



HAPpy: Holiday Activity Programme

Delivery expectation document for Funding Applicants

Part of the Department for Education (DfE) funded Holiday Activity & Food Programme (HAF)

Summer School Holidays
July – August 2026

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Introduction

In August 2025, the Department for Education (DfE) confirmed the extension of the Holiday Activities and Food (HAF) Programme to 2029. The programme supports children from Reception to Year 11 who are eligible for benefits-related Free School Meals (FSM).

The programme operates during the main school holidays: Spring, Summer and Winter. HAPpy does not operate during half-term breaks.

1. The HAPpy Summer Holiday Programme

Summary

This Summer, Hertfordshire County Council, Herts Sport and Physical Activity Partnership, and Hertfordshire Community Foundation are teaming up again to deliver *HAPpy: Hertfordshire's Holiday Activity Programme*.

Summer delivery dates

Week 1: Monday 27th July – Friday 31st July (5 delivery days)

Week 2: Monday 3rd August – Friday 7th August (5 delivery days)

Week 3: Monday 10th August – Friday 14th August (5 delivery days)

Week 4: Monday 17th August – Friday 21st August (5 delivery days)

Week 5: Monday 24th August – Friday 28th August (5 delivery days)

Please read the maximum delivery parameters below before submitting your application.

Deadlines

Expressions of interest	Thursday 5 th March 2026 – Tuesday 31 st March 2026	For providers who have not delivered HAPpy or who last delivered HAPpy prior to Summer 2025
Full application window	Monday 16 th March 2026 -Monday 20 th April 2026 (Midnight)	For providers who have delivered HAPpy previously or have been invited to apply after the EOI Process

Essential Delivery Criteria

- **Funding:** Universal places are funded up to **£30 per child per day**. SEND-specific places are funded up to **£70 per child, per day**, across all delivery types.
- **Family Support:** Providers must offer appropriate information, signposting, and referrals to services that may benefit participating children and their families. HSP will supply resources for onward sharing.
- **Accessibility and Inclusion:** Activities should be inclusive and considerate of the diverse needs of Hertfordshire's population. As almost 90% of children with SEND attend mainstream schools, providers are expected to support these needs within universal provision, using the training and support available.
- **SEND-Specific Provision:** Applications for SEND-specific provision are welcomed where you can deliver a provision to cater to children who have more complex needs and typically support children attending specialist SEND settings.
- **Bookings:** All activities must be advertised and booked through the prescribed booking system.
- **Registers:** Attendance registers should be completed on the day of delivery, or as soon as possible afterwards.

- **Venues:** Providers must have written confirmation of their venue(s) by **Thursday 30th April 2026**. Applications should be based on preferred venues; any changes must be communicated promptly, as this information is essential for programme mapping. Written proof of venue bookings may be requested.
- **Age Range:** The programme is for children from **Reception to Year 11**. Providers may choose which age groups to deliver to, at which times, and at which locations. This must be clearly recorded on the location spreadsheet, with any amendments reported as soon as they occur.

Food provision

- **Meal Requirement:** Providers must offer a **hot meal** as part of the programme.
- **Delivery Method:** Meals may be provided **in house** or via an **external caterer**.
- **Food Registration:**
 - Providers delivering food in house may be required by their local authority to register as a food business.
 - External caterers must be registered with their local authority and must evidence that food is prepared and delivered at safe temperatures.
- **Facilities and Safety:** Providers offering in-house catering must have access to a kitchen with, as a minimum: an **oven**, **refrigerator**, and **sink**, in line with Food Standards Agency recommendations.
- A **risk assessment** must be completed for all food preparation and serving activities.

HAPpy Camps Requirements

- Each camp session must run for a minimum of 4 hours per day
- Camps must include 1 hour of physical activity, 1 hour of enrichment plus activities to promote healthy eating/lifestyle.
- You may run separate camps for different age groups. Providers should determine suitable age ranges based on their activities and experience delivering camps. Camps may cross primary and secondary age boundaries (e.g. 8–14 years).

