

**Holiday Activities and Food Programme**

**Application Form - Summer 2025**

**Please read the content below before completing this form.**

**\*Please note this application is not a guaranteed offer of the HAF grant. Any offer will be subject to terms and conditions and successfully passing the moderation, compliance and quality assurance process.**

**\*The amount of funds available that can be awarded to an individual provider is £35,000.**

**\*The closing date for the Summer 2025 HAF applications is 23:59pm Monday 12th May 2025**

**\*Any applications received after this date will not be considered.**

**\*If you need help completing this form, please contact** [HAF@Doncaster.gov.uk](mailto:HAF@Doncaster.gov.uk)

**Please read**

**All provision funded by The City of Doncaster Council through the HAF programme must meet our framework of standards, including aligning to wider council priorities and meet the following core aims and objectives:**

• **Healthy meals:** All HAF camps must provide at least one healthy meal a day, drinks and snacks which must meet the School Food Standards.

• **Enrichment activities:** All HAF camps must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge. Camps must also provide a minimum of 60 minutes of physical activity per day which must meet the Physical Activity Guidelines.

• **Increasing understanding and awareness of healthy eating**: HAF camps must work to improve children’s knowledge and awareness of healthy eating and develop a greater understanding of food, nutrition and other health-related issues

• **Local Priorities:** HAF camps must contribute to local growth by working towards and aligning with wider borough strategies including the Great 8 Priorities, the Children & Young Peoples Plan and the Get Doncaster Moving initiative which can be found on.

• **Signposting and referrals:** HAF camps must provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families. **In the event of any safeguarding concerns all providers must be aware of the appropriate services to contact (i.e. children social care, LADO)**

• **Policies and procedures:** Providers must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to safeguarding, health and safety, insurance, accessibility, and inclusiveness.

**\* This is a mandatory requirement from DFE for Summer 2025\***

• All children and young people who are in receipt of benefits-related free school meals and are eligible to attend the HAF programme have been issued with a unique code. Providers will be responsible for asking for these codes at the time of booking. Please ensure your booking systems / procedures can facilitate this requirement.

• You will also be required to provide the HAF team with all the unique codes of every child that is booked to attend your provision.

**Qualifying Criteria**

To be eligible to apply for the HAF funding you must agree to the qualifying criteria as set out below.

Please complete in full all the checklists. In the event that you do not meet all the essential criteria you may not be eligible to apply.

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| --- | --- | --- |
| **Check List** | **Please state**  **Yes / No** | |
| You will be required to provide us with the Unique Codes of all children and young people  that have participated on your Summer programme | Yes | No |
| Your booking system/procedure is able to collect unique codes at the time of booking | Yes | No |
| Your programme will be delivered to children & young people from reception to Year 11 who  are in **receipt of benefits related free school meals** | Yes | No |
| Your programme will be delivered on any of these dates only **(4 days minimum)**:  24th July to 29th August (26 days of delivery) | Yes | No |
| Each session will last a minimum of 4 hours of face-to-face delivery | Yes | No |
| Your Provision will provide a nutritious meal, drinks, and snacks which meet the School  Food Standards | Yes | No |
| Your activity will be rewarding, enriching and have an element of physical activity (a minimum  of 60mins each day) | Yes | No |
| You will complete and submit a full evaluation report at the end of the programme | Yes | No |
| You will undertake all proposed mandatory training if required (e.g. safeguarding level 3) | Yes | No |

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| **Checklist of documents *required*** *(these will only be requested if your application passes the moderation process.* ***please ensure all policies have been REVIEWED AND DATED WITHIN THE LAST 12 MONTHS.***  **If you delivered Easter HAF 2025 please update documents in your existing SharePoint folder.**  **\*If you are a new provider, you will be given access to a SharePoint folder to upload the documents below.** | **YES** | **NO** |
| Details of Constitution/CIC Articles (if applicable) |  |  |
| Insurance Certificates. Both public liability **(£10 million**) and employer liability (**£5 million**) certificates |  |  |
| Child Protection & safeguarding policy & procedure (Evidence all staff are aware of safeguarding policies and procedures)/ Safeguarding policy) |  |  |
| LADO procedure |  |  |
| Equality & Diversity policy |  |  |
| Health & Safety policy |  |  |
| Prevent Duty policy |  |  |
| Completed activity risk assessment/s |  |  |
| Single Central Record/DBS of staff delivering HAF (enhanced and up to date within the last 3years) |  |  |
| Names of Designated Safeguarding Lead (DSL) and Deputy DSL detailing role & responsibilities |  |  |
| Copies of Children’s Safeguarding training certificates held by Designated Safeguarding Leads |  |  |
| Children Missing/Absconding policy |  |  |
| Business continuity plan/s for the project |  |  |
| First Aid certificate/s (a qualified and nominated first aider will be required on site at all activities) |  |  |
| Registration procedure example for Summer HAF 2025 (with options to list any special needs or medical  requirements) |  |  |

