



Croydon HAF Programme 2026 - Application Form

Croydon Council is actively looking for local partners, such as charities, schools, children's centres, sports providers, leisure centres, and others, to participate in delivering the Holiday Activities and Food (HAF) Programme in 2026.

Interested parties must complete this online application. Before filling out the form, each applicant must carefully review the Holiday Activities and Food (HAF) Programme Service Specification.

Organisations can apply to deliver the programme during one, two, or all holiday periods through a single submission of this form. **The application process will not be reopened later on in the year.**

For 2026, organisations will have the opportunity to apply for a maximum of £7,500 for Easter 2026, £30,000 for Summer 2026, and up to £7,500 for Winter 2026. **These are the maximum grant amounts available for the total application for each holiday period and cannot be exceeded.**

Funding limits are based on the length of delivery at summer are as follows:

- 1 week (4 days): up to £7,500
- 2 weeks (8 days): up to £15,000
- 3 weeks (12 days): up to £22,500
- 4 weeks (16 days): up to £30,000

To facilitate the submission, a PDF version of the online application form is available. However, only online submissions will be accepted. Organisations are encouraged to prepare their answers in advance of completing the online form. Applications must be submitted through the online form, and the required supporting documentation should be emailed to HAFprogramme@croydon.gov.uk with the subject entitled 'Provider Name HAF application supporting documents'.

Organisations wishing to become HAF providers will first be asked a set of questions in regards to why they feel they would make suitable partners for

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. About Your Organisation *

Please provide a brief summary of your organisation

Please enter at most 500 characters

7. Registered Charity Number
(if applicable)

8. 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.

9. Full name of applicant *

10. Role *

11. Email Address *

12. Contact Number *

The value must be a number

Track Record and Delivery Capability

13. Please describe **one** example of a holiday, childcare, youth or food programme your organisation has delivered within the last 24 months that is most comparable to the HAF programme. *

Your response must include:

- the **name of the ONE programme** and **delivery period** (dates);- the **location(s)** and **venue(s)** used;
- the **number of children** delivered for per day and in total;
- the **attendance rate** achieved (or average daily attendance);
- one **specific challenge** encountered during delivery and how it was addressed;
- one **change or improvement** you would make if delivering the programme again.

If applicable, describe how children with additional needs were identified or planned for prior to delivery, and how this informed staffing, activities, or venue use.

Please enter at most 2500 characters

14. Has your organisation previously delivered the Holiday Activities and Food (HAF) programme? *

☐ Yes - in Croydon

☐ Yes - In another local authority

☐ No

15. Please confirm most recent delivery period *

16. Please confirm name of LA(s), delivery period, and places offered *

17. Please provide two references relating to delivery of programmes involving children, young people, food provision, or holiday provision. When contacted, referees will be required to submit these within 72 hours of the request. *

Please provide **both** the **name and the organisation** of your first referee (This must not be yourself)

18. Please provide the email address of your first referee *

19. Please provide the contact number of your first referee *

20. Please provide **both** the **name and the organisation** of your second referee (This must not be yourself) *

21. Please provide the email address of your second referee *

22. Please provide the contact number of your second referee *

23. What is the staffing ratio you will operate at your club(s) (including any additional SEND staffing) and how will this alter to support students with additional needs; *

Please enter at most 500 characters

24. Using your proposed HAF provision, please describe:

One safeguarding risk relevant to your setting or the children you expect to work with (this may include children with additional needs)...

- the practical steps you will take to manage this risk;
- how staff will be trained or briefed on this risk prior to delivery;
- how a safeguarding concern would be reported locally, including who would be responsible. *

Please enter at most 1000 characters

25. Please describe the specific venue(s) you are proposing to use, including:

- Venue name(s) and address(es);
- Indoor and outdoor spaces that will be used;
- How the venue supports safe delivery, inclusion, and age-appropriate activities;
- Any known limitations of the venue and how these will be managed. *

Local Impact and Benefit to Croydon

26. Please describe how your proposed HAF provision will respond to local need within Croydon, and how this has informed the design of your programme. *

Responses must Include:

- The ward(s) or locality you intend to deliver in;
- One identified need or challenge affecting children and families in that area;
- How your programme has been designed or adapted to respond to that need.