Maximum delivery parameters

- **For existing HAPpy providers:**
 - **Up to 30 places per camp per day.** The funded places will be determined by the grants panel and draws on previous attendance and performance.
 - **SEND specific provision** tend to be for a smaller number of participants based on the higher staff to participant ratio but this is assessed on a case-by-case basis
 - **You may not get the full number of places applied for.**
 - You can apply for **up to two camps per district per day**. These can either be at the same venue or at two different venues.
 - Providers may deliver a maximum of 20 days per venue and age group combination across the 5 delivery weeks.
 - If you are flexible about which days you deliver, you may **list availability for all 25 dates**. Final delivery days will then be allocated based on geographical need, up to the **maximum of 20 days** per venue/age group.

Key Delivery Limits

- Maximum **2 camps per district per day**
- Maximum **20 delivery days per venue/age group**
- Providers may **list all 25 dates if flexible**

- For new HAPpy providers who have completed the EOI Process
 - Up to 20 places per day - the funded places will be determined by the grants panel.
 - Up to 2 weeks (10 days) of delivery
 - 1 camp per day
 - We strongly encourage new HAPpy providers to run camps alongside paid-for provision to support the long-term sustainability of their delivery.
 - **You may not get the full number of places applied for.**

Venues

- To ensure HAPpy activities reach the families who need them most, delivery locations are mapped against areas with the highest number of eligible children. With the number of eligible families increasing, it is essential that venues are located in areas where places are most likely to be fully utilised.
- Providers are therefore required to evidence the need for the venue(s) they propose in their application.
- Data can be obtained from:
<https://www.schooldash.com/dashboards.html>
- This tool is recommended as it provides clear data on Free School Meal eligibility and links to nearby schools.
- If your activity takes place in a community venue (rather than a school), please use the nearest school serving your target age group as the reference point.
- If you are an existing provider, considering a new venue, please discuss this with HCF/HSP **before** submitting an application and note the areas of interest on our website [here](#)

What you can apply for

- A full budget must be provided to accompany your application. Please note;
 - This is a not-for-profit programme, and you can only apply to cover your costs of delivery.
 - You can apply for up to £30 per place for universal camps and £70 per place for SEND specific camps
- Eligible costs include;
 - Staff costs for delivery and planning
 - Administration costs e.g., coordinating the mandatory bookings platform and communicating with families of participants with additional needs prior to delivery.
 - 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.
- Reasonable contribution to overheads

Exclusions that cannot be funded

- Trips or activities based outside Hertfordshire, except for 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 children who are not attending school in Hertfordshire.
- Places for children who are not registered for Free School Meals in Hertfordshire, other than children nominated via the professional referral process.
- Activity that is purely about research
- Activities which promote political or religious beliefs
- Retrospective funding

Participants with SEND

- **Universal Provision:** Providers are expected to support most children, including those with low-level SEND needs. Free training is available to enhance staff knowledge and confidence.
- **Pre-Attendance Contact:** For participants who declare SEND needs, **providers must** contact the family by telephone to understand the child's requirements and assess whether these can be met within the provision (e.g., staff training and experience, activity type, environment). If a provision is not suitable for a young person, HSP can support providers and families to ensure the child can attend a provision to meet their needs.
- **Additional Support Funding:** If a child could participate in a universal provision with additional staffing, providers should contact us. Limited funding may be available, but only after a booking has been made and discussions with the family have taken place.
- **SEND-Specific Provision:** SEND-specific camps are designed for children with moderate to severe SEND needs. These participants will typically have an EHCP, receive significant additional support in school, or attend a specialist setting.

2. What happens after my application is submitted

- Applications will be assessed by Hertfordshire Community Foundation. Proposed delivery locations will be mapped against the geographical needs of eligible participants to ensure camps are placed in appropriate areas.
- Accurate location data at the point of application is essential. If your venue changes, you must inform us immediately. Alternative venues may not be fundable once the mapping process is complete.
- If further information is required, we will contact you.
- The assessment process typically takes **6–8 weeks**. Decisions will be communicated by **Friday 5th June 2026**.

