

**Holiday Activity & Food (HAF) Programme – Full Application 2022/23**

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| 1. **Initial requirements**
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| 1.1 | As a new provider to HAF have you spoken to the Solihull HAF Team regarding your interest to become a provider? | Yes – Proceed to Section 2 |
| No – You are unable to complete an application at this current time. Please contact HAFSolihull@Solihull.gov.uk for further advice |

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| 1. **About your organisation:**
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| 2.1 | Organisation Name: |  |
| 2.2 | Organisation Address: |  |
| 2.3 | Main Contact Name:  |  |
| 2.4 | Telephone Number: |  |
| 2.5 | Email Address: |  |
| 2.6 | Organisation type: |  |
| Company (include company number)If Ofsted Registered please confirm detailsCharity (include charity number)Other (please state) |  |
| 2.7 | Annual income in last financial year’s accounts(Accounts will be required if you are requesting any form of upfront payment prior to completing all agreed activities. In all cases accounts should be made available on request) |  |
| 2.8 | For the purpose of State Aid, can you confirm all other grants received in the previous three years. |  |
| 2.9 | Are you currently receiving funding from Solihull MBC to provide a service via a contract or grant agreement? If yes, please provide details | Yes – Please specify |
| No |
| 2.10 | Will you be working in partnership with another organisation to deliver your project?If yes, please provide details about how the partnership is organised and managed, including which organisations are involved, how risks, resources and decisions are shared between the organisations in the partnership. Please note that you may be required to provide us with copies of any formal documents concerning the partnership and the organisations involved in it. | Yes – Please specify |
| No |

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| 1. **Your Holiday Offer:** Please tell us about your offer.
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| 3.1 | Which of the following HAF Framework Standards will you be able to provide (tick all that apply)? |
| * Enriching Activities for children and young people [ ]
* Physical Activities children and young people [ ]
* Food (a healthy meal) [ ]
* Nutritional Information to children and young people [ ]
* Food education for families, parents, and carers [ ]
* Signposting and referrals between agencies and providers [ ]
 |
| 3.2 | Please provide details of the location/s and/or venue of your activity (including post codes)?If you are planning to organise days out or trips please provide details of pick up points. This will help us to understand if there are any geographical gaps for children across the borough to access the offers.Venues must be confirmed and secured. |
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| 3.4 | Please indicate the age ranges of the children and young people that you are aiming your provision at.5-7 Years (KS1) [ ] 7-11 Years (KS2) [ ] 11-14 Years (KS3) [ ] 14-16 Years (KS4) [ ]  |
| 3.5 | Please tell us who your HAF provision is aimed at. For example, is your provision exclusive to HAF children, exclusive to any other specific groups/needs, or open for all children to attend? |
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| 3.6 | Please provide details of the start and finish times of your sessions? The HAF minimum requirement is for 1 x 4 hour session. Please get in touch if you feel you are unable to meet this requirement. |  |
| 3.7 | Please select the holiday period you would like to apply for: |
|  | Easter 2023 [ ]  Maximum of 4 sessions at EasterSummer 2023 [ ]  Maximum of 16 sessions at Summer |

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| 1. **Number of places available**
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| 4.1 | Please complete the table below, this information should be based on the number of places you have made available **per session.*** Eligible FSM = school children and young people aged 5 to 16 who are in receipt of benefits-related free school meals.
* Non-FSM eligible = This group of children are sometimes referred to as vulnerable or additional needs. It includes, but is not limited to, children and young people living in poverty, young carers, with special educational needs or disabilities, being supported by children’s services or social services, or being educated through alternative provision etc. These places can be HAF funded but must only account for 15% of your total costs.
* SEND or Non-SEND
* Other –if you have children attending who have been funded by another source
* Other – parent-paid-for-places – if you have children attending where parents/carers have paid for their attendance
 |
| **Estimated numbers per session:****Count each child once** | **Primary-aged** | **Secondary-aged** |  |
| Eligible FSM & Non-SEND | 0 PLACES | 0 PLACES | Total HAF funded places 0 |
| Eligible FSM & SEND | 0 PLACES | 0 PLACES |
| Non-FSM & non-SEND | 0 PLACES | 0 PLACES |
| Non-FSM & SEND | 0 PLACES | 0 PLACES |
| Other – funded from another source | 0 PLACES | 0 PLACES |  |
| Other – parent-paid-for-places | 0 PLACES | 0 PLACES |  |
| TOTAL number of places per session | **0 PLACES** | **0 PLACES** |  |
| 4.2 | If you have added other children into the table above, how do you intend to fund the places of children who are not HAF funded?  |
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| 1. **Enriching and Physical Activities**
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|  | Providers should aim to deliver a rich and varied mix of fun, enriching and physical activities which are age appropriate. The activities on offer should provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. This could include physical activities such as football, table tennis, cricket; creative activities such as putting on a play, junk modelling, drumming workshops; or experiences such as a nature walk, visiting a city farm etc. |
| 5.1 | Please provide brief details of the activities that will be on offer during your sessions. |
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| 1. **Food Provision**

