

# **Chorley Council Holiday Activity and Food (HAF) Grant Funding**

Guidance Notes and Criteria for applicants to deliver  
HAF funded provision 2024-25



Chorley Council invite local community-led organisations, childcare providers, and schools to apply for grant funding to deliver high quality, accessible and engaging programmes of activity for young people aged 4-16 during designated school holiday periods 2024-25.

1. Grant background
2. Application process
3. Supporting Documentation
4. Timescales
5. Funding allocations and conditions
6. Delivery specification

## 1. Grant background

The HAF programme was rolled out to upper-tier local authorities in 2021 to provide children eligible for free school meals (FSM) and other identified vulnerabilities access to support through the school holiday periods. Cost of living challenges make these children less likely to have access to nutritious meals, organised activity and social inclusion activity. The programme aims to provide structured, consistent and easy access to enriching activity that includes access to a nutritious meal. Chorley has 2806 children aged 4-16 receiving free school meals.

In line with national HAF requirements, 2024-25 delivery of activities will be one week during Easter holidays, four weeks over the summer holidays and one week at Christmas. The funding will cover a minimum of four hours of activity each day, four days per week. Food must be provided for all children and young people who participate, with all HAF funded and non-HAF funded children being offered the same meal options.

The following table indicates the prevalence of FSM eligible children across each ward area in Chorley:

Ward	% 4 -7	% 8-11	% 12-16	% Total
Adlington & Anderton	5.5%	5.7%	5.1%	5.4%
Buckshaw & Whittle	6.0%	7.2%	6.3%	6.6%
Chorley East	10.5%	12.1%	11.4%	11.4%
Chorley North & Astley	11.9%	12.7%	10.0%	11.5%
Chorley North East	2.3%	3.4%	2.6%	2.8%
Chorley North West	5.9%	4.9%	6.4%	5.7%
Chorley South East & Heath Charnock	10.5%	8.2%	8.8%	9.0%
Chorley South West	14.2%	13.3%	16.1%	14.6%
Clayton East, Brindle & Hoghton	10.1%	9.7%	11.4%	10.4%
Clayton West & Cuerden	5.9%	5.0%	4.6%	5.1%
Coppull	7.9%	4.0%	6.6%	6.8%
Croston, Mawdesley & Euxton South	3.3%	4.0%	4.4%	4.0%

Eccleston, Heskin & Charnock Richard	2.9%	2.8%	2.2%	2.6%
Euxton	3.0%	4.6%	3.9%	4.0%

The intended outcomes for the Lancashire HAF activities are for children who attend the provision to:

- Eat more healthily over the school holidays
- Be more 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 socially isolated
- Have a greater knowledge of health and nutrition
- Be more engaged with schools and other services.

For more information about the HAF programme outcomes please refer to the DfE programme standards ([Holiday activities and food programme 2024 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/holiday-activities-and-food-programme-2024))

## Application process

**Please use this document as a guide to planning your HAF provision and submitting your application form. Please submit your application form, budgeting spreadsheet and all relevant documentation to [HAF.programme@chorley.gov.uk](mailto:HAF.programme@chorley.gov.uk)**

Prior to applying for this funding, **it is essential that you read this document in full before submitting an application.** Applications that do not meet the essential criteria will not move forward to be considered for inclusion in the programme.

By applying to this fund you are agreeing to the council running financial checks against your organisation.

When allocating funding, the council will prioritise balancing a diverse and enriching offer that meets a broad spectrum of needs and interests, and provides opportunities across the borough, with reference to the number of FSM eligible children in each ward area. We will prioritise funding local provision that can demonstrate existing relationships within their communities, and an understanding of local children and families' networks and partnerships. It is recommended that any providers who are new to the HAF programme in Chorley familiarise themselves with local providers that may exist in the same geographical area prior to submitting an application.

