

**Shropshire HAF (Holiday Activities & Food) - CORE PROVIDER APPLICATION FORM FOR BRIDGNORTH PROGRAMME 2023**

*This application form is for organisations who want to apply for funding to deliver a new core HAF programme for primary aged children (aged 5 to 11) at St Mary’s Bluecoat C of E Primary, Bridgnorth during Summer and Winter/Christmas School holidays 2023*

**Important Information**

* The holiday club will need to be run at St Mary’s Bluecoat C of E Primary, Bridgnorth.
* Over the summer holidays, the holiday club needs to take place for 8 x days on 22nd to 25th August and 29th August to 1st September. Any applicant applying for funding would need to deliver the holiday club during these days.
* During the winter/Christmas holidays, the holiday clubs needs to take place for 4 x days. Dates to be confirmed with the school.

See Grant Guidance & Criteria Bridgnorth Primary HAF Programme for more information.

This is a competitive grant application process. Applications will be assessed against the HAF Standards Framework and Shropshire Council HAF Programme Priorities (see Grant Guidance & Criteria). Final recommendations for funding will be made by the Shropshire HAF Steering Group.

Please read the **Guidance Notes and Criteria** and ensure you can meet all the criteria before completing an application form.

If you have any questions about the Application Form, Guidance Notes and Criteria or require assistance to complete the form, please contact Shropshire HAF Programme Manager Alexa Pugh, email: [alexa.pugh@shropshire.gov.uk](mailto:alexa.pugh@shropshire.gov.uk) & [HAF.programme@shropshire.gov.uk](mailto:HAF.programme@shropshire.gov.uk)

**For more information about St Mary’s Blue Coat Primary** and to discuss a potential holiday club before making an application, please contact: **Claire Gaskin, Executive Headteacher, The Trinity Federation. Email:** [**admin@stmarysbc.co.uk**](mailto:admin@stmarysbc.co.uk)

Please save your Application Form as a **WORD** document and email with all supporting documents to [**alexa.pugh@shropshire.gov.uk**](mailto:alexa.pugh@shropshire.gov.uk)& [**HAF.programme@shropshire.gov.uk**](mailto:HAF.programme@shropshire.gov.uk)

**\*\*DEADLINE FOR GRANT APPLICATION AND SUPORTING DOCUMENTS\*\*:**

**5.00pm Wednesday 28th June 2023**

**Applicants will be notified of the decision on Friday 30th June**

Six questions (highlighted in blue in this application form) will be scored, as part of the assessment process. Please refer to the Shropshire HAF Guidance Notes and Criteria for more details

