**\*This is not an offer of the grant, any offer will be subject to terms and conditions.**

**City Of Doncaster Council**

**TARGETED Holiday, Activities & Food Programme**

**Provider Proposal Form Summer 2023**

The Holiday Activities and Food programme (HAF) is a Government funded programme that provides ***FREE*** healthy food and enriching activities to ***primary and secondary school aged children*** who either are in receipt of benefits-related free school meals, or have a special educational need or disability (SEND). **The Targeted HAF will priorities targeted areas of Doncaster and Teenage young people outside the targeted area.**

All provision funded by the local authority through the targeted HAF programme must meet our framework of standards and meet the following core aims and objectives:

• Healthy meals: holiday clubs must provide at least one healthy meal a day, which must meet the School Food Standards.

• Enrichment activities: holiday clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge. Clubs must also provide physical activities, which meet the Physical Activity Guidelines on a daily basis.

• Increasing understanding and awareness of healthy eating: holiday clubs must work to improve children’s knowledge and awareness of healthy eating.

• Signposting and referrals: 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 can include advice on how to source, prepare and cook nutritious and low-cost food alongside increasing awareness of healthy eating.

• Policies and procedures: clubs 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.

**Due to the high number of applicants predicted, the closing date for all fully completed application forms is Wednesday 7th June 2023**

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| **The maximum amount of funds available that can be awarded to an individual application is from £2,000 to a maximum total of £5,000 for the Targeted Summer Provision.**  **For providers wanting to apply for funding under £2000 there is a separate funding pot available, please contact the following Anchor Organisations for further information and details of how to apply:**  North area – [nddtadmin@northdoncaster.org.uk](mailto:nddtadmin@northdoncaster.org.uk)  East area – [CIF@mmwcdc.org.uk](mailto:CIF@mmwcdc.org.uk)  South area – [funding@mindfulactivities.co.uk](mailto:funding@mindfulactivities.co.uk)  Central area – [cifcentral@voluntaryactiondoncaster.org.uk](mailto:cifcentral@voluntaryactiondoncaster.org.uk) |

**Qualifying Criteria**

*To be eligible to apply for the Targeted HAF funding you must meet the qualifying criteria 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. Further instruction will be sent regarding the quality assurance process on return of this application:* **Please note due to the high volume of non-attendance in previous HAF delivery you must ensure your predicated attendance numbers are realistic. Failure to meet the predicted numbers could result in a reduced final payment.**

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| **Check List** | **Please state Yes / No.** | |
| You will be delivering to children aged 5-16 in targeted areas of Doncaster | Yes | No |
| You will be delivering to young people that are within the secondary school ages of 11-16 if outside targeted areas | Yes | No |
| Each session will last a minimum of 4 hours | Yes | No |
| Your Provision will provide a nutritious meal to school standards | Yes | No |
| Your activity will be rewarding, enriching and have an element of physical activity | Yes | No |
| You will be able to complete a full evaluation report at the end of the project | Yes | No |
| **\* This is a new mandatory requirement from DFE**  You will collate and provide full details of each child attending your provision, including name, date of birth, free school meal status, home postcode, school name and local authority area, whether classed as vulnerable and if applicable unique Pupil Identifier Please note that an excel spreadsheet will be sent out for you to collate the information that you ***must*** return. You will also be sent out a privacy notice for families. | Yes | No |

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| **Check list for the required documents, please confirm that the documents below will be submitted by 26th June 2023** | **Please state Yes /No.** | |
| Student / service user admissions policy and Procedure | Yes | No |
| Safeguarding Policy | Yes | No |
| LADO procedures | Yes | No |
| Prevent duty procedure | Yes | No |
| Child protection procedure (Evidence all staff are aware of safeguarding policies and procedures) | Yes | No |
| Names of Designated Safeguarding Lead (DSL) and Deputy DSL, detailing role & responsibilities | Yes | No |
| Single Central Record/DBS of staff delivering the HAF programme (enhanced and up to date within last 3years) | Yes | No |
| Children Missing/Absconding policy | Yes | No |
| Children’s Internet Use and E-Safety Policy | Yes | No |
| If you are engaging with children using an online platform to deliver live sessions, you must evidence that you are using a completely secure provider, robust software and protected hardware with up to date security measures in place. Please provide details on how the most up to date protection will be used to carry out the Project, including your procedures to safeguard children online. | Yes | No |
| Business continuity plan/s for the project. | Yes | No |
| Completed activity risk assessment/s | Yes | No |
| Health & Safety Policy | Yes | No |
| Insurance Certificates. Both public liability **(£10 million**) and employer liability (**£5 million**) certificates | Yes | No |
| Any relevant training certificates staff are required to deliver your activity. | Yes | No |
| Copies of Children’s Safeguarding training certificates held by Designated Safeguarding Leads | Yes | No |
| Registration procedure (with options to list any special needs or medical requirements) | Yes | No |

