



HAPpy Holiday Activity Programme: Christmas School Holidays 2021

Guidance and criteria for new and existing HAPpy providers

These guidance notes are for all applicants to the HAPpy programme including those new to the programme and those who delivered successfully as part of our Easter or Summer HAPpy programmes.

Please note that we have reduced the number of documents that providers who delivered as part of our Summer programme need to submit. You can find the updated requirements on page 9.

Summary of the HAPpy Christmas School Holiday Programme

During the Christmas School holidays, Hertfordshire County Council (HCC), Herts Sports Partnership (HSP) and Hertfordshire Community Foundation (HCF) will once again join forces to deliver healthy food alongside physical and enrichment activities, under the name 'HAPpy: Hertfordshire's Holiday Activity Programme'. HAPpy aims to tackle the triple inequalities of holiday hunger, physical inactivity and social isolation. It supports children aged from 5 to 16 who are eligible for benefits related free school meals during the school holiday's.

Applications for the HAPpy Christmas Programme are now open. You can apply for a grant to provide activities for just one day or any number up to a maximum of 10 days during the delivery period. Each activity session must run for a minimum of 4 hours per day. You can deliver at one venue or across several and can run different sessions for different age groups. The maximum grant available will be the equivalent of £30 per child, per four-hour day including the cost of food.

The Christmas delivery period will fall over three weeks. Please note that bank holiday dates are highlighted in bold.

- Week 1: 22nd, 23rd, 24th December
- Week 2: **27th**, **28th**, 29th, 30th, 31st December
- Week 3: **3rd** and 4th January

There is no requirement to deliver on any of the bank holidays. If you are proposing delivery on one or more bank holiday then your application must evidence that there is a need for this and explain your rationale with regards to the number of places that you want to offer.

The last day of term for Hertfordshire Schools is officially Tuesday 21 December which is why HAPpy delivery begins on Wednesday 22 December. We are aware that some schools may have inset days on Monday 20 and Tuesday 21 December. If you are a school, or you are working with a school, that has inset days on one or both of those days then we would consider requests to deliver HAPpy programmes on those dates. If you want to deliver on these dates then it is mandatory that you speak to us ahead of submitting your application so that we can discuss the proposal and advise



whether it is something we can support (subject to your grant application being successful). Please use the contact details below.

For support

Please note that there is a range of resources available for support including regularly updated FAQs and an opportunity to book on webinars which can be accessed via the HSP HAPpy webpage [here](#)

For advice regarding programme and delivery, please contact the HSP team at HAF@herts.ac.uk
For questions regarding the application form or process, please contact the HCF grants team at Grants@hertscf.org.uk

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1. Introduction

Overview

In November 2020, the Department for Education (DfE) announced funding into a national Holiday Activities and Food programme for children aged from 5 to 16 who are eligible for benefits related free school meals during the 2021 school holidays. Local programmes must include food, physical activities and enrichment activities. DfE recommended that the programmes run for four hours a day and four days a week providing opportunities during the school holidays. Four weeks in the summer school holidays, one week at Easter and further activity during the Christmas holidays.

Hertfordshire County Council (HCC) has appointed Herts Sports Partnership (HSP), through its host organisation - the University of Hertfordshire - to undertake the co-ordination of the programme with Hertfordshire Community Foundation (HCF) appointed as the grants distributor for the project.

School holidays can be pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children that can lead to a holiday experience gap - with children from disadvantaged families less likely to access organised out-of-school activities; more likely to experience 'unhealthy holidays' in terms of nutrition and physical health; and more likely to experience social isolation. We know that returning to school in poor physical and mental condition can have a detrimental impact on children's mental and physical wellbeing, as well as their educational attainment.

The impact of Covid-19 has meant more families are applying for free school meals and of course it has increased social isolation. There is a total of 23,833 children receiving free school meals (Dec 2020) in Hertfordshire with an average of 135 new applications each week. See links below for maps showing the distribution in the county of those receiving free school meals.

