# **Guidance to FUEL Applications for Summer 2022**

# **About**

School holidays can be a difficult time for some families with children. Parents may struggle to pay for extra food if their children usually get free meals at school. It can be hard for families on low incomes to pay for things for their children to do during the holidays, as leisure activities, trips and holiday schemes can be expensive. For some children that can lead to a holiday experience gap, with children from disadvantaged families:

* 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.

Free holiday clubs are a response to this issue and evidence suggests that they 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.

In November 2021 the government announced that the holiday activities and food (HAF) programme would be extended. The programme runs during the Easter, Summer and Christmas holidays.

**Contact**

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# **Partnership Opportunities**

Achieving for Children are coordinating FUEL(Feed Ur Everyday Lives), the local programme name for HAF, on behalf of the Royal borough of Kingston and the London borough of Richmond-Upon-Thames.

Achieving for Children will look to partner with a number of organisations across the two boroughs to deliver a programme which seeks to give children and young people receiving benefits-related free school meals the opportunity to receive free holiday activities and food for 16 days throughout the Summer Holiday.

Throughout the programme, Achieving for children are looking for providers who are able to work with other local partners in the delivery of the programme. This may be through an external meal contractor, a local link with a library, or through working alongside other organisations to help fulfil your sessions. We recognise that partnership working will help children and families as well as your own programme during the holidays, and encourage all to seek out further opportunities. 

**Scope of Delivery**

The expectation from the DfE is that all benefits-related Free School Meal families be offered a place on the HAF programme. Published data on FSM numbers can be found here: <https://data.london.gov.uk/dataset/pupils-eligible-free-school-meals-borough.>

To better ensure that provision both meets the needs of our FSM families and is accessible for them, it is proposed that places fall in line as much as possible with FSM distribution by ward and age group. For this reason, the decision-making panel will consider where the project is being delivered and how much money has already been granted to that part of the borough.

Up to 15% of places may be offered to children who are not on benefits-related Free School Meals but are otherwise considered vulnerable. This may include Children in Need, those on a Child Protection Plan, Young Carers, Young Offenders, etc.

**How much money is available?**

Kingston and Richmond’s total annual confirmed combined allocation for the FUEL programme 2022 is £775,410. Local Authorities can subsidise places on existing holiday provision as well as commission new activities.

The funding must be used to provide access to holiday activity programmes as follows:

* The equivalent of 4 hours a day and 4 days, over 4 weeks of provision. This is equivalent to 64 hours per child.
* Inclusive and accessible provision to benefits-related FSM children, including those with Special Educational Needs and/or Disabilities (SEND).
* Provision offered to all benefits-related FSM children of statutory school age who live or attend school in Kingston or Richmond.

Organisations must set out in their application how they plan to deliver to ensure their project meets the HAF standards as provided by the Department for Education <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021>

It is anticipated that there will be many organisations across the boroughs who are able to deliver FUEL, however we recognise that some organisations have the capacity to take on more than others, or provide specialist provision for children with with SEND, which may cost more and/or vary depending on the type of activities undertaken.

For this reason, there is not a set amount that can be applied for, but organisations should make clear within their submitted budgets how they will spend the funds and deliver against the outcomes and must evidence value for money.

Organisations can also apply for Capital expenditure funding, using the following google form: <https://forms.gle/39DrCsJLJdTb1z6t5>

Organisations will be able to apply for one-off grants of £2,500 to support capital projects which support the ongoing delivery of the FUEL programme

**Who can access Funding:**

FUEL funding is available to community and voluntary organisations, not-for-profit companies, registered charities, constituted organisations, social enterprises, schools, and private companies operating in Kingston and Richmond.

As part of the application process, and to confirm your eligibility to receive public money, you will be required to submit:

* copy of Public Liability Insurance documentation
* copy of Employer Liability Insurance documentation
* Safeguarding Policy
* Safer Recruitment Policy
* Health and Safety Policy
* Equality and Diversity Policy
* Privacy Policy/GDPR policy
* Covid Risk Assessment

**Eligibility criteria**

To receive HAF funding from us your project must:

* Take place mainly within the borough and benefit children and young people who live or go to school in the boroughs.
* be inclusive and accessible to every FSM family and have regard to protected characteristics, including children with SEND.

