
www.croydon.gov.uk

PROGRAMME DETAILS

Is the 4 days per week, 4 hours per day, 4 week a minimum? For example, if we think we can deliver 5 days a week for 6 weeks of the summer holiday and can do this within the funding, can we?

Local authorities have flexibility to decide how the hours and weeks are divided up to best serve the needs of children and families (e.g. in the Christmas holidays, local areas could spread a week's worth of provision across a 2-week period; in the summer, the equivalent number of hours could be spread over a longer period). Please note, however, that provision must be delivered over at least 4 weeks during the summer and cannot be condensed into a 2 or 3 week programme.

The 4/4/4 model is a guide and will need to be applied flexibly and we would expect there to be a range of provision to cover the four-week period. You can deliver more if that is what works in your local area. Alternatively, the 4/4/4 model may not work for some groups (e.g. older children) and you may want to adapt provision for this group too.

Therefore you may choose a different delivery format provided the offered provision adds up to the same number of hours and time commitment and that it meets the minimum standards and aims and objectives as set out in the specification. With this in mind, we welcome applications that offer flexible provision within the boundaries of the minimum standards.

Regarding the 4 hours / 4 days / 4 weeks – does this mean you want the same children to attend for all of this time? Or that we need to have provision running 4 hours/4 days/4 weeks that different children can attend?

The aim is that participating children would be able to attend every session if they would like to (e.g. for 4 hours / 4 days / 4 weeks over the summer). We know that some will participate every day, but there may be some that attend much less frequently. And some eligible children will not attend at all of course, as it is completely optional.

Why don't free places cover the whole school holidays?

We know that families face the greatest challenges in the longer holidays, particularly during the summer. The programme is designed to work in conjunction with the existing childcare offers across government. This includes the Universal Credit childcare scheme and Tax-Free Childcare. Eligible parents can top up their free hours using these other, existing childcare offers.

For those who claim Universal Credit but do not claim FSM, they can access holiday or wraparound childcare provision and potentially claim back up to 85% of the cost through the Universal Credit childcare element – the ability to claim will depend on the provision itself.

<https://www.understandinguniversalcredit.gov.uk/new-to-universal-credit/children-and-childcare/>

Will there be any specific requirements on the types of activities provided or will this be flexible for each programme to decide what works best for their children and families?

No, there are no specific requirements on the type of provision, beyond the standards that we have set out. Provision should be accessible, and you should consider what support is available to children with SEND. You may want to refer to previous case studies and the 2019 evaluation report for examples of the types of activities that have been included. You will need to consider the range of provision available, with consideration to age, location and accessibility.

<https://www.gov.uk/government/publications/evaluation-of-the-2019-holiday-activities-and-food-programme>

Will the funding allow delivery without the food aspects of the programme?

No, the provision of food is an essential part of the programme. Holiday club provision must include food as well as enriching/physical activities.

What are the expectations around the provision of food?

We expect that the food will meet the school food standards, ensuring all children receive a healthy, balanced meal. There is no requirement for the meals to all be hot. However, it may be tricky to provide a good variety of food if sticking only to cold meals, and we would encourage hot meals where possible.

<https://www.gov.uk/government/publications/standards-for-school-food-in-england>

What are the nutritional education requirements?

Clubs must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could, for example, include activities such as getting children involved in food preparation and cooking, growing fruit and vegetables, and taste tests.

Clubs must also include at least weekly training and advice sessions for parents, carers or other family members, which provides advice on how to source, prepare and cook nutritious and low-cost food.

Added 28th May 2021

We wish to run the similarly successful programme this summer and want to see if we can run it for longer days over three or four week. Our parents tend to take the remaining days out as our single parents take annual leave, or others who are at home want to spend some quality time with their children during some of the just under six weeks summer holiday period.

Local authorities have flexibility to decide how the hours and weeks are divided up to best serve the needs of children and families (e.g. in the Christmas holidays, local areas could spread a week's worth of provision across a 2-week period; in the summer, the equivalent number of hours could be spread over a longer period). *Please note, however, that provision must be delivered over at least 4 weeks during the summer and cannot be condensed into a 2 or 3 week programme.*

The 4/4/4 model is a guide and will need to be applied flexibly and we would expect there to be a range of provision to cover the four-week period. You can deliver more if that is what works in your local area. Alternatively, the 4/4/4 model may not work for some groups (e.g. older children) and you may want to adapt provision for this group too.

Therefore you may choose a different delivery format provided the offered provision adds up to the same number of hours and time commitment and that it meets the minimum standards and aims and objectives as set out in the specification. With this in mind, we welcome applications that offer flexible provision within the boundaries of the minimum standards.

We ran this program in 2019. Will this be similar in operation as we provided breakfast, lunch and activity sessions from 10am to 4pm daily? Really want to deliver again as it was an amazing summer for our participants so want to get it right before applying again.