Each organisation must fill in one application form which includes all activity planned for delivery across that delivery period, and at all planned venues. Applications and supporting documentation should be submitted in one email to [HAF.programme@chorley.gov.uk](mailto:HAF.programme@chorley.gov.uk)

## 2. Supporting Documentation

Alongside a completed application form, the following supporting documentation should be submitted:

- Public Liability Insurance
- Employers Liability Insurance
- Safeguarding Policy

- Health and Safety Policy
- Risk Assessments - You can find a risk assessment template on our website: [Running your community group safely - Chorley Council](#)
- GDPR/Data Protection Policy - More information is available from the Information Commissioner's Office: [Advice for small organisations | ICO](#)
- Proof of DBS checks in line with the Rehabilitation of Offenders Act (1974)
- Basic food hygiene
- Proof of Ofsted registration (where appropriate).
- A completed HAF budgeting spreadsheet available at [www.chorley.gov.uk/HAF](http://www.chorley.gov.uk/HAF)

Please name each attachment clearly, including the name of your organisation. If you experience any difficulty complying with the above requirements please email [HAF.programme@chorley.gov.uk](mailto:HAF.programme@chorley.gov.uk)

Applications that cannot meet the supporting documentation requirements cannot be considered for the HAF programme, however please do get in touch as we may be able to support you to comply.

### 3. Timescales

Please note that these are expected timescales.

<b>Applications open</b>	<b>10<sup>th</sup> June 2024</b>
<b>Application deadline</b>	<b>23<sup>rd</sup> June 2024</b>
<b>Notification of decision</b>	<b>28<sup>th</sup> June 2024</b>
<b>Signed grant agreements returned no later than</b>	<b>5<sup>th</sup> July 2024</b>
<b>Purchase order raised and delivery partner notified</b>	<b>10<sup>th</sup> July 2024</b>
<b>Invoice returned for 70% of total grant amount for delivery period</b>	<b>22<sup>nd</sup> July 2024</b>
<b>First payment made</b>	<b>31<sup>st</sup> July 2024</b>
<b>HAF summer delivery commences</b>	<b>29<sup>th</sup> July 2024 – 23<sup>rd</sup> August 2024</b>
<b>Monitoring and evaluation reports returned to HAF Coordinator</b>	<b>Within 5 days from the end of last activity.</b>
<b>Invoice returned for remaining grant amount for delivery period*</b>	<b>Within 5 days from the end of last activity.</b>
<b>Second payment made</b>	<b>2 weeks after receiving the final invoice</b>

\*This amount will be calculated based upon the number of allocated spaces that are booked. We will depend upon delivery providers to return their monitoring reports promptly, including any SEND bookings, which will be charged at the higher rate of £24 per head.

### 4. Funding allocations and conditions

This period of funding will be available for Tier 1 applications only.

<b>Tier 1</b>	<p>Covers delivery for Easter 2024 only and is available for bids up to a £2000 maximum. This grant will be paid in two instalments; 70% prior to the delivery period and 30% after evaluation and monitoring reports have been submitted. This fund will reopen for applications prior to summer and Christmas delivery periods.</p> <p>There is no lower threshold for placements offered for this tier of funding, we would encourage bids from a wide range of children's activity providers.</p>
---------------	---

We provide a HAF budgeting tool for applicants to indicate the number of spaces they are bidding to offer across the delivery period (depending upon the Tier of funding they are applying for). A completed HAF budgeting spreadsheet must be submitted alongside all applications.

In our aim to provide enriching activity to as many benefits related FSM children and young people as possible, we offer a higher rate of funding to support the inclusion of SEND specific provision, typically activity that requires considerable additional resource such as additional adult support and specialist equipment. For SEND specific activity, the SEND budgeting spreadsheet must be completed.

We expect all HAF activity to be SEND inclusive. Where activity is SEND inclusive but not SEND specific, additional funding can be applied for after each delivery period to reflect any additional resource used to support the inclusion of SEND children and young people.

Organisations may not be granted the full allocation of spaces/funding applied for. In this event, dialogue with the organisation will resolve the grant amount offered to ensure viability of activity.

Grants awarded may be subject to certain conditions which must be satisfied before payment is made. The applicant must indicate acceptance of such conditions when any offer of a grant is made.

A panel will determine all grant awards. Grant payments will be made as soon as possible after the decision, in line with the payment schedule.

**Please note that funding is allocated to delivery partners to reflect the number of spaces offered, however the grant will only be paid to match the number of bookings taken.**

Organisations are expected to use the grant received for the purpose outlined in their grant application. Recipients of grants should inform the Council of any problems with fulfilling their agreement as early as possible. The Council will expect repayment of the grant in full if the agreement is not fulfilled and necessary monitoring information is not received by a set date. The Council may consider requests to repay in part, or not at all if the project is not completed due to circumstances beyond the applicant's control.