- [Primary free school meals](#)
- [Secondary free school meals](#)

The aim of this fund is to make the positive benefits of holiday clubs available to all those aged from 5 to 16 on benefits related free school meals.

About the Grants

We want to fund a diverse range of projects and enrichment activities which are attractive and engaging for all ages and abilities of school children and include physical activity and nutritious food.

Activities can be open to all children with priority given to those aged 5 to 16 receiving free school meals. Those not on free school meals and outside that age range can pay to attend if there are sufficient spaces and spaces for children on free school meals will be made available at no cost.

The grant is only for four hours per day but you could run your activity for longer – if you are Ofsted registered then families on Universal Credit can claim back 85% of childcare costs.



Who can apply

This fund is open to the voluntary sector, schools, youth clubs, statutory and private providers who can meet the charitable objectives of the programme.

When to apply

Applications are now open for delivery over the Christmas period.

Deadline for applications

Midnight on 6th October 2021.

2. Grant Criteria

The essential criteria for applicants to meet with their holiday activities are:

- Provision of good food, preferably hot, which meets at a minimum the school food standards – plus activities for both children and parents to increase nutritional knowledge. Please note that HSP can provide resources to help with this if it is new to you.
- The opportunity for at least one hour of physical exercise a day, in line with the [Chief Medical Officer's recommendations](#).
- Provision of enriching activities which develop new skills or knowledge and provide new experiences such as creative activities, drama, music, crafts, nature walks. HSP has developed a range of enrichment ideas which will be made available on their website.
- All of these being high quality and delivered safely.

Groups can collaborate to provide this through one application.

Outcomes

The holiday projects we wish to fund will help achieve the following outcomes for children aged 5 to 16

1. to eat more healthily over the school holidays;
2. to be more active during the school holidays;
3. to take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment; to be safe and not to be socially isolated;
4. to have greater knowledge of health and nutrition and to be more engaged with school and other local services.

The outcomes are based on the 6 Bees outcome framework developed by Hertfordshire County Council in co-production with a range of service users, providers and services across the continuum of need in Hertfordshire. Further detail and descriptors of each of the 6 Bees can be found [here](#)



What we will fund

- Grants can be used to extend a current scheme or project to enable provision for the Christmas holidays. Free places can be offered alongside paid for places.
- Grants can be used for a new idea.
- Projects can be holiday clubs which provide a good range of activities including sport and physical activity, dance, drama, outdoor games, arts and crafts, digital and creative projects and wellbeing activities. They will also provide healthy meals and/or cookery classes to every child.
- We would also consider funding specialist activities in one of these fields and specialist SEND provision as long as physical activity and food is also provided, and the activities are accessible and known to be appealing.
- Successful projects to specifically engage older children and young people may also focus on a single activity – single sports camps or creative and wellbeing camps have worked well previously.
- Grants can also be made for elements of the project (eg food provision across one or a range of projects).

Based on the experience of previous schemes we would encourage groups to consider coordinating provision with other local groups to ensure more comprehensive local coverage.



Information about Food provision

We want to encourage healthy eating. You must provide at least one meal a day (breakfast, lunch or tea) and all food, including snacks should meet the [school food standards](#). Food options can include: cooking on site, hot food delivery, cook, share and eat, or a combination of these. Hot food is preferable. All food should comply with regulations on food preparation, take into account allergies and dietary requirements and take into account any religious or cultural requirements for food. Children need a pleasant place to eat which is sheltered from rain or sun.

Clubs must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating 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. Clubs must also ideally include training and advice sessions for parents, carers or other family members, which provides advice on how to source, prepare and cook nutritious and low-cost food. Herts Sports Partnership can provide resources and ideas to help with this if it is new to you.

If you choose to provide food for the project yourselves rather than bringing it in from another supplier you will need to comply with regulations on food preparation and provide evidence of [Food Business Registration](#). Evidence of staff/volunteers holding Level 2 Food Hygiene and food allergy certificates will be required.

