

# ***Healthy Holidays Calderdale Winter Programme Guidelines***

***Building partnerships to provide free holiday activity sessions for children***

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## **Background**

*There is a glossary at the end of the document for reference*

The Department for Education (DfE) have identified funds for local authorities to try and remove the 'holiday experience gap.' This is where children from lower income families lose the stimulus and physical activity from the routine of school life during the holidays. They also lose their free school meals. In order to address this issue, the DfE have provided each local authority with funds to provide holiday activity schemes. The funding is for children eligible for benefits-related free school meals. Part of the requirement is that a) at least one HOT meal is provided per session, and b) at least 60 minutes of physical exercise is provided per session.

We welcome applications from open access schemes, where children who are not eligible for free school meals also attend. However, the funding for these children must be sourced elsewhere. **This fund can only be used for children eligible for free school meals.** Some areas have been running schemes like this for several years. You can find out about Leeds here: <https://www.leedscf.org.uk/healthy-holidays-activities-in-hunslet/>

These are the main objectives for eligible children:

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

Calderdale Council has been allocated £926,070 for holiday provision for children eligible for free school meals in the borough, during Easter, Summer and Winter holidays 2021. The number of children eligible for free school meals is currently around 8,000 although this is likely to rise. Calderdale Council is working in partnership with Community Foundation for Calderdale (CFFC) to run a funding round for the provision of holiday activity schemes in the **Winter holidays**. We want to fund a rich and diverse programme of activities, delivered by a wide variety of organisations – child minders, wraparound care providers, activity groups, schools and community/voluntary sector groups.

*This guidance is very detailed in order to meet DfE requirements. We recognise that the criteria may not be a fit for all organisations. You can form partnerships to deliver this programme and you can deliver on a smaller scale, if it meets the needs of your area. Please use the contacts listed throughout this guidance, to talk through any concerns. We are here to help and would like to see as many applications as possible. We want to ensure all the eligible children in our borough have access to holiday schemes.*

### ***Who can be supported by grants?***

This fund is for children resident in Calderdale who are eligible for **benefits-related** free school meals. Children in key stage 1 having free school meals as part of the universal school programme are not eligible.

Applying groups will need to be able to provide monitoring that demonstrates that all funded places have been given to children eligible for free school meals. However, we do not want parents and children to feel stigmatised. We recommend using a simple registration form for parents which includes a yes/no question about free school meals. The Healthy Holidays Co-ordinator worked with successful Summer providers to design a universal registration form that you can use.

You might want to include children not eligible for free school meals in your holiday scheme, to attend on a more open-access basis. We welcome that approach, but please note, you will **need to source funding elsewhere for those children attending who are not eligible to receive free school meals e.g. by charging fees for these children.**

During the Summer programme Calderdale qualified for allocating up to 15% of our places to non-eligible **vulnerable** children to access provision. These included looked-after children, children living in deprived areas and children with an education health care plan. We will be applying for this again and will alert providers when we know.

Please use the ward data supplied in the FAQs document to check for the key areas in the borough where children are eligible for free school meals. We will be prioritising funds for projects being delivered in areas with higher levels of free school meal eligibility.

We expect to see activity provision for eligible school-age children aged 5-16 in the main and recognise this provision may vary across the age groups. We will be asking you to let us know the age groups and types of activities you are planning, as part of your application. Eligible children aged 4 at school in reception classes can join your schemes. Under 4s are not eligible. Children aged 16-18 in education and eligible for free school meals can also participate.

### ***How much can you apply for?***

The cost will depend on the scale of your project. We are expecting to fund varying sizes of projects e.g. £3000, £5000, £8000+.

Cost/child's place will be one of the key assessment criteria for this fund. Please ensure any larger grant applications still represent value for money.

