



HAF Round 3 – Winter 2021

Guidance Notes for Applicants for Core Provision

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

Changes to Shropshire HAF programme requirement for Winter HAF 2021

1. Hot meals are preferred
2. All activity should take place between 20th December 2021 – 24th December 2021.
3. Applications can be made for activity sessions for between 1 and 4 days in the above week. Activities must last for a minimum of 4 hours per day, for at least 1 day in the week of 20th December 2021 - 24th December 2021. 4 days of 4 hours (or the equivalent spread across the 5 days) is the most we will fund.
4. Applications are sought from core providers who want to take their activity model to a new area.

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 Council are looking to engage with a wide network of community-based organisations, including existing holiday care providers, schools, childminders, sports coaching, creative and performing arts providers and many others.

Activities must last for a minimum of 4 hours per day, for at least 1 day in the week of 20th December 2021 - 24th December 2021. Healthy meals must also be provided.

We are inviting childcare providers including childminders, wraparound care providers, activity providers, schools and community/voluntary sector organisations to apply for funding to deliver these holiday activity and food schemes across the county or increase their capacity to deliver their programme to children receiving benefits related Free School Meals 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. In addition to delivering these experiences, providers are expected to ensure that families can receive advice, guidance and support during the Winter holiday periods.

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.

2. Application Process

Applications are welcome from all areas of Shropshire but grant awards will target areas with high levels of children eligible for Free School Meals (FSM).

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 those children eligible for Free School Meals.

Core Provider Grant – For Core Providers to create childcare places in existing schemes/clubs and also for new places in new schemes/clubs to answer specific community need.

- The maximum grant awarded will £1000 per day, per venue for a minimum of 1 day and a maximum of 4 days = £4000 in total per venue.
- All activity should be scheduled between 20th December 2021 and 24th December 2021 and should run for 4 hours on each day.

Please enter the total amount applying for on the Application form. Details of the breakdown of this amount (staffing, resources, venue hire, food provision costs) MUST be entered in the Budget Calculation Table – found in the Related Documents on the How to Apply webpage)

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

Supporting Documentation



Department
for Education



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. Image of activity for What's On Guide
5. Risk Assessment
6. 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 must be named as follows

Organisation name.type of document.doc

Eg. Shropshirelibraries.budgettable.doc

All supporting documentation should be sent to HAF.programme@shropshire.gov.uk with **Winter HAF attachments** in the Subject line of the email.

3. HAF Framework of Standards

The standards we expect organisations to deliver against for our 2021 summer programme are:

a. Food

Organisations must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the holiday activity (including snacks) must meet school food standards.

Our expectation is that the majority of food served by organisations will be hot. However, we acknowledge that there will be occasions when this is not possible, and a cold alternative may be used.

We encourage you to consider carefully how you could provide 'hot' food. For example, could you engage a local food provider/café/community café to support you



in providing cooked healthy food? Priority will be given to organisations who evidence innovative solutions and partnerships to providing hot meals.

All food provided as part of the programme must:

- comply with regulations on food preparation
- take into account allergies and dietary requirements
- take into account any religious or cultural requirements for food.

Additional Links:

[School food standards - School Food Plan](#)

[Homepage | Food Standards Agency](#)

[Allergen guidance for food businesses | Food Standards Agency](#)

b. Enriching activities

Holiday clubs and other projects must provide children with:

- fun and enriching activities that are age appropriate
- opportunities to develop new skills or knowledge
- opportunities to consolidate existing skills and knowledge
- opportunities to try out new experiences
- opportunities to support fine motor skills.

This could include:

- physical activities, for example, football, table tennis or cricket
- creative activities, for example, putting on a play, junk modelling or drumming workshops
- experiences, for example, a nature walk or fishing.

c. Physical activities

All projects must provide activities that meet the NHS physical activity guidelines for children and young people on a daily basis. The HAF funding requires that all projects incorporate 60 minutes of moderate to vigorous physical activity for all children attending. This will be monitored via your monitoring returns, monitoring visits and evaluation data.

Projects that are focussed on children and/or young people must also consider how physical activity can be promoted to engage carers/parents as well as children and young people. This could be either on site or at home.

Additional links:

[Physical activity guidelines for children and young people - NHS \(www.nhs.uk\)](#)



d. Nutritional education

(a) Knowledge and awareness: Organisations must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could for example include activities such as getting children involved in food preparation and cooking, growing fruit and vegetables and/or taste tests.

(b) Food education for families and carers

Organisations must include at least weekly training and advice sessions for parents, carers or other family members. These should provide advice on how to source, prepare and cook nutritious and low-cost food. These don't have to be 'formal' sessions but they do need to be targeted at parents/carers or other family members.

