



Holiday Activities and Food (HAF) Programme 2024

Grant application guidance

Background

School holidays can be pressure points for some families. For some children, this can lead to a holiday experience gap, with children from low-income households being:

- less likely to access organised out-of-school activities.
- more likely to experience 'unhealthy holidays' in terms of nutrition and physical health.
- more likely to experience social isolation.

The HAF programme is a response to this issue, with evidence showing that free holiday clubs can have a positive impact on children and young people and that they work best when they:

- provide consistent and easily accessible enrichment activities.
- cover more than just breakfast or lunch.
- involve children (and parents) in food preparation.
- use local partnerships and connections, particularly with the voluntary and community organisation sector.

In 2023, the HAF programme enabled support to be provided to hundreds of thousands of children and their families nationally through the Easter, summer, and Christmas school holidays.

Contact

If you would like any further information or would like to request a meeting to discuss delivering the HAF programme in Buckinghamshire, please email the Buckinghamshire project team at: haf@buckinghamshire.gov.uk

Scope of delivery

The programme will cover the Easter, Summer, and Christmas holidays in 2024.

The programme is for school-aged children from Reception to Year 11 inclusive who receive benefits-related Free School Meals (BRFSM).

Benefits-related free school meals are available to pupils if their parents/carers are in receipt of one of the qualifying benefits, and have a claim verified by their school. Providers may be asked by parents of children in access to universal-infant free school if their children are eligible for the programme, this is not the case.

To better ensure that provision both meets the needs of our FSM families and is accessible for them, holiday places should align as much as possible with FSM distribution by area and age group. For this reason, the decision-making panel will consider where the programme is being delivered and how much money has already been granted to that part of the county.

Please see the Appendix of this document for more information on FSM distribution in Buckinghamshire, along with FSM data maps.

Current priority areas for Buckinghamshire include:

- Aylesbury
 - Aylesbury North
 - Aylesbury North-West
 - Aylesbury South-East
- Wycombe
 - Booker, Cressex and Castlefield
 - Ryemead and Micklefield
 - Abbey
 - West Wycombe
 - Totteridge and Bowerdean
- Haddenham and Waddesdon
- Beaconsfield
- Chesham
- Buckingham and surrounding villages

About HAF programme funding

HAF programmes can provide additional funded places on existing holiday provision as well as commission new activities (either bespoke for HAF or mixed provision models).

Programmes should provide access to holiday activities as follows:

- Operate for a minimum of four hours per day (ideally longer, for example six hours)
 - Organisations delivering provision for those with SEND or those aged 11 to 16 may run for less than 4 hours with approval from Buckinghamshire Council.
- Include enriching activities. We expect providers to provide a balanced programme of activity that allows the child to benefit from a varied experience. For example, if your programme is primarily focussed on sports, that other activities are also included to ensure a varied experience.
- Physical activities. We expect providers to deliver structured physical activities that help children achieve the recommended 60 minutes of physical activity.
- Include a nutritious **hot** meal (cooked on-site or delivered via a caterer) that meets [school food standards](#).
- Include informal learning opportunities relating to food and healthy lifestyles.
- Inclusive and accessible provision to all FSM children including those with SEND.
- Provision offered to all FSM children of statutory school age in Buckinghamshire.
- Provision offered cannot be ringfenced (for example if a school is offering HAF provision, CYP outside of their school can access it)
- Programmes to be operated in line with the [government HAF guidance](#).

- Organisations should set out in their application how they plan to utilise the grant to deliver in line with the government's framework of standards for providers as set out in their HAF guidance.

Buckinghamshire's Funding Expectations

For 2024, Buckinghamshire are introducing guide prices we expect providers to aim for within their applications. These include:

- Primary age and mixed age provision (**£20 - £32.50 per head per day**)
- Secondary age focussed provision (**£25.00 - £37.50 per head per day**)
- Specialist provision that involves specialist equipment and settings (**£37.50 - £50 per head per day**)
- SEND provision (**No Guide Price**)

If you can deliver your programme for less than this amount, you should apply for this.

This programme has limited resources, and we want to enable as many young people as possible to benefit from access. Applications that we deem disproportionately expensive, in relation to similar provision, will be queried.

We would especially welcome applications that provide a high-quality and special experience for attendees with costs relating to experiences or trips separate from the price guides. We will consider every application to assess the proposed programme/activities and the benefits for attendees, taking overall costs into account.

