



# HAPpy Holiday Activity Programme Easter 2021

## Criteria and guidance notes

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## **1.INTRODUCTION**

### **Overview**

In November 2020, the Department of Education (DfE) announced funding into a national Holiday Activities and Food programme for children aged from 5 to 16 who are eligible for free school meals during the 2021 Easter, summer and Christmas holidays. Local programmes should include food, physical activities and enrichment activities. It is suggested that the programmes run for four hours a day and four days a week during the respective 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.

The aim of this fund is to make the positive benefits of holiday clubs available to all those aged from 5 to 16 on free school meals for at least four hours a day, four days a week for six school holiday weeks of the year. For now, we are only inviting applications to cover four days during the 2021 Easter school holiday.

### **About the Grants**

We are seeking 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, 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 during the Easter School holidays are invited now. There will be a further opportunity soon to bid for holiday provision in the rest of the year.

### **Deadline for applications**

Midnight on 5 March 2021



## 2. GRANT CRITERIA

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

- Provision of good food which meets at a minimum the school food standards
- 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 such as arts, craft or drama
- 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.

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](http://www.hertfordshire.gov.uk/outcomebees)



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#### **What we will fund**

- Grants can be used to extend a current scheme or project to enable provision for Easter 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.

### **Food**

We want to encourage healthy food, including food which mirrors the school food standards. The food should be provided free at point of access. Food options can include: cooking on site, hot food delivery, packed lunches, cook, share and eat, or a combination of these. Hot food is preferable where possible. Evidence of staff/volunteers holding Level 2 Food Hygiene and food allergy certificates will be required.

### **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.

### **Easter and Covid-19 uncertainty**

We are keen to fund face to face activities during the Easter holidays. However, if you are awarded a grant and government restrictions mean that your activity cannot take place you will be permitted to retain 10% of the value of the grant to cover upfront administrative fees. You will also be given the opportunity to defer the delivery of your programme to the summer holiday.

### **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. This works out at an average of £17 per child per day, but there will be flexibility depending on staff ratios required for different needs and age groups and where Covid restrictions apply.

### **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

### **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
- 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)
- Appropriate Safeguarding policy and processes and evidence of recent training (you can be supported with this)
- Equality policy
- A level 2 Food Hygiene certificate (support and training available)
- Evidence of relevant first aid training
- COVID safety procedures and risk assessment for activity
- Confirmation of public liability insurance

**Schools must provide the following:**

- Appropriate Safeguarding policy and processes and evidence of recent training
- Equality policy
- A level 2 Food Hygiene certificate (support and training available)
- Evidence of relevant first aid training
- COVID safety procedures and risk assessment for activity
- Confirmation of 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 will require Disclosure and Barring Service (DBS) checks conducted by the applying organisation.

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 Easter holidays ie between 29 March – 9 April 2021.



### 3. HOW TO APPLY

#### Online application

Organisations can apply online through the HCF website [www.hertsfc.org.uk/grants](http://www.hertsfc.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@hertsfc.org.uk](mailto:grants@hertsfc.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@hertsfc.org.uk](mailto:grants@hertsfc.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 virtual drop-in session from 10 – 12 on the morning of 26 February hosted jointly by HSP and HCF where you can ask questions about applying to the fund and delivering the programme. [Register here](#)

We are happy to talk about your plans before you start or at any stage during your application. If you have any queries about completing the online application form or the eligibility of your project, please contact the Grants Team on [grants@hertsfc.org.uk](mailto:grants@hertsfc.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 at an average cost of £17 per child. 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	5 March
Panel meeting	16 March
Groups Informed of decision	18 March
Funds distributed	As soon as grant offer signed and returned to HCF

#### 6. MONITORING REQUIREMENTS

##### What are the monitoring requirements?

1. All successful grant recipients will be required to report back on their grant and stated outcomes.
2. Those receiving larger grants will be required to complete a budgeting update spreadsheet.
3. A link to the HCF monitoring forms will be sent to you by email shortly after the grant has been awarded.
4. You will also be informed of the information you will need to record relating to attendees.

9 February 2021