See Guidance for School Food Standards Guidelines. |
| 6.1 | Providers must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the club (including snacks) must meet school food standards. Our expectation is that the majority of food served by providers will be hot, however, we acknowledge that there will be occasions when this is not possible and that a cold alternative should be used. All food provided as part of the programme must comply with regulations on food preparation and take into account allergies and dietary requirements and preferences as well as any religious or cultural requirements for food. All food provided will need to meet school food standards. If you are unable to provide food yourselves then we do encourage you to work with local food suppliers to offer this element of the programme. Please indicate if you need further support with making these connections.Please indicate your position with food provision:

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| I will be working in partnership with a third-party food provider to deliver the food element of the HAF Programme. (Please provide details below 6.2) |  |
| I can provide, in-house, at least one meal that meets the School Food Standards to children and young people who access each holiday session. (Please provide details below 6.2) |  |
| I will need further support to make connections with a food supplier to provide food during my sessions (Go to Section 7) |  |

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| 6.2 | Please provide details of the supplier, and meal or menu choices which you will provide and how these meet the school food standards.  |
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| 6.3 | If you are NOT intending to provide hot meals for children and young people attending your holiday offer, please explain why?  |
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| 6.4 | Do you hold hygiene certificates and risk assessments for the preparation of food? | Yes |
| No |
| N/A – I am not providing food myself |
| 6.5 | Good practice suggests that children who are not eligible for HAF funding and attending the same provision, should also be given the option of a healthy meal, as those who are. Please tell us how you plan to make sure that all children are offered a healthy meal and also how you will cover the cost of this for non-HAF children. |
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| 1. **Nutritional Information for Children**

See Guidance for School Food Standards Guidelines. |
| 7.1 | Providers should include an element of nutritional information each day aimed at improving the knowledge and awareness of healthy eating and nutrition for children. These do not need to be formal learning activities and could for example include activities such as getting children involved in food preparation and cooking, growing fruit and vegetables, and taste tests. If you are unable to provide this information yourselves then we do encourage you to work with other organisations to offer this element of the programme. Please indicate if you need further support with making these connections.Please indicate your position with providing nutritional information:

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| I will be working in partnership with a third-party organisation or public health to deliver the nutritional information element of the HAF Programme. (Please provide details below 7.2) |  |
| I can provide my own information, advice and education about healthy eating and nutrition, which is consistent with SMBC Public Health guidance.(Go to 7.2) |  |
| I will need further support to make connections to provide this information, education and advice about healthy eating and nutrition during my sessions. (Go to section 8) |  |

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| 7.2 | Please provide details of how you will be delivering this element of the programme. Also include how will you ensure the information and resources concerning healthy eating and nutrition are consistent with SMBC Public Health guidance? |
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| 1. **Food information for Families, Parents and Carers**
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|  | Food education for families, parents and carers is not mandatory but we encourage you to include this on your programme. This can include advice or practical sessions for parents, carers or other family members which provides advice on how to source, prepare and cook nutritious and low-cost food.  |
| 8.1 | Please provide details if you will be delivering this element of the programme.  |
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| 1. **Signposting and Referrals**
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|  | We encourage providers to work in partnership with schools, agencies and other organisations to develop two-way communication and referral routes. This will ensure that children who are eligible or in need of a place are given the opportunity to attend. It also allows providers to offer information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families.  |
| 9.1 | If you are working directly with schools to gain referrals or promote to eligible children, then please tell us which schools you are working with? |
| Schools: |
| 9.2 | Please tell us about partnership working with any other agencies and organisations to support referrals and signposting, such as;* Children’s Services or Family Support Services,
* CAMHS,
* CASB
* Food Bank Network
* School Nurses, speech and language, occupational therapists or other healthcare practitioners
* Housing Support Officers
* Jobcentre Plus
* Organisations providing financial education
* Other VCS organisations supporting local children and families
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| 9.3 | What other actions will you be taking to promote your offer to eligible children and young people and maximise their participation in your holiday offer?  |
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| 9.4 | Please tell us if you would like further support to access some of the organisations outlined above, to establish communications and referral routes: |
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| 1. **Inclusion**
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|  | As per the Equality Act (2010) and the Public Sector Equality Duty (2011), it is expected that all holiday provision will be accessible to children and young people with special educational needs, disabilities, vulnerable or with additional needs. As there are a range of needs across the borough, the local authority will be working in partnership with experienced providers to develop a training package to support accessibility. Where necessary, the local authority is also investigating the option of having additional support staff for those providers that need it, depending on the children who attend.  |
| 10.1 | If known, please provide details of the specific group and their needs who will be accessing your provision? |
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| 10.2 | What reasonable adjustments will you be making to your offer and/or venue to increase accessibility for and the inclusion of these children and young people? |
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| 10.3 | Will you require additional funding for increased staff ratios and/or one to one support? Please provide details of these costs.  | Yes/No |
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| 10.4 | What actions will you be taking to promote your offer to children and young people with special educational needs or disabilities, in order to maximise their participation in your holiday offer? Please include details of your communication and engagement with relevant services and parents. |
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| 10.5 | Please provide details of experience, training and/or qualifications held by staff supporting the holiday offer, which are relevant to supporting children and young people with special educational needs, disabilities, or in need of additional support. |