3. What happens after the decision is made

- You will receive a grant offer letter by email, which must be completed and returned.
- A mandatory induction will be scheduled for all providers and outlined in your grant offer letter. **At least one representative from each awarded organisation must attend.**
- The booking software provider is being re-tendered ahead of summer delivery. Providers should expect to be required to attend a mandatory briefing on the new system.
- Once accepted, you must ensure all staff meet the mandatory training requirements and submit activity and venue risk assessments. The deadline is usually **10 days before delivery begins**. Please review the table below to confirm you can meet these requirements before applying. Free training will be available for successful providers via the Herts Sports and Physical Activity Partnership.
- All mandatory training must be in date (per the certificate) or have been completed within **three years** of the final planned day of delivery.

Type	Training Required for	Minimum Standard of Training	Notes	Training offered through HAPpy?
DBS Certificate	All paid Staff, Regular volunteers* aged 16 or over.	Enhanced	For all staff aged 16 and over, DBS checks should normally have been completed within the last five years . If the check is older, a renewal is recommended. If a staff member is registered with the DBS Update Service and has granted you access, please record "Update" .	NO
Safeguarding	All Staff	Level 1	If safeguarding training is conducted in-house the organisation must provide evidence that the training meets the NSPCC framework guidelines.	YES – Level 1 (in person) & Level 2 (on demand online) Specialised training for 16-18 available
Food Safety & Hygiene Option 1	Minimum 1 Person per venue at all times	Food Hygiene Level 2 AND Food Allergy Awareness training	Minimum of one person per venue must have this training but we recommended this training for <u>all</u> staff involved in supervising mealtimes (even if they are not preparing or serving food). Please note some providers only offer 2 years validity on certificates	YES – Level 2 & Allergy Awareness on demand online course
Food Safety & Hygiene Option 2	Any Staff involved in serving, preparing, or cooking food	Food Hygiene Level 3 OR Food Hygiene Level 2 AND Food Allergy Awareness training	For all staff serving, preparing, or cooking food in any way. Giving children pre-cooked or pre-packed meals delivered by a third-party caterer is considered serving food.	YES – Level 2 & Allergy Awareness on demand online course
First Aid Option A	Minimum 1 Person per venue at all times	Emergency First Aid at work OR Emergency Paediatric First Aid	Must be a full day (min 6 hours) attended in person, assessed & certified course. Re-certification of these qualifications must also be in person.	YES – Emergency First Aid at Work & Paediatric First Aid, in-person courses.

First Aid Option B	Minimum 1 Person per venue at all times	Football Association (FA) or similar Sport Specific Emergency First Aid qualification <u>COMBINED WITH</u> An online refresher course	Sport specific training must be a full day (min 6 hours) attended in person, practically assessed & certified course. We will accept this training only if it is combined with either a Paediatric First Aid or Emergency First Aid at Work online refresher course .	NO – complete through sporting body.
				YES – on demand online refresher course.
First Aid Option C	Minimum 1 Person per venue at all times	National Pool Lifeguard Qualification (NPLQ)	Must be a full 36 hour attended in person, practically assessed, certified & Ofqual regulated course. Re- certification of this qualification must also be in person.	NO – person may use existing qualification
GDPR	All community admins on booking system	GDPR UK: In Education	All community administrators must have completed this training before delivery. It is also recommended for any user the booking system with access to participant data.	Yes – on demand course available
SEND Qualifications	All staff working on a SEND specific camp	Any supporting qualification or relevant experience	All staff on a SEND specific camp must have SEND experience or training. We have a number of on demand courses that would assist new staff to gain relevant qualifications to support delivery.	Yes - online on demand courses are available including a number of condition specific awareness courses

* Definition of regular volunteers/guidance on DBS for HAPpy camps as given on Gov.UK

Need Help?

If you need **help** after reading through this guidance, please email happygrants@hertscf.org.uk or call 01707 280 346 and a member of the HAPpy Grants Team will be on hand to help.