**APPLICATION QUESTIONS to complete:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION ONE – Applicant Information** | | | | | | | | | |
| **Q** | **Question / Information Needed** | | | | | | **Your Answer** | | |
| **1** | **Name of your organisation (this is who the grant will be awarded to if successful)**. *If self-employed, please give your details* | | | | | |  | | |
| **2** | **Organisation's registered address including postcode** | | | | | |  | | |
| **3** | **Name of Main HAF Programme Contact at your Organisation** | | | | | |  | | |
| **4** | **Email contact for Main HAF Programme Contact** - *this needs to be someone who can respond to enquiries from the HAF coordinators re your programme* | | | | | |  | | |
| **5** | **Telephone and Mobile numbers for** **Main HAF Programme Contact** - *this needs to be someone who can respond to enquiries from the HAF coordinators re your programme* | | | | | |  | | |
| **6** | **Organisation Phone Numbers - Central contact - both landline and mobile –** *if different to Main HAF contact phone numbers* | | | | | |  | | |
| **7** | **Organisation’s website address and Social Media Handles** | | | | | |  | | |
| **8** | **Type of Organisation:** | | | | | | * Voluntary/Charity * Community (CIC) * Education/School * Local Authority * Childcare * Other (please state) | | |
| **9** | **Have you previously received funding from Shropshire HAF?** | | | | | | * Yes * No | | |
| **10** | **Non-profit Programme:** *Please confirm that your organisation is intending to run a non-profit programme and will offer places on your holiday club for HAF eligible children and young people that do not add to the overall profit of your organisation* | | | | | | * Yes * No | | |
| **11** | **Has the organisation traded under any other names?** | | | | | | * Yes * No   If yes, please provide details | | |
| **12** | **Is the Organisation Ofsted registered?** | | | | | | * Yes * No   If yes, please provide Ofsted Registration Number: | | |
| **SECTION TWO – 2023 Overview of HAF Holiday Programme** | | | | | | | | | |
| **Q** | **Question / Information Needed** | | | **Your Answer** | | | **Additional Notes / Guidance** | | |
| **13** | **Activity Type? E.g., multi-sports, multi activity, youth work, forest school** | | |  | | |  | | |
| **14** | **Summer HAF 2023 Total Funding £ Applying for** | | | * **Total £** (see maximum level of funding available) | | | **Maximum level funding available for this programme is: £4,000** to provide 20 x places for children over 8 x days  You will also need to complete a budget table see section Nine. | | |
| **15** | **Winter / Christmas HAF 2023 Total Funding £ Applying for** | | | * **Total £** (see maximum level of funding available) | | | **Maximum level funding available for this programme is: £2,000** to provide 20 x places for children over 4 x days  You will also need to complete a budget table see section nine. | | |
| **16** | **Total Funding applying for, Summer and Winter/Christmas combined** | | | * Summer Total £ * Winter/Christmas Total £ * **GRAND TOTAL £** | | |  | | |
| **17** | **Briefly describe your 2023 HAF programme at this venue, giving an outline of your main activities**  **250 words** | | |  | | | Please describe your 2023 HAF programme at the venue.  Please outline the main activities you will be delivering during Summer and Winter/Christmas (where applicable).  How does your programme of activity respond to local need and demand? | | |
| **18** | **Is your HAF programme suitable for children and young people with SEND (Special Educational Needs Development)** *(please indicate)* | | | * Yes * No | | |  | | |
| **19** | **If you said yes to SEND, please highlight on the list on the right which SEND children and young people your activity is particularly suitable for.** | | | Physical Disabilities  Learning Disabilities  Sensory Needs  Complex Needs  Visual Impairments  Hearing Impairments  Neurodiverse participants  Social and emotional needs  Alternative communication needs (i.e. Makaton) please state;  Any other; please give details -  **Specialist Support:**  1:1 support  Hoist to transition  Personal care  Feeding support (including PEG)  Administering medication  Any other; please give details | | | Currently, the HAF programme is unfortunately unable to fund 1:1 support - any child needing 1:1 support to access the programme would need to have 1:1 funding and support in place before attending. | | |
| **SECTION THREE – Overview of Participating Children & Young People** | | | | | | | | | |
| **Q** | **Question / Information Needed** | | | **Your Answer** | | | **Additional Notes / Guidance** | | |
| **20** | **What age groups are you intending to work with on your HAF programme?** | | | Minimum Age | | | Please refer to Target audience and eligibility in the Shropshire HAF Guidance & Criteria to ensure you understand the eligible age range.  **The preferred age range for this programme at Bridgnorth is 5 to 11** | | |
| Maximum | | |
| **21** | **Will your HAF programme provide places for children and young people from any of the following categories?** | | | * Special Educational Needs and Disabilities (SEND) * Black and Minority Ethnic (BME) * Other, please specify | | |  | | |
| **SECTION FIVE – SUMMER HAF Programme** | | | | | | | | | |
| **Q** | **Question / Information Needed** | | | **Your Answer** | | | **Additional Notes / Guidance** | | |
