­**Section 1. Organisation Details**

Chorley Council HAF 2024/25

Application Form

|  |  |
| --- | --- |
| **Organisation name** |  |
| **What type of organisation** | **Please delete as appropriate:**  Community/voluntary sector group  Not-for-profit company  Social Enterprise  Registered charity  Private company/childcare setting  School or education setting |
| **Name of lead contact** |  |
| **Position held by lead contact** |  |
| **Registered address of organisation** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Website** |  |
| **Please tell us about your organisation’s activities and what your organisation was set up to offer/achieve?** |  |
| **Have you previously offered HAF provision in Chorley or elsewhere?** |  |
| **Is your organisation Ofsted registered?** |  |

**Section 2. Programme management**

|  |  |
| --- | --- |
| **Briefly outline your experience in providing similar activities for children and young people** |  |
| **What is the total value of the grant you are applying for?** |  |
| **How will you ensure that all reporting is maintained, completed and submitted in a timely manner?** |  |
| **Have you approached another local authority or grant awarding body for HAF funding for 2024/5? If yes, please provide details.** |  |
| **Can you confirm that all delivery staff and volunteers will hold a current Disclosure and Barring Service (DBS) check, and that you are not aware of any reason they should not work with children and young people?** |  |
| **Will volunteers be supporting programme delivery?** |  |
| **Please detail your procedure for managing children who need their medication on site, including children with Epipens.** |  |
| **When did your staff last receive medical/first aid training? How many staff on site will have received this training?** |  |
| **How will you monitor the success of your HAF delivery?** |  |
| **How will you promote good attendance at your provision? This includes marketing your provision to increase bookings, and ensure good attendance rates against bookings to minimize ‘no-shows’.** |  |

**Section 3. Programme delivery**

**Please make sure you refer to the DfE HAF Programme Standards when answering the section below:** [Holiday activities and food programme 2023 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023)

|  |  |
| --- | --- |
| **Please describe your food offer and how you will meet the HAF food provision standards.**  How your food offer will meet the new requirements of the Food Information Regulations 2014 (Natasha’s Law).  What measures are in place to adhere to any dietary requirements or cultural/food preferences, including those associated to allergens.  What measures you have in place to keep the food either hot until serving or chilled.  Provide an example of a meal you will serve to demonstrate how you will adhere to the School Food Standards.  If you are making food on site, how will this be done? And what processes will be put in place to ensure food safety and quality is maintained? Will you be able to provide hot food? |  |
| **Outline the enrichment activities you plan to include in your HAF programme.**  In providing an inclusive offer, it is expected that providers plan a balanced programme of activity. Where activity may be primarily focused on sports, how will additional activity provide balance and enrichment? |  |
| **Please describe how your programme of activity will help participants participate in quality physical activity experiences.**  Please include a detailed description of the types of physical activity that will be offered as part of your programme. |  |
| **Please describe how you will shape your programme to promote awareness of healthy eating, healthy lifestyles and positive behaviours.**  This could include food preparation, recycling, growing fruit, veg and plants, taste tests of new fruit and veg, visitors, role play, discussions, etc. |  |
| **Will your offer incorporate food education for families and carers?**  Are you looking to build into your programme of activity any additional sessions for parents, carers and other family members to learn more about the principles and practical elements of healthy and nutritious meals? If so, please include details. |  |
| **Chorley Council are community leaders and active participants in child and family support networks. We can offer support for providers to signpost or refer families into additional support services. Please explain any existing partnerships you may have developed with support services, organisations or groups and how these can be built into your HAF offer.** |  |
| **Outline how you will ensure that your programme is inclusive and accessible for all groups, in line with the government’s HAF guidance.**  This may include specific staffing, training and experience, equipment and dialogue with parents/carers. |  |
| **If some or all of your provision is for 12+ age young people:**  **Explain how you have considered the opinions of the young people you are targeting to shape your offer.** |  |
| **If some or all of your provision is SEND specific:**  **Describe your experience leading activity for SEND children and young people.**  **Outline how you will ensure you will make sure you understand the needs of each child or young person in your care, and be fully provisioned to meet their needs.** |  |
| **Declaration:**  **By submitting this application for to Chorley Council’s HAF programme you declare that all the information contained within this application form is accurate and true.** | Please delete as appropriate:  Yes, I can confirm that everything in this application form is accurate and true.  No, I can not confirm that everything in this application form is accurate and true. |