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| 1. **Eligibility, Data and Monitoring**

**The unique codes, names, dates of birth, postcodes and schools of children and young people participating in your holiday offer will need recording and sharing with SMBC** |
|  | For children to receive a HAF funded place they must meet one of the following criteria:1. In receipt of benefit related free school meals (FSM) (Not universal free meals which offers free school meals to all pupils in reception, year 1, and year 2). Children who are eligible and go to school in Solihull will all receive a letter which shows eligibility on to the scheme. This must be seen by providers prior to booking or before children attend their first session.
2. Or be identified as being in need of a place because of additional needs or vulnerabilities such as children and young people living in poverty, with special educational needs or disabilities, being supported by children’s services or being educated through alternative provision. These children must be identified and referred to the holiday provision by schools or other support agencies, as listed in section 9 (Signposting and Referrals). The professional will need to complete an online referral form to obtain a code for the child, the form can be found on the SMBC HAF webpage.
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| 11.1 | Emails will be sent to all eligible parent/carers which will evidence their entitlement to FSM with a unique code and details of the HAF Programme. What system will you have in place to see record these codes and details of the children?  |
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| 11.2 | We will need you to record the following information for all funded places:* Unique code
* Child’s name
* Child’s school
* Child’s postcode
* Child’s DOB
* Parent’s email address

How do you intend to gather and record this information of all children who attend your holiday offer? If you have a booking system, please provide details of this. |
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| 11.3 | You will need to comply with GDPR and obtain the consent of parents to record and share this information with SMBC. Please tell us how you will do this? |
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| 11.4 | Please let us know how you plan on limiting children that do not attend after booking (no shows) and the process you will have in place to contact the parents that booked:  |
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| 11.5 | Please confirm that you agree to share the details of children and young people attending your holiday offer with SMBC | Yes/No |

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| 1. **Marketing and Promotion**

**Please complete the following information which will be used in the creation of promotional activities & on our Family Information Service website (See** [**Appendix 1**](https://www.solihull.gov.uk/sites/default/files/2022-01/HAF-Appendix-1-Example-of-promotion.pdf) **for an example of the advert which will be created from the information given below).** |

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| **Information** | **Please complete the information in the box provided.** |
| Name of Activity |  |
| Full address/venue where it is running. |  |
| Details about your offer |  |
| Age range it is open to |  |
| Dates it is running |  |
| Times it is running |  |
| Cost of provision to non- FSM children (if applicable) | £\*Free sessions for children who are eligible for Free School Meals |
| BOOKING DETAILS: We suggest that you have several options for parents to book sessions, as online only bookings can be a barrier for some families to attend.* Contact phone number for enquiries and booking
* Contact email for enquiries and booking
* Website for info or to book / enquire
* Any other booking route (For example, in person)
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| Please send photographs/logos/graphics which you want to be included in your advert. This can be sent with your other supporting documentation |

