



HAF Round 3 – Winter 2021

Guidance Notes for Applicants for Enrichment Provision

Welcome to Shropshire's Holiday Activity and Food (HAF) Grant application guidance for Round 3, Winter 2021 Enrichment provision

Changes to Shropshire HAF programme requirement for Winter HAF 2021

1. All activity should take place between 20th December 2021 – 24th December 2021.
2. Enrichment Providers should bear in mind that many children attending Winter HAF sessions will also have attended Summer HAF sessions so please consider offering a new or altered activity.

1. Grant Background

The Department for Education is providing funding to local authorities to coordinate a programme that provides healthy food and enriching activities to disadvantaged children during the Easter, summer and Christmas holidays during 2021. All children in Shropshire who receive benefits related Free School Meals (aged 5 yrs. – 16yrs.) will be eligible to attend a holiday programme free of charge.

Shropshire's vision is that the Shropshire Holiday Activity and Food Programme will provide high quality opportunities for children, young people and carers/parents that enable all who attend to have good experiences that offer enriched social engagement, with food.

We want to commission a rich and diverse programme of activities delivered by organisations from the private, voluntary and public sector that respond to local need, draws in the wider community and is delivered in a variety of ways.

Enrichment providers can offer workshops to enhance the Core HAF Provision, focusing only on enriching the experience of those children taking part in the HAF programme.

2. Application Process

Applications are sought from organisations or individuals who want to offer exciting and innovative programmes of Enrichment Activity that inspire children, connect the community and involve local professionals, particularly in the areas of



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- Creative/Arts
- Nutritional/Cooking
- Outdoor Pursuits



Applications are welcomed regardless of scale and from providers who offer additional enriching activity to the core programme and will not be responsible for providing venue or food. We will map activity and need from the applications received to determine successful projects.

Costs can be worked out by:

- Delivery time
- programme development costs including resources and materials
- Parental and community engagement activities e.g. outreach/marketing of the programme
- Specialist fees (artist, practitioner, educator)

Indications of

- the areas of the county you will be willing to travel to
- length of each workshop
- the appropriate number of children for each workshop session

will be expected within the application form.

Please enter the total amount applying for on the Application form. The maximum grant per hour workshop is £400. This would include artists fees, evaluation, admin – including liaising with the Core Providers, travel, resources, planning, promotion.

Details of the breakdown of this amount (staffing, resources, travel, admin (including marketing & promotion) MUST be entered in the Budget Calculation Table. (See Related Documents on the How to Apply webpages)

Please get in touch with the HAF.programme@shropshire.gov.uk if you would like to discuss the amount you wish to apply for.

3. What Supporting Documents will I need to send?

All supporting documentation should be sent to HAF.programme@shropshire.gov.uk



with **Winter HAF attachments** in the Subject line of the email.

You will need to send

1. Completed Budget Calculation table
2. Completed Template for inclusion in Winter HAF What's On Guide
3. Organisational Logo
4. Risk Assessment
5. COVID Contingency Restriction Plan

You will need to send the following if you are New HAF Provider

1. Public Liability Insurance
2. Employers Liability Insurance
3. Safeguarding Policy

All documents attached to the email should be named as follows

Organisational Name.template/certificate.doc

eg. ShropshireLibraries.Budgetcalculation.doc

4. Marketing and Promotion of HAF Activities

- All Providers will be expected to engage with Marketing and Promotional activities for their own programmes. This includes linking into Shropshire and National HAF social media campaigns
- All Winter HAF Enrichment Activities will be included within the What's On Guide for Shropshire HAF.

All enrichment providers will be expected to complete the Winter HAF What's On Guide Template - link as part of their application.

This should be sent with the

- Organisational logo and
- an image of the activity offered

with other Supporting Documentation to HAF.programme@shropshire.gov.uk
Please see the Section 3 above for details of naming of documents etc.

All Shropshire HAF Marketing and Promotion will be supported by Shropshire Council Communication Team.



3.6 Working within COVID restrictions:

There is the expectation that all providers will understand and work within the protective measures for holiday and after-school clubs laid out in the following guidance.

[Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak)

We will ask for details of any changes that can be made to the activity you are offering to work within any COVID restrictions that may be imposed – eg. offering Online workshops.

You will be able to specify any changes to your funding bid to support this.

5. Policies and Procedures

It is paramount that all delivery is supported by policies and procedures that are known by the team that are delivering HAF activities. We will require projects to induct their staff and volunteers in all policies and procedures.