| **22** | **How many hours per session of activity provision are you planning to provide for this Summer HAF programme?** | | |  | | | HAF will fund 4 hours per session of activity. | | |
| **23** | **How many children and young people can you accommodate each session in your Summer programme?** | | | Number per session **HAF Eligible non-SEND** **PRIMARY** places | |  | Places for non HAF eligible children and young people may be funded by other sources including paid places (parents/carers), grants, sponsorship etc.  **The grant is funding places for 20 x HAF eligible children.** | | |
| Number per session **HAF Eligible SEND PRIMARY** places | |  |
| **TOTAL Number HAF Eligible places (non-SEND & SEND)** | |  |
| Number per session **Non HAF Eligible PRIMARY places**, e.g., paid places or funded by other sources | |  |
| **TOTAL NUMBER PLACES available All children and young people** | |  |
| **SECTION SIX – WINTER / CHRISTMAS HAF Programme** | | | | | | | | | |
| **Q** | **Question / Information Needed** | | | **Your Answer** | | | **Additional Notes / Guidance** | | |
| **24** | **How many sessions of activity provision are you planning for your Winter/Christmas HAF programme?** | | |  | | | HAF will fund 4 sessions (4 hours in length, 16 hours in total) of provision over the Winter/Christmas holiday – *please note* *exact delivery dates for this holiday are still to be confirmed*.  **The preference is for organisation to run 4 x sessions over winter in Bridgnorth.** | | |
| **25** | **How many sessions per week of the Winter/Christmas school holidays are you on planning on delivering?** | | |  | | | HAF will fund 4 sessions of provision over the Winter/Christmas holiday – a two-week period.  The DfE advice is for core providers to deliver where possible 4 sessions of 4 x hour of activity each delivery week (1 week for Winter/Christmas).  HAF providers can choose which 4 x delivery dates they will run activity over, during the 2-week holiday period - *please note* *exact delivery dates for this holiday are still to be confirmed*. | | |
| **26** | **How many hours per session of activity provision are you planning to provide for your Winter/Christmas HAF programme?** | | |  | | | HAF will fund 4 hours of activity delivery, (16 delivery hours in total) of provision over the Winter/Christmas holiday. | | |
| **27** | **How many children and young people can you accommodate each session in your Winter/Christmas programme?** | | | Number per session **HAF Eligible non-SEND** **PRIMARY** places | |  | Places for non HAF eligible children and young people may be funded by other sources including paid places (parents/carers), grants, sponsorship etc.  **The grant is funding places for 20 x HAF eligible children.** | | |
| Number per session **HAF Eligible SEND PRIMARY** places | |  |
| **TOTAL Number HAF Eligible places (non-SEND & SEND)** | |  |
| Number per session **Non HAF Eligible PRIMARY places**, e.g., paid places or funded by other sources | |  |
| **TOTAL NUMBER PLACES available All children and young people** | |  |
| **SECTION SEVEN – HAF Programme DfE Framework of Standards - SCORED QUESTIONS** | | | | | | | | | |
| **Q** | **Question / Information Needed** | | | **Your Answer** | | | **Additional Notes / Guidance** | | |
| **FOOD (DfE Criteria) – Scored Section (Questions 28 to 32)**  See Grant Guidance & Criteria for more Information. Please provide combined answer for food delivery across your 2023 Summer and Winter/Christmas HAF programme at this venue. | | | | | | | | | |
| **28** | **Food: Please confirm that you will be meeting the DfE HAF Programme criteria for offering a substantial meal for children eligible for HAF?** | | | * Yes * No | | | Please refer to the Grant Guidance & Criteria to ensure you understand the framework of standards and the programme requirements.  Please provide answer for food delivery across your Summer and Winter/Christmas HAF programme at this venue. | | |
| **29** | **What meals will you be providing as part of your HAF programme?** | | | * Breakfast * Lunch * Tea/Dinner * Snacks | | |  | | |
| **30** | **Will the meal(s) be hot, cold or a combination over the course of the programme?** | | | * Hot * Cold * Combination | | | The DfE guidelines state where possible hot food is the preferred option. | | |
| **31** | **Will you be using an external food provider?** | | | * Yes * No   If yes, please detail:   * Name of organisation * Food provider’s food hygiene inspection rating (this must be between 3 to 5) | | |  | | |
| **32** | **Please describe your food offer and how you will meet the following food standards:**   1. What measures are in place to capture and adhere to any dietary requirements, including those associated to allergens? 2. What measures do you have in place to keep the food either hot until serving or chilled? 3. Provide an example of a meal you will serve with a list of the ingredients, to demonstrate how you will adhere to the [School Food Standards](http://www.schoolfoodplan.com/wp-content/uploads/2015/01/School-Food-Standards-Guidance-FINAL-V3.pdf). | | |  | | | HAF Framework Standard – Food  (No more than 200 words) | | |
| **ENRICHING ACTIVITY (DfE Criteria) – Scored Section (Q 33 to 36)**  See Grant Guidance & Criteria for more Information. Please provide combined answer for enrichment across your 2023 Summer and Winter/Christmas HAF programme at this venue. | | | | | | | | | |