Additional Links:

The following sources of information may be useful to organisations in developing their nutritional education programme.

[Home | Change4Life \(www.nhs.uk\)](#) Variety of information and useful resources to support healthy lifestyle with recipes/ activities etc

[Homepage - School Food Plan](#) – The School Plan aims to support schools to make cultural change in relation to food.

[Eat well - NHS \(www.nhs.uk\)](#) - Information on how to support healthy eating. Provides healthy-eating advice for the general population.

[Marcus Rashford's budget cookery serves up fish finger sandwich - BBC News](#)

<https://www.facebook.com/FullTimeMeals> <https://tomkerridge.com/full-time-meals/>
<https://www.instagram.com/fulltimemeals/?hl=en-gb>

e. 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. This could include sessions provided by:

- Citizen's Advice
- school nurses, dentists or other healthcare practitioners



- family support services or children's services
- housing support officers
- Jobcentre Plus
- organisations providing financial education.

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)

4. Booking Procedures

All families receiving FSMs will be sent a voucher code which can be quoted to the core provider when booking. This code will need to be captured and recorded to measure the uptake from the cohort of children this money is targeted for.

We would like to hear how this code will be requested and recorded both for online bookings and also for those families who sign up on the day in person. There will need to be sensitivity regarding the handling of this information to make sure there is no stigma attached to receiving the free places.

5. Marketing and Promotion of HAF Activities

- All Providers will be expected to undertake Marketing and Promotional activities for their own programmes. This includes social media campaigns, promoting in their local schools, including offering taster sessions or assemblies (this can be included in the funding bid) etc.
- All Winter HAF Activities will be included within the What's On Guide for Shropshire HAF.

All providers will be expected to complete the Winter HAF What's On Guide Template – as part of their application. This can be found in the Related Documents on the How to Apply webpage for Core Providers.

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 FAQ Q 7 for details of naming of documents etc.



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

6. 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 \(www.gov.uk\)](http://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 \(www.gov.uk\)](http://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](#)

7. 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 those children eligible for Free School Meals.

8. Application FAQs

Q1: How many applications should I complete if I plan to run across multiple sites?

Organisations will be able to use one grant application form to cover multiple locations. Please indicate the breakdown of costs per venue in the Budget Calculation Table which accompanies the application form.

Q2: What can the grant fund?

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

- Take place between 20th December – 24th December 2021
- Run:
 - For a minimum of 1 day and maximum of 4 days
 - For 4 hours a day

Applications are sought from existing core providers who want to take their activity model to a new area.

Core Provider funding requirements



- High-quality, enriching activity, including at least one hour of physical activity.
- The cost of providing healthy nutritious meals.
- Skills, activities/classes aimed at children and their parents to make healthy and affordable choices.
- Positive legacy that lasts longer than the experience.
- Activities must last at least 4 hours per day and can be incorporated into an existing programme such as an established play, sporting, creative or performing arts provision. Alternatively, organisations can create new, dedicated provision to answer specific community need.
- The cost of the child’s place including the cost of providing healthy meals.
- Programme development costs including resources and materials.
- Parental and community engagement activities e.g. outreach/marketing of the programme.

Applications are also sought from core providers aiming at older children and young people who require a more flexible approach to timing and activities. To discuss this further please contact the HAF Coordinator HAF.programme@shropshire.gov.uk

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

Children who are eligible to receive benefits related free school meals live in all areas of Shropshire, but distribution across the County is not equal, with some

districts having far more FSM eligible children than others. Furthermore, we know that these same areas often lack sufficient holiday activity opportunities. We will be mapping activity against the FSM data as part of our assessment for awarding the grants.

The table provides a county wide distribution of children who are eligible for benefits related free school meals with a breakdown by age. These figures are currently being updated to reflect the increase in numbers of children on free school meals over the last 18 months.

Ward	0-12 yrs	12+yrs	Total FSM Pupils
Abbey ED	17	5	22
Albrighton ED	42	18	60
Alveley and Claverley ED	30	21	51