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| **Quality Assurance Documents Required**  **To pass quality assurance you may be required to attend a meeting where you will**  **Need to provide evidence as below:** | **YES** | **NO** |
| Evidence that staff attend regular safeguarding training (e.g. meeting minutes,  Staff training matrix) |  |  |
| Evidence that there is a clear and comprehensive procedure accessible to staff for  reporting of safeguarding incidents |  |  |
| Evidence there is a robust registration and signing-in process in place for each  session, including emergency contact details for each child |  |  |
| Key safeguarding information is shared with staff before sessions as appropriate  (ie medical information, potential safeguarding issues etc). |  |  |
| Evidence that all staff have a clear understanding of local safeguarding processes (DCSP/DSCT) |  |  |
| Evidence that all staff have a clear understanding and reporting procedure for  allegations against staff (LADO) |  |  |

**If your proposal is successful, all documents listed above must be signed off no later than 6th June 2025. Further instruction will be sent out from our compliance and quality assurance team regarding this.**

**DELIVERY PROPOSAL**

|  |  |
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| **ORGANISATION DETAILS** | |
| Name of Organisation applying for HAF funding |  |
| Full Address with postcode |  |
| Main Contact within Organisation |  |
| Job Title / Role within Organisation |  |
| Contact Number/s |  |
| Main Email Address |  |
| 2nd Contact Email Address (eg deputy manager) |  |
| Organisation Status and Charity/CiC/Company Number |  |
| Is the Organisation Ofsted Registered? | Yes / No |
| Organisations Ofsted rating: |  |
| Do you deliver HAF for other Local Authorities, if so which? |  |
| Is this company affiliated /linked to any other organisation/holding company who are also applying for the HAF grant, if so give full details |  |
| Name of Designated Safeguarding Lead for HAF |  |
| Name of Deputy(s) Safeguarding Lead for HAF |  |
| How many areas are you delivering HAF camps  Please note, to apply for above **£27,500** you must deliver in more than one area. |  |
| Total amount applying for: | £ |

**PROGRAMME DETAILS**

Please give details of your proposed Summer HAF programme. Please ensure you are realistic with the proposed number of children and young people you intend to engage with, as failure to meet the proposed numbers could see a reduction in your second 50% payment as set out in the table below:

|  |  |
| --- | --- |
| % Attendance Achieved | % Of the final payment amount to be paid |
| 70% and over | 100% |
| 60-69% | 75% |
| 50-59% | 50% |
| 40-49% | 25% |
| 39 and under% | 0% |

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| **Enrichment activities & Nutrition education:** Outline the enriching activities you plan to include in your HAF programme. We expect HAF providers to provide a balanced programme of activity – for example if your provision is primarily focussed on sports, how you will ensure those in attendance are benefiting from a varied experience |
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| **Physical activities:** Partners must provide a minimum of 60 minutes of physical activity per day which  must meet the Physical Activity Guidelines. Please outline what activities your HAF can will deliver to  help participants achieve the [recommended 60 minutes of daily physical activity](https://www.gov.uk/government/collections/physical-activity-guidelines): |
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| **Local Partnerships:** What relationships do you currently have with thelocal VCF sector in the community(s) you will be delivering and explain how you intend to include and support them in your programme. |
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| **Signposting and referrals.** HAF providers should be able to offer information, signposting or referrals  to other services and support, that would benefit the children who attend their provision and their  families. Please explain how you will support this element of the programme. |
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| **Eligibility** What steps will you take to promote your programme to ensure all your places are filled with  children and young people who are ***in receipt of free school meals in Doncaster?***  ***How will these be eligibility checked?*** Please also state how will you evidence this |
|  |

