

# Holiday Activity and Food (HAF) Programme Grant Funding Guidance Notes 2024

Please consider the following information prior to completing the HAF Grant application form.

The Department for Education (DfE) provides funding to local authorities to coordinate a programme of healthy food and enriching activities for eligible children during the Easter, Summer and Christmas school holidays. All children on the Isle of Wight who receive benefits-related Free School Meals will be eligible to take part in the sessions. In addition, 15% of places will be made available to other vulnerable children, as defined by the Local Authority (LA).

Providers are invited to apply to be part of the HAF programme for Christmas 2024. Applicants should be able to demonstrate an ability to deliver:

- high quality enriching activities.
- healthy meals and snacks.
- signposting to other organisations that can support families.
- transfer of skills to help children and families understand healthy lifestyles.
- activities/classes aimed at helping children and their parents to make healthy and affordable food choices.

## Length of Grant

Grants are available for the Christmas holidays 2024; providers are required to deliver at least 4 days during the Christmas holidays. Each session must last for at least 4 hours.

### Christmas Holiday Dates 2024/25:

- Monday 23<sup>rd</sup> December 2024 to Friday 3<sup>rd</sup> January 2025

(Bank Holidays - Wednesday 25<sup>th</sup> December, Thursday 26<sup>th</sup> December 2024, Wednesday 1<sup>st</sup> January 2025)

The application form asks providers to specify their proposed dates of delivery, with the LA aiming to have HAF provision available across the whole of the holiday period. Following evaluation panel, providers may be asked to consider alternative dates to help ensure that there is provision across the holiday period.

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## Application Notes

Applicants can apply for more than one grant. You must complete a separate application form for each venue you would like to provide.

Providers must be able to comply with the following:

- Have at least £10 million public liability insurance.
- Have at least £5 million employer's liability insurance.
- Have safeguarding policies/risk assessments in place.
- All staff must have enhanced DBS (disclosure and baring service) checks.
- Providers must be able to complete a data return at the end of each delivery period; this will include information on bookings, attendance, unique children.
- Providers must be able to supply the Isle of Wight Council with financial information when requested.
- Providers must be able to attend HAF Provider briefings and training and to engage with the HAF delivery team.

The HAF grant is not available to contribute funding towards the following areas:

- General management costs.
- Training (the LA offers HAF provider briefings and signposting to training opportunities).
- Building refurbishments.

## Application Process

### When do I need to apply by?

Applications open Wednesday 21<sup>st</sup> August 2024 and the deadline for applications is 4pm on Wednesday 11<sup>th</sup> September 2024.

### Who decides on the outcome of my application?

Decisions on applications will be decided within a panel meeting. The panel will consider each application based on their merits and using the evaluation criteria. For previously granted providers, panel will also look at previous delivery data, information gathered at monitoring visits and provider engagement.

Providers will receive confirmation of their award via email from the HAF delivery team.

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## Completing the Application Form

This section will cover the key details that should be included on your application form.

### Section A: Organisation Contact Details:

In this section you need to provide key contact details.

The final part asks you to specify the contact person for communications with the LA regarding HAF provision. Please remember that the outcome of your funding application will be sent to this named individual.

### Section B: Scheme Outline:

In this section you need to outline the details of the activity you want to provide. This will include what type of activity you are aiming to deliver, when it will be delivered, how it will be delivered and who will be able to access and participate within it.

Q1

Specify the venue of the scheme, if you are applying for more than one venue you will need to complete one form per venue.

Q2

Briefly outline the scheme you are planning to deliver e.g., types of activity, daily structure etc. Maximum 100 words.

Q3

State the age range you are planning to deliver the scheme for e.g., 5-12 years. If there are specifics about the school year children must be in to attend, please state this here.

Q4

State the dates you plan to run the scheme.

Q5

State the time of the sessions e.g., 9:30am-4.30pm

Q6

State how many sessions you plan deliver e.g., 1 week for 5 days = 5 sessions

Q7

State how many HAF spaces you can offer per session.

Q8

State how many HAF spaces you are applying for in total (Q6xQ7)

Q9

State the cost per child per session.

Q10

State the total amount (total number of sessions x number of spaces x cost of session)

Q11

State how many spaces you need funded per session to be viable.

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Q12

State whether there will be the option for parents to pay for their children to attend if they are not eligible for HAF.

Q13 (this question will not appear if you tick no to the above question)

State the number of paid spaces you will be offering per session.

Q14

State how you plan to deliver the meal requirement. Please include any third-party providers you may be in discussion with.

Q15

Select the options you plan to use to market your scheme.

Q16

Tick which option best describes your organisation. If you do not fall within one of the categories provided, please describe your organisation within the additional field provided - if you tick registered company or charity, please provide your registration number.

### **Section C: Scheme Expenditure:**

Q17

Select type of organisation, VAT registered or non-VAT registered.

Q18

State your anticipated project expenditure, please consider the following areas: staffing, staff recruitment, induction and training, facilities, food, equipment, transport, marketing, external providers e.g., coaches, any trips you are planning.

Q19

State any additional funding you are applying for to deliver this scheme including details of what the funding is for and how much (if known).

Q20

Confirm the final grant amount

### **Supporting evidence**

Please confirm that you have included the stated documentation as a JPEG or PDF, this includes safeguarding policy, health and safety policy, copy of public liability insurance certificate and employer's liability insurance (this may be on the same document or separate depending on your insurance policy). If you are sending photos/pictures/images, please make sure you have the originator's permission to do so.

If you do not submit your relevant information to the Isle of Wight Council in time for the evaluation panel, it will not be eligible for consideration at the panel meeting.

### **Section D: Applicant Declaration:**

In this section, it is important to be aware that you are declaring your funding application for a HAF grant.

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## What happens next?

Once your application grant form has been completed and submitted, the next steps to becoming a HAF provider are outlined below:

1. All applications will be evaluated at panel.
2. Applicants will be notified of the recommendation from panel via email. Decisions made will fall into the following categories:
  - Application approved.
  - Application conditionally approved pending further information from the provider.
  - Application approved with some changes to provision e.g., number of spaces approved.
  - Application declined.
3. Once applications have been approved, you will receive a grant offer via email and an agreement to be signed electronically.

Please ensure that you have read and fully understand the above guidelines before completing the application form.

If you have any further queries, please email [holidayactivities@iow.gov.uk](mailto:holidayactivities@iow.gov.uk)

Have you considered further funding opportunities with the Isle of Wight Council?

There are further opportunities listed below:

- [Short Breaks](#)
- Wraparound - this will be launching soon.