Bagley ED	23	12	35
Battlefield ED	71	13	84
Bayston Hill, Column and Sutton ED	125	45	170
Belle Vue ED	36	15	51
Bishop's Castle ED	38	25	63
Bowbrook ED	41	12	53
Bridgnorth East and Astley Abbots ED	57	31	88
Bridgnorth West and Tasley ED	52	31	83
Broseley ED	67	22	89
Brown Clee ED	26	12	38
Burnell ED	32	9	41
Castlefields and Ditherington ED	146	58	204
Cheswardine ED	45	17	62
Chirbury and Worthen ED	11	8	19
Church Stretton and Craven Arms ED	117	55	172
Clee ED	31	11	42
Cleobury Mortimer ED	78	33	111
Clun ED	22	8	30
Copthorne ED	16	9	25
Corvedale ED	26	17	43
Ellesmere Urban ED	61	28	89
Gobowen, Selattyn and Weston Rhyn ED	95	38	133
Harlescott ED	184	63	247
Highley ED	70	20	90
Hodnet ED	37	19	56
Llanymynech ED	18	12	30
Longden ED	51	28	79
Loton ED	34	12	46
Ludlow East ED	82	41	123
Ludlow North ED	17	7	24
Ludlow South ED	45	17	62
Market Drayton East ED	147	37	184
Market Drayton West ED	177	69	246
Meole ED	102	44	146
Monkmoor ED	123	50	173
Much Wenlock ED	44	25	69
Oswestry East ED	205	84	289
Oswestry South ED	25	14	39
Oswestry West ED	78	34	112
Porthill ED	29	13	42
Prees ED	70	19	89
Quarry and Coton Hill ED	66	16	82
Radbrook ED	44	20	64
Rea Valley ED	57	24	81
Ruyton and Baschurch ED	39	12	51



Severn Valley ED	43	16	59
Shawbury ED	37	15	52
Shifnal North ED	65	30	95
Shifnal South and Cosford ED	36	13	49
St. Martin's ED	65	39	104
St. Oswald ED	47	27	74
Sundorne ED	188	79	267
Tern ED	34	6	40
The Meres ED	36	19	55
Underdale ED	138	51	189
Wem ED	106	54	160
Whitchurch North ED	98	45	143
Whitchurch South ED	57	32	89
Whittington ED	78	14	92
Worfield ED	19	17	36
Out of County	116	132	248
Total	4212	1822	6034

Data Source; Spring 2021 School Census

Q4: Can we include cost for transport?

Projects are asked to be innovative in approaches to accessibility. Subject to Covid safety rules, where possible project sites should be accessible by public transport, or active travel, such as walking and cycling. Where possible, projects should look at local community transport/networks or how they may partner with other project transport arrangements to support economies of scale. Transport arrangements need to take regard to covid safety requirements and safeguarding practices and any other regulatory requirements. In exceptional circumstances contribution to transport costs may be considered by HAF grant. This would be where there is demonstrated need and no alternative solutions for child/young person/family.

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. You will receive a confirmation email after submitting.

The Word version is not to be used to apply for the HAF funding unless there are exceptional circumstances.

If you require the form in an alternative format please contact HAF.programme@shropshire.gov.uk

The application form seeks information about

- the grant applicant organisation and total number of projects being applied for
- the level of grant funding being requested, including the names of the clubs, schemes and/or projects, number of places and number of days operational, cost of place and cost of food details of places by district and rurality and premises details
- details of the activities being offered and how they support the HAF objectives regarding healthy eating and living choices, details of the menu and food offer, marketing plans to ensure high take up of funded places, engagement with parents and the organisation's commitment to inclusion, meeting individual needs and safeguarding
- 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
- marketing and promotional activities for the activities proposed

Q7: What Supporting Documents will I need to send?

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. Image of activity for What's On Guide
5. Risk Assessment
6. 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 supporting documentation should be sent to HAF.programme@shropshire.gov.uk with **Winter HAF attachments** in the Subject line of the email.

All documents attached to the email should be named as follows
Organisational Name.template/certificate.doc

eg. ShropshireLibraries.Budgetcalculation.doc

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

Q8: Does the project have to run for a minimum amount of time?



Shropshire Council is required to have a programme of HAF activities that offers a minimum of a **minimum** of 4 hours per day and 4 days per week for eligible children/families during week of 20th December 2021 an 24th December 2021.

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

The planned activities should be designed to promote healthy eating and an active lifestyle. In particular, projects and clubs/schemes should aim to incorporate a minimum of 60 minutes physical activity within every session.

Planned activities should be enriching for children; increasing their knowledge and understanding of healthy choices and the skills to make such choices.

Clubs/schemes and projects should show how they encourage children to be safe and not socially isolated.

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.
- The enrichment/accessibility/inclusion described to eligible children.
- The positive engagement of families.
- The provision of a nutritious and preferably hot meal each day.
- The inclusion of HAF standards, objectives and principles in the application.
- The number of places offered compared with local need/local sufficiency of places.
- The cost effectiveness and value for money of places offered.
- The organisations commitment to collaborate with local stakeholders.
- 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 eligible children attending activities (weekly)
- Total number of children attending activities (weekly)
- 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.



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