



**London Borough of Hounslow, Holiday Activities and Food Programme**

**Application Guidance 2023**

Index

1. Hounslow’s vision
2. National Holiday Activities and Food programme 2023 (HAF)
3. Who can apply for HAF?
4. How does the application process work?
5. Do you have any preferred criteria for successful applications?
6. We are not able to deliver the full four days with four hours of activities per day - can we still apply?
7. How much funding can we apply for?
8. What happens next?
9. Is there help and guidance available within the application process/delivery for the programme?

Pre-application information

Hounslow HAF application questions

Useful links

**1. HOUNSLOWS VISION**

Hounslow are a borough committed to tackling inequity and inequality for children, young people and their families. Hounslow want to provide the opportunity for children and young people to grow up happy, healthy and to fulfil their potential, no matter what their background or family circumstances. To support this, they need access to healthy food, enjoyable learning activities, physical exercise, and opportunities which promote their mental wellbeing.

Our ambition is to develop a co-ordinated holiday provision offer in Hounslow which delivers these outcomes to a high standard, is diverse and attractive in the range of activities it offers, and provides equality of access for those who are vulnerable or may not be in a position to pay.

We would like to work together with local providers to progress this vision during 2023.

**2. NATIONAL HOLIDAY ACTIVITIES AND FOOD PROGRAMME 2023**

LB Hounslow has been awarded funding by the Department for Education (DfE) to fund and co-ordinate local delivery of the national [Holiday activities and food programme 2023 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021)

The aim is to support children and young people aged between 5-16, who are eligible for benefits-related Free School Meals, to access high quality activities and food free of charge over Easter, Summer and Christmas school holiday periods.

The expectation is that in every HAF funded holiday week, HAF providers should offer eligible children the equivalent of at least 4 hours a day, 4 days a week. We know that some individual providers want the flexibility to offer longer or shorter sessions, and this is possible within this description.

The DfE outcomes of the programme which will be measured are:

* to eat more healthily over the school holidays
* be more active over school holidays
* take part in engaging an enriching activities which support the development of resilience, character and well-being along with wider educational attainment
* be safe and not be socially isolated
* have greater knowledge of health nutrition
* be more engaged with school and local services

The programme consists of framework standards:

**Enriching activities:** fun and enriching activities, daily, that provide children with opportunities to develop or consolidate skills or knowledge.

**Physical activities:** activities daily that meet Physical activity guidelines for children and young people - NHS (www.nhs.uk)

**Food Provision:** at least one healthy meal a day, meeting the [School food standards: resources for schools - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools). Ideally food will be hot, however cold food which meets the standards will be acceptable on occasions with agreement from local authority

**Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours :** improve children’s knowledge and awareness of healthy eating by offering nutritional education though discussion and activities.

**Signposting and referrals:** holiday clubs must be able to provide information, signposting or referrals to other services, and support that would benefit the children who attend their provision and their families.

**Policies and procedures:** holiday clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to: safeguarding, health and safety, insurance, accessibility and inclusiveness. Where appropriate, holiday clubs must also be compliant with the Ofsted requirements for working with children. Evidence must be in place that quality of provision meets the requirements of the DfE and of Hounslow’s own high expectations for services to children and young people locally.

**3. WHO CAN APPLY FOR FUNDING FOR 2023 HAF?**

Hounslow are keen to work in partnership with any provider/organisation who believes they can make a contribution to the HAF programme. For example, local schools, voluntary and community organisations and faith groups, as well as existing holiday and sport club providers who wish to extend their offer to include funded places for children eligible for Free School Meals.

Applications can be from individual organisations or from a provider consortium (with a named lead organisation). We are also inviting applications specifically for community engagement and committees, allowing children and young people to access local sports clubs they might not have the opportunity to engage with otherwise.

**4. HOW DOES THE APPLICATION PROCESS WORK?**

If you are interested in being part of the Hounslow HAF Programme, please outline your proposal by completing the application form.

Applications for Summer HAF will be open between **17 April and 26 May 2023.**

Applications for Christmas delivery will open **5 September and close 13 October**

Closing dates will be a strict as the local authority will be holding panel meetings to decide on places and funding offered, after the closing date.

