# **Logo  Description automatically generated**

**Holiday Activities and Food Programme 2024**

**Grant Application Form**

# **Data and Monitoring**

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.

Grants will be monitored by the HAF Programme steering group.

All organisations will be expected to provide post-delivery information as set out by Buckinghamshire Council.

# **Completing the application form**

Please refer to the Application Guidance document on our website when completing this form.

Please contact us if you have any questions about potential delivery or completing the application form at: haf@buckinghamshire.gov.uk

Please complete the application form and email it together with scanned electronic copies of all requested supporting documents, policies and procedures, to haf@buckinghamshire.gov.uk (**We cannot accept applications without the accompanying documents**)

**Buckinghamshire Holiday Activities and Food (HAF) Programme**

**2024 application form**

**Section 1: About your organisation**

**1.Lead organisation’s name**

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**2.Contact name**

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**3.Telephone number**

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**4.Email address**

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**5.Website URL**

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**6.Registered address line 1**

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**Registered address line 2**

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**Registered address line 3**

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**Postcode**

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**6.Please tick the option that applies to your organisation:**

* Community/Voluntary Sector Group
* Not-for-profit company
* Social Enterprise
* Registered Charity
* Constituted Group
* Private Company
* School or educational setting

**7.Please provide a short description of your organisation.**

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**8.Do you have a written governing document that is formally approved by your management committee / board of trustees / governing body?**

* Yes
* No
* Not applicable (in the case of a private company)

**9.Please give the registration number of any official bodies you are registered with:**

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| Charities Commission:Companies House:Other (please state): |

**10. Does the organisation hold Ofsted registration?**

* Yes
* No

**11. If YES please give the Ofsted registration number for each site you intend to operate from. If you are in the process of registering, please inform us of your progress.**

Site Name and Address –

Ofsted Registration Number –

Type of Register –

*Repeat where needed.*

**12. If NO please state the reason for exemption. (More information on reasons for exemption can be found** [**here**](https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions)**).**

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**13.Please provide the full names and email addresses of those persons who are authorised by the organisation to sign and execute a deed on the organisation’s behalf.**

**For example, this may be two Directors, or a Director and Company Secretary.**

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**14.Does your management committee/ board of trustees / governing body have at least three unrelated people?**

* Yes
* No
* Not applicable (in the case of a private company)

**15.Are the majority of the members of your management committee/ board of trustees / governing body unpaid?**

* Yes
* No
* Not applicable (in the case of a private company)

**16.Does your organisation have a bank account that requires at least two people who are not related to each other to sign each cheque or withdrawal?**

* Yes
* No

**17.Please provide the banks details for the account any grant funding would need to be paid into and a preferred delivery address for HAF materials if different from the companies registered address.**

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| Bank Details –Address –  |

**18.Does your organisation have at least £10 million cover for both Public Liability and Employers’ Liability insurances for the programme you are delivering; or that if successful you will put both the required levels of cover in place and submit insurance certificates before the delivery commences?**

* Yes
* No

**19.Is the organisation able to provide the necessary accounting or finance information; such as one year of accounts submitted to the Charities Commission or Companies House?**

* Yes
* No

**20.Has your organisation received other funding from Buckinghamshire Council in the last year?**

* Yes
* No

If yes, how much and for what purpose?

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**Section 2: HAF programme delivery**

**21. Which holiday periods are you applying to deliver in? Tick all that apply.**

**You will provide details of the programmes in the appendices of this form.**

**The duration of your provision can be flexible and individual providers do not need to cover all dates that the programme runs.**

**☐ Easter 2024 – 1 April to 12 April**

**☐ Summer 2024 – 24 July to 3 September**

**☐ Christmas 2024 – 23 December to 3 January**

**22.Outline your experience of providing similar activities for children and young people:**

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**23 We will require providers to use the Evouchers booking system for all HAF bookings. Is this an issue for your organisation? If so, Why?**

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**24. We will require organisations submit registers on time as part of the reporting process through the booking system, how will you ensure these are maintained and uploaded before the deadline?**

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**25.Have you approached another local authority or grant awarding body for HAF programme funding for 2024?**

* Yes
* No

**If yes,** please give details.

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**26.DBS check declaration**

I confirm that all delivery staff will hold a current Disclosure and Barring Service (DBS) check and that I am not aware of any reason they should not work with children and young people.

* Yes
* No

**27. Will you be using volunteers to support your programme delivery?**

* Yes
* No

**If yes, please complete this DBS declaration if your volunteers will be regularly assisting delivery:**

☐ I confirm that relevant volunteers will hold a current DBS check and that I am not aware of any reason they should not support children and young people on this programme.

