**Holiday Activities Fund Programme**

**Easter/Spring Holiday Application Form 2021**

Please complete this form and return via email to [HAF@youngharrow.org](mailto:HAF@youngharrow.org) *no later* than the deadline of  **5.00pm on WEDNESDAY 10 MARCH 2021**

|  |  |
| --- | --- |
| Organisation |  |
| Contact name |  |
| Role/Title |  |
| Telephone |  |
| Email Address |  |

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| --- | --- |
| **Please select your organisation type.** |  |
| **Registered Charity** | If yes include Charity Number: |
| **Local Authority** |  |
| **Harrow School** |  |
| **Social Enterprise/Company** | If yes include Company Number: |
| **Other: please give detail** |  |

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| --- | --- | --- |
| **Do you currently deliver services to children and young people in Harrow?**  *Please tick or highlight your answer* | **YES** | **NO** |

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| **Does your organisation have experience/track record in delivering holiday programmes to school aged children and young people?** | **YES** | **NO** |

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| **Will you be purchasing prepared meals for the programme?**  \* We are developing partnerships with various organisations to support the programme with either free or subsidised food and will try to partner you with these offers where possible. | **YES** | **NO** |
| **If YES** – please indicate if you would like to use the partner food providers engaged with YHF or if you will be sourcing your own meals. | **Using YHF** | **Sourcing own** |

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| --- | --- | --- |
| **If you are cooking your own meals (with or for) the young people - please confirm that someone in your organisation has the relevant Food Standards Qualification** (if successful we will ask for proof). | **YES** | **NO** |

**If you are *not* a school or signed up member of Young Harrow Foundation, then we would like you to**

**tell us about your organisation. (200 words max)**

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**Project Description:**

Please give us a brief description of your proposed **project** and tell us about your experience/track record of delivering similar successful programmes for children and young people.

(**500** words maximum)

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| --- | --- | --- | --- |
| **Delivery TYPE** | **YES** | **NO** | **Total**  **Number of hours** |
| **Face to Face** - Face to Face groups *(16 hours minimum)* |  |  |  |
| **Online Service** - 12 hours online activities and 4 hours eating time (*total 16 hours min*) |  |  |  |
| **Mixture of both face to face and online services** |  |  |  |

**If you plan to deliver face to face services only and COVID related restrictions in place at the time do not permit that – please let us know if you have an alternative delivery plan in place?** (200 words max)

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| The HAF Programme has **5 KEY outcomes** for children and young people attending the holiday provision.  Please give a short description against each outcome to show how you plan to achieve this. | |
| Programme OUTCOMES | How will ***your* project** achieve this outcome? |
| 1. Eat more healthily |  |
| 2. Be more active |  |
| 3. Take part in engaging and enriching activities |  |
| 4. Be safe and not isolated |  |
| 5. Have greater knowledge of health and nutrition.  \**We are providing sessions that can be used if you do not want to develop your own materials, but you will need show how this will be incorporated into your overall programme of delivery.* |  |

**Please tell us more about the children and young people you are aiming to engage with and how you will advertise to widely to ensure you engages with children and young people who receive free school meals and those who are most disadvantaged.**  (**300** words max)

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**How many young people will benefit in total?**

**What age range will your project be aimed at?** (please give numbers for each age range as appropriate)

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**5-8 years**

**9-11 years**

**13-16 years**

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**Please give a predicted percentage those attending are eligible for Free School Meals.**

**\**Please note that we would hope to see this percentage as over 50%***

**Projects that are closed to ‘members’ or only to those you work with on a regular basis *cannot be funded* through this programme. Please confirm that your your project will be open and accessible to anyone wishing to attend – especially to those identified as in receipt of Free School Meals.**

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| --- | --- |
| **YES** | **NO** |

**PROJECT DELIVERY SCHEDULE** EASTER Holiday period **Thursday 1 April -Friday 16 April 2021.**

Each applicant must be prepared to deliver 16 hours minimum but can apply to deliver additional hours.

Please indicate delivery by responding NO next to the day/date or YES and indicate the times.

**WEEK ONE**

|  |  |  |  |
| --- | --- | --- | --- |
| **APRIL 2021** | **Delivery**  **YES/NO** | **Project Times** | **Venue Name** *(if* ***online*** *please indicate)*  *\*Please include postcode/s or area/housing estate you are focusing your advertising and delivery on.* |
| Thursday 1 |  |  |  |
| Friday 2 |  |  |  |
| Saturday 3 |  |  |  |
| Sunday |  |  |  |
| Monday 5 |  |  |  |
| Tuesday 6 |  |  |  |
| Wednesday 7 |  |  |  |
| Thursday 8 |  |  |  |
| Friday 9 |  |  |  |

**WEEK TWO**

|  |  |  |  |
| --- | --- | --- | --- |
| **APRIL 2021** | **Delivery**  **YES/NO** | **Project Times** | **Venue Name** *(if* ***online*** *please indicate)* |
| Saturday 10 |  |  |  |
| Sunday 11 |  |  |  |
| Monday 12 |  |  |  |
| Tuesday 13 |  |  |  |
| Wednesday 14 |  |  |  |
| Thursday 15 |  |  |  |
| Friday 16 |  |  |  |
| Saturday 17 |  |  |  |
| Sunday 18 |  |  |  |

**Project Budget:**

Please complete the table below with the proposed project breakdown cost.

Core Service Budget (Your Budget should be based on a maximum of £110 per person and this should include everything **except the cost** of the food e.g., Youth Workers, Transport cost for home deliveries for packed lunches, PPE for face-to-face provision etc.)

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| --- | --- |
| Detail of Item/Expenditure | Cost |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |

\*Please note – if you have indicated that you would like to use YHF Food Partners or food you are **NOT** required to complete this section.

Please budget for food costs separately and give details below. These should not be over £4 per day per person supported. E.g.,10 young people, 6 days may have a budget of £240.

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| --- | --- |
| Detail of Item/Expenditure | Cost |
|  | £ |
|  | £ |
|  | £ |

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| **Total Requested:**  \*(Please see Guidance Notes for an indication of costings per head this is not prescriptive but designed as a guide to reasonable costs) | £ |

**Declaration:**

I am authorised to sign this application on behalf of my organisation and certify that the information provided in the application form is correct as to the best of my knowledge.

ALL applicants must sign BELOW.

|  |  |
| --- | --- |
| Signature (can be electronic): |  |
| Date: |  |
| Position in organisation |  |

**Please return your completed application by email:** **[HAF@youngharrow.org](mailto:HAF@youngharrow.org)**

**NO LATER** than **5.00pm on WEDNESDAY 10 MARCH 2021**