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| **Delivery Proposal**  •Your proposal will only be considered if all sections are **fully** completed.  •In order to make the moderation process as smooth as possible, please ensure that you provide a clear break down of all costs.  •Please fully complete the enhanced compliance checks to provide assurance that provision is safe and of good quality.  The information provided in the table below will be used for promotion where a successful bid has been confirmed. So where possible please complete as accurately as you can, with clear booking details, days, times and venue displayed. Can you also please provide accurate details of the activities on offer within the table below so families and children are aware of the offer and can make an informed choice when booking. Please also feel free to send in any promotional flyers to further help with the promotion of your event.  Nevertheless please be mindful that it is also the responsibility for the provider if successful to promote their own project and engage with their predicted number of young people stated within your completed application.  Please return the fully completed form to [HAF@doncaster.gov.uk](mailto:HAF@doncaster.gov.uk) for moderation. | | | |
| **Delivery partner:** |  | **Date completed:** |  |
| **Programme title/s:** |  | **Completed by:** |  |
| **Contact Email:** |  | **Contact Telephone:** |  |
| **Website URL:** |  | **Registered Company Number** *(if applicable)* |  |

**Please complete the below and outline your delivery intentions. Please ensure you add clearly the dates, time and venue address and booking details. Following a successful outcome a further document will be sent to confirm these details ready for promotion. Please note until your grant has been formally accepted do not promote your intended provision. *\*If your programme runs across different sites/venues, please provide a separate copy of the table for each site (a separate table has been added underneath as an example)***

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| **CAMP 1 AREA:** | | | | | | | | | | | |
| **Week** | **Day** | **Date** | **Time** | | **Total Hours** | **Brief Description of Activity** | **Target Age Group** | | **Address/postcode for the location of the activity.** | **Area/Ward** | **How to book on**  **(eg telephone, online, email)** |
| **Start** | **Finish** | **Primary**  **(4-11)** | **Secondary**  **(11-16)** |
| *Eg* | *Mon* | *31.7.23* | *10am* | *2.00pm* | *4* | *Football coaching* | *X* | *X* | *The playing fields DN1 3BU* | *Bentley*  *North* | *Call 01302 35XXXX* or online booking: *www.peterrabbit footballacademy.com* |
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| **CAMP 2 AREA:** | | | | | | | | | | | |
| **Week** | **Day** | **Date** | **Time** | | **Total Hours** | **Brief Description of Activity** | **Target Age Group** | | **Address/postcode for the location of the activity.** | **Area/Ward** | **How to book on**  **(eg telephone, online, email)** |
| **Start** | **Finish** | **Primary**  **(4-11)** | **Secondary**  **(11-16)** |
| *Eg* | *Mon* | *31.7.23* | *10am* | *2.00pm* | *4* | *Football coaching* | *X* | *X* | *St martins Secondary School*  *DN12 4AQ* | *Denaby Main*  *South* | *Call 01302 35XXXX* or online booking: *www.peterrabbit footballacademy.com* |
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| **Programme Summary**  **The questions in this section relate to the government’s HAF guidance and their standards for holiday provision.**  **Please provide a detailed summary of the programme/s you intend to deliver over the Summer HAF period. Please note you can only deliver within the Summer School Holidays periods from from Wednesday 26th July to Friday 1st September 2023.** |

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| **Food provision**, Healthy meals: Partners must provide at least one healthy meal a day and must meet the School Food Standards throughout the day, please see the link below. Partner(s) must follow best practice to seek information about the child / young person dietary requirements including allergies.  <http://www.schoolfoodplan.com/actions/school-food-standards/>  **Please describe your food offer and how you will meet the Targeted HAF food provision standards, including:**   * **How your food offer will meet the new requirements of the Food Information Regulations 2014 (Natasha’s Law)** * **What measures are in place to capture and adhere to any dietary requirements or cultural/food preferences, including those associated to allergens** * **What measures you have in place to keep the food either hot until serving or chilled**   **Provide an example of a meal you will serve to demonstrate how you will adhere to the**[**School Food Standards**](http://www.schoolfoodplan.com/wp-content/uploads/2015/01/School-Food-Standards-Guidance-FINAL-V3.pdf)**.**  **If you are making food on site, how will this be done and what processes will be put in place to ensure food safety and quality is maintained:** |
| **Enrichment activities: 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:** |
| **Physical activities: Partners must provide physical activities which meet the Physical Activity Guidelines on a daily basis. Please outline how your project will help participants achieve the** [**recommended 60 minutes of daily physical activity**](https://www.gov.uk/government/collections/physical-activity-guidelines)**:** |
| **Signposting and referrals.** Through the activity sessions**,** Partners 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 would include how you would refer children to appropriate support services if you believe them to be at risk.*  **Please confirm your agreement to participate in this element of the HAF Programme:**  **Yes ☐ No ☐** |
| **Safeguarding;** **please state your understating of Safeguarding and H&S and how this will be implemented in your delivery:** You will be required to submit all quality assurance documentation for due diligence and QA checks by **26th June 2023** in order to be fully compliant. Please note that failure to provide the required compliance documents by this date will mean that we are unable to accept your application on this occasion, but support will be made available for the next programme. If your proposal is successful, you will be sent further instructions from our quality assurance team, which will include a self-assessment and document check list for completion. |
| **Inclusivity and accessiblity***:* **How will you ensure that your programme is inclusive and accessible for all groups, in line with the government’s HAF guidance? For example, this might be through specific staffing or resources to meet additional needs:** |