Acceptable items you can include in your project budget are:

**a) Cost of providing activities**

- staffing
- training
- premises
- resources/equipment
- external coaches or activity providers
- DBS checks

**b) Cost of providing nutritious meals** – we recommend budgeting between £2.50 and £4.50 per child for meal costs, unless there are extenuating circumstances you can explain in your application e.g. perhaps you are working with children with specific dietary needs

**c) Additional costs** – these refer to the costs relating to recruiting eligible children and could include:

- parental engagement
- marketing
- booking systems

When completing your application form please divide your entire budget by the number of places you will be offering, to work out your cost/child's place.

*If you are establishing a brand-new project in a priority area and find you have additional development costs to those described above, you may be able to include these in your project budget. Please talk these through with the Healthy Holiday Co-ordinator before submitting your application. This will allow time for funders to discuss and advise if your proposed costs can be considered: [healthyholidays@calderdale.gov.uk](mailto:healthyholidays@calderdale.gov.uk)*

**Who can apply?**

**Existing providers** of holiday activities e.g. childminders, wrap around care providers, and holiday schemes can apply to subsidise their fee-paying places so they can provide them FREE to children eligible for free school meals. Please contact us if you need help in applying.

It is a requirement for every applicant that holiday scheme places for children on free school meals are FREE to parents. For existing child-care providers, the cost of the free places in Summer must **not exceed the current costs paid by fee-paying parents** for a child's place. We will ask for evidence of this.

**New providers** - In order to meet the requirements of this fund, we hope lots of groups who may not currently provide holiday activity schemes will apply to this fund. We will offer as much help as possible to new groups.

You can form partnerships to apply. Examples of this could be food providers working with small sports groups, arts organisations, and schools. For a partnership application there will need to be a LEAD applicant. This organisation will be accountable for monitoring and finance and must meet one of the criteria below:

- Constituted voluntary, community and faith groups run for and by local people (individuals cannot apply)
- Registered charities and groups with charitable purposes working in Calderdale, (including Charitable Incorporated Organisations, IPS etc)
- Community Interest Companies (CICs) who do not, and cannot, pay dividends. CFFC recognises that other kinds of organisation may also carry out activities which are charitable. This may include Social Enterprises, Community Interest Companies, and Companies limited by guarantee. Organisations that do not fully meet the not-for-profit criteria above but do carry out activities which are charitable and have a clear public benefit can be supported where:

1. *There is demonstrable public benefit and clear protection against private benefit*
2. *The organisation has a minimum of three directors, the majority of whom are not paid employees*
3. *The salaries and benefits of any paid directors must be approved by most non-executive directors and must be reasonable and proportionate to the work they do and the financial position of the organisation*
4. *CICs must have an asset lock body with objectives which are both charitable and like the CIC*

CFFC is unlikely to award a grant of more than £5,000 to CICs or social enterprises which allow for payment to members of their governing body.

- Community Amateur Sports Schemes (CASCs) whose Governance documents include a clear community benefit clause, open membership and an asset lock
- Schools (except private, fee charging schools), whether part of the Local Authority or direct funded in some way, to apply for grants for activities which are clearly extra-curricular. **CFFC welcomes applications from PTAs/Friends of School groups and Academies.**
- Partnership projects are particularly welcomed.
- We expect that organisations whose previous years income is in excess of £5k will be registered as Charities, CIOs, CICs or will have some form of other appropriate legal status. This is a legal requirement. If organisations apply to CFFC who have had an annual income of more than £5k but have not registered, then confirmation of planned registration with a timescale will be required

- We will check registered charities, CICs etc with the Charity Commission and Companies House, as appropriate, to ensure that returns to the appropriate authority are in one time, and where this isn't the case, we will approach the applying organisation for an explanation. If the explanation for a late return is not felt to be reasonable a grant award will not be made and applications will not be considered from that organisation until the situation is rectified.