Please enter at most 1000 characters

27. Please describe one specific action you will take if a child does not attend for two consecutive booked sessions and how attendance information will be reviewed and used during delivery to manage places effectively. *

Please enter at most 1000 characters

28. For 2026, HAF providers are expected to offer opportunities for all (non HAF-Funded) children to attend through paid places. How will you offer open access places alongside HAF-funded places? *

Please state the number of additional places available - how will these be fulfilled

Please enter at most 1000 characters

29. Croydon council is seeking to improve the quality of staff and volunteers across HAF provision for 2026, in order to enhance the experience of children and young people attending. Please identify one specific requirement or expectation that you will place on staff or volunteers delivering this programme in Croydon that goes beyond minimum safeguarding or staffing ratio requirements. *

In your response please set out:

- What the requirement or expectation is;
- How it will be applied and checked during live delivery
- Explain why this improves the quality of experience for children and young people.

Please enter at most 1000 characters

Food and Nutrition

30. Please Confirm:

- ☐ Food Prepared on Site
- ☐ Food prepared off Site

31. Please Confirm

- ☐ Food Prepared by Caterer
- ☐ Food Prepared by provider

32. Please describe the typical daily meal you will provide as part of your HAF provision *

Your response must include:

- Whether the meal will be hot or cold
- An example of a typical day's menu
- How dietary requirements (including allergies, cultural or religious needs) will be accommodated, and school food standards will be met

Please enter at most 1000 characters

33. Please describe three typical activities that will involve children in food preparation, tasting or learning about food as part of your programme and how regularly this will take place. *

Please enter at most 1000 characters

Activities and Enrichment

34. Please outline a typical day's activity programme *

Your response must include: - The age ranges(s) this programme is designed for;

- At least three example activities, including:

~one physical activity

~one creative or skill-based activity;

~one free-choice or unstructured activity

- an indication of when physical activity will take place during the day

Please enter at most 1500 characters

35. Please confirm how children and young people attending your provision will have opportunities to be physically active each day; *

Your Response must include:

- The types of physical activity offered;

- whether activities are structured, unstructured, or a mix of both;

- how activities are adapted for different ages or abilities;

Please enter at most 1500 characters

36. Please include one example of how an activity would be adapted or differentiated to support a child with additional needs. *

Please enter at most 1000 characters

Easter 2026: About your Proposed Holiday Club(s)

For the Easter programme, your holiday club/s must operate for four days per week, for one week only.
'New' organisations, or organisations which have not delivered within the past 4 holiday periods can only apply for a maximum of 35 daily spaces.

37. Are you applying to deliver a programme at Easter 2026? *

☐ Yes

☐ No

38. Please state the **total** number of HAF spaces across all venues/sessions that you will offer at Easter (e.g. 4 days x spaces per day) *

The value must be a number

Easter 2026: Holiday Club 1 Details

In this section, please provide details of Holiday Club 1.

(If you are delivering more than one session at the same venue (e.g. AM and PM sessions) this would be considered two holiday clubs, and you will be required to additionally input the second session detail in the section marked "Holiday Club 2".)

39. Venue Address, including post code *

40. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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- ☐ Purley Oaks and Riddlesdown
- ☐ Sanderstead

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- ☐ South Croydon
- ☐ South Norwood
- ☐ Thornton Heath
- ☐ Waddon
- ☐ West Thornton
- ☐ Woodside

41. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

42. Please select the week/s you intend to run your programme: *

For the Easter programme, your holiday club/s must operate for four days per week.

Week 1: Monday 30th March to Thursday 2nd April

Week 2: Tuesday 7th April to Friday 10th April

The dates selected here are final and you cannot deviate from these dates without approval from the HAF team.

☐ Week 1 (Monday – Thursday)

☐ Week 2 (Tuesday - Friday)

43. Holiday Club Start Time (please enter using 24 hour clock time e.g. 1000) *

The value must be a number

44. Holiday Club End Time (please enter using 24 hour clock time e.g. 1430) *

The value must be a number

45. Please state the total number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 30 places per day = 120 total spaces *

The value must be a number

Easter 2026: Holiday Club 2 Details

In this section, please provide details of Holiday Club/Session 2.

46. Are you planning to deliver a second holiday club/session at Easter? *

- ☐ Yes
- ☐ No

47. Venue Address, including post code *

48. 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> by entering your holiday club venue post code in the 'set your home address' section.

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- ☐ Waddon
- ☐ West Thornton
- ☐ Woodside

49. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

50. Please select the week/s you intend to run your programme: *

For the Easter programme, your holiday club/s must operate for four days per week.