The programme is similar to the 2019 programme and the council is looking to work with organisations who can deliver holiday club provision that meets the 2021 programme standards and criteria as outlined in the Specification, to include:

- High quality enriching/physical activities

- Provision of healthy meals – at least one healthy meal per day
- Nutritional education
- Signposting/referrals/wraparound support
- Relevant policies and procedures

The provision must include activities and food and each holiday club must meet the programme standards to support high quality provision.

Holiday provision must be delivered for the equivalent of at least 4 hours a day, 4 days a week, for 4 weeks in the summer holidays and 1 week in the Christmas holidays.

Local authorities have flexibility to decide how the hours and weeks are divided up to best serve the needs of children and families (e.g. in the Christmas holidays, local areas could spread a week's worth of provision across a 2-week period; in the summer, the equivalent number of hours could be spread over a longer period). Please note, however, that provision must be delivered over at least 4 weeks during the summer and cannot be condensed into a 2 or 3 week programme.

We ask applicants to detail their proposed session times as part of the application process. We welcome flexibility in terms of delivery, but all provision must be within the boundaries of the programme standards.

How do we register as a food business?

Holiday club providers who are preparing and providing their own healthy meals for children must be registered as a food business. Please see details of how to register as a food business in the link below:

<https://www.croydon.gov.uk/business-licences-and-tenders/health-and-safety-and-food-safety/food-safety-and-food-hygiene/food-premises-registration>

Food business registrations need to be complete at least 28 days before holiday clubs start.

If holiday club providers are working with another organisation who will be providing the healthy food element, they must ensure that organisation is a registered food business and that they meet all programme standards/requirements, including the School Food Standards. In addition, the food provider must also take account of allergies, dietary requirements and any religious or cultural requirements for food.

ELIGIBILITY

Is provision only funded for FSM children aged 5-16 (so not Early Years or post 16s)?

Yes, the funding is for school-aged children only. This would include 4-year-olds who have already started in reception.

Holiday clubs can focus on a specific age range e.g. 5 – 8 year olds or 12 – 16 year olds if they wish.

Can siblings under the age of 5 attend with parents?

The primary beneficiaries of the programme are intended to be FSM eligible children. However, if a parent turns up with younger children who are not FSM eligible, we would not require them to be turned away or asked to pay. Clubs should be able to use their discretion in these circumstances.

Does this funding cover children with no recourse to public funds (NRPF)?

The DfE have temporarily extended free school meal eligibility to include some children of groups who have no recourse to public funds (NRPF). You can view details of the groups in the link below:

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/guidance-for-the-temporary-extension-of-free-school-meals-eligibility-to-nrpf-groups>

Any children eligible for FSM under this criteria will also be eligible for HAF.

FUNDING

How much can I apply for?

We understand that different types of holiday club provision will have different costs and we recognise the need for flexibility in relation to this. Therefore, the amount of funding awarded will vary according to the scale, capacity, scope and quality of the proposed provision and within the overall amount of funding that is available. We are looking for holiday club provision that represents good value for money that will deliver the required quality and outcomes.

It is anticipated that there will be many organisations across the borough wanting to deliver HAF and we recognise that some organisations will have the capacity to take on more than others. We also need to ensure good geographical coverage of the holiday provision and, with this in mind, the funding application process has been divided into two strands:

- **Small Grants** – for applications £25,000 and under
- **Large Grants** – for applications over £25,000

A completed HAF Programme Budget is required as part of the application process where we ask potential providers to give a detailed breakdown as to how the funding would be spent.

It is our intention to offer funding, both through the small grants scheme and the tender process (large grants) to give the widest coverage of the service during the summer and Christmas holiday periods in 2021. Those meeting the minimum quality and price requirements will be put forward for approval. In the event of duplication of services, providers will be offered the chance to work together, or to change location to a less well covered area (but reserve the right to prioritise one bid over another based on the scoring should no compromise be possible).

There is a limited amount of funds within the grant allowance. Should the bid values exceed the total grant amount, providers with a high score will be prioritised to ensure the programme remains in budget.

Can the HAF funding be used for holiday club places for non-FSM children?

HAF funding is solely to provide holiday club provision for children eligible for benefits-related Free School Meals (FSM), but we encourage organisations to make paid-for places available to other families, where possible.

This might be through operating bespoke provision, or operating as part of already existing holiday provision in the area, with a likelihood of a mixed arrangement depending on the local supply and demand for provision. Places may be offered to children not eligible for HAF whose parents can pay for them to attend or where funding is available from other sources to cover the cost of these non-FSM places.

How much funding should be allocated to meals and will there be any funding restrictions in terms of the split between paying for food vs. activities?