The HAF funding can be used towards:

- Staff delivery time
- Staff time for admin and programme management

- Resources and materials
- Venue hire
- Food provision
- Marketing and publicity
- Parental and community engagement activities e.g. outreach workshops / assemblies /shows
- Enriching activity

**The Council aims to reach and include as many benefits related FSM eligible children and young people as possible, which requires the funding to be allocated responsibly. Where it is recognised that organisations and activities have differing costs, it is possible that the funding will only cover a percentage, rather than all associated costs. It is strongly recommended that the programme is also offered to paid spaces for children and young people who are not eligible for HAF funded spaces. Additional funding sources may also be sought.**

## **5. Delivery specification**

HAF delivery takes place over three distinct school holiday periods: 1 week during the Easter break, 4 weeks in the summer break and 1 week during the Christmas break. Holiday dates may vary depending on area, school and need.

Each session must be a minimum of 4 hours long, and you must offer sessions for a minimum of 4 days per delivery week. The funding amount offered per space will remain the same, regardless of the length of the session.

The funding received covers the provision of an engaging and enriching activity, alongside the provision of a nutritious meal. During the Easter and Christmas breaks, a hot meal is considered best practice.

HAF delivery providers must provide at least 1 meal a day (breakfast, lunch or an evening meal and all food provided at HAF clubs (including snacks) must meet school food standards.

Where the Council will deliver a robust communications plan to advertise the programme with local education settings, delivery partners will be responsible for making use of existing partnerships, networks and relationships at a local level to maximise the number of bookings for their activities.

Where SEND is identified as a need for a child or young person, it is the delivery provider's responsibility to contact the family and discuss the child or young person's additional needs.

The council is not seeking applications from organisations who only wish to offer either activity **or** food, and are not able to deliver a programme covering all the HAF framework standards, however, organisations may work in partnership to achieve this. In these cases, one organisation is expected to act as the lead.

HAF delivery providers are expected to support the improvement and development of the programme by attending programme specific training and stakeholder meetings.

### **Additional support for families**

HAF providers should be able to offer information, signposting or referrals to other services and support, that would benefit the children who attend their provision and their families.

Other services and support could include:

- Citizens Advice Bureau
- School nurses, dentists, or other healthcare practitioners
- Children and Family Wellbeing Service
- Home Start
- Social Prescribers
- Finance and budgeting training partners
- Chorley Buddies food clubs
- Libraries

There are many ways that providers can meet this element of the programme, for example, through trained and knowledgeable staff engaging with families during drop-off and pick-up times, the provision of signposting resources such as leaflets and posters, communicating regularly with your council HAF Coordinator, and additional drop-in sessions for families wrapped around HAF provision, delivered by local support services.

#### **All HAF provision must:**

- Meet the DfE HAF Standards Framework, providing all eligible children and young people with food, enrichment activities, physical activities, nutritional education and signposting and referrals to support families (see for full DfE HAF Standards Framework).
- Provide completely free places to HAF funded eligible children and young people.
- Provide the same offer of activity and food to HAF funded spaces and any paid spaces.
- Adhere to their own policies, procedures and safeguarding outlined within this document in section 3 - 'Supporting Documentation'
- Only provide free HAF funded places to children and young people who live and/or attend school in Chorley.
- Be fully accessible and inclusive.
- Be delivered in a suitable, accessible, and welcoming venue.
- Demonstrate good value for money.

#### **Chorley Council are particularly interested in funding HAF provision that:**

- Responds to local need and demand, particularly offering a programme of activity for a diverse range of children and young people across the breadth of the borough.
- Is open to all children and young people, by offering paid places or securing funding from other sources.
- Provides good quality volunteering opportunities for young people (and their families where appropriate), including access to the Time Credits network.
- Uses local businesses to help deliver the HAF activity programme – e.g., local food suppliers, design, print, equipment and venue hire.

### **6. Reporting and assessments**

Providers will be required to comply with the reporting and assessment requirements of delivering HAF activity. This includes:

- Safeguarding assessment.

- Quality assurance self-assessment and Quality assurance visits from HAF programme coordinators.
- HAF delivery performance assessment:
  - Analysis of bookings and attendance
  - Analysis of FSM and paid places
  - Analysis of SEND attendance
  - Review of areas of success and challenges faced
  - Signposting and referral case studies.

**If you have any further queries you can contact the HAF Coordinator by emailing [HAF.programme@chorley.gov.uk](mailto:HAF.programme@chorley.gov.uk)**