

FUEL/Holiday Activities and Food (HAF) Programme 2022

Grant application guidance - Updated May 22

Background

School holidays can be pressure points for some families and for some children, this can lead to a holiday experience gap, with children from low-income households being:

- less likely to access organised out-of-school activities
- more likely to experience 'unhealthy holidays' in terms of nutrition and physical health
- more likely to experience social isolation

The HAF programme is a response to this issue, with evidence showing that free holiday clubs can have a positive impact on children and young people and that they work best when they:

- provide consistent and easily accessible enrichment activities
- cover more than just breakfast or lunch
- involve children (and parents) in food preparation
- use local partnerships and connections, particularly with the voluntary and community organisation sector

In 2021, the HAF programme enabled support to be provided to hundreds of thousands of children and their families nationally through the Easter, Summer and Christmas school holidays.

In The Royal Borough of Windsor and Maidenhead (RBWM) the programme has been renamed as FUEL (Feed Ur Everyday Lives) and is coordinated by Achieving for Children.

Scope of delivery

The programme will cover the Summer, and Christmas holidays in 2022.

The dates for the Summer will be:

- Week 1: Monday 1 August - Thursday 4th August
- Week 2: Monday 8 August - Thursday 11th August
- Week 3: Monday 15 August - Thursday 18th August
- Week 4: Monday 22 August - Thursday 25th August

The dates for Christmas will be:

- Week 5: Monday 19 December - Thursday 23rd December

NOTE: For any programmes that run Monday - Friday on the weeks highlighted above, we may fund places on the Fridays despite being outside of the FUEL designated dates. This is to enable FUEL funded children can experience the whole week alongside no FUEL funded children.

The programme is predominantly for school-aged children from Reception to Year 11 inclusive who receive benefits-related Free School Meals. Achieving for Children can also offer the programme to vulnerable families not in receipts of free school meals.

About FUEL programme funding

The FUEL programme can provide additional funded places on existing holiday provision as well as commission new activities (either bespoke for FUEL or mixed provision models).

Programmes should provide access to holiday activities as follows:

- Operate for a minimum of four hours per day (ideally longer, for example six hours)
- Include enriching and physical activities
- Include a nutritious hot meal (cooked on-site or delivered via a caterer)
- Inclusive and accessible provision to all FSM children including those with SEND
- Provision offered to all FSM children of statutory school age in RBWM
- Programmes to be operated in line with the [government HAF guidance](#)

Organisations should set out in their application how they plan to utilise the grant to deliver in line with the government's framework of standards for providers as set out in their HAF guidance.

Details of the school food standards can be found [here](#).

There is no cap on the amount of grant that can be applied for; however, the Council reserves the right to limit the grant awarded to an individual activity provider.

We would especially welcome applications that provide 'unique' experiences for children which may mean higher overall programme costs. We will consider every application to assess the proposed programme/activities and the benefits for attendees, taking overall costs into account.

Organisations can factor relevant costs into their grant application; such as transport to allow eligible children to access provision, cost of hot meals which could be via an outsourced caterer, any additional staffing required, venue hire, venue entrance fees if running a day trip.

We will be grant funding places available and offered on programmes, not places ultimately taken up. We will therefore expect organisations to develop a communications and promotion strategy to help ensure the provision will be promoted effectively with the aim of ensuring that all available places are booked.

For 2022, we are proactively looking for organisations who will provide activities for our two key target groups - Children with SEN and 12-16yr olds.

Expectations for the 2022 programme

To receive FUEL grant funding from us your programme must:

- Operate within RBWM or start and end in RBWM if the activity is a day trip.
- Benefit people who live in RBWM.
- Be inclusive and accessible to every FSM family and have regard to protected characteristics.
- Provide face-to-face activities (for example, a holiday club or a day trip) providing a range of activities; for at least four hours per day (but ideally longer than four hours, especially if open to non FUEL funded children for longer).
- Provide **HOT** food **ONLY** (with all food and snacks meeting school food standards). The hot food offer could be provided through partnering with a local food provider (for example, meals could be delivered via a contract caterer).
- Provide an element of informal nutritional learning at each session that improves participants' knowledge and awareness of healthy eating.
- Have a mechanism in place to contact families who do not attend sessions and inform the FUEL Co-ordinator/team of non attendees on a weekly basis. This enables these families to be contacted and a discussion had around future attendance.
- Provide the data/information outlined in the Post Delivery Section of this Guidance.
- Send out a FUEL online feedback form to all participants- The link will be provided to you and feedback will come direct to the FUEL Coordination Team

If your provision is open to non Fuel funded children as well as funded children. please note that:

- A child that does not meet the criteria cannot take a FUEL funded place.
- Fuel funded children must be able to participate in the day's activities for the same length of time as non funded e.g If the non funded children can stay from 9am - 5pm we would expect the FUEL funded children to do the same.
- Grant monies can only fund the proportion of your programme costs that will be used to deliver activities for the eligible cohort group for the HAF programme.
- Opportunities to provide children with specific skills through enriching activities; we would encourage organisations to be innovative and creative in the range of activities and opportunities for learning skills that they provide.

Who can access FUEL grant funding?

FUEL grant funding is available to a wide network of organisations including community and voluntary organisations, registered charities, social enterprises, schools, private companies and leisure/coaching/creative providers operating in RBWM.