| **33** | **Enriching Activity: Please confirm that you will be meeting the DfE HAF Programme criteria of including at least 60 minutes of enriching activity at each HAF session?** | | | * Yes * No | | | Please refer to the Grant Guidance & Criteria to ensure you understand framework of standards and the programme requirements. | | |
| **34** | **Will you be using an external enrichment provider?** | | | * Yes * No   If yes, please detail:   * Name of Organisation: | | | Ensure you are familiar with lines of accountability and activity risk assessments are in place. The council will ask for activity risk assessments. | | |
| **35** | **Will you be taking children and young people offsite?** | | | * Yes * No   If yes, please provide details (where known) | | | The council will ask for evidence of travel and activity risk assessments. | | |
| **36** | **Please give brief details of the enrichment activity you are going to offer as part of your HAF programme.** | | |  | | | HAF Framework Standard: Enriching Activities  (No more than 200 words) | | |
| **PHYSICAL ACTIVITY (DfE Criteria) – Scored Section (Q 37 to 39)**  See Grant Guidance & Criteria for more Information. Please provide combined answer for physical activity across your 2023 Summer and Winter/Christmas HAF programme at this venue. | | | | | | | | | |
| **37** | **Physical Activity: Please confirm that you will be meeting the DfE HAF Programme criteria of including at least 60 minutes of physical activity at each HAF session?** | | | * Yes * No | | | Please refer to the Grant Guidance & Criteria to ensure you understand framework of standards and the programme requirements. | | |
| **38** | **Will you be using an external provider to offer physical activity?** | | | * Yes * No   If yes, please detail: Name of organisation | | | Ensure you are familiar with lines of accountability. | | |
| **39** | **Please give brief details of the physical activity you are going to offer as part of your HAF programme.**  **How will you encourage children and young people to achieve the DfE recommended 60 minutes of daily physical activity?** | | |  | | | HAF Framework Standard: Physical Activities  [**recommended 60 minutes of daily physical activity**](https://www.gov.uk/government/collections/physical-activity-guidelines)**.**  (No more than 200 words) | | |
| **INCREASING AWARENESS OF HEALTHY EATING, HEALTHY LIFESTYLES and POSITIVE BEHAVIOURS (DfE Criteria) – Scored Section (Q 40 to 42)**  See Grant Guidance & Criteria for more Information. Please provide combined answer for increasing awareness across your 2023, Summer and Winter/Christmas HAF programme at this venue. | | | | | | | | | |
| **40** | **Increasing Awareness / Healthy Eating & Lifestyles: Please confirm that you will be meeting the DfE HAF Programme criteria of including healthy eating / lifestyle activities at each HAF session?** | | | * Yes * No | | | The DfE expectation is for HAF core providers to incorporate healthy eating / lifestyles activities for children and young people at every session and provide at least weekly information materials/activities for families. | | |
| **41** | **Will you be working with any external nutritional education providers?** | | | * Yes * No   If yes, please list the organisation(s) confirmed | | | Ensure you are familiar with lines of accountability.  All successful core providers will be sent paper copies of resources (paper and electronic), that have been produced by PhunkyFoods. The nutritious education material has been developed specifically for the HAF programme and contains a range of fun educational activities. | | |
| **42** | **Outline activities you will incorporate into your HAF programme to help children and young people and their families understand more about the benefits of healthy eating and nutrition** | | |  | | | HAF Framework Standard: Increasing Awareness of Healthy Eating, Healthy Lifestyles and Positive Behaviours  (No more than 200 words) | | |
| **SIGNPOSTING, REFERRALS & SUPPORTING FAMILIES (DfE Criteria) – Scored Section (Q 43 to 45)**  See Grant Guidance & Criteria for more Information. Please provide combined answer for signposting, referrals and supporting families in your 2023 Summer and Winter/Christmas HAF programme at this venue | | | | | | | | | |
| **43** | **Signposting and Referrals: will your HAF programme provide opportunities to share information and resources with families?** | | | * Yes * No | | |  | | |
| **44** | **As well as directing children and young people and their families to services and support promoted by Shropshire Council, does your organisation have its own or partner services that it can promote?** | | | * Yes * No   If yes, please give examples | | |  | | |
| **45** | **Please give brief details of how you will support families with resources, additional information and signposting** | | |  | | | HAF Framework Standard: Signposting, referrals and supporting families  (No more than 100 words) | | |
| **ACCESSIBILITY & INCLUSIVENESS (Shropshire Council Criteria) – Scored Section (Q 46)**  See Grant Guidance & Criteria for more Information. Please provide answer for accessibility and inclusiveness in your 2023 Summer and Winter/Christmas HAF programme at this venue (where applicable) | | | | | | | | | |
| **46** | Accessibility & Inclusiveness: Outline your experience of providing holiday programmes for children and young people in receipt of FSM and how you meet their needs.  **Please include in your answer:**  What structures will you / do you put in place to support FSM children and young people to attend free activities?  How will you avoid creating any stigma of participants from low-income families accessing free provision? | | |  | | | Shropshire Council Priority: Accessibility & Inclusiveness  (No more than 200 words) | | |