Please note that for this holiday period you must source the food yourself. You will not be able to order centrally via HSP for food from HCL or TAPF. If you need help with providing the food element of your activity you can get some tips from the HSP website and access to the Catering Resources pack [Here under Providing Meals](#)

Policies and Procedures

You must have relevant and appropriate policies for:

- safeguarding, including the recruitment of staff and volunteers
- health and safety
- relevant insurance policies
- accessibility and inclusiveness

Where appropriate, holiday clubs must also be compliant with the Ofsted requirements for working with children – although not all applicants need to be Ofsted registered.

Safeguarding and Health and Safety Evidence

Applicants will need to be able to demonstrate and explain the safeguarding procedures and checks which you have in place for the holiday activities. We want every holiday club to be a safe and happy place for children to be and for parents, carers and families to feel confident that their child is well looked after and that robust safeguarding arrangements are in place. Safeguarding and child protection is everyone's responsibility.

DfE statutory guidance [working together to safeguard children](#) applies to all organisations and agencies who have functions relating to children. It sets out how they should work together to safeguard and promote the welfare of children.



Holiday Clubs in School Settings

We know that schools are safe places and have robust safeguarding arrangements in place. Where activities are provided by the governing body or proprietor of a school, under the direct supervision or management of their school staff, the school's protection policy will apply.

Where the activities are provided separately by another organisation, the school should seek assurance that the provider has appropriate safeguarding in place. DfE recommends that anyone involved in the delivery of a holiday club in school settings is familiar with part 1 of [keeping children safe in education](#)

Holiday Clubs not in school settings

This means community group activities, any group which does not need to be Ofsted registered and supervises children without their parents' or carers' supervision. Good practice guidance from the DfE on [keeping children safe during community activities, after-school clubs and tuition](#) covers advice on what policies and procedures providers should have in place for health and safety, safeguarding and child protection, staff suitability, and governance.

All successful applicants will be asked to provide a list of face-to-face delivery staff and volunteers before their activity starts with details of their:

- safeguarding training and level
- food hygiene certificates level 2 where relevant
- first aid training

Training available for successful applicants: There will be the opportunity for those who need training to access free training to ensure they have achieved minimum operating standards in Safeguarding, Food hygiene and handling and health and safety before delivery of their activities.

Spot checks We will not ask you to send in copies of all certificates with your list, but we will be undertaking spot checks. The sample of spot checks will involve us asking to see relevant certificates for individuals – including DBS documents which can be shown by video call, or on-site visits.

Eligibility - Who can Apply?

- Voluntary or community groups, charities, CICs
- Schools and academies
- Local councils
- Private providers whose activities align with the charitable objectives of the programme (must be registered with HMRC)
- Sole traders (must be registered with HMRC)



Eligible costs

- Staff costs for delivery and planning
- Administration costs eg co-ordinating Playwaze
- Volunteer expenses
- Venue costs
- Food and preparation costs
- Publicity costs
- Modest capital items required to deliver the project e.g. small items of catering or sports equipment but not larger items such as computers.

Exclusions that cannot be funded

- Trips or activities based outside Hertfordshire other than single day events
- Costs of ongoing staff who are not working directly on the project
- Costs incurred in putting the application together
- Contingency costs
- Places for school children who are not residents of Hertfordshire
- Activity that is purely about research
- Activities which promote political or religious beliefs
- Retrospective funding

Applying as an existing provider – those providers that delivered as part of the Summer HAPpy programme

If you are submitting an application under the same name and legal structure as your Summer application then, as long as they remain current, you do not need to re-submit supporting documents that you have already provided.

You must submit:

- Completed Christmas application form
- Completed activity sheet listing delivery locations, number of places, food requirements etc.
- Your final summer monitoring report(s) which is due by 10 September 2021 (if you want to send in your application form before 10th September you can and then send the monitoring form when complete)

You only need to submit the following documents if they have expired or have been updated since you supplied them as part of your Summer application:

- Relevant insurance policies which must cover the full Christmas delivery period
- Equality & Diversity policy
- Covid risk assessment

Please note that you will also be required to complete the training template which will be issued to successful applicants.

