**Tower Hamlets Council Guidance** **for the** **Easter Holiday Activities and Food (HAF) Programme 2024 Grant**

## Background

School holidays can be pressure points for some families because of increased costs (such as food and childcare) and reduced incomes- more evidently with the current cost of living crisis. 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.

To address this, The Department for Education is providing funding to local authorities to coordinate a holiday programme that provides healthy food and enriching activities to benefit entitled Free School Meals recipients during the Easter Holiday.

Tower Hamlets want to commission a rich and diverse programme of Holiday activities offering food delivered by organisations form the private, voluntary, and public sector that respond to local need.

If you are interested in delivering a HAF programme, please read the guidance below to see if you can meet the delivery requirements and complete an **Expression of Interest form**, submitting it to [HAF@towerhamlets.gov.uk](mailto:HAF@towerhamlets.gov.uk) byno later than **4pm, 7 March 2024**.

## Eligibility Checklist for Grant Funding

To be eligible for grant funding, applicants must be able to provide the following supporting documents upon request.

* Constitution or Articles of Association
* Approved Accounts or Record of Income and Expenditure
* Bank Statement dated within the last 3 months, displaying the account in the organisation’s name, account number, and sort code.
* Up to date Equality & Diversity Policy relevant to the nature of delivery
* Up to date Safeguarding Policy relevant to the nature of delivery
* Up to date Health and Safety Policy relevant to the nature of delivery
* Insurance Policies, including:
  + Evidence of Employer's Liability Insurance 10,000,000
  + Public and Products Liability 5,000,000
  + Professional Indemnity 2,000,000 (if applicable)
* Accessibility and Inclusiveness Policy
* Ofsted Registration and Approval (if delivering to those under 8 years old and does not meet any exemptions)

Additionally, please be aware that organisations currently receiving similar funding from the Council may not be eligible to apply. Verify eligibility with the awarding grants team for that grant before submitting your expression of interest.

## Purpose of the HAF Grant

The purpose of the grant is to make free places at holiday clubs available during the Easter school holiday. This will be made available to children in the local authority area who are eligible for and receive benefits-related free school meals. (Children eligible for the programme in Tower Hamlets will be issued a HAF code by the council).

All provision funded by the local authority through the HAF programme must meet our framework of standards (as set out in this document) and meet the following core aims and objectives:

## Core aims and objectives

As a result of this programme, we want children who attend this provision to:

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

We also want to ensure that the families who participate in this programme:

* develop their understanding of healthy lifestyles
* are signposted towards other information and support, for example, health, employment, and education

## Framework of standards

All provision funded by the local authority must adhere to our framework of standards, as outlined below. Please ensure that your Expression of Interest form addresses the following:

1. **Healthy Meals:** Holiday clubs must provide at least one healthy **hot** meal per day, meeting the School Food Standards and adhering to Natasha’s Law.

**With the HAF Grant funding, clubs can:**

1. Produce healthy food in house (providing that all food hygiene and safety standards are met).

**and/or**

1. Source healthy food from a local provider.
2. **Enrichment Activities:** Holiday clubs must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge. Clubs must also provide physical activities which meet the Physical Activity Guidelines daily.
3. **Increasing understanding and awareness of healthy eating:** holiday clubs must work to improve children’s knowledge and awareness of healthy eating.
4. **Signposting and Referrals:** Clubs must provide information, signposting, or referrals to other services and support beneficial for attending children and their families. This may include advice on sourcing, preparing, and cooking nutritious and low-cost food, along with increasing awareness of healthy eating. **Tower Hamlets Council has existing partnerships in place and will provide information on where families can be referred to, but providers should think how this element will fit with their delivery plan.**
5. **Policies and Procedures:** Clubs must demonstrate and explain their safeguarding arrangements. Relevant and appropriate policies and procedures should be in place for safeguarding, health and safety, insurance, accessibility, and inclusiveness. Where applicable, clubs must comply with Ofsted requirements for working with children.
6. **Targeted Free Holiday Club Places:** Free holiday club places should be targeted at children (reception – Year 11 inclusive) who are in receipt of benefits-related free school meals. Clubs must be able to collect a council issued HAF code for each child that attends their programme (in some circumstances, confirmation received from the child’s school or from the council may be acceptable).

The primary focus of the programme will be engaging and supporting children/young people eligible for**benefits-related Free School Meals**

## Minimum Delivery Expectations

Below details the minimum delivery expectations which must be met.

*\*If you feel you would be able deliver a HAF programme but may not be able to meet all the standards outlined, please contact The HAF Team at* [*HAF@towerhamlets.gov.uk*](mailto:HAF@towerhamlets.gov.uk)

1. **Cost:**Clubs must be free to attend. Funding can be used to provide free places at paid clubs to benefits-related Free School Meals-eligible recipients, but all other standards must still be met, and every effort must be made to avoid stigmatising free attendees.
2. **Delivery Structure**: Clubs must deliver a minimum of **4 hours of in person activity per day for a maximum of 8** **days (or a minimum of 4 days)**. (There may be some limited flexibility on the structure if the number of hours is met).