Applications will be judged against the following criteria:

1. Does the project meet the following HAF standards:
* Daily healthy (preferably hot) food offer for children that meets the school food standards - [School food standards: resources for schools - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools)
* Enriching activities that allow for children to have new experiences and develop new skills, have fun and socialise
* Daily physical activities that meet the physical activity guidelines for children of at least one hour per day of moderate-to-vigorous physical activity - [Physical activity guidelines for children and young people - NHS (www.nhs.uk)](https://www.nhs.uk/live-well/exercise/physical-activity-guidelines-children-and-young-people/)
* Daily nutritional education for children aimed at improving the knowledge and awareness of healthy eating for children. These do not need to be formal learning activities and could for example include activities such as: getting children involved in food preparation and cooking, growing fruit and vegetables, taste tests, discussing food and nutrition or including food and nutrition in other activities
* Weekly nutrition and food budgeting sessions training and advice sessions for parents, carers or other family members. These should provide advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the nutritional education aspect of the programme, for example, by inviting children and their families to prepare and eat a meal together
* FUEL providers should be able to provide information, signposting or referrals to other services and support that would benefit families. This could include sessions provided by partner agencies around employment, training, family support, health, financial advice etc

Score: 0-30

1. Is the project inclusive for children with SEND and other vulnerabilities?

Score: 0-20

1. Does the applicant set out clear plans demonstrating:
* How the project will be delivered
* Project timeline
* Project risks and mitigations (excluding legal and compliance which the authority will consider)
* What promotional activity they will undertake
* What the booking process is and how they will manage capacity
* How they will gain feedback from families who participate and evaluate the success of the project

Score: 0-30

1. Does the provider have a detailed budget which offers value for money?

Score: 0-20

The HAF programme represents a key opportunity to engage effectively with many of our most vulnerable and deprived families. You will improve your chances of being awarded FUEL funding if your application can demonstrate how it will build capacity and expertise in the sector to ensure that holiday provision going forward meets the core elements of the programme:

* A daily hot food offer that meets [School food standards - School Food Plan](http://www.schoolfoodplan.com/actions/school-food-standards/) and takes into account dietary requirements
* Nutritional education for children and young people each day
* Food education for families and carers – at least one session on provide advice on how to source, prepare and cook nutritious and low-cost food
* Physical activity that meets the [Physical activity guidelines: UK Chief Medical Officers' report - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report)
* Enriching activities that allow children to have new experiences and develop new skills
* Information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families

The decision-making panel will also consider where the project is being delivered and the age groups the provision is tailored to.

We reserve the right to amend these criteria at any time.

**How to apply**

The opportunity for organisations to apply for this funding will be open from the week commencing the 10th May 2022. Applications close at 23:59 on the 27th May 2022.

* Applications will be submitted online via Google forms
* The FUEL team will undertake an initial sense check and organisational due diligence of what has been received.
* Projects will be presented to a panel for consideration.

You may also be required to submit the following documents specific to your project:

* Statement evidencing that all staff and practitioners are DBS checked to the required standards for the project being undertaken.
* Risk Assessments
* Information Commissioner's Office registration details, if applicable. Check if you need to register: [Registration self-assessment | ICO](https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/)
* Ofsted registration number and link to most recent inspection, if applicable

We may follow up your application with additional questions or queries in advance of making a decision.

**Awarding funds**

If your application is successful, we will issue a conditional offer letter. The offer will, as a minimum, be subject to checking any supporting documents you have been asked to provide.

If everything meets our requirements, we will confirm the offer with the issue of a service Level Agreement. This will set out the terms and conditions and service specification for which funding has been awarded.

**Monitoring the funds**

If we fund your project you will need to complete a project assurance report to confirm how the funds were spent and what you achieved. We reserve the right to request invoices or receipts to evidence that FUEL funding has been spent for the purposes intended. For the same reason, we reserve the right to audit project delivery.

**Unsuccessful applications**

If your application is not successful, we will inform you. We anticipate funding many organisations across the boroughs and therefore formal feedback may not be possible for all unsuccessful applications.

There is no appeals process for unsuccessful applications, though you can make a complaint via the respective council’s formal complaints procedure if you think we have not followed our process.

**Exclusions**

HAF funding is the giving of public money so it is important that it is used appropriately. HAF funding will not support projects or activities that cannot evidence how they will meet the identified needs of the beneficiaries.

Furthermore, funding cannot be used for:

* projects which are purely research or not focused on direct delivery.
* costs of ongoing staff who are not working directly on the project – including salaries of permanent or fixed term staff.
* costs incurred in putting the application together.
* projects that take place outside of Richmond or Kingston.
* VAT that you can recover.
* loans or interest payments.
* purchase of alcohol or illegal substances.

This list is not exhaustive. You should contact us if you are unclear whether your project, or elements of your project, would breach these rules.

**Data Protection and Freedom of Information**

As a public organisation we must follow GDPR and the Freedom of Information Act 2000. By submitting your application, you agree that we can use the information it contains, and other information we hold about your project, for the following purposes:

* making decisions to award FUEL funding to your project
* responding to Freedom of Information requests
* data analysis and statistical research
* sharing with individuals or organisations
* communications activity to publicise your project or promote FUEL funding.