If you are an existing provider but are applying under a different name or legal structure, you must follow the application guidance for new applicants in order to enable us to complete necessary due diligence. If you have any queries about how to proceed then please contact grants@hertsdf.org.uk.



New applicants must provide the following (see note below for requirements from schools):

- A copy of your governing document
- A copy of your most recent accounts. If you do not have audited accounts then please explain why and confirm if you are registered with HMRC.
- A list of a minimum of three current trustees/management committee members (at least two of whom must be independent/unrelated)
- Health and Safety policy including food hygiene where relevant
- Appropriate Safeguarding policy – which must include a statement evidencing that all staff and practitioners are DBS checked to the required standards for the activity
- Equality and Diversity policy – accessibility and inclusiveness
- COVID risk assessment
- Relevant insurance policies
- Completed activity sheet listing the delivery locations and number of places etc.

Schools – we will assume you have the relevant documentation but ask you to assure that any commissioned provider conforms to all requirements. We may ask you to submit

- Appropriate Safeguarding policy and processes and evidence of recent training
- Equality policy
- COVID safety procedures and risk assessment for activity
- Confirmation of appropriate public liability insurance

It is acceptable to send links to these where formally published

In addition

- Successful applicants will be expected to attend online networking events and participate in free online training
- All Staff employed in the funded projects must have the right to work in the UK.
- All Staff and volunteers will require relevant level of Disclosure and Barring Service (DBS) checks conducted by the applying organisation.

Delivery Support

If you are successful you will be offered support by Herts Sports Partnership to ensure you have access to local referrals to your holiday scheme. HSP will advise on relevant free training required and good practice to support your activity and delivery skills. They will also offer help and resources to support you in delivering all the elements of the activity including food.

If you do not have staff or space for specific activities that would enhance your offer, we can help to signpost you to providers who can deliver sessional activities for you, and you can include their costs in your application. For example, you may be a sports provider looking to partner with a provider that can fulfil the enrichment element of the programme. You can access our database of specialist service providers [here](#). For more information, please contact the HSP team at HAF@herts.ac.uk.

Size of Grant

The size of grant you can apply for will depend on how many children you are able to provide for and assumes provision of at least four hours per day. We intend to provide 5000 places per day to enable all children to take part. The maximum budget for the Christmas delivery period only is £30 per child per four hour day, depending on staff ratios required for different needs and age groups



and the quality of the provision. Specialist service provider supporting SEND should contact the team.

Applicants must be able to show that they are addressing the need in their community and working towards the outcomes of the programme. They must be able to deliver the programme from one up to a maximum of 10 days during the delivery period (see page 1 for programme dates)

3. How to Apply

Online application

Organisations can apply online through the HCF website www.hertscf.org.uk/grants

You will need to enter your email address and press submit after which you will be sent an email containing a link to the full application form. If you enter your email address and do not receive the email with the link, then contact the grants team at grants@hertscf.org.uk

Once you have received the email, follow the link to complete the application. You can save your application as a draft so you do not have to complete the whole application in one go. Just remember to click on “Save Draft” each time in order to save any work you’ve done. Many of the questions have a blue ⓘ symbol next to them which you can hover over for further guidance.

To submit a complete application, you will need to:

- Complete and submit the online application form
- Submit all the required supporting documents either by attaching them to the application form or emailing to grants@hertscf.org.uk

Whilst not a requirement of the application, you will also have the opportunity to submit photos and/or recent case studies of your work to help to illustrate what you do.

All required documents (application form and supporting information) have to be received by the deadline in order for the application to be considered.