| **SECTION EIGHT – MARKETING & PUBLICITY / BOOKING SYSTEMS** | | | | | | | | | |
| **Q** | **Question / Information Needed** | | | **Your Answer** | | | **Additional Notes / Guidance** | | |
| **47** | **Marketing & Publicity: How will you promote your HAF programme and ensure you are reaching eligible children and young people and are filling all your HAF funded places?** | | |  | | | (No more than 100 words) | | |
| **48** | **What Booking System will you use?** | | | * Paper-based booking form * Online booking form * Telephone bookings * Other, please specify | | | Successful organisation will be expected to adhere to a ‘No Shows’ and Cancellation policy.  All organisations running a HAF programme will be expected to operate waiting lists, to help maximise attendance. | | |
| **SECTION NINE – BUDGET**  Using the following budget lines, please provide a breakdown of your requested programme funding (based on amount organisations have been invited to apply for - **£4,000 for summer and £2,000 for winter**)  **Notes:**   * See Funding Available and Payment Schedule in Grant Guidance & Criteria for more information on completing a budget and what the Shropshire HAF programme will fund. * Where organisations have paid for places or other funded places running alongside HAF funded places at their activities, Shropshire HAF will only pay the appropriate % of staff/venue/equipment costs. | | | | | | | | | |
| **Q** | **Budget Lines** | **SUMMER Budget (£)** | **WINTER / CHRISTMAS Budget (£)** | | **Brief Description / Breakdown** | | | | |
| **49** | **Staffing** |  |  | | **Summer:**  **Winter / Christmas:** | | | | |
| **Facilities / Venue Hire** |  |  | | **Summer:**  **Winter / Christmas:** | | | | |
| **Equipment /Resources** |  |  | | **Summer:**  **Winter / Christmas:** | | | | |
| **Food** |  |  | | **Summer:**  **Winter / Christmas:** | | | | |
| **Marketing & Publicity** |  |  | | **Summer:**  **Winter / Christmas:** | | | | |
| **Other** |  |  | | **Summer:**  **Winter / Christmas:** | | | | |
| **TOTAL BUDGET (£)** |  |  | |  | | | | |
| **IN KIND & MATCH FUNIDNG**  In kind and match funding are not a programme requirement, however we wish to understand what additional sources of funds or resource are used as part of this provision, to better understand the true cost. E.g., sources of funding, food donations, free venue hire or free access to activity etc. | | | | | | | | | |
| **50** | **Source of in-kind and match funding** | **SUMMER (£)** | **WINTER / CHRISTMAS (£)** | | **Brief Description of provision provided** | | | | |
|  |  |  | |  | | | | |
|  |  |  | |  | | | | |
|  |  |  | |  | | | | |
| **TOTAL VALUE (£)** |  |  | |  | | | | |
| **SECTION TEN – POLICIES & PROCEDURES / SUPPORTING INFORMATION**  Please read these following statements carefully. Each element needs answering to qualify to apply for Shropshire HAF funding. | | | | | | | | | |
| **Q** | **Question / Information Needed** | | | | | | | **Your Answer** | **Additional Notes / Guidance** |
| **51** | **In applying for Grant Funding from Shropshire Council you agree to:** | | | | | | |  |  |
| Comply with the conditions of this grant as stated in the grant agreement if your application is successful | | | | | | |  | You will be requested to show evidence of these by Shropshire Council. |
| Ensure that activities and staff and volunteers comply with local safeguarding protocols and general health and safety protocols | | | | | | |  |
| To hold sufficient Public Liability Insurance and Employer’s Liability Insurance | | | | | | |  |
| To have in place or will have in place by the commencement of the grant funding: The human and technical resources to ensure compliance with the General Data Protection Regulation and to ensure the protection of the rights of data subjects | | | | | | |  |
| To have in place appropriate risk assessments for the activities on offer, including following current UK Government guidance on COVID-19 | | | | | | |  |
| **DBS Check Declaration –** Pleasecan confirm all delivery staff will hold a current Disclosure and Barring Service (DBS) check and that you are not aware of any reason they should not work with children and young people.  If you will be using volunteers to support your programme delivery, please confirm relevant volunteers will hold a current DBS check and that you are not aware of any reason they should not support children and young people on this programme. | | | | | | |  | Shropshire Council HAF Co-Ordinator can process DBS checks – please contact [alexa.pugh@shropshire.gov.uk](mailto:alexa.pugh@shropshire.gov.uk) |
| **Protective Measures for Out of School Holiday Clubs Guidance:** Please confirm that you will adhere to the Dept. of Education Protective Measures for Out of School Holiday Clubs guidance | | | | | | |  | See Grant Guidance & Criteria for details. |
| **Photography:** Would you be willing to gain consent from parents to photograph/film their children to report on and promote the programme? | | | | | | |  |  |
| **GDPR & Permissions:** In accordance with the Data Protection Act we will collect required data for evaluation of our provision for purposes of impact, ongoing improvement, future funding and sustainability, including participants voices. Can you confirm that you are willing to collect this data on behalf of the programme? | | | | | | |  |  |