**26.Please list the organisations DSL’s (Minimum of 2) and their contact details.**

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**27.Please outline your procedure for child drop-offs and collections.  You may have different procedures according to the age of the child.**

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**29.Please detail your procedure for managing children who need their medication on site, for example labelling of medication. Please also outline your procedure with respect to children who are reliant on Epipens.**

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**30.When did your staff last receive medical training? How often is training refreshed for staff? What areas does training cover? How many staff on site will have first aid training?**

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**31.What risks associated with your programme have you considered and what measures have you developed to minimise these?**

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**32.How will you monitor the programme? What are the key milestones with which you might measure the success of your programme?**

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**32. How will you manage ‘no-shows’ at your provision? How will you engage with families who repeatedly do not attend booked places? The Evouchers booking system allows providers to cancel the bookings of children and young people who repeatedly no-show, will you make use of this?**

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**33. How will you effectively market your provision and what work will you do to partner with schools? If you already hold relationships with schools in Buckinghamshire, please list them below.**

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**34. With the HAF programme entering its final year of funding, what work has been done to ensure this programme could be sustainable should the HAF funding not be extended for a longer period? And have you considered other funding pots help bolster delivery or maintain longevity?**

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**Section 3: HAF programme framework of standards**

**The questions in this section relate to the government’s HAF guidance and their standards for holiday provision.** [**These are available at** **this weblink**](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021#standards-for-holiday-provision)**.**

**Please** **refer to the framework of standards to ensure you understand the programme requirements.**

**A.Food provision**

**31.Please describe your food offer and how you will meet the 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?**

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**B.Enrichment activities**

**32.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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**C.Physical activities**

**33.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)**.**

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**D. Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours**

**34. Outline your programme’s approach to increasing awareness of healthy eating, healthy lifestyles, and positive behaviours. Healthy eating can include things such as getting children involved in food preparation, growing fruit and vegetables and taste tests. We also expect providers to create opportunities for children and young people to learn about healthy lifestyles and exercise. This could be done through discussion opportunities or variation of activities.**

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**E.Food education for families and carers (Not mandatory)**

**35.Outline how your scheme could support Buckinghamshire Council to include a weekly food education session for parents, carers, or other family members. The weekly session could be, for example, children and their families being invited to a short session run on-site by an external provider on preparing and cooking nutritious and low-cost family meals.**

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**F.Signposting and referrals**

**36.Through the activity sessions, organisations will need to signpost or make referrals to other services and support that would benefit the children who attend the programme and their families. Buckinghamshire Council will support providers to do this.**

**Please confirm your agreement to participate in this element of the HAF Programme:**

**Yes ☐ No ☐**

**G.Policies and procedures – accessibility and inclusiveness**

**37.Outline your experience of providing similar activities for children and young people in receipt of FSM and how you will avoid creating any stigma of participants from low-income families accessing free provision.**

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**38.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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**40.It is important that youth voice is considered when developing provision for those aged 11-16. If you are delivering for this age range, what work have you done to consider the opinions of the young people you are targeting with regards to what they would like provision to look like?**

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**Section 5: Declarations**

For the purposes of Buckinghamshire Council’s due diligence checks, I understand that I will be required to provide evidence that my organisation is eligible to receive public money and I will provide this evidence on request.

* Check box

I understand that Buckinghamshire Council may require further information about my programme and I will provide this on request.

* Check box

I understand that if my programme is awarded funding I will be required to complete/provide level 2 food safety certificates, allergy awareness training certificates and provide proposed hot food menus for review, when requested and prior to the activity start date.

* Check box

I understand that if my programme is awarded funding I will be required to confirm that all participating staff members and/or volunteers are DBS checked and will provide documentation of this on request.

* Check box

I understand that if my programme is awarded funding Buckinghamshire Council reserves the right to carry out spot check monitoring visits to holiday clubs during the delivery period.

* Check box

I understand that if my programme is awarded funding I will be required to accept Buckinghamshire Council’s Conditions of Grant Aid before any funding is released.

* Check box

I understand that if my programme is awarded funding I will be required to report on the progress of the programme delivery, outcomes and impacts my programme achieves.

* Check box

I understand that Buckinghamshire Council reserves the right to request financial information or audit the delivery of my programme to ensure public money is used for the purposes intended, and I confirm that I will co-operate fully with that process.

* Check box

I understand that if my programme is awarded funding, my organisation will be required to have at least one representative attend each HAF webinar to be run in advance of delivery periods.

* Check box

Signature

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Print Full Name

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Date

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**Please send the following required documents with your application to evidence meeting HAF programme minimum operating standards:**

* Constitution or Governing Document (where applicable)
* Most recent Annual Financial Report or set of audited accounts.
* Children’s Safeguarding Policy (Accompanying policies including Safer Recruitment, Whistleblowing and E-Safety if separate)
* Equalities and Diversity Policy (Accompanying Complaints Policy if separate)
* Health and Safety Policy
* Data Protection Policy
* Public Liability and Employers’ Liability insurance certificates (£10 million cover for both) \*
* General Risk Assessment for Provision

\*Please note we cannot accept proof of ‘Minimum of £5million’ we will need proof of £10 million cover.

