

**HOLIDAY ACTIVITIES AND FOOD (HAF) PROGRAMME 2021**

**SMALL GRANTS APPLICATION FORM**

**(£25,000 and under)**

Croydon Council is looking for local partners (e.g. charities, schools, children’s centres, sports providers, leisure centres and others) who are interested in delivering Holiday Activities and Food programmes in the 2021 Christmas holiday.

To apply for a small grant (£25,000 and under), please read the Holiday Activities and Food (HAF) Programme Service Specification before completing the application form.

Completed small grants applications should be submitted, along with the required supporting documentation, by **Close of play, Friday 15th Oct 2021** to [HAFprogramme@croydon.gov.uk](mailto:HAFprogramme@croydon.gov.uk)

**SMALL GRANTS (£25,000 and** **under)**

**APPLICATION FORM**

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| **SECTION 1 – ABOUT YOUR ORGANISATION** | |
| **Organisation name:** |  |
| **Organisation registered address:** |  |
| **Main contact person name and Job title:** |  |
| **Main contact person email address:** |  |
| **Main contact person phone number:** |  |
| **Type of organisation:**  *(e.g. charity, private sector organisation, school, community interest company etc.)* |  |
| **Organisation website:** |  |
| **About your organisation:**  *(please describe briefly the overall aims of your organisation and the activities/services you deliver or provide a link to this information)* |  |
| **Registered charity/company number:**  *(if applicable)* |  |
| **Ofsted registration number:**  *(Where appropriate, clubs must be compliant with the Ofsted requirements for working with children)* |  |

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| **SECTION 2 – ABOUT YOUR PROPOSED PROVISION** | | |
| **LOCATION WHERE YOUR HOLIDAY CLUB/S WILL BE DELIVERED** | | |
| **Venue address, including postcode:**  *(or addresses if you are applying to deliver multiple holiday clubs)* |  | |
| **Please select the ward/s in which your holiday club/s will be located:** | Addiscombe East  Addiscombe West  Bensham Manor  Broad Green  Coulsdon Town  Crystal Palace and Upper Norwood  Fairfield  Kenley  New Addington North  New Addington South  Norbury and Pollards Hill  Norbury Park  Old Coulsdon  Park Hill & Whitgift  Purley and Woodcote  Purley Oaks and Riddlesdown  Sanderstead  Selhurst  Selsdon and Addington Village  Selsdon Vale and Forestdale  Shirley North  Shirley South  South Croydon  South Norwood  Thornton Heath  Waddon  West Thornton  Woodside | |
| The purpose of this HAF funding is to make free places at holiday clubs available to children in receipt of benefits-related free school meals (FSM).  Places may also be offered to children not eligible for HAF whose parents can pay for them to attend or where funding is available from other sources. | | |
| **Please state if you will also be providing non-HAF funded holiday club places to children who are not in receipt of FSM and therefore not eligible for HAF-funded holiday club places?** |  | |
| **If you will provide non-HAF funded holiday club places, please confirm how these places will be funded (e.g. you have match funding or you will charge a fee etc.):** |  | |
| **HOLIDAY CLUB DETAILS** | | |
| Holiday provision ***must*** be delivered for the equivalent of at least **4 hours a day, 4 days a week, for 1 week and a maximum of 2 weeks 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).  *(If you are applying to deliver multiple holiday clubs, please provide start and end dates for each holiday club…)* | | |
| **HOLIDAY CLUB 1** | | |
|  |  | **CHRISTMAS 2021**  *Please leave this column blank if you are not applying to deliver Christmas provision* |
| **Holiday club start date:** |  |  |
| **Holiday club end date:** |  |  |
| **How many days per week will this holiday club run?**  *(Please also state which days)* |  |  |
| **Over how many weeks will this holiday club run?** |  |  |
| **Please confirm holiday club start and end time each day:**  *(Please note the minimum requirement of 4 hours per day)* |  |  |
| **Please state the number of HAF funded places you will offer at this holiday club each day:** |  |  |
| **Please state the number of ‘paid for’ places (non-HAF funded) you will offer at this holiday club each day** *(if applicable)* |  |  |
| **Please state the total number of places at Holiday Club 1:** |  |  |
| **HOLIDAY CLUB 2 *(if applicable)*** | | |
| **Holiday club start date:** |  |  |
| **Holiday club end date:** |  |  |
| **How many days per week will this holiday club run?**  *(Please also state which days)* |  |  |
| **Over how many weeks will this holiday club run?** |  |  |
| **Please confirm holiday club start and end time each day:**  *(Please note the minimum requirement of 4 hours per day)* |  |  |
| **Please state the number of HAF funded places you will offer at this holiday club each day:** |  |  |
| **Please state the number of ‘paid for’ places (non-HAF funded) you will offer at this holiday club each day:**  *(if applicable)* |  |  |
| **Please state the total number of places at Holiday Club 2:** |  |  |
| **HOLIDAY CLUB 3 *(if applicable)*** | | |
| **Holiday club start date:** |  |  |
| **Holiday club end date:** |  |  |
| **How many days per week will this holiday club run?**  *(Please also state which days)* |  |  |
| **Over how many weeks will this holiday club run?** |  |  |
| **Please confirm holiday club start and end time each day:**  *(Please note the minimum requirement of 4 hours per day)* |  |  |
| **Please state the number of HAF funded places you will offer at this holiday club each day:** |  |  |
| **Please state the number of ‘paid for’ places (non-HAF funded) you will offer at this holiday club each day:**  *(if applicable)* |  |  |
| **Please state the total number of places at Holiday Club 3:** |  |  |
| ***Please add additional rows for more holiday clubs as needed…*** | | |
| **ENRICHING ACTIVITIES** | | |
| Each holiday club must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences.  Clubs must also provide physical activities which meet the [Physical Activity Guidelines](https://www.gov.uk/government/collections/physical-activity-guidelines) on a daily basis. | | |
| **Please describe the enriching and physical education activities you will provide at your holiday clubs, and your experience at delivering them with children and young people.** | | |
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| **Please describe how you will signpost to relevant services** |  | |
| **FOOD AND NUTRITION** | | |
| All holiday clubs are required to provide at least one healthy meal per day and must meet the [School Food Standards](https://www.gov.uk/government/publications/standards-for-school-food-in-england) throughout the day as detailed in the Specification. | | |
| **Please give details about the food/meals you will provide at your holiday club/s and how you will deliver meals – i.e. in house/caterer etc?:** |  | |
| **Please describe how your food offer will meet the School Food Standards?** |  | |
| **Will you provide hot food:** *delete as appropriate*  *(The expectation is for hot meals to be provided, however a cold alternative may be used where a hot option is not possible).* | **YES/NO**  *If no, please explain why…* | |
| **Are you a registered food business?**  *delete as appropriate* | **YES/NO**  *If yes, please give details…*  *If no, please confirm you will either register as a food business or work with an organisation who is a registered food business to provide the food element.* | |
| **Please describe the food education activities you will provide to educate children and parents on healthy eating:** |  | |