There are also no restrictions in terms of how much you spend on food vs activities. Previous HAF providers have provided food through a variety of arrangements, for example, using school or community kitchens, food delivered and prepped at the club, use of food intervention charities, the approach will often depend on the set up of the individual provider.

Can funding be used for capital expenditure?

Funding can be used to purchase equipment for the programme, for example, to improve the catering or sports equipment at an individual club. However, only where this expenditure meets DfE criteria for classification as capital expenditure, the amount spent on this should be limited to 2% of Croydon's overall programme expenditure.

Capital expenditure is classed as:

- a. Individual assets worth over £2,500
- b. Grouped assets, that is assets of a similar nature that are purchased at the same time, which cost £2,500 or more overall
- c. Bulk assets, for example a bulk purchase of equipment where the value of the individual item is below the set value, which cost £2,500 or more overall.

Any equipment that does not meet the above criteria, will not be classed as capital expenditure and will not therefore be subject to the 2% cap. We would not see the contents of activity packs form part of a bulk purchase of equipment, therefore that would count towards your programme expenditure.

Can the funding be used for delivery of activity outside of holiday periods where it supports the holiday provision?

No, the funding is for the provision of free holiday clubs (including food) during the 2021 summer and Christmas holidays.

Can the funding be used to support other initiatives alongside food and activities that provide support to families to help raise them out of poverty (e.g. welfare rights and money advice in venues)?

Part of the role of HAF involves working with other local services and agencies to ensure a joined-up approach, including asking clubs to signpost families to support, help and resources. In the past, some HAF clubs have also run sessions for families including work on budgeting, offered volunteering opportunities for family members, worked with local support networks, signposted to citizens advice, engaged with Jobcentre Plus, etc.

Can we apply to deliver both summer and Christmas holiday in the same application?

Yes, this application round is for both summer and Christmas 2021 delivery.

Please note that, if you are successful, delivery of Christmas provision will be subject to successful summer provision delivery and upon satisfactory receipt of a summer provision report plus the submission of a delivery plan nearer the time for Christmas 2021.

Will the funding application process be re-opened later in the year for Christmas 2021?

This current funding round is for both summer and Christmas 2021 provision. However, we may look to re-open the funding later in the year for Christmas 2021 provision, depending on the outcome of this current round and subject to funding available.

Are partnership bids welcomed?

Yes, we welcome partnership bids.

Added 28th May 2021

Are there any restrictions on what the funding can be spent on? What can the small grant, for instance, cover in terms of costs?

We understand that different types of holiday club provision will have different costs and we recognise the need for flexibility in relation to this. Therefore, the amount of funding awarded will vary according to the scale, capacity, scope and quality of the proposed provision and within the overall amount of funding that is available. We are looking for holiday club provision that represents good value for money that will deliver the required quality and outcomes. All applicants are asked to provide a detailed budget as part of the application process.

Funding must be used to support a comprehensive, inclusive and accessible offer, for example setting up new provision where needed, staffing costs, bringing in activity providers such as sports coaches, food costs, activity costs such as materials and resources, volunteer costs and so on – it all depends on what the proposed provision looks like so the funding can be spent on a range of elements to create free holiday club provision for eligible children that meets the programme standards.

Added 7th June 2021

Please can you provide some clarity regarding the purchasing of equipment for the Summer HAF Project - are we able to purchase equipment for SEND provision, and if so, is this 2% of our grant application or 2% of Croydon's overall budget allocation?

We do have a 2% cap on the capital expenditure and this is 2% of Croydon's overall programme expenditure as detailed in the FAQs. However, we understand that different types of holiday club provision will have different costs and we recognise the need for flexibility in relation to this. Therefore, the amount of funding awarded will vary according to the scale, capacity, scope and quality of the proposed provision and within the overall amount of funding that is available.

With this in mind, we may not have capital expenditure in every funding application received so if you would need to purchase specific equipment in order to deliver your proposed SEND provision then please do highlight this in your funding application. Please ensure any proposed capital expenditure is relative to the number of participants you are proposing to deliver holiday club provision for. If you have match funding to cover some of the capital expenditure then please detail this also.

Once all funding applications have been received and evaluated we will know the extent of proposed capital expenditure across all the funding applications received and we will be able to assess this against the budget available.

I have read the guidance notes that came with the form for the funding application and I just wanted to confirm that I've understood it correctly. Will the grant, if approved be paid before the project starts in order for us to plan and run the project for the summer, or will the funding be paid as a "reimbursement", paid after the project is completed?

The grant payment terms are based on an 80-20 split. Successful organisations will receive 80% of their grant up front (upon receipt of a signed agreement along with an up to date risk assessment) and the remaining 20% will be paid upon satisfactory project completion and timely submission of a completed programme monitoring/evaluation report and completed programme budget monitoring spreadsheet along with evidence of expenditure).

OTHER

Do providers need to be Ofsted registered?