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| |  |  | | --- | --- | | **Programme Delivery Questions** | **Answer** | | **The targeted delivery areas you must deliver in within Doncaster are listed. Unless you are targeting teenager only provision, if so you can deliver in any area of Doncaster.**  **Please state which targeted area of Doncaster you will be working in.** | * Adwick Le Street/Carcroft * Armthope/Edenthorpe/Kirk Sandall * Balby/Hexthorpe * Bentley/Roman Ridge * Bessecarr/Cantley * Conisbrough * Doncaster Central * Edlington * Hatfield/Dunscroft * Mexborough * Norton/Askern * Rossington/Bawtry * Stainforth/Barnby Dun * Thorne/Moorends * Wheatley/Intake | | **Please sate what age young people will be targeted if outside the targeted area. (please not must be over the age of 11)** |  | | **How many face-to-face hours do you plan to deliver in total?** | *Please ensure that you also provide this detail in the timetable above* | | How many days in total will you be delivering?  *(A minimum of 4 hours per day is required)* |  | | **How many participants do you intend to work with in total throughout the entirety of the programme? (Please be realistic in your predicted numbers)**  *For example: if 1 young person attends all 4 sessions, you would count all their attendance. = 4 total participation* | *Total participation:* | | **Out of the above how many of these will be unique participants?**  *For example: if 1 individual young person attends 4 sessions, you would only count the individual once. =1 unique child* | *Total unique:* | | **What age range/s from 5yrs – 16yrs do you intend to work with?**  (Reception to year 11) including SEND young people with a EHCP up to the age of 25. | *Please not that if delivering sessions to under 11 year olds, you must provide your delivery in one of the targeted areas.* | | **What dates do you plan to deliver between Doncaster’s Summer School Holidays**  **We would also expect that all participating children should benefit from a minimum of 4 hours of face to face delivery per day, tailored to their need** | *Date day 1:*  *Date day 2:*  *Date day 3:*  *Date day 4:* | | **What time will your sessions start and finish?** | *Start time:*  *Finish time:* | | **What areas of Doncaster do you intend to deliver in?** | *Please also ensure that you also provide this detail in the timetable above* | | **Are you planning to work with any other organisations/partners to deliver your programme?**  \*If yes, please name them and state what role they will play in supporting your programme. |  | | **Please enter the total of subcontracted, organisations where applicable here:**  *Total Number of subcontracted organisations / partners. (Not including schools, unless they are providing a resource, venue).* | ***Total:*** | | **What is your business continuity plan in the event of any unforeseen circumstances?**  Eg staff sickness, venue availability |  | |
| ***Please provide a breakdown of how much your programme will cost below.***   |  |  | | --- | --- | |  | **Amount** | | **Please state your organisations costings this should include face to face holiday club provision, holiday club staff, venue costs, activity costs and other costs directly associated with the provision of free holiday club places directly funded by the HAF Programme. (Excluding food and subcontracting costs)** | *Please include* ***your*** *organisations costs.*  ***Total:*** | | **Please state your VCF groups/organisations/ collaborates costings for face-to-face delivery, staff, activity materials or venues. (Your subcontracting costs) Please state N/A if not applicable** | *Please clearly list each individual provider / partner cost.*  ***Total:*** | | **Food costs for the programme** |  | | **Publicity & marketing for the programme** |  | | **Administrative / management cost (no more than 5% of your total cost)** | *No more the 5% of total cost.* ***Total:*** | | **Total costs of your proposed programme (including all costs / sub contracts where applicable). TOTAL COST** | *Please add up the* ***total cost*** *of the delivery and add here.*  ***Total:*** | |

***Please review your proposal ensuring all sections are completed in full before submitting to prevent any delay in processing your application.***

**Please return the fully completed form to** [**HAF@doncaster.gov.uk**](mailto:HAF@doncaster.gov.uk) **for moderation.**