**Appendix A: Easter/Spring 2024 delivery**

**1.How many locations/sites will delivery take place at?**

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**2.Please list all delivery site addresses with postcode.**

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**3.Please summarise your HAF programme and what it will deliver.**

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**4.What will the staff: child ratios be for your programme? How will you deal with CYP who may need tighter ratios?**

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**5.Will you be taking participants offsite?**

**If yes, please provide details below.**

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**6.Is your programme exclusively for children and young people with SEND?**

* **Yes**
* **No**

**7.If your programme is not exclusively for children/young people with SEND, tell us how you are making the activities inclusive. If you will offer alternative activities, what are they? Do you have the capability to offer 1:1 support?**

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**8.Please provide the breakdown of provision:**

**If this differs across different sites, please provide a separate copy of the table for each site.**

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| --- | --- |
| **Dates of proposed delivery (from and to)** |  |
| **Total number of programme delivery days** |  |
| **Hours per child per day** |  |
| **Programme start time and finish time** | Start time:Finish time: |
| **Age range of HAF participants that your programme can accommodate** | Min. age:Max. age: |
| **Number of daily HAF places available** |   |
| **Total number of HAF places available on the programme (number of days x daily HAF places)** |  |
| **Number of daily places funded by other sources (e.g. paid for places)** |  |

**9.Food provision: What meals will you be providing as part of your HAF project?**

☐ Breakfast

☐ Lunch

☐ Tea/dinner

☐ Snacks

**10.Will you be using an external food provider?**

**☐ Yes**

**☐ No**

**If yes, please provide the name/website of the food provider/organisation and the weblink to their food hygiene inspection rating (this must be between 3 and 5). Ratings are available at** [**https://ratings.food.gov.uk/**](https://ratings.food.gov.uk/)**:**

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.

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**11.Programme budget: Please provide below your total budget for the programme. If this differs across different sites, please provide a separate copy of the table for each site.**

**Please note that the guide prices for costs are:**

**-** Primary age and mixed age provision **(£20 - £32.50 per head)**

**-** Secondary age focussed provision **(£25.00 - £37.50 per head)**

**-** Specialist provision that involves specialist equipment and settings **(£37.50 - £50 per head)**

**-** 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 other provision, will be queried and may not be successful.

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| **Budget item** | **Budget (£)** | **Brief description / breakdown** |
| Staffing | £ |   |
| Facilities/venue | £ |   |
| Equipment/resources | £ |   |
| External providers | £ |   |
| Food provision | £ |   |
| Marketing and promotion | £ |   |
| Other (Admin costs etc.)  | £ |  |
| **TOTAL BUDGET** | **£** | **This value represents the amount of HAF funding being applied for.**  |
| **Cost per place** | **£** |  |

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| --- | --- | --- |
| **Trip Costs (If applying)**  | **Budget (£)** | **Brief description / breakdown** |
| Transport | £ |   |
| Tickets or Passes | £ |   |
| Food provision | £ |   |
| **TOTAL BUDGET** | **£** | **This value represents the amount of HAF funding being applied for.** |

\*Additional information can be found in Buckinghamshire’s HAF guidance here (Link)

**Appendix A: Summer 2024 delivery**

**1.How many locations/sites will delivery take place at?**

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**2.Please list all delivery site addresses with postcode.**

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**3.Please summarise your HAF programme and what it will deliver.**

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**4.What will the staff: child ratios be for your programme? How will you deal with CYP who may need tighter ratios?**

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**5.Will you be taking participants offsite?**

**If yes, please provide details below.**

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**6.Is your programme exclusively for children and young people with SEND?**

* **Yes**
* **No**

**7.If your programme is not exclusively for children/young people with SEND, tell us how you are making the activities inclusive. If you will offer alternative activities, what are they? Do you have the capability to offer 1:1 support?**

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**8.Please provide the breakdown of provision:**

**If this differs across different sites, please provide a separate copy of the table for each site.**

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| **Dates of proposed delivery (from and to)** |  |
| **Total number of programme delivery days** |  |
| **Hours per child per day** |  |
| **Programme start time and finish time** | Start time:Finish time: |
| **Age range of HAF participants that your programme can accommodate** | Min. age:Max. age: |
| **Number of daily HAF places available** |   |
| **Total number of HAF places available on the programme (number of days x daily HAF places)** |  |
| **Number of daily places funded by other sources (e.g. paid for places)** |  |

**9.Food provision: What meals will you be providing as part of your HAF project?**

☐ Breakfast

☐ Lunch

☐ Tea/dinner

☐ Snacks

**10.Will you be using an external food provider?**

**☐ Yes**

**☐ No**

**If yes, please provide the name/website of the food provider/organisation and the weblink to their food hygiene inspection rating (this must be between 3 and 5). Ratings are available at** [**https://ratings.food.gov.uk/**](https://ratings.food.gov.uk/)**:**

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.

