

**Holiday Activities and Food (HAF) Programme 2021**

**Expression of Interest**

**Application form**



Dear Partners

In late 2020, the government announced that the Holiday Activities and Food programme (HAF) will be expanded across the whole of England in 2021. The programme has provided healthy food and enriching activities to disadvantaged children since 2018 and Southampton are proud to be part of this scheme.

The programme will cover 6 weeks over the Easter, summer and Christmas holidays in 2021.

The Government has made up to £220 million available to local authorities to coordinate free holiday provision, including healthy food and enriching activities. The programme will be available to all FSM children in every local authority in England.

Rob Henderson, Executive Director for Children and Learning has committed to Southampton City Council coordinating the funding allocation and to work collectively with local organisations to support our communities. We have sent off our initial registration form and we will be working with the DfE over the coming weeks to look at next steps.

We are looking to work closely and would welcome expressions of interest with Southampton and local organisations to start the provision in April 2021.

We look forward to receiving your submission and being part of this scheme to support some of the most vulnerable families in the city. We believe that our holiday activities and food programme will make a real difference for children who receive free school meals and we are committed to working closely with you all to make this programme a success for those children and their families.

Yours sincerely



Bryn Roberts

Service Manager for Inclusion

Children and Learning

**SOUTHAMPTON CITY COUNCIL**

## Completing your 'expression of interest' application

Please read through the HAF Summary provided and complete ALL sections of the form. If areas are missing, this may result in a delay in your application being considered.

Please email a single PDF version of your completed application form to Jackie.holgate@southampton.gov.uk by

1. Monday 15th March 2021 for the Easter programme
2. Friday 16th April 2021 for the summer and Christmas programming

Please save your application in the following format ‘Your organisation name’ and the words ‘HAF 2021 EOI Application’. This should also be included in the email “subject” field when submitting your application.

When you have sent your PDF application form, you will receive an email response letting you know that your application has been received.

**Key Dates**

*Please note this will be added to when more dates are confirmed*

Monday 15th March 2021 for the Easter programme EOI Deadline

Friday 16th April 2021 EOI Deadline for summer and Christmas programming

Friday 2 April 2021 - beginning of Easter holidays and roll out of HAF provision

Friday 16 April 2021 - end of Easter holidays

Monday 26 July 2021 - start of Summer holidays

Wednesday 01 September 2021 - end of Summer holidays

Monday 20 December 2021 - start of Christmas holidays

Friday 31 December 2021 - end of Christmas holidays

**HAF 2021 Summary**

**The programme will cover the Easter, summer and Christmas holidays in 2021,** and the Department of Education (DfE) will make up to £220m available to local authorities for the programme. This will be for one week in the Easter holidays, 4 in the summer and one over the Christmas period. It will be available to children in every local authority in England and will build on the success of the local holiday programmes that we have been funding since 2018. LAs will have flexibility as to how we deliver in our area provided we reach the aims and objectives below.

**Aims and objectives**

* To coordinate free holiday provision - including healthy food and enriching activities - for children who receive benefits-related free school meals.
* It is optional for eligible children to attend this provision if they wish.
* The focus is on children eligible for benefits-related free school meals. This will not be automatic for those pupils in receipt of Universal Infant Free School Meal (UIFSM)
* Free holiday club provision should be available for all children eligible for FSM in our area - not all eligible children expected to participate.
* DfE grant funding will be informed by the numbers of children eligible for FSM in our area and the overall levels of participation experienced in our previous programmes from 2018 to 2020.
* To make free places available to children eligible for FSM for the equivalent of at least four hours a day, four days a week, six weeks a year.
* There is flexibility on how the provision is delivered to best serve the needs of children and families in our area. This includes by area and age group and should reflect the level and diversity in needs
* LAs encouraged to make the holiday clubs available to any children not eligible for FSM, who can pay to attend.
* Families may be eligible for tax free childcare or the childcare costs element of Universal Credit, through which families may be able to claim back up to 85% of their childcare costs. More info: <https://www.gov.uk/help-with-childcare-costs/universal-credit>
* Must ensure that sufficient, adequate provision is available across your area for children with SEND/additional needs.
	1. All providers to meet our framework of standards (including safeguarding requirements and meals that meet school food standards)

The HAF scheme aims each commissioned provision will:

* To eat more healthily over the school holidays;
* To be more active during the school holidays;
* To take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider education attainment;
* To be safe and not to be socially isolated;
* To have greater knowledge of health nutrition; and
* To be more engaged with school and other local services.