Week 1: Monday 30th March to Thursday 2nd April

Week 2: Tuesday 7th April to Friday 10th April

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

☐ Week 1 (Monday – Thursday)

☐ Week 2 (Tuesday - Friday)

51. Holiday Club Start Time (please enter using 24 hour clock time e.g. 1000) *

The value must be a number

52. Holiday Club End Time (please enter using 24 hour clock time e.g. 1430) *

The value must be a number

53. Please state the total number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 30 places per day = 120 total spaces *

The value must be a number

Easter 2026: Holiday Club 3 Details

In this section, please provide details of Holiday Club/Session 3

54. Are you planning to deliver a third holiday club/session at Easter? *

☐

Yes

☐

No

55. Venue Address, including post code *

56. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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- ☐ West Thornton
- ☐ Woodside

57. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

58. Please select the week/s you intend to run your programme: *

For the Easter programme, your holiday club/s must operate for four days per week.

Week 1: Monday 30th March to Thursday 2nd April

Week 2: Tuesday 7th April to Friday 10th April

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

☐ Week 1 (Monday – Thursday)

☐ Week 2 (Tuesday - Friday)

59. Holiday Club Start Time (please enter using 24 hour clock time e.g. 1000) *

The value must be a number

60. Holiday Club End Time (please enter using 24 hour clock time e.g. 1430) *

The value must be a number

61. Please state the total number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 30 places per day = 120 total spaces *

The value must be a number

Easter Cost

62. Please confirm the total amount of funding you are requesting from HAF for Easter 2026: *

Organisations looking to deliver for 1 week (4 days) can apply for up to £7,500

Please enter a number less than or equal to 7500

63. Please enter your cost per child per day for Easter 2026 (total amount of funding ÷ total number of HAF spaces across all clubs/sessions) *

64. Estimated venue costs for Easter *

65. Estimated staff costs for Easter *

66. Estimated food costs for Easter *

67. Estimated activity costs for Easter *

68. Estimated admin/operational costs for Easter *

69. Any other costs for Easter *

Summer 2026: About your Proposed Holiday Club(s)

For the Summer programme, your holiday club/s must operate for four days per week, across a 1, 2, 3 or 4 week period (must be consecutive weeks). 'New' organisations, or organisations which have not delivered within the past 4 holiday periods can only apply for a maximum of 35 daily spaces.

70. Are you applying to deliver a programme at Summer 2026? *

☐ Yes

☐ No

71. Please state the **total** number of HAF spaces across all venues/sessions that you will offer at Summer (e.g. 16 days x spaces per day) *

The value must be a number

Summer 2026: Holiday Club 1 Details

In this section, please provide details of Holiday Club 1.

(If you are delivering more than one session at the same venue (e.g. AM and PM sessions) this would be considered two holiday clubs, and you will be required to additionally input the second session detail in the section marked "Holiday Club 2".)

72. Venue Address, including post code *

73. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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74. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

75. Please select the week/s you intend to run your programme: *

For the Summer programme, your holiday club/s must operate for four days per week, across a 1, 2 or 4 week period (must be consecutive weeks). You may opt to run your holiday from either Monday –Thursday or Tuesday – Friday.

Week 1: Monday 20th July to Friday 24th July

Week 2: Monday 27th July to Friday 31st July

Week 3: Monday 3rd August to Friday 7th August

Week 4: Monday 10th August to Friday 14th August

Week 5: Monday 17th August to Friday 21st August

Week 6: Monday 24th August to Friday 28th August

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

Please select at most 4 options.

☐ Week 1 (Monday – Thursday)

☐ Week 1 (Tuesday – Friday)

☐ Week 2 (Monday – Thursday)

☐ Week 2 (Tuesday – Friday)

☐ Week 3 (Monday – Thursday)

☐ Week 3 (Tuesday – Friday)

☐ Week 4 (Monday – Thursday)

☐ Week 4 (Tuesday – Friday)

☐ Week 5 (Tuesday – Friday)

☐ Week 6 (Monday - Thursday)

☐ Week 6 (Tuesday - Friday)

76. Holiday Club Start Time (please enter using 24 hour clock time e.g. 1000) *

The value must be a number

77. Holiday Club End Time (please enter using 24 hour clock time e.g. 1430) *

The value must be a number

78. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

The value must be a number

For example: 16 days x 30 places per day = 480 total spaces *

Summer 2026: Holiday Club 2

In this section, please provide details of Holiday Club/Session 2

79. Are you planning to deliver a second holiday club/session at Summer? *

- ☐ Yes
- ☐ No

80. Venue Address, including post code *

81. 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> by entering your holiday club venue post code in the 'set your home address' section.