We will also expect that projects will provide or arrange any necessary training to make sure that all staff have suitable skills and experience to look after children and that all staff are made aware and operate according to your policies and procedures, especially on joining your organisation and at other times throughout delivery as appropriate.

(a) Safeguarding

Shropshire Council expects the highest delivery standards in keeping children/young people and vulnerable adults safe.

Organisations must be able to demonstrate and explain their safeguarding arrangements in relation to the projects they are seeking to deliver. They must have relevant and appropriate policies and procedures in place. Specifically, HAF approved projects must have:

- a safeguarding and child protection policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all staff members
- awareness of and training on the specific safeguarding issues that can put children at risk of harm (for example, abuse and neglect, peer-on-peer abuse, extremism and radicalisation)
- clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children



- an appointed designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training
- named individual (such as the DSL) whose details are shared with parents so they can raise safeguarding concerns, or if you are a lone organisation the contact details of your local authority's children's services, (FPOC) or the NSPCC helpline number
- contact details for the DSL and the local authority designated officer (LADO) and know the local referral route into children's social care
- to ensure that activities, staff and volunteers comply with local safeguarding children and vulnerable adult protocols; [Shropshire Safeguarding Partnership \(SSP\) \(safeguardingshropshireschildren.org.uk\)](https://safeguardingshropshireschildren.org.uk)
- If you require a DBS check, please contact the HAF.programme@shropshire.gov.uk This can be arranged through Shropshire Council.

Additional Links

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Shropshire Council Safeguarding and Welfare requirements](#)

(b) Suitability of staff and volunteers

HAF organisations must:

- ensure staff and volunteers have had relevant pre-employment checks (for example, DBS check, verification of identity) or, if you are a volunteer or self-employed, checked if the organisation contracting your services, can apply for a DBS check on your behalf.
- have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment.

Additional links:

[Shropshire Council Safeguarding and Welfare requirements](#)

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

(c) Health and Safety



All projects must be compliant to all appropriate health and safety regulations for the type of service/project being delivered. The policies must be in place and all staff and volunteers inducted and are able to deliver in accordance with risk assessments.

Additional links:

[Health and Safety Executive - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

(d) Insurance

Funded projects must provide evidence of appropriate insurance in place for the activities to be delivered. This will include Public and Employers' Liability as a minimum, and may also include Professional Indemnity, and/or Motor insurance cover, depending on service being provided. If your application is successful, copies of insurance policies and level of cover in place may be requested as evidence.

(e) Accessibility and inclusiveness

Shropshire aspires to having a HAF programme that has a diversity of different types of accessible and inclusive projects and schemes working across the county and offering different locations, times, and types of scheme.

Shropshire requires HAF projects and schemes that consider people, place and price. We acknowledge that there will be a wide range of community projects and services that already connect with the target families and young people. We want to partner these schemes and look to how they can offer over the holiday periods the broader HAF standards outlined in Section 3 above.

What is equality for a Shropshire HAF project?

Equality means recognising and responding fairly to the individual needs and identities of all others. It provides everyone with an opportunity to reach their full potential and have an equal chance to live their life as they choose.

All projects are to have high regard to equality of access and demonstrate excellent practice in inclusive provision. Shropshire Council expects organisations to train staff and volunteers to deliver and environment enables children/young people to feel respected and valued.

You will need to think about how you will get to know the needs of a HAF funded place child and family before and during their attendance. Please consider how you will use this information to support a child's experience at your provision.

We also acknowledge that there may be some children who require specialist support. We seek and invite projects from organisations that specialise in providing activities for children and young people with the most challenging needs.

Additional Link:

[UN Convention on the Rights of the Child \(UNCRC\) - Unicef UK](https://www.unicef.org/uk)



6. Application Timetable for Round 2 Summer HAF Programme

Grant Round 3 Winter: **Opens 27th September 2021**

Grant Round 3 Winter: **Closing date for completed applications 29th October 2021**

Grant recommendations will be taken to the HAF Steering Group on **9th November 2021**.

Successful awards will be communicated to organisations immediately after **9th November 2021**.

Successful Application Criteria

Each application will be judged on the elements laid out above in Section 3. There will also be the expectation that the provision and activities demonstrate value for money for high quality enriching activity.

7. Application FAQs

Q1:

Q2: What can the grant fund?