Applicants should supply all of the items listed below

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

CFFC has retained documents submitted during the Summer round. If you applied in June and your documents remain in date (e.g. check insurance hasn't expired) you can just send us an up to date bank statement (from within the last 3 months) and any quotes to evidence your project budget with your Winter application. If you are a new applicant, please include all the requested documentation with your application or email it separately to [grants@cffc.co.uk](mailto: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](mailto:grants@cffc.co.uk)*

### ***What will successful applications deliver?***

Please plan to provide holiday schemes with a minimum of 4 hours provision/day over 4 days – if you can extend your hours or sessions, we will consider funding them. In Calderdale we are asking providers to meet this requirement between **Saturday 18<sup>th</sup> December and Thursday 30<sup>th</sup> December 2021**. This may be delivered across partnerships of organisations.

We recognise the festive period may mean some groups face staffing/venue issues. In these cases we will consider funding 2 days face-to-face delivery and 2 days where food hampers and activity packs are delivered to homes instead. **Funding will be prioritised for groups who can provide face-to-face sessions for a minimum of 4 days** as we know from Summer how much this benefits children.

If you are considering providing hampers as part of your provision, please ensure these are healthy and are sensitive to cultural differences. You could partner with your local food bank to purchase these, thereby connecting foodbanks to children who may need support.

You can include trips out, cultural events, Winter fayres, celebration meals with families and children etc as part of your provision. Please ensure these are all fully costed out in the project budget.

You can also include costs for warm/waterproof clothing for children if you are running outdoor programmes.

We will support successful applicants with enhancing activities for children and young people attending their schemes. This includes an opportunity to visit a pantomime during the festive period. *Healthy Holidays Calderdale* and Victoria Theatre will subsidise these tickets so they will be free to providers but you will need to cost transport and include that in project budgets. Further information will be shared on accessing the pantomime once the application process has been completed.

The following are the required DfE standards for *Healthy Holidays Calderdale*. When applying, **please refer to [www.cffc.co.uk](http://www.cffc.co.uk)** for a detailed outline of each of the 7 DfE standards including examples, and guidance on what each standard means in practice. Please address each standard in your application and provide evidence where possible:

- (1) Food:** provide at least one meal a day (breakfast, lunch or tea). We require this meal to be a **hot meal** during the Winter programme
- (2) Enriching activities:** provide fun and enriching activities
- (3) Physical activities:** provide activities which meet the Physical Activity Guidelines on a daily basis – 60 mins of physical activity per day. In the Summer we asked providers to focus on outdoor activities as much as possible to support healthy lifestyles and Covid-safe practices. While the 60 minutes of activity still applies we recognise that is harder to plan to be outdoors in December.
- (4) Nutritional education:** include an element of improving the knowledge and awareness of healthy eating for children each day.
- (5) Food education for families and carers:** include at least one training and advice session for parents, carers or other family members which provide advice on how to source, prepare and cook nutritious and low-cost food.
- (6) Signposting and referrals:** provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families.
- (7) Policies and procedures:** demonstrate and explain safeguarding arrangements and have relevant and appropriate policies and procedures in place. This includes covid-safe operating practices and contingency planning if covid rules change

Please visit [www.cffc.co.uk](http://www.cffc.co.uk) to access the full suite of supporting documents for *Healthy Holidays Calderdale* including Application Checklist, FAQs, Ward Data, Useful Links and DfE Framework of Standards

### ***What should be included in an 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’s place 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
- **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 18<sup>th</sup> December – Thursday 30<sup>th</sup> 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, safeguarding
- **Documentation** – please include relevant documents outlined above in *Who can apply?*



## Scoring

Please read this section carefully. It shows you how we will score each application:

- a) **Project deliverables** - i.e. the sections above – *What will successful applications deliver?* and *What should be included in an application?* Assessors will be looking to see that **each point** listed in the two sections above is addressed adequately in the application form. Please ensure you read the full set of DfE standards on the CFFC website [www.cffc.co.uk](http://www.cffc.co.uk) and evidence how you will meet them
- b) **Documentation** - the documents you need to send with your application are listed above in *Who can apply?* and include things like your constitution, recent audited accounts, equality & diversity policy, evidence of insurance etc. We use these documents to check applicants (or lead applicants) are eligible for funding
- c) **Project budget** – assessors will be looking to see the project budget is reasonable and based on worked out costs. Provide any quotes as evidence for your budget if you can. Please remember that your budget will be compared to all other applicants.
- d) **Compliance** - for former applicants to CFFC, we will review your compliance with monitoring and marketing and any other agreed requirements, from previous applications.
- e) **Financial stability** – we will be looking at the financial position of the applicant/lead applicant to ensure any grants awarded from public money are not at risk