Organisations applying must make clear within their application how they will spend the funds and must evidence value for money against the activities proposed. Organisations can include all relevant costs in their grant application such as transport to allow eligible children to access provision, cost of hot meals which could be via an outsourced caterer, any additional staffing required, venue hire and venue entrance fees if running a day trip.

We will be funding places available, offered, and booked on programmes, not places ultimately taken up. We will therefore expect organisations to develop an effective communications and promotion strategy to help ensure the provision will be promoted effectively with the aim of ensuring that all available places are booked. Providers may be asked to evidence this promotion if they report low attendance rates post-delivery; should the evidence supplied be seen as unsatisfactory, Buckinghamshire Council reserve the right to reduce funding amounts.

Expectations for Buckinghamshire's 2024 programme

We would like provision to provide a wide range of opportunities for eligible children and young people to take part in, that are local to where they live, and are a combination of:

- Face-to-face activities (for example, a holiday club or a day trip) providing a range of activities; for at least four hours per day (but ideally longer than four hours).
- Provision could include 'open access' activities that do not require advance booking, providing that the activity is targeted to geographic areas of highest need for those aged 11 to 16.
- An offer for children and young people who have SEND; this could include more specialist provision that is exclusively for children with SEND.
- A hot food offer (with all food and snacks meeting [school food standards](#)). The hot food offer could be provided through partnering with a local food provider (for example, meals could be delivered in via a contract caterer) or by preparing food on site with the help of the children in attendance (This is preferable). We acknowledge that there will be occasions when a hot food offer is not possible (for example a day trip) and in those circumstances, providers can request our agreement to offer a cold meal alternative. We will not accept applications for those who are unable to confirm they have secured or are in advanced talks with a food provider prior to the review process.
- An element of informal learning at each session that improves participants' knowledge and awareness of healthy eating, healthy lifestyles and positive behaviours. Preferably this would include children and young people being involved in food preparation but could also include games with a focus on food, taste tests, quizzes and even cooking competitions (MasterChef inspired). Alongside these healthy eating activities, providers are expected to include activities that generate discussion around healthy lifestyles and choices. These could include outreach visits, Q&A sessions with guests among others.
- Opportunities to provide children with specific skills through enriching activities; we would encourage organisations to be innovative and creative in the range of activities and opportunities for learning skills that they provide; ensuring they provide a varied and holistic experience.
- 60 minutes of physical activity (This doesn't have to be a sport per say).

Who can access HAF grant funding?

HAF Grant Funding is available to a wide network of organisations including community and voluntary organisations, registered charities, social enterprises, schools, private companies and leisure/coaching/creative providers operating in Buckinghamshire.

Mixed Provision

Mixed provision occurs when some of the total places offered by an organisation are funded separately, for example by fee-paying customers or from another funding pot.

For these applications, we will fully fund any costs that apply only to the HAF-specific places. Funding for other costs (Venue hire or staffing for example) is given on a pro-rata basis according to the proportion of HAF places, for example, venue or staffing costs.

Ofsted Registration

It is Buckinghamshire's preference that where appropriate, providers are Ofsted registered or can show proof they are in the process of becoming Ofsted registered in some way.

If a provider is exempt from Ofsted registration, please detail this in your application.

Providers can find more information on the video linked here produced by our Early Years Service (Childcare) colleagues - https://youtu.be/JcNsrBSEn_A

HAF Providers

- The majority of HAF providers that we have visited over the last few periods have been providing a variety of activities, rather than coaching just one or two.



Documents Needed

As part of the application process, and to confirm your eligibility to receive public money, you will be required to submit copies of current policies and documents including:

- Constitution or governing document in the case of not-for-profit organisations.
- Equalities and Diversity policy and procedures.
- Safeguarding policy and procedures.
- GDPR policy and procedures.
- Health and Safety policy and procedures.
- Public Liability and Employers' Liability Insurance (Proof of £10 million cover for both).
- Accounting or financial information to prove solvency.
- General Risk Assessment

We also recommend that organisations carry out checks with venues they intend to hire for HAF purposes regarding venues' insurance requirements for hiring purposes.

As part of the pre-delivery process, successful providers will have their policies reviewed by the HAF team for any recommendations and requested changes. It is the expectation that these recommendations/changes are made to provider policies and an updated version is submitted to the HAF team upon request. This is a condition of grant funding and payment will not be released until updated policies are received should recommendations or changes be requested.

If successful, we will support providers in the planning of HAF activity programmes, through regular email updates, training opportunities (These are mandatory to attend), information sessions and one to one guidance where needed.