We will be seeking to provide a range of enrichment opportunities that need to:

- Take place between 20th December – 24th December 2021
- Run:
 - For a minimum of 1 hour and maximum of 2 hours during the dates above.

Please indicate

- how many workshops



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- their duration
- for appropriate no. of children



Q3: Does the project or scheme need to be a particular area?

You will be asked to indicate the areas and towns of Shropshire you will be able to cover.

Q4: Can we include cost for travel?

Travel can be included within the total cost applied for.

Q5: How will grant funding be paid to organisations?

After awards have been confirmed by the HAF Steering Group on 9th November 2021 successful applicants will receive a Grant Agreement and Purchase Order.

The Purchase Order along with the completed and returned Grant Agreement will represent the contract between the Council and the successful applicant.

The Purchase Order number will need to be included in the invoice and submitted to shropshirecouncil.invoices@proactiscapture.com

Payment will be made in two instalments as follows:

- 90% on completion and return of the **grant agreement**;
- 10% on completion and return of monitoring and evaluation forms (after activities have been delivered).

Q6: How do I apply?



Applications should be made using the application form published on the website: www.shropshire.gov.uk/HAF. Questions included in the application form are available in Word Format – this to assist you in preparing your answers prior to completing the form; the form can not be saved until completed.

The Word version is not to be used to apply for the HAF funding unless there are exceptional circumstances. Please have a conversation with HAF.programme@shropshire.gov.uk

You will be able to save your submission as a pdf before exiting the form. You will also receive a confirmation email after submitting.

If you require the form in an alternative format or if you want support with answering the questions please contact HAF.programme@shropshire.gov.uk

The application form seeks information about

- the grant applicant organisation and enrichment activity type
- the level of grant funding being requested, including the number of workshops being offered, the duration of the workshops and ideal number of children at each one
- details of the activities being offered and how they support the HAF objectives of offering enriching activities
- details on how your organisation keeps children, staff, volunteers and the public safe and your Covid contingency plan
- confirmation that key policies and information exist and will be available on request, and declaration

The deadline for submitting a completed HAF Round 3 application is **29th October 2021**.

Q 7: What Supporting Documents will I need to send?

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3. Organisational Logo
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eg. ShropshireLibraries.Budgetcalculation.doc

Q7: Does the project have to run for a minimum amount of time?

You can indicate how many workshops (lasting between 1 or 2 hours) you can offering during the week of 20th December 2021 to 24th December 2021.

Q8: Do the activities provided have to focus on anything in particular?

Planned activities should be enriching for children; increasing their knowledge, experiences and providing skills for future development:

Q9: When will I find out if my application has been successful?

Applicants will be advised of the outcome of their application by 11th November 2021

The evaluation process will focus on:

- Ability of the organisation to deliver their proposed programme to a high standard.
- High quality exciting workshops that are cost effective and offer value for money
- The inclusion of HAF standards, objectives and principles in the application.
- The organisations commitment to collaborate with Core providers



- Evidence of policies and training that support the safe delivery of the proposed activity.

The evaluation process may include a visit by a Shropshire HAF Coordinator, contact via telephone and/or email and the return of data requests.

Q10: What reporting, and management information will you need from me if I am successful?

Organisations will be required to complete and submit monitoring and evaluation forms during and on completion of the holiday period. Information will include (but is not limited to):

- Numbers of children taking part in workshops
- Outcomes of activities
- Participants' feedback
- Parental feedback.

Financial reporting will include:

- A breakdown of expenditure
- A breakdown of any unspent grant.

Applications will be evaluated by Shropshire Council Children's Services and Commissioning Teams. Successful applicants will receive a Grant Agreement and a Purchase Order. The completion and return of the Grant Agreement will represent the contract between the Council and the successful applicant. The Purchase Order number will need to be included in the invoice and submitted to shropshirecouncil.invoices@proactiscapture.com.

Any unspent grant funding will have to be returned to Shropshire Council within 30 days of the end of the grant period.

If Shropshire Council has any grounds for suspecting financial irregularity in the use of any grant paid under this Grant Agreement, an investigation will take place. For these purposes 'financial irregularity' includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.



Q11: Where do I go if I have questions or need some advice. Who do I ask?

If you require support from the HAF Coordinators in completing your application, email HAF.programme@shropshire.gov.uk with the details of the support needed and a contact phone number.

The HAF Coordinators will contact you regarding your question on Tuesdays and Thursdays of each week.