

Holiday Activities & Food Programme Application Form - Christmas 2022 and Easter 2023

Croydon Council is seeking local partners (e.g. charities, schools, children's centres, sports providers, leisure centres and others) to deliver the Holiday Activities and Food (HAF) Programme in the 2022 Christmas holidays and/or 2023 Easter holidays.

Through this application form, it is possible to apply for either holiday period or both at the time of completion.

To apply for a grant (£7,500 and under for each holiday), please read the Holiday Activities and Food (HAF) Programme Service Specification before completing the application form. Further information can be found in the HAF Frequently Asked Questions (FAQ's)

To help aid your submission, we have produced a PDF version of this online application form. UNDER NO CIRCUMSTANCES will a pdf/paper version be accepted as an application. Instead we encourage you to outline your answers and be aware of the upcoming questions to make completing this form as easy as possible.

Applications should be submitted online and the required supporting documentation should be emailed to: HAFprogramme@croydon.gov.uk.

The deadline for all applications is **23.59 Sunday 9th October 2022**.

This survey should take around 45 minutes - 1 hour to complete, with prepared answers.

* Required

* This form will record your name, please fill your name.

Details about your Organisation

1. Organisation Name *

2. Type of Organisation *

Please select the most suitable category to your organisation

- Registered Charity
- School
- Voluntary Organisation
- Community Group
- Private Business
- Other

3. Organisation Registered Address *

4. Organisation Website *

5. Organisation Email Address *

6. Organisation Contact Number *

7. About Your Organisation *

Please provide a summary of the overall aims of your organisation and the activities/services you deliver

8. Registered Charity Number

(if applicable)

9. Ofsted Registration Number

We expect organisations interested in delivering a HAF programme in Croydon to be on the voluntary Ofsted register unless you are exempt.

Lead Contact Details

Please enter the details of the contact at your organisation who is the operational lead for the

10. Full Name *

11. Role *

12. Email Address *

13. Contact Number *

Christmas: About your Proposed Holiday Club(s)

The purpose of this HAF funding is to provide free places at holiday clubs 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.

19. If you will charge a fee for non-HAF places, please state the cost for one child to attend for the day

14. Are you applying to deliver a programme at Christmas 2022? *

Yes

No

15. Please state the **total** number of HAF places you will offer at Christmas per day *

16. If applicable, please state the **total** number of non-HAF places you will offer at Christmas per day

17. If you will provide non-HAF funded holiday club places, please confirm how these places will be funded

e.g. you are receiving match funding or you will charge a fee for places etc.

18. If you are receiving match funding, please state the total amount

Christmas 2022: Holiday Club 1 Details

In this section, please provide details of Holiday Club 1

20. Venue Address, including post code *

21. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> (please select "places and services" and tick: "wards and councillors")

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Coulsdon
- Park Hill and 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

22. Please state whether this venue is inside or outside? *

- Inside Venue
- Outside Venue
- Both Inside and Outside

23. Please state the age range you are targeting for your proposed provision (if applicable - at your first club): *

24. Please confirm the ratio of staff to children at this club: *

25. Holiday Club Start Date *

Please input date (dd/MM/yyyy)



26. Holiday Club End Date *

Please input date (dd/MM/yyyy)



27. How many days a week will your club run? *

28. Across how many weeks will your club run? *

29. Total number of days running (number of weeks multiplied by number of days) *

30. Holiday Club Start Time *

31. Holiday Club End Time *

32. Please state the number of HAF funded places you will offer at this club each day: *

33. Please state the number of 'paid for' places (non-HAF funded) you will offer at this holiday club each day (*if applicable*)

Please note, this section is repeated for any additional venues,

but removed from this document for ease of reading

Easter 2023: About your Proposed Holiday Club(s)

The purpose of this HAF funding is to provide free places at holiday clubs 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.

69. If you will charge a fee for non-HAF places, please state the cost for one child to attend for the day

64. Are you applying to deliver a programme at Easter 2023? *

Yes

No

65. Please state the **total** number of HAF places you will offer at Easter per day *

66. If applicable, please state the **total** number of non-HAF places you will offer at Easter per day

67. 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 for places etc.

68. If you are receiving match funding, please state the total amount

Easter 2023: Holiday Club 1 Details

In this section, please provide details of Holiday Club 1

70. Venue Address, including post code *

71. Which ward(s) is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> (please select "places and services" and tick: "wards and councillors")

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Coulsdon
- Park Hill and 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

72. Please state whether this venue is inside or outside? *

- Inside Venue
- Outside Venue
- Both Inside and Outside

73. Please indicate the age range you are targeting for your proposed provision: *

74. Please confirm the ratio of staff to children at this club: *

75. Holiday Club Start Date *

Please input date (dd/MM/yyyy)



76. Holiday Club End Date *

Please input date (dd/MM/yyyy)



77. How many days per week will your club run? *

78. Across how many weeks will your club run? *

79. Total number of days running (number of weeks multiplied by number of days) *

80. Holiday Club Start Time *

81. Holiday Club End Time *

82. Please state the number of HAF funded places you will offer at this club each day: *

83. Please state the number of 'paid for' places (non-HAF funded) you will offer at this holiday club each day (*if applicable*)

Please note, this section is repeated for any additional venues, but removed from this document for ease of reading

HAF Programme Standards

In this section, you will be asked to provide detail on how your programme will meet the HAF programme standards. Please refer to the service specification for information about the HAF programme standards as well as the guidance published by the Department for Education: <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021>

113. Please describe, in detail the physical activities you will provide at your holiday clubs, and your experience at delivering them with children and young people.

