



TOWER HAMLETS

East End
COMMUNITY FOUNDATION

Tower Hamlets Council 2023 Summer Holiday Activities and Food Programme Guidelines

If you are a returning applicant, please ensure you read the full guidance as conditions of the grant may have changed since previous rounds.

Please note, we will not be able to progress the following applications:

- ✗ Applications with requested level of insurance not submitted
- ✗ Applications proposing to partner with an organisation or individual also applying for LBTH HAF funding
- ✗ Applications with requested bank details or bank statements not submitted
- ✗ Applicant has previously failed to meet grant conditions (or has an ongoing dispute etc, has had funding withdrawn/requested to be repaid, etc)

Funding restrictions:

- The maximum number of places per day an applicant can apply for is 100 per site and the number of sites will be limited to 4 (LBTH reserves the right to amend this at any time).
Please note: If an applicant is funded, they accept the financial responsibility for taking on any additional placements above what we have agreed to fund.

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 Summer Holiday. **These activities must last for a minimum of 4 hours per day and for a minimum of 8 days** over the summer holiday. Healthy meals must also be provided.

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

This holiday provision is for school aged children from Reception to Year 11 (inclusive) who receive benefits-related free school meals. Infant pupils who receive a free meal under UIFSM must also be eligible for benefits related FSM to be able to access a place on the HAF programme.

If your organisation or school is interested in delivering a HAF programme, please read the guidance below to see if you can meet the requirements of delivery below and are eligible to apply.

Grant Guidance

Programme Aims

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 healthy lifestyles
- 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 nutrition and food budgeting
- are signposted towards other information and support, for example, health, employment, and education

The primary focus of the programme will be engaging and supporting children/young people eligible for benefits-related **Free School Meals**. Those eligible for Free School Meals must be prioritised and a **minimum of 85%** is expected to be met by clubs. **(Please note we ask all HAF deliverers to collect the Unique Pupil Identification Number (UPIN) and/or the National Insurance numbers of the parents of the children attending the programme to confirm their eligibility).**

Available Funding

Grants are available depending on the number of places **available each day** (this will be your average daily attendance target and you will be expected to meet this each day you deliver the programme). An increased grant amount is available to support groups providing SEND-focused summer holiday activities to reflect the additional support required. **To claim the SEND rate, at least 50% of attendees must be SEND.**

Funding schedule below:

1. Mainstream

Number of children	Funding available per day of provision
25	£425
30	£500
35	£575
40	£650
45	£725
50	£800
55	£875
60	£950
65	£1,025
70	£1,100
75	£1,175
80	£1,250
85	£1,325
90	£1,400
95	£1,475
100	£1,550

Funding entitlement = Funding available per day of provision for Number of children x Number of days of proposed delivery (x by the number of sites if delivering multiple).

2. SEND Provision

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

Those applying for SEND funding can bid uncapped with their budget and project plan and it will be assessed (LBTH Council reserves the right to adjust the funding request and a full award is not guaranteed). You must provide a clear and true breakdown of what your provision will cost.

The maximum funding an applicant can apply for is limited to 100 places per day, per site. Applicants can apply to deliver up to 4 sites, however please note, it is upon the Councils discretion on the number of days funding is awarded for.

*These 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.

Please Note: the Council may need to pro rata reduce your days in order to fit with budget limitations from the Department for Education

Funding expectations:

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.

No more than 3% of your grant can be spent on capital items.

If awarded a grant, 75% of the payment will be made upon the start of the programme delivery and once the applicant is registered on the council's payment system and 25% after the programme end upon review of monitoring. Please consider this when applying as we cannot fund delivery prior to the delivery start date.

Minimum Standards of Activity

Below details the minimum standards which must be met for each provision.

**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*

- a. **Cost:** clubs must be free to attend. Funding can be used to provide free places at paid clubs to FSM-eligible recipients, but all other standards must still be met, and every effort must be made to avoid stigmatising free attendees.
- b. **Delivery Structure:** Clubs must deliver a minimum of **4 hours of activity per day for a minimum of 8 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 applied for.
- c. **Food:** Organisations must provide at least one hot meal a day (breakfast, lunch or dinner) and all food provided at the holiday club (including snacks) must meet [school food standards](#) and **Natasha's Law**.
Food can either be supplied through a food supplier sourced by the club **or** Food can be cooked in house.
- d. **Enriching Activities:** Holiday clubs and other projects must provide children with:
 - develop new skills or knowledge.
 - consolidate existing skills and knowledge.
 - try out new experiences.
 - have fun and socialise.
- e. **Physical Activities:** clubs must provide activities which meet the [physical activity guidelines](#) on a daily basis.
- f. **Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours:** We expect providers to incorporate helping children to understand more about the benefits of healthy eating and nutrition into their programme. These do not need to be formal learning activities. This could include:
 - getting children involved in food preparation and cooking
 - growing fruit and vegetables
 - taste tests
 - discussing food and healthy eating during mealtimes
 - including food and nutrition in other activities

Offering positive learning and development through HAF activities creates stigma-free opportunities to support children and young people in learning about healthy lifestyles and exercise. This could cover, for example, the use of vapes, cigarettes, drugs, and how this can lead to issues including:

- economic
 - social
 - personal safety
 - exploitation
 - criminality
- g. **Signposting and Referrals:** clubs must be able to provide information, signposting or referrals to other services that would benefit children and their families. This could be sessions or information provided by Citizen's Advice, School Nurses, dentists or other healthcare practitioners, Family Support Services, Housing Support, organisations providing employment

support or financial education. **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.**

- h. Policies and procedures:** Providers must be able to demonstrate that they have in place relevant and appropriate policies and procedures for:
- safeguarding, including the recruitment of staff and volunteers
 - health and safety
 - relevant insurance policies
 - accessibility and inclusiveness
- i. Safeguarding:** Safeguarding and promoting the welfare of children is everyone's responsibility. We want every HAF 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.
- All staff working as part of the HAF programme should have an up-to-date enhanced DBS check.