Eligibility criteria

To receive HAF grant funding from us your programme must:

- operate within Buckinghamshire or start and end in Buckinghamshire if the activity is a day trip.
- benefit people who live in Buckinghamshire.
- be inclusive and accessible to every FSM family and have regard to protected characteristics.
- Operate in the longer school holidays (Easter, summer and Christmas)
 - Providers can apply for just one of the above should they wish.

All applications will be assessed against the following criteria. We reserve the right to amend these criteria at any time.

Criteria	
1	<p>Does the programme meet the framework of standards as set out in the government HAF guidance These are:</p> <ul style="list-style-type: none">• Healthy hot food offer (meeting school food standards) We will not accept applications for those who are unable to confirm they have secured or are in advanced talks with a food provider prior to the review process.• Enriching activities that that enable participants to develop new skills, build on existing skills or try new things• Physical activities (meeting Government physical activity guidelines).• Informal nutritional education that improves participants' knowledge and awareness of healthy eating• To deliver sessions that operate for a minimum of four hours a day (ideally longer) unless otherwise agreed.

2	<p>Does the programme deliver against the following HAF outcomes:</p> <p>For participating children:</p> <ul style="list-style-type: none"> • Take part in at least 60 minutes of physical activities. • Take part in enriching activities that vary from the main focus of the provision (for example Arts or Theatre when the provision is sports based), providing the opportunity to develop new skills or knowledge. • Develop an increased awareness of healthy eating and healthy lifestyles through cooking, taste tests, growing fruit and veg, discussions and games. • Be welcomed into an inclusive and social environment. • Be safe and not to be socially isolated. • Be more engaged with school and other local services. • Enjoy a healthy hot meal. <p>For participating families:</p> <ul style="list-style-type: none"> • Develop understanding of nutrition and food budgeting where possible. • Include signposted towards other information and support.
3	<p>Does the applicant set out a clear business plan demonstrating:</p> <ul style="list-style-type: none"> • How the programme will be delivered • Who will benefit? • The timetable • Budget plan for all costs
4	<p>Has the applicant considered risks and developed appropriate mitigations? (excluding legal and compliance which the authority will consider)</p>
5	<p>Sustainability: what consideration has been given to the programme legacy and how children and families might be supported after the programme delivery ends to sustain outcomes</p>
6	<p>Has the applicant provided copies of all required documents to confirm their eligibility to receive public money:</p> <ul style="list-style-type: none"> • Constitution or Governing Document (where applicable) • Most recent Annual Financial Report or set of audited accounts. • Children’s Safeguarding Policy (And accompanying documents) • Equalities and Diversity Policy (And accompanying documents) • Health and Safety Policy (And accompanying documents) • Data Protection Policy (And accompanying documents) • Public Liability and Employers’ Liability insurance certificates (£10 million for both)
8	<p>The amount of funding and number of places already allocated to that part of the county and for the proposed age group, and how organisations intend to target and promote to the eligible groups.</p>
9	<p>Records and performance of HAF delivery within Buckinghamshire and/or elsewhere will be taken into account, if an applicant has delivered HAF programmes previously.</p>

How to apply

The deadline for organisations to submit their application for Easter 2024 funding is **9am on Monday 22 January 2024**.

Organisations can also apply for Easter, summer and/or Christmas 2024 funding on the same application form.

The application process will stay open for summer and Christmas 2024 applications.

- Applications should be submitted together with copies of all requested supporting documents, policies and procedures, by email to haf@buckinghamshire.gov.uk
 - Applications sent in without accompanying documents will not be considered.
- Officers will undertake an initial sense check and organisational due diligence of the application and attachments and may contact you if further information is required for the review process.
- Applications will be reviewed by an officer panel with input from young people aged 13+ for any providers targeting those aged 11+.

Awarding funds

We will review applications and will notify successful applicants within two weeks of the Easter application deadline. We will confirm approval of the application which will be followed by the issue of a grant agreement. The grant agreement will set out the terms and conditions on which the grant is made by the Council to the recipient.

If your programme is awarded HAF grant funding, then delivery planning for the programme must start immediately following confirmation of application approval, ready for activity delivery. Any unspent grant funding may be required to be returned to Buckinghamshire Council within 30 days of the end of the grant period or sooner where required.

How the HAF grant funding will be paid

The Council will pay the HAF grant funding in two instalments, with 70% to be paid before the start of the programme delivery, shortly after signing the grant agreement. The remaining 30% is planned to be paid on satisfactory completion of the programme.

