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**Tameside Holiday Activity & Food Fund – Overview – #Fuel4Fun**

The Tameside Holiday Activity & Food Fund (HAF) has been developed though the department of education (DFE) to engage and deliver interventions to a large cohort of young people from aged 6 years up to 16 (Currently in School year 11).

There are 9,554 young people in Tameside who receive free school meals, the main aim of this programme is to engage with these young people over the school holiday period to offer FREE holiday activities supported with interventions and to provide them with food during the daytime, this will also be underpinned by offering training and leadership opportunities to help develop pathways for lifelong learning and development.

Tameside MBC/Active Tameside are responsible for the co-ordination of the programme and are looking to develop partnerships with schools and offer this funding to targeted schools who have a high percentage of children who are eligible to receive free school meals.

The holiday programme funding will be awarded through a grant process where we are looking for schools to apply for funding that will enable young people on FREE school meals to attend holiday programmes giving them the opportunity to attend programme FREE of charge.

**The grant(s) available for groups will be up to £1,180 (full breakdown below) who are eligible to receive BENEFIT FREE school meals aged 6 -16 years of age. This must be for a minimum of four hours per day for four days of the week.**

* Lead person at £20 per hour x 4 hours x 4 days - £320
* Assistants x 2 at £15 per hour x 4 hours x 4 days - £480
* Facility charge/hire £20 per hour x 4 hours x 4 days - £320
* Food grant if required £15 per day - £60 for the 4 days

The groups can run their own holiday activity programme using their own staff.

The groups will apply for the funding, specifying for the required number of places on the holiday programme.  They have the option to either receive a payment of £60, for the school to provide its own food or Active Tameside providing food boxes for the young people – see page 3 for further details.

We have outlined the terms and conditions for the grant(s) in page 2, below are holiday dates along with deadlines for any grant(s) to be awarded.

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| **School holiday Term-2021** | **Dates** | **Deadline for application form to be submitted** | **Panel date for approval** |
| Winter HAF | Monday 20th December – Thursday 23rd December 2021 | Monday 22nd November 2021 | Thursday 25th November |
| February HAF | Monday 21st – Friday 25th Feb 2022 | Monday 22ND November 2021 | Thursday 25th November |

**Tameside Holiday Activity & Food Fund - #Fuel4Fun**

**Terms and conditions of grant(s)**

* Must be a registered group / school in Tameside MBC
* Staff/coaches to be qualified to the appropriate level to deliver the holiday activity along with one staff/coach to have completed the online basic food hygiene course.
* Funding will be for minimum of 15 young people.
* **DFE booking forms must be completed and returned to Active 7 days prior to the camp starting**.
* Activities can be either physical activity, cultural activity or food activity.
* The group must have their own public liability insurance that covers all participants/coaches and staff.
* The group must have registers which hold details of all participants on a daily basis.
* The group must have a First Aider on site when the holiday activity is being delivered and have a process to record any accidents or injuries.
* All coaches/staff must have a valid enhanced DBS certificate
* All holiday camps must have a completed risk assessment that is reviewed daily and signed by the coaches/staff leading the session.
* The provision will promote their holiday activity to all children in school who are eligible to receive free school meals
* The provision will be responsible for all administration in relation to bookings for the holiday camps.
* The Provision must have a safeguarding policy in place and have a system for people to report any safeguarding incidents.
* The Provision must be COVID-19 compliant, and this must form part of the risk assessment.
* All holiday programmes must be for a minimum of four hours per day for four days of the week
* The ratio of coach to children must not exceed 1 coach-15 children
* The provision must provide food daily to all young people on **BENEFIT RELATED FREE** school meals, this can be provided by the provision as part of the grant or by Active Tameside (See page 3).
* All approved grants will be made payable to the partner school/group and not to any individual.
* The provision must complete the holiday evaluation form and case study and return no later than one week after the holiday programme.
* Active Tameside/Tameside MBC accepts no liability for loss damage, or personal injury to any individual if the school use their own staff to lead the holiday programme
* The provision will agree to marketing and publicity in a partnership with Tameside MBC/Active Tameside. All social media and promoting must include the Fuel4fun logo and #HAF21. Each PROVISION IS REPONSIBLE FOR COLLECTING PHOTO CONSENT BEFORE ANY social media COMPAIN.
* Active Tameside/Tameside MBC accepts no liability for loss damage, or personal injury to any individual
* The club/group will agree to marketing and publicity in a partnership with Tameside MBC/Active Tameside, fuel4fun and #HAF21

**Tameside MBC/Active Tameside**

**Holiday Activity & Food Fund - Age 6- 16 years**

**Grant Application Form**

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| School Name: |
| Address: |
| Postcode: |
| Contact Name: |
| Email Address: |
| Contact phone Number: |
|  |

**Please indicate below how many places each WEEK you wish to apply for**

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| --- | --- | --- | --- |
| **School holiday Term-2021** | **Dates** | **Number of children required to be funded** | **Do you require an Active Tameside Sports Coach to lead the programme? If so, what times?** |
| Winter HAF | Monday 20th December 2021 – Thursday 23rd December 2021 |  |  |
| February HAF | Monday 21st Feb – Friday 25th February |  |  |
| **Option A** – To receive a grant of £60.00 per week which is £15 per day for the school to provide food for the young people funded through the FREE places as outlined in your allocated grant application above. | | **Yes/ No (Please circle)** | |
| **Option B** – Active Tameside to provide food boxes that will be delivered to the school to provide food for the young people funded through the FREE places as outlined in your allocated grant application above | | **Yes/ No (Please circle)** | |

Please complete on separate sheet of paper if needed.

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| What activities do you have planned, please provide a detailed breakdown for the Day/Week/ Time of session  Number of activities offered.  Aims and outcomes for young people.  Please give as must detail as possible.  Financial breakdown of spend for project.  How will the funding be spent?  Please give a full breakdown of spend. |
| Targeted outcomes including numbers.  Where your referrals come from, to meet the criteria of all young people on Benefit related Free school meals?  Area of Tameside? |

The Provision have read and accept the conditions terms and conditions of the grant.

The provision carries public liability insurance, and all staff have an enhanced DBS Certificate and hold appropriate qualifications.

Please sign below, to agree to all terms and conditions of the grant application.

|  |  |
| --- | --- |
| Name of Provision/Group  Name of authorised signatory |  |
| Position |  |
| School Code (office use) |  |

**Please complete all parts of the application form and email to** [**–**Helen.wilson@activetameside.com](mailto:–Helen.wilson@activetameside.com) **please note the deadlines for applications in page one of the pack.**

\*The provision will be informed of the outcome of your grant application within 7 days of the grant panel meeting date, if successful we will then contact you

Funding checklist to be reviewed with grant applicant to ensure we meet minimum operating standards.

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| Staff Qualifications | Evidence seen – Yes/No |
| Enhanced DBS certificates | Evidence seen – Yes/No |
| Public Liability Insurance | Evidence seen – Yes/No |
| Food Hygiene course completed - Online. | Evidence seen – Yes/No |
| Risk assessments for the holiday camp complete | Evidence seen – Yes/No |