Programme dates

Delivery for the programme must take place during the summer holiday, which falls between **Saturday 22nd July until Friday 1st September 2023**

Food Options

It is preferred that the meals served are hot, but we understand in certain circumstances this will not be possible. Within the application you must outline your plan for food provision and confirm that you will meet the necessary standards.

With your Grant funding you can either:

1. Produce healthy food yourself
2. Source your own provider, subject to meeting school food standards

All food provided must be budgeted for from within the grant amount. Remember to budget for the cost of the food and the coordination of delivery/collection.

Location Options

Please note that you must have an idea of where you will be delivery when applying for funding.

Changes to locations after grant funding has been awarded must receive written approval from the Council as this is a change in agreement. The council reserves the write to withdraw a grant offer on the basis of location changes.

Outdoor provision

If you wish to deliver your HAF programme from a Tower Hamlets Park or open space, you must gain the relevant permission to do so. Requests must be submitted by **Friday 26th May** to Steven.McEvoy@towerhamlets.gov.uk. Failure to do this will mean that we will not be able to fund your provision. Please see below the different type of permissions required.

a) Large scale delivery or delivery offering food

1. You are planning to work in groups over 50

2. You will be using infrastructure (which includes, football goals and various other sporting equipment)
3. Your provision involves supplying your participants with food

If any of the above statements apply to your delivery plan, then you will need to go via our formal application process and there is a 6-week minimum processing time.

b) Small scale delivery with no food offer

If the activities are small-scale (below 50 people at any one time) and does not require infrastructure and you **will not be** offering food to your members, please book the space by emailing pitch.bookings@towerhamlets.gov.uk to avoid clashes.

****Please note, that it is not always possible to accommodate delivery in park spaces and LBTH council reserve the right to decline any request, so we urge you to have a suitable alternative plan.***

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://towerhamlets.gov.uk/halls-and-venues-for-hire)).

Volunteer Support

If you wish to receive support with sourcing and managing 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: HAF@towerhamlets.gov.uk or info@vcth.org.uk. You must enquire no longer than 2 weeks after Grant Offers have been announced to allow for the recruitment process.

What We Will Fund

Funding can be used for a variety of things, but we would expect it to fall within two broad categories:

- to support the holiday offer itself (e.g., setting up new provision, paying for additional staff)
- to support quality improvement of provision (e.g., bringing in sports coaches, establishing partnerships with catering organisations, catering equipment etc.)

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

Monitoring & Evaluation

In order to derive as much learning as possible Tower Hamlets Council will gather a range of information from funded activities. All providers **must** collect the following information for all pupils attending each session:

- First name (**Compulsory**)
- Surname (**Compulsory**)
- National Insurance numbers of Parents/Carers (**Compulsory**)
- Gender (**Compulsory**)

- Date of birth (**Compulsory**)
- Home postcode (**Compulsory**)
- Dates of all sessions attended (**Compulsory**)
- Whether they have special educational needs or a disability (**Compulsory**)
- School name and LA area (**Compulsory**)
- The number of Felix Project Food boxes received by each attendee (if applicable)
- Unique Pupil Number (**Compulsory**)
- Parents' details (if applicable)

Supporting Documents

E-Essential

D-Desirable and can be provided after application is submitted.

You must provide the following supporting documents with your application:

- Constitution or articles of association - **E**
- Approved accounts or a record of income and expenditure for the organisation - **E**
- One bank statement dated within the last 3 months that shows the account is in the organisation's name, account number and sort code - **E**
- Equality & Diversity Policy - **E**
- Safeguarding Policy - **E**
- Health and safety - **E**
- Insurance - **E**
- Accessibility and inclusiveness - **E**
- Ofsted registration and approval (if delivering to those under 8 years old) – **D**

[Please follow the guidance below to determine whether your provision will need to be OFSTED registered.

The Ofsted Registers:

<https://www.gov.uk/guidance/childminders-and-childcare-Providers-register-with-ofsted/the-ofsted-registers>

Registration Exemptions:

<https://www.gov.uk/guidance/childminders-and-childcare-Providers-register-with-ofsted/registration-exemptions>]

How to Apply

Applications forms along with your supporting documents must be submitted by **4pm Monday 22 May, 2023**. *Please note that applications, will not be considered without these.

Please only fill in **one** application form:

If your organisation has delivered a HAF programme in Tower Hamlets in 2022 or 2023 please complete the '**Existing applicant**' form. *Please note if the name of your organisation has changed since this delivery, please complete a 'New Applicant form'.

[Please click here to fill in an Existing Applicant Form](#)

If you have not delivered a HAF programme in Tower Hamlets in 2022 or 2023 please complete the '**New Applicant**' form.

[Please click here to fill in a New Applicant Form](#)

Application Support – Online Drop-In Session Thursday 4th May 2023 10.00

There will be a 'drop-in session' which will be run by EECF to answer any questions you may have on **Thursday 4th May at 10am. [Please sign-up here to attend.](#)**

The application process is being administered by East End Community Foundation and grants will be awarded and managed by Tower Hamlets Council

Funding Announcement:

We aim to announce funding decisions 4 weeks before the delivery start date. Please note that the notice period may be shorter.

If you have any questions about the programme, please feel free to contact HAF@towerhamlets.gov.uk.