If this arrangement would cause difficulties in planning the programme, please set out more detail in your application for the Council to consider.

Costs that can be included as part of the application

Eligible costs can include anything related to direct delivery expenditure of your programme (for example, resources, staffing, venue hire costs, food, transport costs for eligible children to be able to attend sessions).

We are not able to fund capital aspects of your programme (for example, improvements to the venue, new equipment other than non-reuseable items).

If your programme is also open to non-eligible children, we expect the request for HAF grant funding to only reflect the proportion of your programme that will be targeted at the eligible cohort group. For example, if 40% of your capacity will be for FSM children, 40% of the total provision costs will be eligible for HAF grant funding.

You will be expected to secure funding for non-eligible children through providing paid places or through other sources of funding.

Monitoring the use of grant funding

Before and during programme delivery:

We will require organisations to develop a communications and promotion plan to help ensure the provision is effectively promoted within the delivery local area. Buckinghamshire Council's HAF branding must be used on all promotional materials and content. We reserve the right to require sight of proposed promotional materials before use to ensure appropriate use of HAF branding.

Tasks expected of successful applicants include:

- Cooperation with the grant agreement process (Providing correct details, raising concerns and others)
- Attending of webinars/training for providers.
- Improvement of policies (Where needed)
- Uploading of provision to the booking system and BFIS website before stated deadline.
- Providing of requested documents in the lead up to delivery (Food menu, risk assessments for trips, delivery addresses for HAF materials)
- Promotion of their HAF programme to schools and local families.
- Management of HAF bookings on booking system.
 - Sending reminders to parents and managing no-shows.

HAF training sessions will take place in the lead up to each HAF delivery period; the content of these webinars includes safeguarding, inclusive practice and behaviour management as well as many others. Attendance at the Safeguarding training session is mandatory for providers who are delivering HAF in Buckinghamshire and we require that at least one person from the organisation is represented at each session per venue (Preferably staff working on the ground). For the remaining training sessions, providers can pick and choose between those available on the EYFS Learning and Development webpage [here](#).

We will expect providers to work with us to ensure that we collectively collate a record of the Buckinghamshire HAF programme through the careful use of photos, videos and case

studies (anonymous where required). We will work in accordance with Data Protection legislation and will work with organisations to achieve this and to ensure that we only publish materials where individuals have given their explicit and informed written consent for such use.

During programme delivery across Easter, summer and Christmas 2024, we will carry out a quality assurance visit to all providers' activities. These visits may be either pre-arranged or unannounced.

Centralised Booking System

Buckinghamshire operate with a centralised booking system that parents use to book their children onto HAF clubs. The system is named 'Evouchers' and providers will be required to upload all details of their delivery onto the system ready for parents to view once vouchers are released. The system will then track bookings for providers and produce registers that will need to be submitted after every delivery day.

Providers who have delivered previously will already have access to the system and any new providers will be granted access once funding is approved. They will then receive information on how to use the system from the Evouchers team including video tutorials, online webinars and Q&A sessions if required.

After programme delivery:

After and throughout the delivery period we will require providers to submit their registers on the Evouchers system so the HAF team can accurately record the data needed (Number of children attended, attendance %). The HAF team will perform audits on at least 10% of these data returns every delivery period to ensure right and proper reporting has taken place; they may query any inconsistencies with providers directly.

We reserve the right to request invoices or receipts to evidence that HAF grant funding has been spent for the purposes intended. For the same reason, we reserve the right to audit programme delivery.

We also reserve the right to withdraw any funds or request partial or full repayment of any grant monies provided should we feel a provider had not met any of the funding conditions laid out in the HAF grant agreement and within provider webinars.

We are keen to collect as much feedback as possible from both parents and providers and so if it is possible for providers to create case studies for success stories, they would be encouraged to do this and send them to the HAF team.

Unsuccessful applications

We will inform you if your application is not successful. We anticipate funding many organisations across Buckinghamshire and therefore formal feedback may not be possible for all unsuccessful applications. There is no appeals process for unsuccessful applications.

Exclusions

HAF grant funding is the giving of public money so it is imperative that it is used appropriately. HAF grant funding will not support programmes or activities that cannot evidence how they will meet the identified needs of the target group, children in receipt of benefits-related free school meals.