**5. DO YOU HAVE ANY PREFERRED CRITERIA FOR SUCCESSFUL APPLICATIONS?**

We will consider all applications received. However, we are likely to be most interested in applications which will help us to create a high quality, sustainable holiday offer within the borough, fill our current gaps in provision, and be viable within our budget constraints. Therefore, we are particularly looking for applicants who:

* Can offer best value for money
* Have evidence of match funding and a commitment to making provision available to those who cannot afford to pay
* Are well engaged within the community and have a strategy in place to recruit and retain attendance
* Can deliver in high need areas such as Feltham North, Brentford East, Heston West
* Can offer attractive, engaging provision to young people aged 12-16 years old
* Are offering a provision where children and young people eligible for HAF attend the same provision as paying families, in an integrated model rather than a separate HAF provision
* Are a local organisation either based geographically in the borough or with evidence of existing successful delivery arrangements within the borough.
* Have an Ofsted registration

# 6. WE ARE NOT ABLE TO DELIVER THE FULL 4 DAYS WITH 4 HOURS OF ACTIVITIES PER DAY. CAN WE STILL APPLY?

* We will consider all applications which meet the framework standards, so please apply and tell us what is possible for you to deliver.
* We will consider shorter delivery periods, e.g. one, two or three days with four hours of activities on each day. We will also consider applications which deliver the equivalent of the full 16 hours but spread over a different number of days e.g. 8 hours over 2 days

**7.HOW MUCH FUNDING CAN WE APPLY FOR?**

Funding for HAF is limited and we wish to ensure that:

1. As many of our 9,200+ eligible children and young people as possible have access to the programme
2. We distribute funding across a wide range of local providers, both to support the local market and to deliver an offer which is varied and attractive to all our children and young people
3. We establish an ethos in the borough where we all work together to enable equality of opportunity during the holidays for children and young people who may not be able to pay

We ask all applicants to consider how they will be able to bring an element of match-funding to their application, for example contributions from other funding pots, covering staff costs, subsidising HAF places from other income generated by the organisation, or offers of premises or resources free of charge. We welcome creative ideas and will ask you to evidence on your application how you have considered match funding.

We are also less likely to be able to consider applications for 2023 which require a contribution from us of in excess of £25 per child per day. It is likely that most applications will be for less than this amount, and we would stress that we are looking for good value for money in applications. We ask you to keep your application within this parameter in the first instance.

We can offer a price enhancement if you meet any of the following criteria:

* Your provision is SEND specific
* Your provision needs specialist equipment to run
* Your provision is for 12–16-year old’s only
* Your provision is running during non peak times

The price enhancements will be negotiated on a case-by-case basis, and you may need to provide a detailed budget upon request.

The panel will consider the areas that are being applied for to ensure that we do not have oversaturation of provision in one area.

**8. WHAT HAPPENS NEXT?**

Hounslow will review all the applications received and assess how these might best fit together to form a borough-wide holiday offer. We will use the information you provide on the application form to award the grant funding in a transparent way according to the DfE HAF framework standards, aims, objectives and stipulated funding criteria.

We cannot guarantee at this stage that all applicants will be approved for funding.

The process we use is to:

* Clarify any details missing or forms lines of enquiry on the application and costing spreadsheet
* A panel will make decisions about what places we can offer to what provisions based on
  + has the full application been submitted in time scales provided
  + is there anything which needs following up
  + If previous HAF delivery has taken place what was the take up
  + did the provision use the Evoucher system correctly
  + what type of marketing did the provision complete
  + was any funding amended due to low bookings or take up
  + was evaluation shared by parents? [what were the outcomes of these?}
  + were evaluations shared by children? [what were the outcomes of these?]
  + what was the result of any framework standards monitoring
  + were children considered safe and were the outcomes for safeguarding either acceptable or above / what actions have been taken and demonstrated as a result of the monitoring visit
  + if application is rejected / what other provision is being provided in the same vicinity
* You will need to ensure your venues are confirmed, provide the HAF coordinator copies of your insurance documents and safeguarding /child protection policy
* At that time, you will receive a funding agreement to sign and return
* You will need to provide your venue specific risk assessment before provision starts
* A mandatory information session will need to be attended by a person operating at the provision.

**9. IS THERE HELP AND GUIDANCE AVAILABLE WITH THE APPLICATION PROCESS/DELIVERY OF THE PROGRAMME?**

Please read the pre application information below before submitting your application form. If you have any questions, or difficulties completing or submitting the form, please email [HAF@Hounslow.gov.uk](mailto:HAF@Hounslow.gov.uk)

We will be hosting a launch event on 13 June 2023 for summer applications and 13 November for Christmas applications. all providers that have received an offer will be expected to attend. Please make sure the person in your provision that attends this session is the person who will be on site during provision as the Local Authority need to ensure continuity of information. This is a mandatory session and £60 can be claimed at your post-delivery meeting when discussed with the HAF coordinator.

**Pre-application information**

The Summer delivery period is from 24 July to 1 September

The Christmas delivery period offer is 2 January to 5 January

Hounslow HAF providers guidance will be available vis our website at [Hounslow Family Service Directory.](https://fsd.hounslow.gov.uk/SynergyWeb/HAF_Programme.aspx)

Applicants must meet the mandatory framework standards as set out in the application form; we may be able to support you in some ways to meet the Framework standards so please continue to apply if unsure.

