**Holiday Activities and Food Programme Expression of Interest Application Form 2021**

**Winter HAF Programme**

Our summer programme was evidently a major success; however, we have decided to trial a new model during the Christmas period. The HAF Hub model has been trialled nationally and Southampton consider the four day programme (Monday 20th December – Thursday 23rd December) to be the perfect opportunity to embed our Winter HAF Programme across the city. We are seeking organisations to deliver activities within a HAF Hub to ensure that a wide range of provisions and activities are being offered within each hub thus ensuring a consistent approach is delivered city wide. We have agreed HAF Hub Coordinators who will be responsible for meeting the Holiday Activity and Food Programme Standards (Holiday activities and food programme 2021 - GOV.UK (www.gov.uk)) and will oversee each site; We are now seeking a range of enriching activities, to be commissioned and delivered by qualified specialists in their field to develop opportunities within each HAF Hub.

The activities offered will support either Physical Development, Creative Development or Wellbeing. Children and young people will be divided by ages. Each HAF Hub will cater for children aged 4-16 year olds so please consider these age ranges when planning activities. The day will be divided into two sessions.

Session 1: 0900 – 1300 (with lunch at 1200-1300)

Session 2: 1200 – 1600 (with lunch at 1200-1300)

You will be needed on site for 6 hours a day. (4 hours delivery, 1 hour to support at lunch and 1 hour for your own preparations/pack up). You will be entitled to your own break between 1100am – 1200pm. Your first session will start at 0900am and your last session will finish at 1500pm.

We expect to offer 100 spaces per session at each HAF Hub (200 a day).

As part of our future development, we will be delivering a range of webinars to meet our HAF Standards that we expect our partners to attend. A timetable with more information around this will follow. We will be looking at running 6 HAF Hubs across the city.

Thank you for your support,

The HAF team.

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| **SECTION 1****About your organisation** |
| **1.1 About your organisation** |
| Lead contact |  | Address  |  |
| Position |  |  |
| Email address |  |  |
| Phone number |  |
| Type of organisation (School, Other education provider, third sector organisation, Other) |  |
| Website and/or social media platforms  |  |

**Period of Delivery**

Please identify which holidays periods your organisation will be available to offer provision

Christmas 2021

(4 days)

**Types of Delivery**

Please express an interest in which areas of delivery you would be interested in delivering. (You may tick as many as you feel able)

Face to Face Delivery – Primary Age Pupils

Face to Face Delivery – Secondary Age Pupils

**What provision will you be offering**?

Physical Development

Creative Development

Please confirm you are able to provide activities on the same day, across all sites (6 Hubs)?

What spaces will you need to deliver your activities?

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| **SECTION 2: Overview of how you plan to hit the criteria set for the external providers model?****Please be ensure you include the following*** A clear outline of your proposal and delivery of course/activities.
* Detail how you would meet the aims and objectives of the HAF programme.
* Provide an overview of previous delivery and collaboration with other stakeholders.
* Details of any premises, indoor or outdoor areas being used for the provision.
* Provide an overview of capacity for staffing.
* Please confirm your Ofsted Registration number if possible.
* Please provide a list of all staff DBS numbers who will be in attendance.
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| **Please provide a summary of your proposal and approach.** |

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| **SECTION 3: Finances****Key things to include:*** Provide an outline of the costs in the financial template ensuring a fixed day rate per member of staff on site (£70 - £130 per day).
* Provide an outline of costings for any resources necessary.

**It is understood that this will be an outline costing and an opportunity will be given for detailed spend profiling following allocation of funding to SCC.**  |
| **Please also complete the financial template, provide as detailed an outline on costings as you can and explain how your proposal offers value for money.** |

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| **SECTION 4: Policies & Procedures*** Please provide the following information in relation to your **safeguarding** policy. This is for assurance of your commitment to protecting beneficiaries, staff and volunteers from any abuse whilst working in partnership with SCC.
* Your policy statement
* Staff responsibilities and details of designated safeguarding person
* Reporting procedures
* **Training**: please provide information on what training/qualifications your staff delivering the project/activity receive or are expected to have
* Please include a summary of health & safety measures and/or risk assessments for your proposed project/activity. Please evidence any experiences you have had providing provision under COVID-19.
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| **Please provide information on your safeguarding, training and health and safety/risk assessment policies and procedures.**  |

Section 5 - Declaration

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| **DECLARATION**\* Please complete in block capitals  |
| Please ensure that a person who is appropriately authorised to act on behalf of your organisation(s) completes the following declaration.I confirm that the information given in this application is true and complete and that, if successful, the organisation will administer any grant in accordance with the final version of the grant funding agreement. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to receive grant funding for the application I have made. I confirm that the organisation named in this application has given me the authority to complete this application on its behalf. |
| Name |  |
| Position (job title) |  |
| Date (DD/MM/YY) |  |
| Telephone number |  |
| Signature |  |

Please note: Signature must be either an E-signature or a real signature (scanned document)