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- ☐

Selhurst
- ☐

Selsdon and Addington Village
- ☐

Selsdon Vale and Forestdale
- ☐

Shirley North
- ☐

Shirley South
- ☐

South Croydon
- ☐

South Norwood
- ☐

Thornton Heath
- ☐

Waddon
- ☐

West Thornton
- ☐

Woodside

82. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

83. Please select the week/s you intend to run your programme: *

For the Summer programme, your holiday club/s must operate for four days per week, across a 1, 2 or 4 week period (must be consecutive weeks). You may opt to run your holiday from either Monday –Thursday or Tuesday – Friday.

- Week 1: Monday 20th July to Friday 24th July
- Week 2: Monday 27th July to Friday 31st July
- Week 3: Monday 3rd August to Friday 7th August
- Week 4: Monday 10th August to Friday 14th August
- Week 5: Monday 17th August to Friday 21st August
- Week 6: Monday 24th August to Friday 28th August
- The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

Please select at most 4 options.

- ☐ Week 1 (Monday – Thursday)
- ☐ Week 1 (Tuesday – Friday)
- ☐ Week 2 (Monday – Thursday)
- ☐ Week 2 (Tuesday – Friday)
- ☐ Week 3 (Monday – Thursday)
- ☐ Week 3 (Tuesday – Friday)
- ☐ Week 4 (Monday – Thursday)
- ☐ Week 4 (Tuesday – Friday)
- ☐ Week 5 (Tuesday – Friday)
- ☐ Week 6 (Monday – Thursday)
- ☐ Week 6 (Tuesday – Friday)

84. Holiday Club Start Time (please enter using 24 hour clock time e.g. 1000) *

The value must be a number

85. Holiday Club End Time (please enter using 24 hour clock time e.g. 1430) *

The value must be a number

86. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

Summer 2026: Holiday Club 3

In this section, please provide details of Holiday Club/Session 3

87. Are you planning to deliver a third holiday club/session at Summer? *

☐

Yes

☐

No

88. Venue Address, including post code *

89. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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- ☐ Woodside

90. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

91. Please select the week/s you intend to run your programme: *

For the Summer programme, your holiday club/s must operate for four days per week, across a 1, 2 or 4 week period (must be consecutive weeks). You may opt to run your holiday from either Monday –Thursday or Tuesday – Friday.

Week 1: Monday 20th July to Friday 24th July

Week 2: Monday 27th July to Friday 31st July

Week 3: Monday 3rd August to Friday 7th August

Week 4: Monday 10th August to Friday 14th August

Week 5: Monday 17th August to Friday 21st August

Week 6: Monday 24th August to Friday 28th August

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

Please select at most 4 options.

☐ Week 1 (Monday – Thursday)

☐ Week 1 (Tuesday – Friday)

☐ Week 2 (Monday – Thursday)

☐ Week 2 (Tuesday – Friday)

☐ Week 3 (Monday – Thursday)

☐ Week 3 (Tuesday – Friday)

☐ Week 4 (Monday – Thursday)

☐ Week 4 (Tuesday – Friday)

☐ Week 5 (Tuesday – Friday)

☐ Week 6 (Monday - Thursday)

☐ Week 6 (Tuesday - Friday)

92. Holiday Club Start Time (please enter using 24 hour clock time e.g. 1000) *

The value must be a number

93. Holiday Club End Time (please enter using 24 hour clock time e.g. 1430) *

The value must be a number

94. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

Summer Cost

95. Please confirm the total amount of funding you are requesting from HAF for Summer 2026: *

Organisations looking to deliver for 1 week (4 days) can apply for up to £7,500. Organisations looking to deliver for 2 weeks (8 days) can apply for up to £15,000. Organisations looking to deliver for 4 weeks (16 days) can apply for up to £30,000.

Please enter a number less than or equal to 30000

96. Please enter your cost per child per day for Summer 2026 (total amount of funding ÷ total number of HAF spaces across all clubs/sessions) *

97. Estimated venue costs for Summer *

98. Estimated staff costs for Summer *

99. Estimated food costs for Summer *

100. Estimated activity costs for Summer *

101. Estimated admin/operational costs for Summer *

102. Any other costs for Summer *

Winter 2026: About your Proposed Holiday Club(s)

It is expected clubs will deliver across four days of the holidays between Monday 21st December 2026 and Thursday 24th December 2026 or from the 28th December - 31st December (to be confirmed nearer to delivery but use these dates at present).

These dates have been selected due to the school holiday dates. In exceptional circumstances, Croydon's HAF programme team may ask specific clubs to slightly deviate from this where school holiday dates differ. The selected dates of delivery are final and you cannot deviate from these dates without approval from the HAF team.

For now, please continue with your application based on the dates above.