Eligibility - children must be eligible for benefits-related free school meals, and aged 5-16.

We will work with schools and professionals who work closely with children and young people to refer eligible children to the HAF programmes. However, to increase uptake, HAF providers will be responsible for promoting their HAF programme to families in the borough. MARKETING IS THE RESPONSIBILITY OF THE PROVISION.

HAF providers can also be open to children not eligible for free school meals, but we will not be able to fund places for non-eligible children with the HAF funding. Places for children not eligible for benefits-related Free School Meals will need to be funded by the provider via another route.

In order to report on participation to the DfE and to analyse the effectiveness of our offer, HAF providers will be required record ALL daily attendance via the Evoucher system

HAF providers will be required to seek feedback from the child/young person and parent/carer on their experience of provision and share this with the LA.

**Hounslow HAF application questions**

1. What is the name of your organisation?
2. Type of organisation?
3. Full address of organisation
4. Name of your main contact.
5. Email address of your main contact.
6. Telephone number of your main contact.
7. How are you meet the HAF framework standards for physical activity
8. The local authority expect HAF providers to ensure that children attending benefit from holistic and varied experience. How will you meet the HAF framework standards for enriching activities?
9. What plans do you have in place to provide high-quality and nutritious food, ensuring that food served, including snacks, will meet the food school standards, ensuring that any previous evaluations have been reflected upon.
10. How do you plan to incorporate the theme of healthy, eating and healthy lifestyles into your provision, including engaging with families and children?
11. What do you have in place to guide and advise children and their families to ensure that they are aware of, and, where appropriate, refer to other services or agencies.
12. how are you ensure that the needs of children with SEND all identified and supported by suitable staff.
13. If your application is successful, Hounslow will promote your provision on the family service directory for parents as part of Hounslow’s marketing strategy.
14. Please provide a short description of your aims for this purpose.
15. Do you have premises arranged or do you need support in finding premises?
16. If the premises are open to members of the public, can the activities take place in a safe self-contained area which safeguards children (example, children cannot leave the premises and notice, and no one can access the premises unnoticed)
17. Who is the target audience for your program?
18. Which days do you intend to deliver the HAF program?
19. How many hours per day? Will you deliver sessions for HAF children? Please indicate your start and finish times.
20. Is your provision exclusively for children eligible for the holiday activities and food program.
21. How many paper places will be offered each day
22. How many unique children per day in total can you offer your provision to? (Each child young person must receive a minimum of four hours per day. If you are delivering for more than one location, then please break the numbers down by location).
23. What is your marketing strategy to promote your provision? How does it include local schools
24. Name and full address of delivery location (location, one)
25. Postcode of delivery location (location, one)
26. Name and full address of delivery location (location to)
27. Postcode of delivery location (location to).
28. If you are delivering for more than two locations please list below.
29. completion of a self declaration.
30. Are you required by law to be OFSTED registered in order to provide your provision?
31. What is your OFSTED registration number?
32. Under which OFSTED exemption do you intend to operate?
33. Are you registered with the ICO?
34. Are you able to offer match funding?
35. Are you applying for any price enhancements?
36. Please tell us about the total amount in pounds you wish to apply for.  
    Based on the total grant, you are claiming what would the cost per child per day for your provision (total amount of grant claimed ÷ by total number of children ÷ by total number of days of provision.

Useful resources

[DfE guidance Holiday activities and food programme](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023)

[Working Together to Safeguard Children (HMG, 2022)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

[What to do if you’re Worried a Child is Being Abused (HMG, 2015)](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)

[Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2018)](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)

[Disclosure and Barring Service](https://www.gov.uk/dbs-check-applicant-criminal-record)

[Prevent Duty Guidance for England and Wales (HMG, 2015)](https://www.gov.uk/government/publications/prevent-duty-guidance)

[NSPCC and CEOP *Keeping Children Safe Online* training](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)](https://www.hse.gov.uk/riddor/)

[The Special Educational Needs Code of Practice 0 – 25 years (2015)](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25)

[Equality Act (2010)](https://www.gov.uk/guidance/equality-act-2010-guidance)

[United Kingdom General Data Protection Regulation (UK-GDPR)](https://www.gov.uk/data-protection#:~:text=The%20Data%20Protection%20Act%202018%20is%20the%20UK%27s%20implementation%20of,used%20fairly%2C%20lawfully%20and%20transparently)

[The Information Commissioner’s Office (ICO)](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/)

[Acas gives employees and employers free, impartial advice on workplace right](https://www.acas.org.uk/)

[Fire safety information](https://www.hse.gov.uk/toolbox/fire.htm)