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| **SECTION 3 - OUTREACH AND INCLUSION** | |
| **Please outline how you will promote your provision and reach out to eligible children on free school meals in your targeted area, and run an inclusive service?** | |
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| **Please indicate if you are a SEND provider?**  *delete as appropriate* | **YES/NO** |
| **Please indicate the age range you are targeting for your proposed provision:** |  |
| **Please confirm the number of delivery staff and ratio of staff to children:** |  |

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| **SECTION 4 - COVID-19** | |
| DfE’s expectation is that HAF provision will be delivered face-to-face. However, please outline how you would deliver the following elements of your provision in the event of COVID-19 restrictions not allowing face-to-face provision: | |
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| **Would future COVID-19 restrictions affect the number of places you would be able to offer?** | **YES/NO**  If yes, please give details… |

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| **SECTION 5 – FINANCIAL INFORMATION** | |
| **Please confirm the total amount of funding you are requesting from HAF** | **£** |
| **Please confirm the amount of any match funding**  *(if applicable)* | **£** |
| **Total Project Costs** | **£** |
| **Please complete and submit the HAF Programme Budget Spreadsheet Template outlining all project income and expenditure.**  A completed HAF Programme Budget is required as part of the application process where we ask potential providers to give a detailed breakdown of the different areas of expenditure, including staffing costs, venue costs, food costs, activity costs and any other project expenditure.  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. | |

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| **SECTION 6 - ADDITIONAL INFORMATION** |
| If you would like to provide any additional details to support your application, please give details below: |

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| **SECTION 7 - SUPPORTING DOCUMENTATION / INFORMATION** |
| I confirm I have attached all the required supporting information as follows:  Health and Safety Policy (including COVID safety procedures)  Safeguarding Policy/Child Protection Policy and Procedures  Risk Assessment (including COVID risks)  Statement evidencing that all staff and practitioners are DBS checked to the required standards  Equality and Diversity Policy and Procedures  Quality monitoring processes (e.g. how complaints/incidents are reported/managed)  Evidence of staff/volunteers holding Level 2 Food Safety and Hygiene  Evidence of relevant First Aid training  Public Liability Insurance documents (appropriate levels of insurance for the proposed activities)  Programme budget that specifies how the HAF funding will be spent  Applications that do not include the required supporting documents will not be considered.  ***Please Note:*** *if you are a Croydon maintained school or academy (including nursery), you only need to submit the following supporting documents from the above 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* |

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| **SECTION 8 – MONITORING/REPORTING** |
| All successful providers will be required to submit monitoring information to enable the Local Authority to report back to DfE (as detailed in the specification) |
| I confirm that my organisation is GDPR compliant  I also confirm that, if successful, we will provide the required monitoring information such as attendance data, record of activities, participant feedback, case studies, as required |

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| **DECLARATION** |
| Please ensure that a person who is authorised to act on behalf of your organisation completes the following declaration:  I confirm that the information provided in this application is accurate and true.  Yes  **Name:**  **Position in Organisation:**  **Date:** |