'New' organisations, or organisations which have not delivered within the past 4 holiday periods can only apply for a maximum of 35 daily spaces.

103. Are you applying to deliver a programme at Winter 2026? *

- ☐ Yes
- ☐ No

104. Please state the **total** number of HAF spaces across all venues that you will offer at Winter (4 days x spaces per day)

For example:

Club 1: 20 places per day
Club 2: 20 places per day

4 days x 40 places per day = 160 total spaces *

The value must be a number

Winter 2026: Holiday Club 1 Details

In this section, please provide details of Holiday Club 1

(If you are delivering more than one session at the same venue (e.g. AM and PM sessions) this would be considered two holiday clubs, and you will be required to additionally input the second session detail in the section marked "Holiday Club 2".)

105. Venue Address, including post code *

106. 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> by entering your holiday club venue post code in the 'set your home address' section.

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- ☐ Shirley North
- ☐ Shirley South
- ☐ South Croydon
- ☐ South Norwood
- ☐ Thornton Heath
- ☐ Waddon
- ☐ West Thornton
- ☐ Woodside

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

This must be between 4 - 16 years old (e.g. 5-8 years old)

108. Please indicate which weeks you would currently look to run the HAF programme if successful at Christmas 2026 *

- ☐ 21st - 24th December
- ☐ 28th - 31st December

109. Holiday Club Start Time (please enter using 24 hour clock time e.g. 1000) *

The value must be a number

110. Holiday Club End Time (please enter using 24 hour clock time e.g. 1430) *

The value must be a number

111. Please state the **total** number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 20 places per day = 80 total spaces *

The value must be a number

Winter 2026: Holiday Club 2

In this section, please provide details of Holiday Club 2

112. Are you planning to deliver a second holiday club/session at Christmas? *

☐

Yes

☐

No

113. Venue Address, including post code *

114. 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> by entering your holiday club venue post code in the 'set your home address' section.

- ☐ 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

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

This must be between 4 - 16 years old (e.g. 5-8 years old)

116. Please indicate which weeks you would currently look to run the HAF programme if successful at Christmas 2026 *

- ☐ 21st - 24th December
- ☐ 28th - 31st December

117. Holiday Club Start Time (please enter using 24 hour clock time e.g. 1000) *

The value must be a number

118. Holiday Club End Time (please enter using 24 hour clock time e.g. 1430) *

The value must be a number

119. Please state the total number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 20 places per day = 80 total spaces *

The value must be a number

Winter 2026: Holiday Club 3

In this section, please provide details of Holiday Club 3

120. Are you planning to deliver a third holiday club/session at Christmas? *

☐

Yes

☐

No

121. Venue Address, including post code *

122. 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> by entering your holiday club venue post code in the 'set your home address' section.

- ☐ 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

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

This must be between 4 - 16 years old (e.g. 5-8 years old)

124. Please indicate which weeks you would currently look to run the HAF programme if successful at Christmas 2026 *

- ☐ 21st - 24th December
- ☐ 28th - 31st December

125. Holiday Club Start Time (please enter using 24 hour clock time e.g. 1000) *

The value must be a number

126. Holiday Club End Time (please enter using 24 hour clock time e.g. 1430) *

The value must be a number

127. Please state the total number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 20 places per day = 80 total spaces *

The value must be a number

Winter Cost

128. Please confirm the total amount of funding you are requesting from HAF for Winter 2026: *

Please enter a number less than or equal to 7500

129. Please enter your cost per child per day for Winter 2026 (total amount of funding ÷ total number of HAF spaces across all clubs/sessions) *

130. Estimated venue costs for Winter *

131. Estimated staff costs for Winter *

132. Estimated food costs for Winter *

133. Estimated activity costs for Winter *

134. Estimated admin/operational costs for Winter *

135. Any other costs for Winter *

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 specification).

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

Croydon Council uses a centralised booking platform named 'HolidayActivities'. All successful providers will have access to the platform in order to advertise their programme and for parents/young people to book HAF spaces using a voucher system.

If successful in your grant application, Croydon Council will support with advertising your programme 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.

In this section, please provide the exact text/contact details that you are happy to be shared with the public.

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 telephone contact number for HAF enquiries/bookings

139. Please provide an email address for HAF enquiries/bookings

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.

Documentation from providers is only required if these have not previously been received (during 2025) or relevant documents have now fallen out of date. Please note: if you are a Croydon maintained school or academy, 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 ahead of the deadline at 23.59 on the 28th January 2026

140. 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 the following declaration:

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

☐ Yes

142. Full Name *

143. Role in Organisation *

144. Date *

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