The latest DfE Holiday, Activity and Food information can be found here

[Holiday activities and food programme 2021 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021)

Holiday Activities and Food Programme Expression of Interest Application form 2021

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| **SECTION 1****About your organisation** |
| **1.1 About your organisation** |
| Lead contact |  | Address  |  |
| Position |  |  |
| Email address |  |  |
| Phone number |  |
| Type of organisation (School, Other education provider, third sector organisation, Other) |  |
| Website and/or social media platforms  |  |

**Period of Delivery**

Please identify which holidays periods your organisation will be available to offer provision

 Easter 2021 Summer 2021 Christmas 2021

 (1 week) (4 weeks) (1 week)

**Types of Delivery**

Please express an interest in which areas of delivery you would be interested in delivering. (You may tick as many as you feel able)

Face to Face Delivery – Primary Age Pupils

Face to Face Delivery – Secondary Age Pupils

Food supply/support

Virtual Content

Hosting and Management of Virtual Content

**Geographical Areas You are able to provide provision?** (For the purpose of face to face provision)

East Central West

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| **SECTION 2: Overview** **Please be ensure you include the following*** A clear outline of your proposal including your approach
* Detail how you would meet the aims and objectives of the HAF programme (see page 5)
* Include your track record and capacity to deliver
* Reference stats where possible including estimated number of children you will be able to reach and what the estimated take-up rate will be for the number of FSM pupils
* What area of the city could off provision?
* Details of any premises or outdoor areas being used for the provision
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| **Please provide a summary of your proposal, your approach and capacity to deliver.** |

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| **SECTION 3: Sustainability****Please confirm that you will** * Explain your approach to implementing an efficient and joined-up approach to meeting need.
* Explain how you will share learning and good practice within Southampton, and beyond.
* Explain how you will ensure your provision has an impact post 2021.
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| **Please provide details of what you will do to ensure that the impact of your work will go beyond 2021.**  |

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| **SECTION 4: Finances****Key things to include:*** Provide an outline of the costs in the financial template ensuring an hourly rate per child is included based on the minimum of 4 hours per day as indicated by the DfE guidance (see page 4).
* Give different examples of per head costings/provision cover and a variety of options - this will give SCC and your organisation a clearer idea of how the funding will be best spent once funding is allocated.
* Clearly set out how the funding will be used to deliver value for money against the objectives of the grant programme (see page 5).
* Explain how these costs have been derived and the assumptions on which they have been based.
* Describe how value for money will be ensured within the proposed costings, including how you will ensure value for money from the funding distributed by SCC.

**It is understood that this will be an outline costing and an opportunity will be given for detailed spend profiling following allocation of funding to SCC.**  |
| **Please also complete the financial template, provide as detailed an outline on costings as you can and explain how your proposal offers value for money.**  |

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| **SECTION 5: Policies & Procedures*** Please provide the following information in relation to your **safeguarding** policy. This is for assurance of your commitment to protecting beneficiaries, staff and volunteers from any abuse whilst working in partnership with SCC.
* Your policy statement
* Staff responsibilities and details of designated safeguarding person
* Reporting procedures
* **Training**: please provide information on what training/qualifications your staff delivering the project/activity receive or are expected to have
* Please include a summary of health & safety measures and/or risk assessments for your proposed project/activity. Please evidence any experiences you have had providing provision under COVID-19.
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| **Please provide information on your safeguarding, training and health and safety/risk assessment policies and procedures.**  |

Section 6 - Declaration

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| **DECLARATION**\* Please complete in block capitals  |
| Please ensure that a person who is appropriately authorised to act on behalf of your organisation(s) completes the following declaration.I confirm that the information given in this application is true and complete and that, if successful, the organisation will administer any grant in accordance with the final version of the grant funding agreement. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to receive grant funding for the application I have made. I confirm that the organisation named in this application has given me the authority to complete this application on its behalf. |
| Name |  |
| Position (job title) |  |
| Date (DD/MM/YY) |  |
| Telephone number |  |
| Signature |  |

Please note: Signature must be either an E-signature or a real signature (scanned document)