Holidays clubs may need to register with Ofsted and there are associated benefits of doing so. We know that not all will need or want to do that. Guidance on the exemptions to Ofsted registration are set out here: <https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions>

Added 28th May 2021

Is this being directly organised through the schools? If so, sports clubs like ours can't apply?

For the summer and Christmas 2021 holiday club provision, Croydon Council is seeking to work in collaboration with a wide network of partners who can deliver high quality holiday club provision (not just schools). This HAF funding is available to a range of organisations, including voluntary and community sector organisations, not for profit organisations, private sector organisations, registered charities, schools and others.

In Croydon, Easter provision was delivered via schools through two packages of support for thousands of children - supermarket vouchers were issued for 15,874 pupils who would normally receive free school meals via the school's chosen platform direct to parents. This was part funded by the council's public health Covid-19 response budget and part by the government's extended Covid-19 winter grant scheme. The council used Holiday Activities and Food funding to provide grants to schools to enable them to create Easter Food and Activity Boxes for children who qualify for free school meals.

I lead a network of churches who work in partnership. We would like to apply for a grant to aid us in our desire to provide a HAF provision. Reading the service specification I am confident that we can meet the criteria, however our four weeks would be split over three locations, i.e. two weeks at one location and a week each at the other two locations. The four days in the Christmas holidays won't be an issue for us and we would run that in just one of our locations. Will we be able to apply under those conditions?

Yes, it is possible to split locations, but we would need to understand in your funding application what the reasons are behind this and how you will mitigate the risk of a reduced cohort if the location changes halfway through delivery of the holiday club provision, for example:

- why are you proposing to deliver a holiday club across more than one location
- how will you make clear that it is one holiday club open to the same cohort of children/young people, but delivered over different locations
- how would you communicate the different locations to eligible families/parents/carers so they understand from the outset that the provision will be delivered across different locations
- how would you ensure all participants would be able to access the other location/s if these are further away from the original location, for example the second location may be too far for some to travel so would you provide transport to enable the whole cohort to attend the alternative location/s?

Added 7th June 2021

I have another question that I hope you can help me with. We are planning to ask the school caterer and kitchen assistant who are employed by the school to prepare all meals, the food will be prepared and cooked in the school kitchen. My question is, do I need to send Level 2 Food Hygiene Certificates for these members of staff?

A range of documents/evidence is requested in the application form. However, there is a note saying if you are a Croydon maintained school or academy (including nursery), you only need to submit the following supporting documents from the checklist along with your funding application

- Level 2 Food Safety and Hygiene
- Risk Assessment (including COVID risks)
- Programme budget that specifies how the HAF funding will be spent

The Level 2 Food Safety and Hygiene is one of those listed so please do submit these.

SUPPORT

If you have any questions or queries please contact HAFprogramme@croydon.gov.uk

The deadline to submit questions is Friday 4th June 2021. Answers to all questions received will be added to this FAQs document and published on our website.

Added 28th May 2021

We don't have our login details for the portal and are struggling to log in. We've contacted the customer service team, but is there another way of getting access to the tender documents?

Unfortunately the Council cannot support with technical issues or login problems linked to the London Tenders Portal so you have done the best thing, which is to contact the London Tenders Portal customer services. They should respond to any queries quite quickly.

I have been joining in Q&A sessions organised by HAF Teams in different boroughs. I wonder if Croydon's HAF Team is also planning similar sessions prior to receiving grant applications as people are asking questions and there are some differences across boroughs.

Unfortunately we are not able to run any Q&A sessions because this could disadvantage potential bidders who are not available to attend such sessions.

Detailed information and guidance is available in the Specification and the advice from commissioning/procurement is that any questions/queries should be directed to HAFprogramme@croydon.gov.uk so that answers to all questions received can be published for everyone to see as part of our HAF Frequently Asked Questions.

The FAQ's will be updated on a regular basis and are available on the council's website as per the link below:

<https://www.croydon.gov.uk/community-and-safety/advice-and-funding-community-groups/funding-opportunities/holiday-activities-and-food-haf-programme-funding-opportunity>

Please be assured that, should you have any questions after reading the documentation, then these will be responded to if you direct them to HAFprogramme@croydon.gov.uk

Added 7th June 2021

Other local authorities have organised information sessions followed by Q/A with prospective HAF programme partners. The result of the latter formed Q&A sheets shared widely, including with organisations which were not available to attend the sessions. But I understand Croydon may have preferred a different approach.

Yes, there is a different approach across different local authorities. The advice from Croydon's commissioning/procurement team is for all questions to be emailed in and answers are then shared via a FAQs document, which is being kept updated and can be found on our website on the HAF funding page.

<https://www.croydon.gov.uk/community-and-safety/advice-and-funding-community-groups/funding-opportunities/holiday-activities-and-food-haf-programme-funding-opportunity>