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**11.Programme budget: Please provide below your total budget for the programme. If this differs across different sites, please provide a separate copy of the table for each site.**

**Please note that the guide prices for costs are;**

**-** Primary age and mixed age provision **(£20 - £32.50 per head)**

**-** Secondary age focussed provision **(£25.00 - £37.50 per head)**

**-** Specialist provision that involves specialist equipment and settings **(£37.50 - £50 per head)**

**-** 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 other provision, will be queried and may not be successful.

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| **Budget item** | **Budget (£)** | **Brief description / breakdown** |
| Staffing | £ |   |
| Facilities/venue | £ |   |
| Equipment/resources | £ |   |
| External providers | £ |   |
| Food provision | £ |   |
| Marketing and promotion | £ |   |
| Other (Admin costs etc.)  | £ |  |
| **TOTAL BUDGET** | **£** | **This value represents the amount of HAF funding being applied for.**  |
| **Cost per place** | **£** |  |

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| **Trip Costs (If applying)**  | **Budget (£)** | **Brief description / breakdown** |
| Transport | £ |   |
| Tickets or Passes | £ |   |
| Food provision | £ |   |
| **TOTAL BUDGET** | **£** | **This value represents the amount of HAF funding being applied for.** |

\*Additional information can be found in Buckinghamshire’s HAF guidance here (Link)

**Appendix A: Chritsmas 2024 delivery**

**1.How many locations/sites will delivery take place at?**

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**2.Please list all delivery site addresses with postcode.**

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**3.Please summarise your HAF programme and what it will deliver.**

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**4.What will the staff: child ratios be for your programme? How will you deal with CYP who may need tighter ratios?**

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**5.Will you be taking participants offsite?**

**If yes, please provide details below.**

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**6.Is your programme exclusively for children and young people with SEND?**

* **Yes**
* **No**

**7.If your programme is not exclusively for children/young people with SEND, tell us how you are making the activities inclusive. If you will offer alternative activities, what are they? Do you have the capability to offer 1:1 support?**

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**8.Please provide the breakdown of provision:**

**If this differs across different sites, please provide a separate copy of the table for each site.**

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| --- | --- |
| **Dates of proposed delivery (from and to)** |  |
| **Total number of programme delivery days** |  |
| **Hours per child per day** |  |
| **Programme start time and finish time** | Start time:Finish time: |
| **Age range of HAF participants that your programme can accommodate** | Min. age:Max. age: |
| **Number of daily HAF places available** |   |
| **Total number of HAF places available on the programme (number of days x daily HAF places)** |  |
| **Number of daily places funded by other sources (e.g. paid for places)** |  |

**9.Food provision: What meals will you be providing as part of your HAF project?**

☐ Breakfast

☐ Lunch

☐ Tea/dinner

☐ Snacks

**10.Will you be using an external food provider?**

**☐ Yes**

**☐ No**

**If yes, please provide the name/website of the food provider/organisation and the weblink to their food hygiene inspection rating (this must be between 3 and 5). Ratings are available at** [**https://ratings.food.gov.uk/**](https://ratings.food.gov.uk/)**:**

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.

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**11.Programme budget: Please provide below your total budget for the programme. If this differs across different sites, please provide a separate copy of the table for each site.**

**Please note that the guide prices for costs are:**

**-** Primary age and mixed age provision **(£20 - £32.50 per head)**

**-** Secondary age focussed provision **(£25.00 - £37.50 per head)**

**-** Specialist provision that involves specialist equipment and settings **(£37.50 - £50 per head)**

**-** 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 other provision, will be queried and may not be successful.

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| **Budget item** | **Budget (£)** | **Brief description / breakdown** |
| Staffing | £ |   |
| Facilities/venue | £ |   |
| Equipment/resources | £ |   |
| External providers | £ |   |
| Food provision | £ |   |
| Marketing and promotion | £ |   |
| Other (Admin costs etc.)  | £ |  |
| **TOTAL BUDGET** | **£** | **This value represents the amount of HAF funding being applied for.**  |
| **Cost per place** | **£** |  |

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| **Trip Costs (If applying)**  | **Budget (£)** | **Brief description / breakdown** |
| Transport | £ |   |
| Tickets or Passes | £ |   |
| Food provision | £ |   |
| **TOTAL BUDGET** | **£** | **This value represents the amount of HAF funding being applied for.** |

\*Additional information can be found in Buckinghamshire’s HAF guidance here (Link)