



HOLIDAY ACTIVITIES and FOOD (HAF) PROGRAMME HAF GRANTS GUIDANCE

SUBMISSION DEADLINE DATE: 5.00 pm on Tuesday 30 April 2024

HAF SUMMER BLAST

As we approach what may be the final year of the HAF programme, pending confirmation of further funding, Harrow continues to be committed to providing our children and young people with an unforgettable summer experience.

We are seeking provisions that will give them a **BLAST!**

We want something that transcends the typical club activities and ignites their imaginations. So, put on your creative hat and let's make this **summer full of FUN**, originality, creativity, or themed adventures!

DfE would like EVERY child to be offered access to a **minimum of 64 hours** across the holiday period. We expect programmes to operate over a **minimum of 10 days** (they do not need to be consecutive days; they can be spread across the full holiday period) but must be **NO LESS than 4 hours** per day and include a meal (preferably hot and most definitely nutritious and healthy!).

HAF GRANTS SUMMER Holiday Offers and COST 2024

1. **Short holiday project** (**Please note there must be a minimum of 64 hours delivery over 10 days.*) Maximum cost per child **£270** – *including* food.

2. **Targeted offers for SEND** children and young people specialist provision to be higher given the levels of need and one-to-one support but expect you to budget for what you need.

Maximum cost per child **£400** *including* food.

3. **Secondary Aged Drop-ins**

We understand many young people of this age (especially 14-16) will not attend full programmes as required in the guidance so we are seeking innovative solutions to attract young people to shorter sessions this is something you are interested in providing; please contact cristina.garcia@youngharrow.org for a short application form.



All delivery must take place during the SUMMER holidays between Thursday 28 JULY and FRIDAY 30 AUGUST 2024

* The AVERAGE GRANTS awarded last Summer were between and £3,000 and £10,000 – we have a limited amount of funding so PLEASE stay withing the allocations shown as above per child.

PANEL scoring includes VALUE FOR MONEY and those OFFERING a FULL PROGRAMME of mixed activities so please make sure that you explain your project clearly and that your budget matches your programme design.

MAKE SURE your project plan for HAF includes and addresses the following before you APPLY:
<ul style="list-style-type: none"> Children and young people from Reception to Year 11 both inclusive.
<ul style="list-style-type: none"> Free School Meals (FSM) benefits related (but not exclusively as we aim to include any child experiencing economic/social disadvantage) *Private Companies will be expected to have 100% FSM.
<ul style="list-style-type: none"> Minimum of 10 days with 64 hours minimum.
<ul style="list-style-type: none"> Offers a hot nutritious meal.
<ul style="list-style-type: none"> Lots of physical activity (minimum 1 hour per session).
<ul style="list-style-type: none"> A wide range of enriching, engaging, creative and imaginative activities.
<ul style="list-style-type: none"> Nutritional Education (support via resources will be provided if needed)

If you have *never applied for HAF* in HARROW you must read the full DFE Guidance here: <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2023>



FOOD

We are **not partnering** with a FOOD Provider this year so all APPLICANTS must identify their own food source for this programme. If you require support, we can provide you with contact details for local providers, just email cristina.garcia@youngharrow.org

*You **MUST include** the food costs (including the delivery charge if applicable) in your **OVERALL budget** and be aware that ALL food provision is subject to certification requirements and standards (*set out under PROVIDER STANDARDS*).

PROVIDER STANDARDS must meet the DfE Framework Standards as follows:

FOOD - You must provide one meal per session (this should be a **hot meal** where practically possible and always nutritious).

All food provided must meet school food standards (click here for [details](#)) All food provided as part of the programme **must comply with regulations** on food preparation and consider allergies and dietary requirements and preferences as well as any religious or cultural requirements for food.

***Please note** - Natasha's Law From 1 October 2021, changes to the Food Information Regulations 2014 came into effect, adding new labelling requirements for food that is pre-packed for direct sale (PPDS). For more information see here [Natasha's legacy becomes law - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

You must be able to provide your own nutritional food – when either cooking your own food or choosing your own external provider, you will be responsible for making sure that the food provision meets the current Food Regulations and School Food Standards (as set out above).

1	If cooking your OWN food – Hygiene Certificate and proof of qualifications.
2	Lunch procedures, storages and transportation form signed *This will be provided if successful in your application.



Ofsted REGISTRATION

Holiday clubs may need to register with Ofsted or they may be [exempt from registration](#). Both clubs and providers that would require registration with Ofsted, and those that are exempt, can participate in the holiday activities and food programme.

ELIGIBILITY CRITERIA – PLEASE CHECK that you meet EACH of the criteria listed BELOW for HARROW:

- Your organisation must either be **based in** or **delivering services in Harrow** and must have a proven track record working with children and young people.
- You must be signed up as a YHF member, associate or private provider to apply. If you have NOT been accepted as one of the listed affiliates at the time of the HAF Programme Launch then you cannot be considered in this round. PLEASE visit our website for more information on joining.
- All activities should take place in Harrow for school aged children (Reception –Year 11 both inclusive)
- All of the proposed activities must be delivered during the **SUMMER holidays between THURSDAY 25 JULY and FRIDAY 30 AUGUST 2024**
- Your organisation must have a bank account registered in the **name of the organisation** applying.
- Your organisation must have the following policies in place and up to date: Safeguarding, Health and Safety, Insurance and Accessibility and inclusiveness/Equalities and Diversity.
- You must have a relevant Risk Assessment for all **SUMMER** activities including lunch procedures that is Covid compliant (if applicable) and in-line with Government Guidelines at the time.
- Any member of staff or volunteer working directly with children and young people will be required to have a current DBS and a Safeguarding Certificate minimum level 1. (*YHF can sign post you to a free online Level 1 for any members of staff working on a Harrow based programme.*)
- As you are expected to provide your own nutritional food – either cooking your own food or using an external provider, you are responsible for making sure that the food provision meets the current Food Regulations and School Food Standards (as set out above).
- Grants cannot be for religious or political activity.
- You must agree to publicise your HAF programme on the YHF website (support offered) and all provision/unless consent to have a closed programme.



- Use at least one social media platform (support can be offered with set up) and agree to promote your activities and success of your programme.
- Inadequate delivery/not meeting the standards required and/or late monitoring will affect your eligibility to apply in future rounds.
- You must comply with and submit all monitoring requirements at the end of the delivery period.
- Holiday clubs may need to register with Ofsted or they may be [exempt from registration](#). Both clubs and providers that would require registration with Ofsted, and those that are exempt, can participate in the holiday activities and food programme.

SUBMISSION DEADLINE DATE: 5.00pm on TUESDAY 30 April 2024

ALL SUBMISSIONS should be emailed directly to: cristina.garcia@youngharrow.org

You will receive a confirmation of receipt email – if this has not been sent within 2 working days of submission then please call Cristina on 07789747055

The Panel will meet to make decisions and we aim to inform applicants by the end of MAY.