As part of the application process, and to confirm your eligibility to receive public money, you may be required to submit copies of policies and documents including:

- Constitution or governing document in the case of non-for-profit organisations
- Equalities and Diversity policy and procedures
- Safeguarding policy and procedures
- Public Liability and Employers' Liability Insurance
- Accounting or financial information to prove solvency

Organisations must evidence Public Liability and Employers' Liability insurance cover of a minimum of **£5 million** in order to gain a FUEL fund grant. However, we recommend that organisations carry out checks with venues they intend to hire for FUEL purposes regarding venues' insurance requirements for hiring purposes.

We will support providers in the planning of FUEL activity programmes, through regular email updates, webinars and information sessions and one to one guidance and advice.

Decision Making Criteria

- 1: Does the programme meet the framework of standards as set out in the government's HAF guidance document? These are:
 - Healthy **hot** food offer (meeting school food standards)
 - Enriching activities that enable participants to develop new skills, build on existing skills or try new things
 - Physical activities (meeting Government physical activity guidelines).
 - Informal nutritional education that improves participants' knowledge and awareness of healthy eating
 - Nutritional education for family members
 - To deliver sessions that operate for a minimum of four hours a day (ideally longer, for example six hours)
 - To provide signposting for families towards other information and support (The FUEL Team will provide partner organisations with a flyer of local support services that can be given/sent to families)
2. How many of the designated FUEL dates (as highlighted previously) does this programme fall on.
3. What is in place to ensure that FUEL funded children are not 'highlighted' and do not 'stand out' to other children.

- 4: The amount of funding and number of places already allocated to that part of the borough and for the proposed age group, and how organisations intend to target and promote to the eligible groups.

How to apply

The deadline for organisations to submit their application for Summer funding is **24th May 2022** and the Christmas funding is TBC.

Organisations can also apply for the Christmas 2022 funding on the same application form.

The application process will stay open for Christmas 2022 applications.

- Applications should be submitted via the [online form](#)
- Officers will undertake an initial sense check and organisational due diligence of the application and attachments, and may contact you if further information is required for the review process.

Please complete each element of the application accurately and truthfully. The success of your application is dependent on your organisation fulfilling the brief as submitted, and failure to achieve the standards agreed may result in your contract being terminated and payment being withheld.

Awarding funds

We will review applications and will notify successful applicants within a week of each deadline. We will confirm approval of the application which will be followed by the issue of a grant agreement (SLA). The grant agreement will set out the terms and conditions on which the grant is made by the Council to the recipient.

If your programme is awarded FUEL grant funding, then delivery planning for the programme must start following confirmation of application approval, ready for activity delivery.

Before applying, please make sure you have read the expectations for the FUEL programme. We will only consider providers who meet the areas outlined in the 'expectations for the 2022 programme'

If you DO NOT offer what we are asking for, but still would like to apply, then please be aware that your application may be rejected.

How the FUEL grant funding will be paid

The intention is to pay the FUEL grant funding in two instalments, with **50%** to be paid before the start of the programme delivery, shortly after signing the grant agreement. The

remaining **50%** is planned to be paid on completion of the programme and on receipt of the data required to be provided to the DFE.

Costs that can be included as part of the application

- Eligible costs can include anything related to direct delivery expenditure of your programme (for example, resources, staffing, venue hire costs, food, transport costs for eligible children to be able to attend sessions).
- We are not able to fund capital aspects of your programme (for example, improvements to the venue, new equipment).
- If your programme is open to a wider group of children, we expect the request for FUEL grant funding to only reflect the proportion of your programme that will be targeted at the eligible cohort group. For example, if 40% of your capacity will be for FSM children, 40% of the total provision costs will be eligible for HAF grant funding.
- You will be expected to secure funding for non-eligible children through providing paid places or through other sources of funding.

Monitoring the use of grant funding

Before and during programme delivery:

- We will require organisations to develop a communications and promotion plan to help ensure the provision is effectively promoted within the delivery local area.
- FUEL branding must be used on all promotional materials and content. We reserve the right to require sight of proposed promotional materials before use to ensure appropriate use of FUEL branding.
- We will expect providers to work with us to ensure that we collectively collate a record of the FUEL programme through the careful use of photos, videos and case studies (anonymous where required). We will work in accordance with Data Protection legislation and will work with organisations to achieve this and to ensure that we only publish materials where individuals have given their explicit and informed written consent for such use.
- During programme delivery across Summer and Christmas 2022, we will carry out a visit to all providers' activities. These visits may be either pre-arranged or unannounced.

Post delivery:

After the delivery period we will require reporting on the progress of the programme delivery, how the funds were spent and the outcomes and impacts that the programme achieved. The information that you will need to provide is:

- Numbers of children attending overall
- Numbers of children who were on FSM
- Numbers of days/session each participating child attends

- Name, Surname and gender of each child attending
- The age of each child
- The primary/secondary school attended by the child
- Parent Carer contact information (email/phone)
- Numbers of children that attended the provision who were not FSM and why they attended - eg CIN/CP, SEND, other
- If you supported other vulnerable children to report to us why you did and why it was important to do so.

You will also be required to provide:

- A brief programme report (proforma will be sent as an appendix within the SLA once funding agreed)

We reserve the right to request invoices or receipts to evidence that the FUEL grant funding has been spent for the purposes intended. For the same reason, we reserve the right to audit programme delivery.