**SUPPORTING DOCUMENTS - In addition to sending a completed copy of this application form, you are required to please submit the following documents. Please name your supporting documents clearly.**

* Risk Assessments (for Venue & Activity)
* Public Liability Insurance
* Employers Liability Insurance
* COVID Contingency Plan (Food and Activity Packs)
* Safeguarding Policy (if you haven’t run a HAF programme in Shropshire or if a copy hasn’t been submitted in the last two months, or the HAF Co-Ordinators have asked for your policy to be updated)

**All Application Forms (in Word format) and supporting documentation should be sent to** [**alexa.pugh@shropshire.gov.uk**](mailto:alexa.pugh@shropshire.gov.uk) **&** [**HAF.programme@shropshire.gov.uk**](mailto:HAF.programme@shropshire.gov.uk) **by 5.00pm Wednesday 28th June 2023, with ‘Bridgnorth HAF 2023 and organisation name’ in the Subject line of the email.**

Please note: Applications without the correct supporting documentation will not be considered.

**\*\*DEADLINE FOR APPLICATIONS: 5.00pm Wednesday 28th June 2023\*\***

**Please ensure that a person who is authorised to act on behalf of your organisation completes the following declaration:**

By completing this application, you are agreeing that the information provided in this application can be used by Shropshire Council to map activities and inform the Shropshire HAF programme by the HAF Co-Ordinators and will be shared with HAF partners for monitoring and evaluation purposes.

Information provided will be stored securely for a maximum of 6 years and will be used in accordance with Data Protection Legislation. Further information can be found at (<http://www.shropshire.gov.uk/privacy/>)

I confirm that the information given in this application is accurate and true.

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Position (Job Title)** |  |  |
| **Telephone Number** |  |  |
| **Signature** |  |  |
| **Date** |  |  |

**Please Contact** [alexa.pugh@shropshire.gov.uk](mailto:alexa.pugh@shropshire.gov.uk) and [HAF.programme@shropshire.gov.uk](mailto:HAF.programme@shropshire.gov.uk) with any questions relating to the application for funding for the Holiday Activities and Food (HAF) programme.

Thank You 😊