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| 1. **Policies & Procedures**
 | Please tick  |
| Providers must demonstrate and have relevant and appropriate policies and procedures in place, **please send through all the below documents with your application**: |
| The provider meets the Safeguarding Level 3 ([Appendix 2](https://www.solihull.gov.uk/sites/default/files/2023-01/Commissioning-procurement-safeguarding-framework.pdf)) criteria and has the relevant policies (please send through safeguarding policies) | [ ]  |
| All staff & volunteers to have the relevant DBS checks in place (please send through DBS register with individuals name, DBS number and expiry date) | [ ]  |
| All activities and venues have relevant and appropriate risk assessments (please send through risk assessments) | [ ]  |
| The organisation has adequate insurance which is £10 million for Public Liability & £5 million for Employers Liability (please send through certificates) | [ ]  |
| At least one member of staff to hold a Paediatric First Aid qualification and will be present during sessions (please send through certificates) | [ ]  |
| Food Hygiene Certificate (if you are intending to provide food, please send through certificates) | [ ]  |
| If your organisation is not OFSTED registered, please explain the reasons if your organisation is exempt from registration: | [ ]  |
| Photographs/logos/graphics for promotion and marketing | [ ]  |

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| 1. **Training**
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| 14.1 | SMBC will be providing **mandatory** training sessions for HAF providers, can you please confirm that someone from your organisation will attend the following sessions. If you have already attended these sessions then please provide the date of attendance: |
| Systems & Processes (SEND) [ ] SEND Toolkit [ ] Nutritional Education Workshops [ ] Paediatric First Aid Course [ ]  |

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| 1. **Funding Model**

**We have two funding models –** 1. **payment per child per session**
2. **or set project costs**

**Please complete only ONE funding model.** |
| 15.1 | Are your costs based on a per child, per day rate? | Yes – please tell us your per child, per day rate£0.00 |
| No - If no, move onto Q 15.2. |
| If your rate is above £25 (inclusive of food) per day, please provide a detailed rationale for these costs. This might consider the duration of activity provided, additional staff for supporting children and young people with additional needs, the skills of sessional staff etc. (Then go to Section 16) |
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| 15.2 | Or are your costs based on a set project delivery cost?Set project costs will be approved based on a realistic and achievable attendance target of eligible children. | Yes (If yes, complete the table below in Q15.3) |
| No |
| 15.3 | Please provide a description and break down of total costs below, only complete this is if you plan to deliver on a set project cost.  |
| Face-to-face holiday club provision:* provider costs
* holiday club staff
* venue costs
* activity costs
* other costs directly associated with the provision of holiday club places
 | £ |
| Meal costs and healthy food | £ |
| Transport and travel costs for children and young people | £ |
| Support for health and wellbeing | £ |
| Signposting to other services | £ |
| Nutritional advice/information/education | £ |
| Food Education to families | £ |
| Publicity and Promotion | £ |
| Capital expenditure (e.g. catering or sports equipment for clubs) | *£* |
| Other costs | *£*  |
| **TOTAL COSTS:** | £ |

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| 1. **HAF Funding and Payment request**
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| 16.1 | TOTAL FUNDING REQUESTED FOR HAF PROVISION  | £ |
| TOTAL FUNDING REQUESTED FOR ADDITIONAL STAFF RATIOS TO PROVIDE SMALL GROUP OR 1:1 SUPPORT (if applicable) | £ |
| **TOTAL FUNDING REQUESTED:** | £ |
| 16.2 | Do you require payment in advance?\*Please note this will only be approved if your organisation does not have sufficient cashflow to bankroll the project. If required, you must submit your latest set of accounts and financial forecasting. | Yes |
| No |
| 16.3 | Please provide bank details of the registered account into which payment will be made. (\*If a LA School or department please provide cost centre details) |
| Name on Account:Bank name:Bank address:Sort Code:Account Number: |

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| **Reference is required for providers who have not previously delivered HAF activities in Solihull. This person should be able to verify your experience and work with children, young people, and families:** |
| Name |  |
| Position/Role |  |
| Organisation/Company |  |
| Email Address |  |
| Telephone Number |  |

**Privacy Statement**

This form will be used to make an application for HAF funding. Your information may be shared with other council services and partner organisations to ensure our records are kept accurate and to help us to identify services or benefits you may be entitled to or interested in. We may also need to share your information for the prevention and detection of fraud and/or other crimes or as the law requires. For further information about how we use your information please refer to the Council’s Privacy Statement on [www.solihull.gov.uk](http://www.solihull.gov.uk).

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| **Details:** |
| Your name |  |
| Your job title (if you are applying on behalf of your employer) |  |
| Named contact email or telephone number |  |
| Date |  |

**What happens next?**

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| Return your application and submitting evidence to HAFSolihull@Solihull.gov.uk  |
| Applicants will be informed of a decision once the application has been reviewed by a panel. |