Furthermore, HAF grant funding cannot be used to fund:

- programmes which are purely research or not for direct, face to face activity delivery
- costs of ongoing staff who are not working directly on the programme – including salaries of permanent or fixed term staff
- costs incurred in preparing the application
- contingency costs including funds to provide a source of income or for fundraising activities
- activities that include political or religious elements
- programmes that take place wholly outside of Buckinghamshire
- VAT that you can recover (Should you wish for further explanation regarding this, please contact the HAF team)
- loans or interest payments
- purchase of alcohol or illegal substances

This list is not exhaustive. You should contact us if you are unclear whether your programme, or elements of your programme, would breach these rules.

Data Protection

As a public body we must adhere to Data Protection Legislation.

As part of the terms of any grants awarded, organisations will be asked to sign a data sharing agreement. Data will be shared with Buckinghamshire Council, the DfE and other organisations, as required and by exception, to facilitate collaborative delivery between activity providers/organisations.

Appendix: Children receiving free school meals in Buckinghamshire

In Buckinghamshire we have approximately 10,160 (Needs updating as does mapping) school age children in Reception to Year 11 who are eligible for benefits-related free school meals. Of these, approximately:

- 6,487 are aged 4 to 11 (primary school age children)
- 3,673 are aged 12 to 16 (secondary school age children)

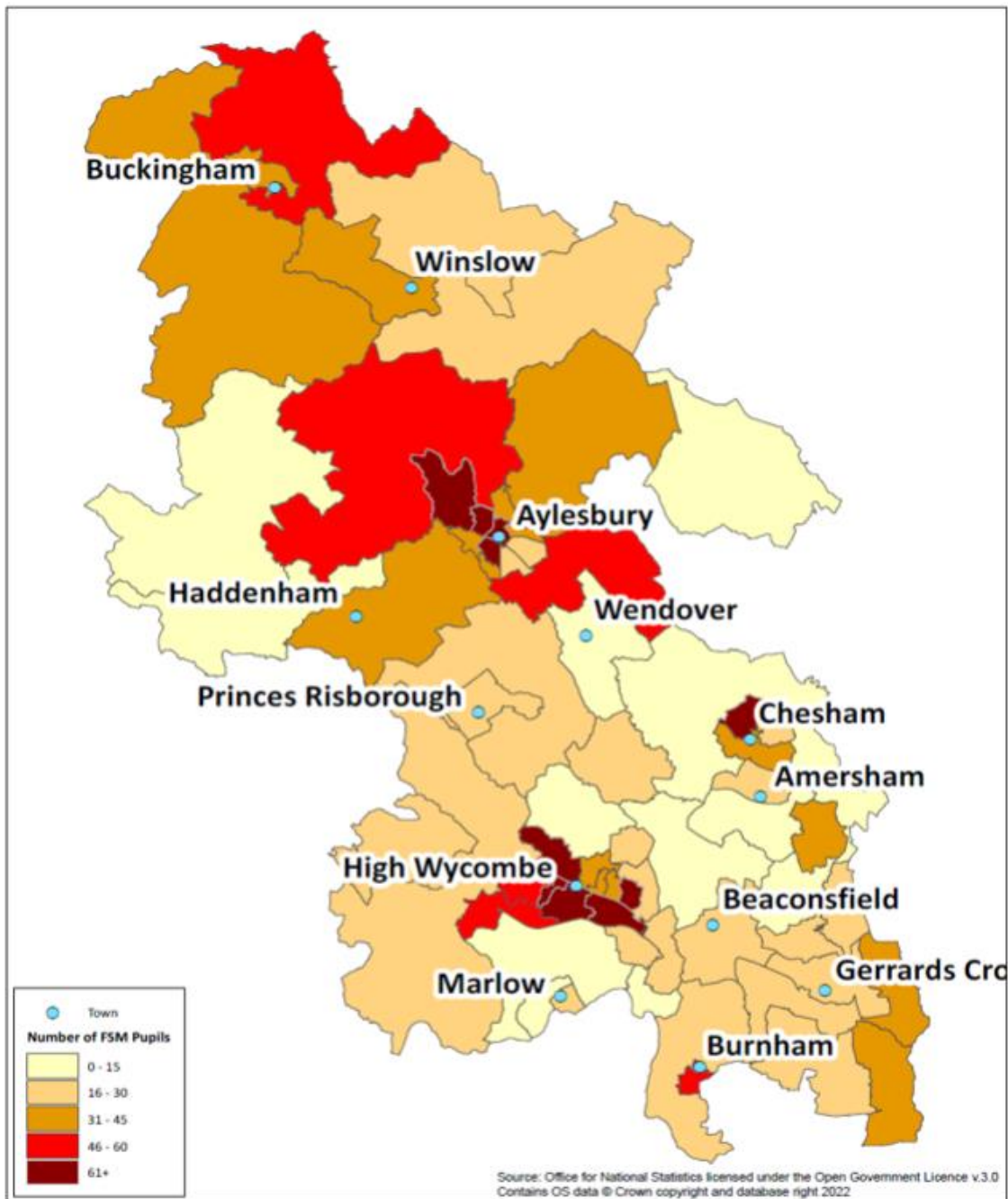
We have carried out a mapping exercise to understand where children receiving free school meals live.