Please provide a detailed timetable of your proposed Summer HAF provision for each camp, ensuring exact details are given. If you are delivering more than 3 camps please add more tables accordingly (The red italic text is an example).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Camp 1** | | | | | | | | | |
| **Dates** | **Total number of days delivered** | **Start Time** | **Finish Time** | **Delivery Address** | **Camp Name and Activity Details** | **Age range** | **HAF Places available per day** | **HAF Places available in total** | **Booking details** |
|  | *7* | *10am* | *2pm* | *St martins School*  *Cantley*  *DN12 4AQ* | *Summer Fun Camp*  *Arts and crafts*  *Multi sports* | *5-16* | *20* | 140 | [*www.haf@doncaster.gov.uk*](http://www.haf@doncaster.gov.uk) *or call 01302 111222*  *(Booking Link)* |

|  |  |  |  |  |  |  |  |  |  |
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| **Camp 2** | | | | | | | | | |
| **Dates** | **Number of days to be delivered** | **Start Time** | **Finish Time** | **Delivery Address** | **Camp Name and Activity Details** | **Age range** | **HAF Places available per day** | **HAF Places available in total** | **Booking details** |
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| **Camp 3** | | | | | | | | | |
| **Dates** | **Number of days to be delivered** | **Start Time** | **Finish Time** | **Delivery Address** | **Camp Name and Activity Details** | **Age range** | **HAF Places available per day** | **HAF Places available in total** | **Booking details** |
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| Have you previously supported a HAF programme in Doncaster? | Yes/No |
| How many days in total will you be delivering over the Summer HAF per camp (if you are delivering 4x days at 2x camps this will be 8 days in total) |  |
| How many hours in total will you be delivering (min of 4hours per day per camp)  (if you are delivering 4x hours per day at 2x camps this will be 32 hours in total)  *(please be mindful of extended delivery hours as this may be reduced on moderation)* |  |
| How many places in total are available |  |
| How many eligible **unique participants** do you expect to attend your programme |  |
| What is the target age range of your HAF provision |  |
| Is your programme specifically targeted for participants with SEND (max age limit is 18years) ***Please note that SEND children must be in receipt of free school meals*** | Yes/No |
| Are you offering paid places to non-eligible children & young people alongside the free HAF places offered in your proposal  (**Please note the HAF grant will not cover these costs)** | *No of places:*  *Cost per place, per day:* |
| What are your HAF delivery dates *Please indicate all dates you plan to deliver:*  24th July to 29th August |  |
| What are the start and finish times of your camp/s | *Start time:*  *Finish time:* |
| What area/s of Doncaster will you deliver your camp/s  Applications for over **£27,500** must have delivery in more than 1 area in  Doncaster |  |
| Name the venue/s you will deliver your camp/s |  |
| What is the postcode(s) of your venue(s) |  |
| **Please name all the local organisations/partners you intend to sub-contract/work**  **with to help deliver your programme, stating the role they will play.**  \*Please note – There is an expectation for you to collaborate with Doncaster  based community, voluntary, faith sector, grass roots groups/organisations and this  will form part of the scoring in your application as per the Local Partnerships question. | *1.*  *2.*  *3.*  *4.*  *5.*  *6.*  *7.*  *8.*  *9.* |
| Will you be using a **registered** food business | Yes/No |
| Please give the full name and address of the food provider who will supply your catering needs |  |

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| --- | --- |
| **Please provide a sample menu for your HAF provision (see example below)** | |
| **Day** | **Menu** |
| *Day 1 - 25/07/24* | *Lunch:*   * *Selection of Sandwiches – Tuna, Cheese & Chicken served with salad* * *Natural yoghurt, selection of fruit, jelly*   *Drinks:*   * *Water* * *Apple/Blackcurrant/Orange Cordial*   *Snacks*   * *Selection of fresh fruit* |

**EXPENDITURE**

**Applications not detailing their full and accurate expenditure will not be considered.**

If an application is successful, providers will be paid 50% of the grant awarded prior to delivery of the

Summer HAF period. The remaining funding will be awarded upon receipt of a completed evaluation form and successful delivery. *Please note we may request evidence of all expenditure.*

*\*Please note all capital costs are subject to, and at the discretion of the evaluating panel and must not exceed 2% of the total amount proposed*

**\*The maximum amount of funds available that can be awarded to an individual provider is £35,000**

The text in red is an example

|  |  |  |
| --- | --- | --- |
| **Total amount requested:** | | ***£5,728.00*** |
| **Description** | **Detail** | **Amount (£)** |
| **Core Staffing** | *3 x play leaders £11ph x 4hrs x 4days* | *2528.00* |
| **Sub-Contractor costs** |  |  |
| **Venue Hire** | *Community Centre £50 per day x 4 days* | *1200.00* |
| **Food** | *£5 per head x 100* | *1500.00* |
| **Resources** | *Crafting items* | *200.00*  *100.00* |
| **Publicity & Promotion** | *Posters* | *£50* |
| **Other (please list other costs)** |  |  |
| **TOTAL DELIVERY COST** | | **£5728.00** |
| **Capital costs (if applicable)**  **(no more than 2% of your total cost)** | *Equipment, cones, bibs.* | *0.00* |
| **Administrative / management cost (no more than 5% of your total cost)** | *5%* | *£230.00* |
| **TOTAL COST** | | **£5958.00** |