**\***Please note, due to budget constraints the Council will reserve the right to amend or reduce delivery periods.

1. **Delivery Dates:** Delivery must fall within **Friday 29 March 2024 - Friday 12 April 2024**.
2. **Monitoring & Evaluation Expectations:** To derive as much learning as possible Tower Hamlets Council will gather a range of information from funded activities. All HAF funded cubs must collect the following information for all individuals attending each session:

* First name
* Surname
* Gender
* Date of birth
* Home postcode
* Dates of all sessions attended
* HAF Code
* Special educational needs or a disability
* School name
* The number of Felix Project Food boxes received by each attendee (if applicable)

## Grant Funding amounts

Grants are available depending on the number of places **available each day** (this will be the club’s average daily attendance target and they will be expected to meet this each day of delivery). When applying for funding, please consider that there is a minimum expectation that 85 per cent of your places each day must be filled by eligible children.

An increased grant amount is available to support groups providing SEND-focused Easter holiday activities to reflect the additional support required. **To claim the SEND rate, at least 50 per cent of attendees must be SEND.**

**Restrictions:**

* A maximum of 100 places per day can be applied for a mainstream club.
* A maximum of 60 places can be applied for a SEND club.
* Applicants are limited to delivering a maximum of two sites.
* Applicants can only apply to deliver for a maximum of 8 days and a minimum of 4 days.

## Funding schedule tables

*\*The below funding levels may differ from what was available in previous rounds of delivery for the HAF programme in the expectation that cost will not be the same as previous.*

1. **Mainstream**

|  |  |
| --- | --- |
| **Number of children** | **Funding available per day of provision** |
|  |  |
| 25 | £500 |
| 30 | £585 |
| 35 | £670 |
| 40 | £755 |
| 45 | £840 |
| 50 | £925 |
| 55 | £1,010 |
| 60 | £1,095 |
| 65 | £1,180 |
| 70 | £1,265 |
| 75 | £1,350 |
| 80 | £1,435 |
| 85 | £1,520 |
| 90 | £1,605 |
| 95 | £1,690 |
| 100 | £1,775 |
| **How to calculate how much funding to apply for:**  *Funding available per day of provision for the number of children x Number of days of proposed delivery (x by the number of sites if delivering multiple).* | |

1. **SEND Provision**

\*For applicants to apply for SEND funding MUST have at least 50 per cent SEND attendees and you MUST provide attendees school details.

|  |  |
| --- | --- |
| **Number of children** | **Funding available per day of provision** |
| 10 | £350 |
| 15 | £525 |
| 20 | £700 |
| 25 | £875 |
| 30 | £1,050 |
| 35 | £1,225 |
| 40 | £1,400 |
| 45 | £1,575 |
| 50 | £1,750 |
| 55 | £1,925 |
| 60 | £2,100 |
| **How to calculate how much funding to apply for:**  *Funding available per day of provision for the number of children x Number of days of proposed delivery (x by the number of sites if delivering multiple).* | |

## Other considerations

**Capacity:** When applying for funding, clubs should expect to be operating at full capacity. It is expected that your average daily attendance will be the same as the number of places bid for in your application.

**Capital costs:** No more than 3 per cent of the awarded grant total can be spent on capital items.

**Payments:** If awarded a grant, 75 per cent of the payment will be made upon the start of the programme delivery and 15 per cent after the programme end and dependant on targets and conditions being met. **Please consider this when applying as we cannot fund delivery prior to the delivery start date.**

**Delivering in park spaces:** If you plan to conduct your HAF programme in a Tower Hamlets Park or open space, you must obtain permission by discussing your proposal with [Steven.McEvoy@towerhamlets.gov.uk](mailto:Steven.McEvoy@towerhamlets.gov.uk) by **Sunday, 3 March.** Permissions are subject to availability, with no guarantee. Due to potential limitations, each park may allow only one club, so prepare a backup option when expressing interest.

**Other Venue options:** If you want to deliver but do not have a venue, you can find a list of venues that be hired on the Tower Hamlets website (see link for list of venues: [Halls and venues for hire (towerhamlets.gov.uk)](https://www.towerhamlets.gov.uk/lgnl/community_and_living/halls_for_hire/halls_for_hire.aspx?hallsandvenues_List_GoToPage=2)).

**Volunteer Support:** If you wish to receive support with sourcing and manging volunteers for your Holiday Activities and Food programme, we encourage you to register with the Volunteer Centre Tower Hamlets (VCTH), who recruit volunteers for a wide variety of non-profit organisations in Tower Hamlets. To enquire, please email: [info@vcth.org.uk](mailto:info@vcth.org.uk).

## What We Won’t Fund

* activities where a profit will be distributed for private gain or projects that have no charitable or community element
* religious or political activity (we can fund religious organisations if they are providing benefit for the wider community)
* activity that replaces government funding or is a statutory responsibility, for example, we can only fund school activities that are additional to the curriculum
* activities that benefit individuals, rather than a wider community
* retrospective costs and loan repayments
* expenditure or activities that have already taken place outside of the funding period
* foreign travel

## How to apply

Organisations can apply by completing an **Expression of Interest Form**.

Forms must be sent to [HAF@towerhamlets.gov.uk](mailto:HAF@towerhamlets.gov.uk) by **4pm, 7 March**. Emails must include the Subject header: EOI Form EASTER Grant

## Notification of application outcome

If your expression of interest is successful, the council will contact you for additional information and required documents. The timeframe for this process cannot be stipulated, but you will be promptly notified of the acceptance or rejection of your application.

If you have any questions about the programme, please feel free to contact [HAF@towerhamlets.gov.uk](mailto:HAF@towerhamlets.gov.uk).