



HAPpy Holiday Activity Programme Summer 2021 -

Guidance and Criteria v2 including updates from DfE 29.4.21

These notes have been updated following the Easter holiday provision. If you are applying again to provide in the summer please check for updated guidance.

You can apply for grants to support the provision of activities for four hours a day, four days a week for up to four weeks during the school summer holiday period. (ie 16 x four hour days or equivalent between 26 July and 27 August.)

The maximum grant will be the equivalent of £20 per child per four-hour day including the cost of food.

For support

For advice re programme and delivery please the HSP team HAF@herts.ac.uk

For questions re the application form or process contact the HCF grants team Grants@hertscf.org.uk

But note the really useful FAQs which are updated as questions are asked [here](#)

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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 for six weeks of participation in total during the Easter, summer and Christmas school holidays.

Hertfordshire County Council (HCC) has appointed the 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.

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 for funding to support four days of activities and food provision per week for up to four weeks during the school summer holidays are invited now. There will be a further opportunity to bid for one week of holiday provision in Christmas holidays.

Deadline for applications

Midnight on 14th May 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.
- 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.
- 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 – 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;
4. to be safe and not to be socially isolated;
5. to have greater knowledge of health and nutrition and
6. to be more engaged with school and other local services. This outcome can be achieved by providing information, signposting or referrals to other services that would benefit the children who attend your activity and their families – examples include Citizens advice, family support centres, Jobcentre Plus, healthcare practitioners.

The outcomes are based on the 6 Bees outcome framework developed by the Council in co-production with a range of service users, providers and services across the continuum of need in Hertfordshire, from universal provision through to specialist and statutory support.



Further detail and descriptors of each of the 6 Bees can be found at www.hertfordshire.gov.uk/outcomebees

What we will fund

- Grants can be used to extend a current scheme or project to enable provision for summer 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 where possible. 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 at least weekly 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.

If you choose to provide food for the project 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.

Using Hertfordshire Catering Ltd

If you are unable to provide food yourselves you can choose to use Hertfordshire Catering Ltd who is the leading school meal provider in Hertfordshire. The service will be coordinated by HSP. HCL is able to provide a cooked lunch for £4.14 per head which would need to be collected from local hubs in time for an early lunch. There is an option in the application form to request this. If you do, you will be committed to taking these meals each day that you operate. However, they are only providing from Monday to Thursday during four weeks of August.

Catering Resource pack

For more information about the HCL option and for ideas and tips relating to providing food for your project you can access resources on the HSP website – go to [Catering Resource Pack](#)

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. It is clear that anyone working with children should make their approach child centred (for example, give priority to the interests and needs of the child).

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 governing body or proprietor should seek assurance that the body concerned has appropriate safeguarding in place. It is recommended by DfE 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 in out of school settings

By this is meant non-statutory organisations that provide activities to children without their parents' or carers' supervision who are not schools, colleges, or providers caring for children that are registered with Ofsted or a childminder agency. Generally the voluntary and sports providers. 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 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, who must be registered with HMRC, whose activities align with the charitable objectives of the programme
- Sole traders are not eligible but can be commissioned by other applicants – see specialist services on HSP website

Eligible costs

- Staff costs for planning and delivery
- Volunteer expenses
- Venue costs
- Food and preparation 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

Applicants must be able to provide the following (see note below for requirements from schools):

- A copy of your governing document
- A copy of your most recent accounts
- 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
- 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 safety procedures and risk assessment for activity



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.

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 more information please contact Jane Parker 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 over four days of at least four hours per day. We intend to provide 5,000 places per day to enable all children to take part. The maximum budget for this would be £20 per child per four hour day, depending on staff ratios require for different needs and age groups.

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 in a position to deliver the programme during the summer holidays for up to 16 days between 26 July and 27 August 2021.



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, please 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.

What support is available?

We will be holding a webinar along with the Herts Sports Partnership – date to be announced – keep an eye on the website.

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 5,000 places per day. 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
Deadline for applications	14 May
Panel meeting	15 June
Groups Informed of decision	18-19 June
Funds distributed	As soon as grant offer signed and returned to HCF

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. Activities will need to be loaded to the platform no later than Friday 2 July. Herts Sports Partnership will run an online training session explaining how to use the portal on Monday 21 June, (time tbc). For those who used the portal at Easter, you will be able to access it and begin adding activities from Wednesday 17 June. If you have not used the platform before, it is a mandatory aspect of the grant agreement that you attend the training session.

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. You do not need to use the platform to manage your paid for places, although there will be the option to do so if you wish. It is not an option to list the free places you are offering on your own platform.

The system has been amended since Easter to allow for 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 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 the register for your activity to close ahead of the session, 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.

Marketing and Promotion

The Herts Sports Partnership will promote the HAPpy Holiday Activity Programme in its entirety to schools, via social media and using direct emails. 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, should you wish to use it. Links to the artwork will be made available at www.sportinherts.org.uk.

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 by email shortly after the grant has been awarded.
- 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

The Herts Sports Partnership team of experienced Project Officers will visit 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.

16 April 2021 v1 – updated 29 April 2021 following updated DfE safeguarding guidelines