The maps below show where in the county different age groups of children receiving free school meals live.

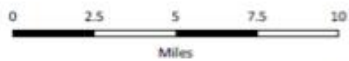
All figures in this section are as of February 2022. Refreshed mapping data will be available in due course and this guidance document will be updated to show the refreshed data.

The maps show FSM distribution by Key Stage age groups:

Key Stage	School years	Child ages
Key Stage 1 pupils	Reception to Year 2	4 to 7
Key Stage 2 pupils	Year 3 to Year 6	7 to 11
Key Stage 3 pupils	Year 7 to Year 9	11 to 14
Key Stage 4 pupils	Year 10 to Year 11	14 to 16



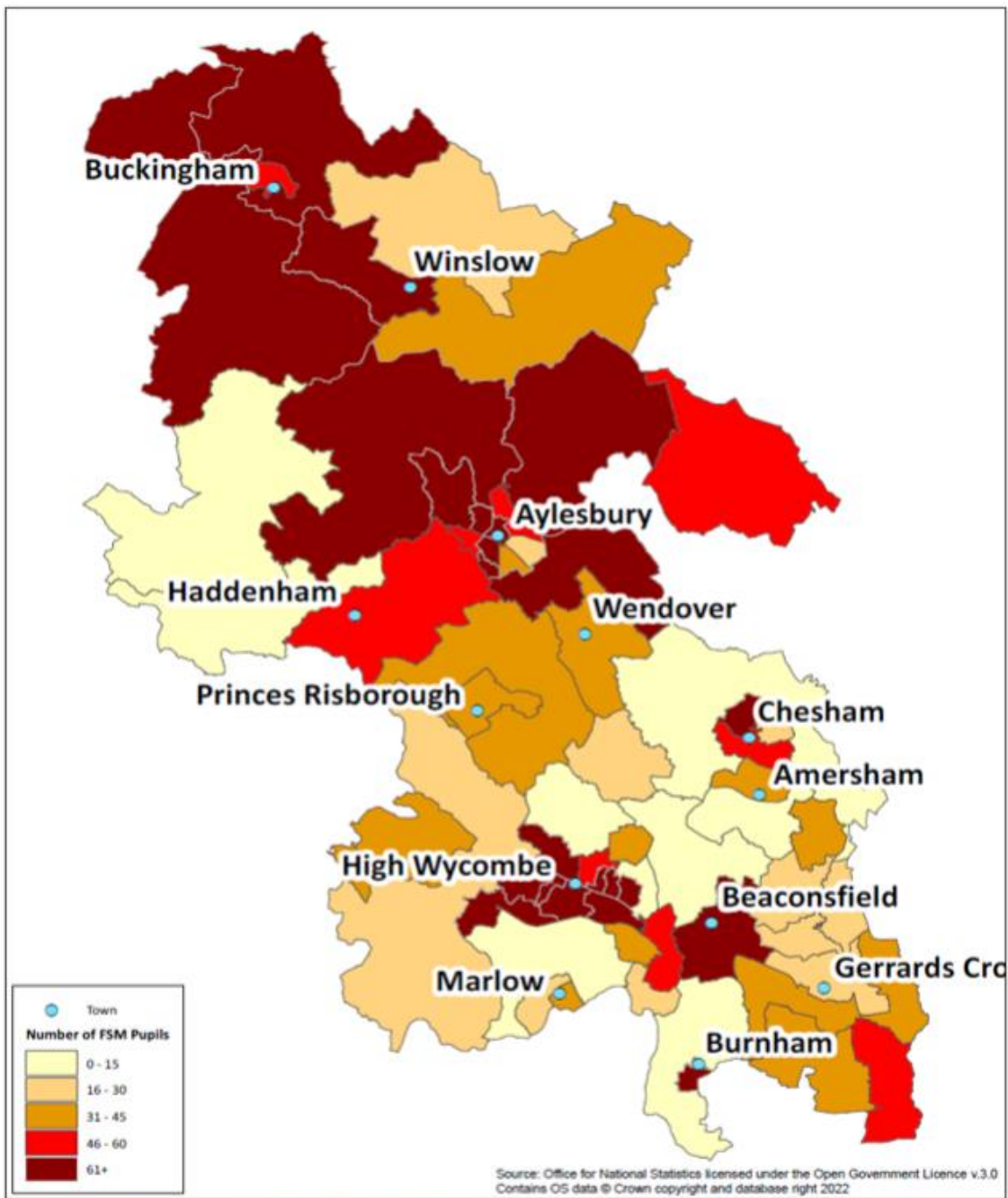
Number of Key Stage 1 Free School Meal Pupils Provided with a Household Support Grant Voucher at February 2022 by Middle Super Output Area