## Monitoring and Evaluation

### DfE Requirements

The national programme is being evaluated for DfE by Ecorys: <https://www.ecorys.com/united-kingdom>

We would like you to collect daily data although data submission will necessarily take place after Christmas. A monitoring template will be supplied to you as well as a registration form.

For over 13's you can ask for registration information (and consent), however it is good practice (and essential for under 13's) to get this information from a parent / carer.

Some local authorities will be sampled to take part in **case study research**. If Calderdale is chosen you may be required to:

- Take part in an interview during the summer programme on how the scheme is running from a staff perspective
- Take part in an observation during the summer programme, where a researcher will sit in on holiday scheme sessions and talk to attendees over the course of one day
- Complete a survey at the end of the programme reflecting on how the programme ran overall

You will be asked to complete an income & expenditure report in line with DfE requirements. This will be at the end of the project.

### **Local Requirements**

From a local perspective, we will be looking for evidence of successful projects to help us source further funds and provide more successful holiday schemes in the future.

We will ask you to share data and report back to CFFC and Calderdale Council on the use of the funding. This will be via an end-of-grant online monitoring form, supplied by CFFC. We will share a sample form with you before projects start, so you can see the information we will be looking for, for example parent/participant feedback and evidence of spend. Please keep all receipts and budgetary information for submission.

The Healthy Holidays Co-ordinator may visit projects during the week. This will mean funders gain a qualitative insight and projects will be able to seek advice and support.

*We recognise monitoring may be more of a challenge for smaller organisations and we will work with you to provide help and support where needed. Please talk to the Healthy Holidays Co-ordinator if monitoring may be an issue for you: [healthyholidays@calderdale.gov.uk](mailto:healthyholidays@calderdale.gov.uk)*

### ***How to apply***

Applications should be made online. Please click here to apply:

<https://ukcf.secure.force.com/forms/Generalover1500/HealthyHolidaysCalderdale>

Online applications and supporting documentation will be accepted up to **5pm Friday 29<sup>th</sup> October 2021**

Applicants will be notified of outcomes November 2021

## ***Help and Further Information***

You can find FAQs and more information on standards and useful resources on the CFFC website [www.cffc.co.uk](http://www.cffc.co.uk)

Application queries: [grants@cffc.co.uk](mailto:grants@cffc.co.uk) 01422 349700

Programme help and information: [healthyholidays@calderdale.gov.uk](mailto:healthyholidays@calderdale.gov.uk)

<https://www.vsialliance.org.uk/> can support Voluntary and Community groups around their infrastructure. This might include policy development, training needs or writing funding applications, for example

Keep refreshing the Calderdale Council Healthy Holidays webpage for updates: <https://www.calderdale.gov.uk/v2/residents/community-and-living/tackling-poverty-calderdale/healthy-holidays>

## ***Glossary***

CASC	- Community Amateur Sports Schemes
CFFC	- Community Foundation for Calderdale
CMBC	- Calderdale Metropolitan Borough Council
CIC	- Community Interest Company
DBS	- Disclosure and Barring Service (criminal record checks)
DfE	- Department for Education
DSL	- Designated Safeguarding Lead
FAQs	- Frequently Asked Questions
FSM	- Free School Meals

LADO	- Local Authority Designated Officer
NHS	- National Health Service
NICE	- National Institute for Clinical Excellence
NSPCC	- National Society for the Prevention of Cruelty to Children
Oct	- October
PTA	- Parent Teacher Association
Q&A	- Question and Answer
UK	- United Kingdom
UNCRC	- United Nations Convention on the Rights of the Child
VSI Alliance	- Voluntary Sector Infrastructure Alliance