*

114. Please describe, in detail the enriching activities you will provide at your holiday clubs, and your experience at delivering them with children and young people. *

115. Please give details about the food arrangements you will provide at your holiday club(s), referencing how meals will be prepared/delivered, and how your food will meet school food standards. *

116. Please describe, in detail how you will deliver nutritional education for children, aimed at improving their knowledge and awareness of healthy eating *

117. Please describe, in detail how you will deliver nutritional education for parents and families, aimed at improving their knowledge and awareness of healthy eating *

118. Please describe in detail, how you will signpost parents and families to relevant services. *

Funding

119. Please confirm the total amount of funding you are requesting from HAF for Christmas 2022: *

If you are not submitting an application for Christmas, please enter '0'

120. Please confirm the total amount of funding you are requesting from HAF for Easter 2023: *

If you are not submitting an application for Easter, please enter '0'

121. Estimated venue costs per holiday period *

122. Estimated staff costs per holiday period *

123. Estimated food costs per holiday period *

124. Estimated activity costs per holiday period *

125. Estimated admin/operational costs per holiday period *

126. Any other costs

127. If you are applying for both delivery periods and anticipate there will be significant changes with your estimated costs between Christmas and Easter, please detail them below

SEND/Additional Needs Provision

All holiday clubs are expected to cater for children with Special Educational Needs and Disabilities (SEND), and this should be assessed on a child by child basis. The Council's expectation is that all providers will be able to support children with low-medium levels of need.

128. What level of support are you able to offer children with SEND? *

Please select as many that apply

- We are delivering a specialist SEND provision, where at least 85% of our spaces will be available for children with SEN/additional needs
- 1-2-1 support will be provided for children who require it
- Individual needs will be assessed ahead of delivery, and will be met by trained staff

129. Please detail your arrangements for supporting children with SEND/additional needs on your programme, referencing the adjustments you will make to accommodate children and the level of support/staffing you can deliver.

*

Outreach and Promotion

Providers delivering the HAF programme are expected to share and promote their programme to eligible children and families.

130. Please outline your strategy for recruiting children and families on benefits-related Free School Meals for your programme, making reference to your successful track record of delivering the numbers of places you are promising.

*

References

All applicants require a reference for the delivery of the programme if delivering at Christmas 2022 and Easter 2023. If you previously delivered the HAF programme in Croydon during or after Summer 2021, the local authority will act as a reference on your behalf.

Where the organisation has not delivered the programme before in Croydon, we will seek a reference from another local HAF provider (if the programme has been previously delivered elsewhere) or another reputable organisation who can inform us on your previous delivery of the programme.

If the provider has not delivered HAF before, we will seek a reference from an external evaluator

131. Has your organisation previously delivered HAF in Croydon during or after Summer 2021? *

Yes

No

132. Please provide the name/organization of your reference *

133. Please provide the email address and/or contact number of your reference *

134. Please provide a short description of the previous delivery (i.e whether you delivered a HAF programme, or other children/food related services) *

Community Value

We are keen to know the added value that your programme will bring your the community you are delivering in, and how this will support eligible children attending and their families.

135. Please detail how your programme will add value to the community which you intend to deliver in, making references to how your programme will meet the local need. *

Monitoring/Reporting

All successful providers will be required to submit attendance data and monitoring information to enable the Local Authority to report back to Department for Education (as detailed in the

136. Please confirm the following: *

I confirm that my organisation is GDPR compliant

I confirm that, if successful, we will provide the required monitoring information such as attendance data, record of activities, participant feedback, case studies, as required

Marketing and Promotion

If successful in your grant application, Croydon Council will support with advertising your programme on our Council webpage and to our local schools. The details provided in this section will be shared in our marketing materials, which parents and families will have access to, so please ensure they are accurate.

137. Please provide a short (max 150 word) summary of your HAF programme, referencing the activities on offer for children and young people *

138. Please provide a summary referencing the level of support that is on offer for children with SEND/additional needs *

139. Please provide a telephone contact number for HAF bookings

140. Please provide an email address for HAF bookings *

141. Please provide the link to your booking website/organisation homepage here the HAF programme will be clearly linked from *

Supporting Documentation

We expect all provision to be supported by relevant and up to date policies and procedures that are adhered to by all staff who will be involved in the delivery of HAF provision.

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:

- Programme Risk Assessment
- Food Handling Policy (if using alternative caterers to normal school provision)

All required supported documentation should be emailed to: HAFprogramme@croydon.gov.uk

142. I confirm I have attached all the required supporting information in place to submit to Croydon Council *

- Copy of Public Liability Insurance documentation
- Copy of Employer Liability Insurance documentation
- Safeguarding Policy
- Recruitment Policy
- Health and Safety Policy including Food Handling Policy
- Equality and Diversity Policy
- Privacy Policy/GDPR Policy
- Venue Risk Assessment
- Programme Risk Assessment

Declaration

Please ensure that a person who is authorised to act on behalf of your organisation completes

143. I confirm that the information provided in this application is accurate and true. *

Yes

144. Full Name *

145. Role in Organisation *

146. Date *

Please input date (dd/MM/yyyy)



This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.