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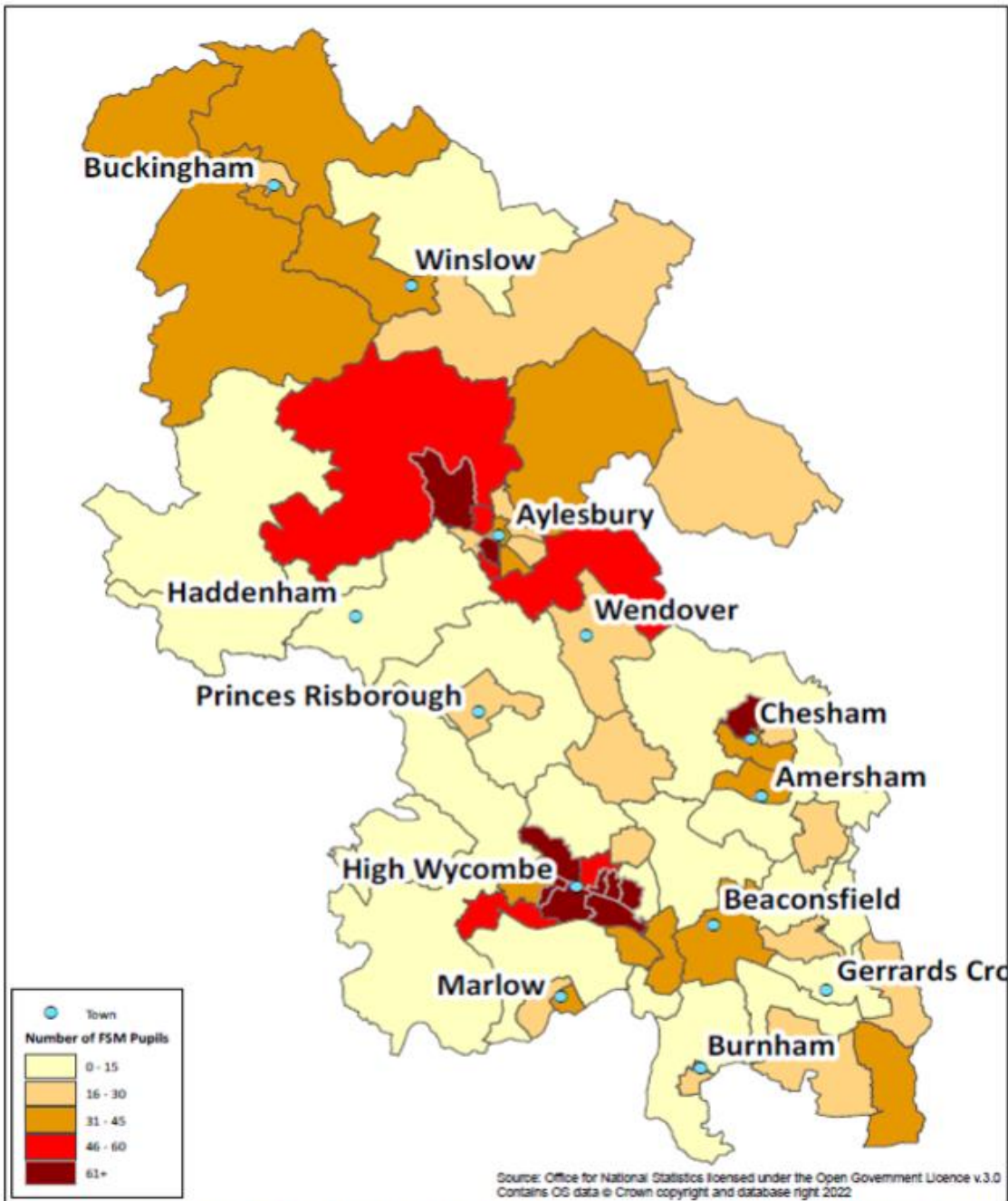
Number of Key Stage 2 Free School Meal Pupils Provided with a Household Support Grant Voucher at February 2022 by Middle Super Output Area