Webinars and Support

We are delivering a number of webinars so that you can find out more about the HAPpy programme and grant application process. You can book onto a webinar or watch a previous recording of a webinar [here](#). Please note that a recording will be available after the first live webinar takes place on 7 September. Even if you have delivered before for this programme we recommend you attend or watch the recording as there will be a chance to share camp best practice, discuss approaches to the Christmas delivery period including the provision of food, how to market your camp and how children book onto your camp.

We are happy to talk about your plans before you start or at any stage during your application. As noted – contact HSP team for programme/delivery queries and Grants team for application queries.

HSP team HAF@uh.ac.uk

Grants Team on grants@hertscf.org.uk



4. How funding decisions will be made

How we decide to award the grants

Once due diligence checks have been made applications will be checked against the eligibility requirements and evaluated according to how well they meet the grant criteria based on the information provided in the form and supporting documents.

We will take into account how many children of different ages and abilities you are able to support for the grant you are applying for given the overall target for the programme to provide. We will take into account your budget. We will take into account provision across the county to try and ensure that appropriate resources are committed to where they can have the greatest impact and that there is equity of provision across the county based on need.

5. Timescales

Stage	Date
Applications process launches	1 September
Deadline for applications	6 October (by midnight)
Panel meeting	16 November
Groups Informed of decision	18-19 November
Funds distributed	As soon as all required documents are returned to HCF including the signed grant offer letter and Memorandum of Understanding

6. Successful Groups - what we will ask you to do next

Upload your activities to the Booking Platform/Activity Finder

All successful providers will need to upload their activities onto the HAPpy Holiday Activities Booking platform which is a searchable activity finder that is hosted at www.sportinherts.org.uk. The platform not only allows for activities to be searched but booked as well. We will ask you to attend the booking system training system. Date to be advised.

You must use the platform to list your free places. If your activity includes a combination of free school meal places and paid places, you only need to use the platform for the free places. It is not an option to list the free places you are offering on your own platform.

The system allows for the ringfencing of activities for certain groups or schools. If for any reason, you need to ringfence your activity so that it is only promoted to a certain group (SEND or a specific school, for example), please speak to the Herts Sports Partnership about this as soon as possible.

Once your activity sessions commence, you will be required to log all attendances on the Playwaze system. It is vital that this is done at least on a weekly basis (ideally daily), so that we can report on the progress of the project as the weeks pass. You will be able to download reports from the Playwaze system which give details about the participants booked on to your sessions. It is



important that you make use of these reports, as they will contain important information such as medical conditions and dietary requirements.

If you would like bookings for your activity to close ahead of the session taking place, it is your responsibility to turn the bookings off. If you choose to keep the bookings open throughout the duration of your activity, it is also your responsibility to ensure you have a system in place that can capture any late bookings.

Training and Resources

The HAPpy training programme offers fully funded courses to help your team meet the minimum operating requirement as well as providing a range of development opportunities. Training and resources will be available through a mix of online and in person training as well as on-demand video content and downloadable resources. In addition to safeguarding, first aid and food hygiene the courses include 'Marketing your Holiday Activity Club', 'Youth mental health first aid' and 'Managing challenging behaviour'. Places may be limited per organisation depending on uptake so please register early via the training link that we will provide.

Marketing and Promotion

Herts Sports Partnership will promote the HAPpy Holiday Activity Programme via a dedicated marketing campaign. Providers are also required to promote their activities using a link back to the central activity finder, and Herts Sports Partnership will provide artwork that can be edited and used on social media to support you with this.

7. Monitoring Requirements

What are the monitoring requirements?

- All successful grant recipients will be required to report back on their grant and stated outcomes. A link to the HCF monitoring forms will be sent to you.
- You will also be required to report on attendance figures which can be monitored by the daily register you can use from the Playwaze bookings system. This is needed for DfE reporting.

Site visits

Herts Sports Partnership's team of experienced Project Officers will make an unannounced visit to your activity to see how you are getting on. It is an opportunity to share best practice and discuss ideas as well as to gather great examples of how the programme is working. The team can be contacted for support at any time during the programme.