

Healthy Holidays Calderdale: Application Checklist

Please read the guidance again and check you have covered everything listed in the *Scoring* section above. Don't forget your documents e.g. constitution, bank statement, accounts etc. Please contact us if you have any questions – we want to help you apply.

Here is a reminder of key areas for your application:

- **Age groups** - confirm the age groups you are planning to cover in your project
- **Geographic location** – confirm the areas you will prioritise – include postcodes
- **Existing childcare providers** -please include evidence that shows the current cost of provision for fee-paying parents. Also please provide evidence of Ofsted registration and compliance
- **Menu** – please provide a sample menu for meals you intend to provide during the scheme. Please include healthy 'arrival snacks', if appropriate
- **Activities** – please include information on planned activities you will be delivering/purchasing. These should include parent-engagement activities as well as daily activities for children attending your holiday scheme
- **Budget** – check you have identified a clear cost/child for this project and included any relevant additional costs. Please attach quotes where possible
- **Financial health** – please ensure your returns to Companies House/Charity Commission/CASC or other relevant bodies are up to date. We cannot award grants to organisations who are not up to date with returns, without reasonable extenuating circumstances
- **Standards** – please provide evidence of ability to deliver to DfE standards (see appendix 1)
- **Covid 19** – provide details of covid-safe operating practices and covid contingency-planning
- **Outcomes** - ensure you have described clear outcomes for the children attending your holiday scheme
- **Timescale** – confirmation that you can provide your holiday scheme within the prescribed timescale Saturday 18th December – Thursday 23rd December 2021
- **DBS checks** – confirmation that these are in place or will be processed for staff/volunteers before the start of your holiday scheme
- **Signposting/referrals** – confirm you have measures in place to signpost or refer children and families to relevant organisations if needed e.g. health support, money management, safeguarding
- **Documentation** – Please supply the following with your application. Partnership applications need only supply the documents from the lead organisation:

- constitution, terms of reference, or relevant governance document.
- bank account details and a recent bank statement (within the last 3 months)
- annual accounts and evidence of the ability to track all financial transactions
- a written policy for safeguarding (children, young people and/or vulnerable adults)
- an equalities and diversity policy
- A list of trustees/management committee members/directors – we do not need their contact details, a list of names will suffice
- Evidence of appropriate insurance
- If your project involves food preparation and handling, please supply evidence of Food Safety Training and registration with Environmental Health

If you applied for the Summer Programme you can just send us an up to date bank statement (from within the last 3 months) as we have kept all your other documents. If you are a new applicant, please include all the requested documentation with your application or email it separately to grants@cffc.co.uk If you have any documentation problems then please get in touch **before** submitting your application. If you are applying as a partnership, then we require these documents from the lead organisation only.

Smaller organisations may not have all the listed documents above. Please let us know if this is the case as we can offer support and links to organisations who can help: grants@cffc.co.uk