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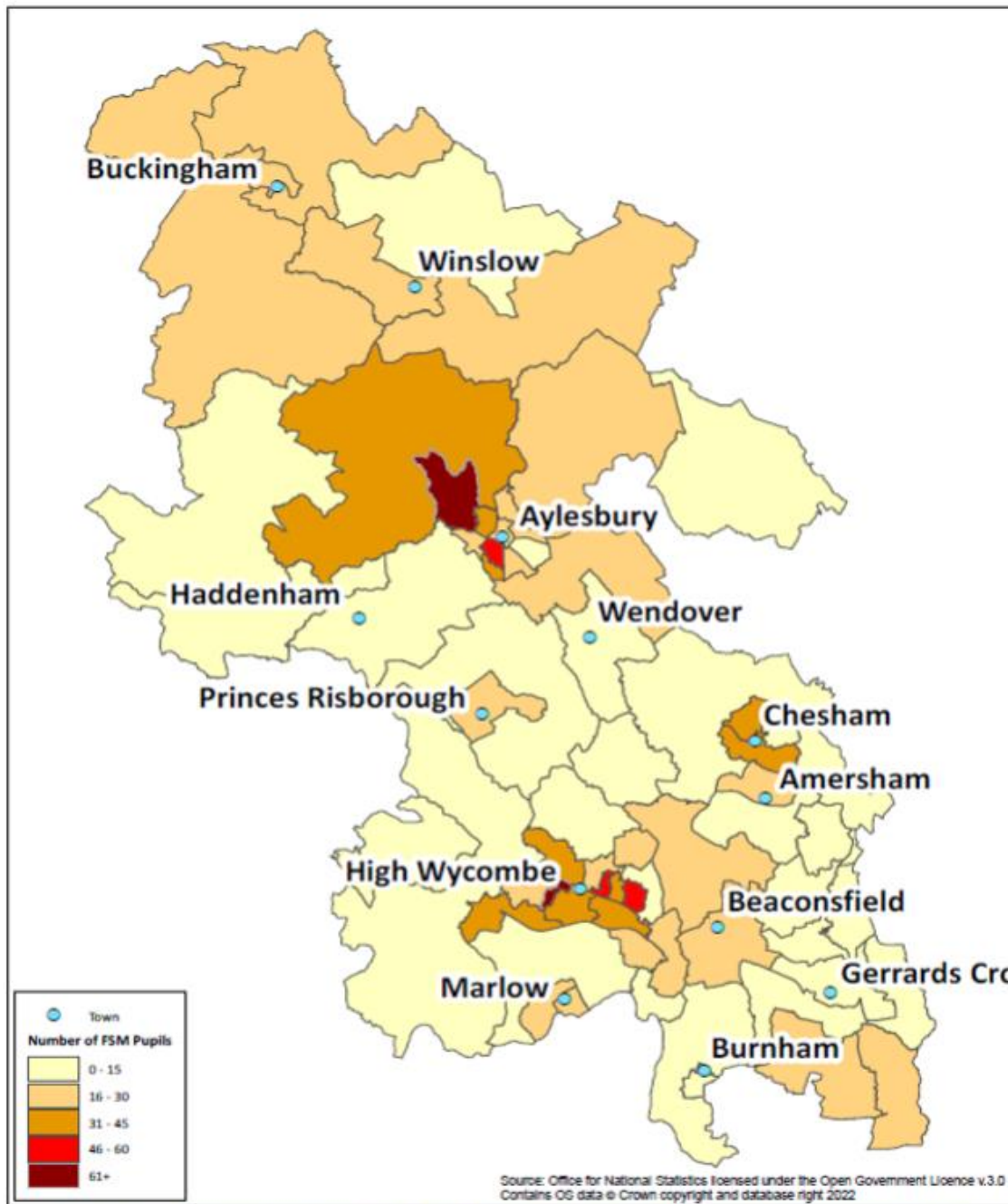
Number of Key Stage 3 Free School Meal Pupils Provided with a Household Support Grant Voucher at February 2022 by Middle Super Output Area



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Number of Key Stages 4 and 5 Free School Meal Pupils Provided with a Household Support Grant Voucher at February 2022 by Middle Super Output Area



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