

## FUEL Application Form

Before completing this application, please ensure you have read the Holiday Activities and Food (HAF) guidance from the Department for Education. You are expected to comply with the Holiday Activity and Food Programme Standards as these are Achieving for Children's expectation of service delivery.

<https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021>

This application form covers provision for the Summer holiday period only. Please complete one form per organisation which may cover multiple sites. For additional projects, please complete an additional application. You should indicate where you plan to deliver your programme, and applications which come with supporting proof to deliver at the venue will be given precedence at time of selection. This form requests details and costs for each of the programmes you plan to run.

Achieving for children will be selecting providers based on the criteria laid out in the programme information letter, which can be found here:

**\*Required**

1. Email \*

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2. Organisation Name \*

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3. Address Line 1 \*

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4. Address line 2

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5. Town/City \*

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6. Postcode \*

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7. Organisation website address

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8. Type of Organisation \*

*Mark only one oval.*

- Registered Charity
- Community Group
- Voluntary Organisation
- School
- Business
- Other: \_\_\_\_\_



9. Charity number (if applicable)

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10. Company number (if applicable)

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11. Ofsted Registration number (if applicable)

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14. Email Address \*

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15. Contact Telephone Number \*

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16. Please share your organisations purpose, experience and track record in delivering similar programmes (max 250 words) \*

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17. Email Booking Address

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18. Telephone booking number

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Lead contact Information

12. Name \*

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13. Position \*

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Programme Detail (Summer Delivery)

19. Please outline what you intend to deliver at Summer? \*

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20. Please list the address you plan to base your programme from (please use the below for any additional sites) \*

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21. Additional Venue 1 (Address)

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22. Additional Venue 2 (Address)

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23. Additional Venue 3 (Address)

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24. Please state whether these are inside or outside venues \*

*Mark only one oval.*

- Inside Venue
- Outside Venue
- Both
- Other: \_\_\_\_\_

25. What is the age range that your programme will cover? \*

This must be between 5-16

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26. Premises type \*

If any of the premises are hired (including gifted or not not charged) please provide written confirmation from the premises owner that your organisation has consent to use the premises for the purpose of providing the activities described in this application. This could be in the form of an email to [FUEL@achievingforchildren.org.uk](mailto:FUEL@achievingforchildren.org.uk) or uploaded using the following upload page

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27. Premises File upload information

Files submitted:

28. How many places will your holiday programme offer IN TOTAL for young people this Summer (Please include any paid places within this total) \*

\_\_\_\_\_

29. Of your total places at Summer, How many will be for eligible children and young people on the FUEL programme per day \*

The following groups are eligible: benefits-eligible free school meal recipients; children and young people open to Social Care or with an EHCP or SEND. This is the number of places you hope to offer for FUEL eligible children.

\_\_\_\_\_

30. Of your total place amount, How many will be for Non-eligible children and young people per day \*

These places should not be funded using the grant. Costs of places for non-eligible children should be recovered through charges to parents/carers (some of these fee paying parents may be eligible for government support through Tax Free Childcare.) This is the number of spaces for Children who may pay for the programme for example.

\_\_\_\_\_

31. What is the MINIMUM number of eligible young people on the FUEL programme required to make your own FUEL programme viable? \*

\_\_\_\_\_

32. Total number of days you plan to deliver (Max of 16) \*

\_\_\_\_\_

33. Please outline which days of the Summer holiday you plan to hold provision. We are looking for providers to offer the programme for 16 days over Summer \*

\_\_\_\_\_

34. What time do you envisage your programme running during the day? \*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

35. Total number of eligible child and young people's spaces to be provided over the Summer: \*  
spaces per day x days offered

\_\_\_\_\_

#### FUEL Application Form - Funding (Summer 2022)

36. What is the total cost of a session per child, per day over Summer? \*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

37. When this figure is broken down, please let us know 1) Cost of place per child per day (Excluding food) at Summer \*

This should be no more than your daily rate to fee paying customers.

\_\_\_\_\_

38. 2) Cost of food per child per day at Summer \*

\_\_\_\_\_

39. 3) Total Administration costs at Summer per child per day \*

This total should only be for the administration of the FSM eligible children and up to a maximum of 10% of project value.

\_\_\_\_\_

40. Total Funding Requested for Summer \*  
Number of Places x Total cost per child per day

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### Programme Specification

41. Please outline how your programme will meet the following HAF standards:

- Daily healthy (preferably hot) food offer for children that meets the school food standards
- 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
- 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

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42. All our provision on the FUEL programme is expected to be accessible for children with Special Educational Needs and Disabilities, and this should be assessed on a child by child basis. What level of support are you able to offer children with SEND? (please select as many that apply) \*

*Tick all that apply.*

- We are a SEND specific provider
- Yes, individual needs will be assessed, and met by having staff trained to support the entire programme, but can also work with these young people
- We will look to bring in staff to support the programme additionally, and may act as a 1-2-1 if required
- Other: \_\_\_\_\_

43. Please provide any further information you wish to give about how you are making your provision accessible and inclusive to all

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44. Please outline How the project will be delivered; Your timeline, Project risks and mitigations (excluding legal and compliance which the authority will consider); What promotional activity you will undertake; What the booking process is and how you will manage capacity; How you will gain feedback from families who participate and evaluate the success of the project

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45. Please use this space to provide any further budgetary information you see fit to share

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#### Administration

46. As part of this programme there is a requirement on local authorities, and those running \* services on behalf of local authorities, to report to the Department for Education. As part of the programme, you will be required to share all data with Achieving for Children in a timely manner. Please confirm that this will be possible for you/your organisation

Mark only one oval.

Yes

No

#### Additional Support

E.g. if you require support sourcing food provision or have a strong proposal for activity provision but would need to identify another provider to locate an appropriate venue.

47. Please use this space to note any additional support you feel would be of benefit either from Achieving for Children or potential partners.

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#### Required Information

If your programme is selected to be a partner on the FUEL programme, we will advertise and promote your opportunities through our own website.

To allow us to do this as quickly and efficiently as possible, please complete the following information. Please be aware, if successful this information will appear on our website

48. Link to booking page (or direct link to a clear page where parents will find a booking page)

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49. Short(Max 150 words) description about your offer

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50. Time your programme will take place

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51. Dates of your programme

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52. Programme age range

*Mark only one oval.*

Option 1

53. Organisation Logo (this must be in either Png, Jpg, or EPS format)

Files submitted:



[Skip to question 46](#)

FUEL Application  
Form - Declaration  
(Summer delivery)

Please ensure that a person who is appropriately authorised to act on behalf of your organisation(s) completes the following declaration.

Once we have initially agreed to the provision you are offering, we will be in touch regarding dates of the programme, and the number of spaces that we will be looking for you to fulfil.

We will require a number of documentation checks before the programme can take place, and will include, but not be limited to:

- 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

54. Name \*

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55. Position (job title) \*

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56. Date \*

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*Example: 7 January 2019*

57. I confirm that the information given in this application is true and that, if successful, the organisation will administer any grant in accordance with the final version of the grant funding agreement. \*

*Mark only one oval.*

Yes

No



58. I confirm that the organisation has the relevant policies and procedures in place to deliver \* this provision and that, if successful, will provide the relevant documentation prior to the provision taking place. I understand that failure to comply with this request may result in the Service Level Agreement being cancelled

*Mark only one oval.*

Yes

No



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