**Please ensure the above information is accurate and correct before completing the declaration below**

**SUPPORTING DOCUMENTS AND INFORMATION**

**DECLARATION**

I confirm I will submit all the required compliance documentation otherwise my application may be rejected at a later date

I confirm all due diligence checks will be completed on all sub-contracted providers

I can confirm that the business has no outstanding debts

I can confirm that the venue/s listed are safe and suitable for use

I confirm that the statements supporting this application are correct

|  |  |
| --- | --- |
| Print Name: | Signature: |

|  |
| --- |
| Position in the organisation/group Date: |

**Please submit your fully completed form and safeguarding enhanced compliance document by email to** [HAF@Doncaster.gov.uk](mailto:HAF@Doncaster.gov.uk)

Any applications received after the closing date of 23:59pm **Monday 12th May 2025** will not be considered

**Important. Please also complete the highlighted below regarding Subsidy requirements.**

**Recipient MFA Notification and Confirmation**

City of Doncaster Council (the “Council”) is proposing to offer [Please add your Organisations Name here XXXX ] (“You/Your”) a Minimal Financial Assistance (MFA) Subsidy under the Subsidy Control Act 2022, subject to Your agreement to, and compliance with, the terms and conditions set out below relating to the MFA which will be sent within the Grant Agreement if successful.

The amount of MFA proposed is [Please add your proposed grant fund request here taken from your total above £ XXXX ]. Before making the payment, the Council requires Your written confirmation that receipt of the payment will not exceed Your MFA threshold of £315,000 cumulated over this and the previous two financial years, as specified in section 36(1) of the Subsidy Control Act 2022.

This means You **must** confirm to the Council that You[[1]](#footnote-1) have not received more than £315,000 in MFA subsidies or comparable types of subsidies[[2]](#footnote-2), including this proposed MFA Subsidy over the elapsed part of the current financial year (i.e. from 1st April) and two financial years immediately preceding the current financial year.

***Please note:***

* ***The Council’s receipt of Your written confirmation is a legal requirement under the Subsidy Act 2022 and the Council is unable to award the MFA Subsidy without it.***

***If Your confirmation is subsequently discovered to be incorrect it could lead to You being legally required* Confirmation**

I confirm, for and on behalf of, [insert your Organisation name here xx] that receipt of MFA of [ amount of funds requested £x] from the Council will not exceed [insert your Organisation name here xx]’s MFA threshold specified in section 36(1) of the Subsidy Control Act 2022.

I confirm that:

* I have read and understood the Data Protection Declaration below and consent to usage of the information provided for the purposes described.

Signed: \_x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We take this opportunity to remind You that You are required to keep a written record of the amount of MFA You have received and the date/s when it was received. The written record must be kept for at least three years beginning with the date on which the MFA was given. This will enable You to respond to future requests from public authorities on how much MFA You have received and whether you have reached the cumulative threshold. If the Council is able to grant the proposed MFA Subsidy, it will issue you with an MFA Confirmation of Award to assist you with this requirement.

The Government maintains a publicly available [subsidy database](https://searchforuksubsidies.beis.gov.uk/). You should note that MFA subsidies above £100,000 are subject to legal transparency requirements. This applies per Subsidy award. This means that for every individual MFA Subsidy provided of more than £100,000, the Council must include details of the Subsidy on the national Subsidy Database.  Information on how this is used by the Government can be found on their [Privacy Notice](https://searchforuksubsidies.beis.gov.uk/privacy)

Data Protection Declaration

Personal details submitted on this form will be dealt with in line with Data Protection Legislation, this statement sets out what you need to know about how they will be used by Doncaster Council. Information provided by you will be used to process your subsidy. Your information may be shared with Government Departments, and agencies that prevent and detect fraud. These forms are retained for 7 years from date approved or from the date any subsidy has been processed.

More information on your rights and how Doncaster Council handles your information generally, can be found on the Council’s website.  You can contact the Council’s Data Protection Officer at [information.governance@doncaster.gov.uk](mailto:information.governance@doncaster.gov.uk) for more information.

1. Please note this includes any other companies/entities that are part of your group. [↑](#footnote-ref-1)
2. Please see section 42(8) of the Subsidy Control Act 2022 [↑](#footnote-ref-2)