

Healthy Holidays Hull Grant Application Guidance Summer / Winter 2024

Holiday Activity and Food Programme (HAF)

This document supports applications for grant funding to deliver sessions under the banner of Healthy Holidays Hull, as part of the Holiday Activity and Food Programme (HAF).

Please read this guidance before submitting a funding application

The HAF programme is funded by the Department for Education (DfE) to enable children and young people who are in receipt of free school meals to have access during school holidays to sport and enrichment activities, and informal learning experiences provided alongside healthy meals.

This funding has been supplemented by the Hull City Council to make the offer available to all school-age children and young people in the city.

Grants are available to voluntary and community sector organisations to deliver activities, high quality food, and learning opportunities throughout the city.

Summer activities will take place between the core dates of Monday July 22nd and Friday August 30th, 2024 (Not including the Monday August 26th Bank Holiday).

Please note on Wednesday 24th July 2024, the Healthy Holidays team will be hosting an afternoon event for young people aged 11 to 16, in the city centre. On this day the Healthy Holidays Team will not fund any activities aimed at this age group, instead the team encourage you to bring your young people to the event.

Winter activities will take place between the core dates of Monday December 23rd, 2024 and Friday January 3rd, 2025 (Not including Christmas Day, Boxing Day and New Years Day).

General Principles

- **Provider Register** - Applicant organisations **must be** included on the HAF Provider Register to confirm compliance with the Department for Education minimum operating standards. This register can be requested by the DfE at any time. Inclusion on this register is open to all voluntary and community sector organisations. Any organisation wishing to be added to this register should contact the HAF Team.
- **Submission** - all applications must be submitted via the HAF Team - no separate bids will be considered outside of this process.

The HAF Team would like to receive applications that:

- Engage children and young people who are in receipt of free school meals.
- Provide a high volume of participation opportunities.

OFFICIAL

- Ideally aim to provide 4 hours activity per day including a food offer.
 - Provide a blended offer of physical activity, sport, and enrichment activities to engage children and young people across the 5-16 age range, which may also improve their health and well-being.
 - Focus on improving the emotional health and well-being of young people aged 10-16.
 - Help young people engage with food, healthy eating and learning activities. (See appendix 2 attached).
 - Provide opportunities for whole families/communities to undertake activities together including enhancing cooking/food skills and knowledge.
 - Enable families to be active together, supporting children and young people meet the NHS physical activity guidance levels. (See appendix 3 attached)
 - Offer signposting or referrals to other services and support that would benefit the children who attend the programme and their families.
 - Offer activities that take place at a wide range of times, for example during the day, evenings, and weekends.
 - Provide a broader 'offer', with new or different activities or ones delivered in a different way.
 - Work inclusively with children and young people who are between 5-16 years old.
 - Maximise the potential for organisations to work together, sharing expertise and avoiding duplication.
 - Ensure value for money.
- **Funding & Expenditure:**
 - The maximum grant available for an individual project for the summer period is **£4,000**.
 - The maximum grant available for an individual project for the Winter period is **£1,750**.
 - Equipment purchase is ineligible expenditure within the grant programme other than for consumable items for art etc. to the equivalent of no more than 2% of the total grant value applied for.
 - A maximum of 10% of the total grant value can be included for administration costs.
 - An organisation would normally be expected to submit only a single application for the Easter holiday period.
 - Any organisation with the capacity or desire to deliver more than one project should discuss this in the first instance with the HAF Team.

It should be noted that funding would only be available for a second project if this meets the needs of a completely different catchment group or locality. Funding will not be provided twice for the same group of participants.

Please note that participants do not contribute towards the cost of any activities.

Trips outside the City

Any organisation considering a trip outside the city boundary must discuss this with the HAF Coordination Team at the earliest opportunity, and certainly before submitting the grant application.

Trips would only be considered to facilities within a 30-minute drive of the city and only to facilities / opportunities which are not available within the city itself.

In circumstances where a trip is approved for funding the applicant will be expected to provide a Travel Plan before the grant funding will be released which details:

- The number of staff to be involved.
- The transport or travel company to be used.
- Details of the pick-up and drop-off points, and times.
- The ratio of staff to participants.
- Safeguarding and First Aid provision.
- Risk assessments which detail how the provider would respond in any predictable situation.

Please include all this information on the application form in the relevant section when outlining your summer and Winter activity programmes.

Healthy Holidays Outcomes

The aim of the Healthy Holiday programme 2024 is to achieve the following outcomes, ensuring that children, young people, and families:

- Engage in the programme, who are in receipt of free school meals without stigma.
- Improve their holistic, health and well-being.
- Improve their cooking/food skills and knowledge.
- Engage in social action/volunteering activities.
- Have fun and engaged in positive activities.
- Have access to a range of different activities and are able to try something new.
- Those not currently engaged in activities take part in the programme and have an increased awareness of local and citywide provision.
- Have the opportunity to continue to engage in locally provided activities beyond the holiday periods.
- Have access to nutritious food throughout the school holidays.

Providers' Responsibilities

Operating Standards: To meet the Minimum Standards detailed by the Department for Education, all providers must have the following policies and procedures in place and provide up to date copies to the HAF Coordination Team:

- All session leaders (staff and volunteers) must have a valid enhanced DBS check for your organisation.
- Appropriate public liability / professional indemnity or commercial combined insurance (minimum £1m), a copy of the insurance certificate is required.
- An up-to-date Safeguarding Policy or statement including the date of next review.
- A Health and Safety policy, and/or valid risk assessments for the activities to be delivered.
- An updated Equality policy or statement (accessible) including the date of next review.
- Valid qualifications for activity leaders where such qualifications are provided by a National Governing Body or governing association.
- Valid Emergency First Aid qualifications for leaders (copies required).
- Data Protection/GDPR Policy.
- Complaints/Compliments Procedure.

OFFICIAL

- Evidence of L2 Food Hygiene training (Training is provided free of charge to organisations through the Healthy Holidays Workforce Development programme).
- Completion of the Food Allergy and Intolerance Training – Food Standards Agency. <https://allergytraining.food.gov.uk/>
- Risk assessments.

Leader to participant ratios: the number of children and young people each leader is responsible for must be appropriate to ensure the activity delivered is safe and manageable.

- The activity must comply with any national governing body or awarding body published standards.
- In the absence of any specific standards the City Council requires a maximum number of 15 young people to each leader (15:1), except in circumstances where risk assessments confirm higher numbers can be managed appropriately.

Marketing & Promotion: All providers who receive grant funding will be required to:

- Publicise their activities within their locality, including the Healthy Holidays, HAF, City Council and DfE logos provided on all materials as a condition of funding.
- Specifically promote their activities to children and families in receipt of free school meals (including early access to booking places).
- Support the marketing and communications efforts of the Hull City Council to promote a broad awareness of HAF opportunities across the entire city, providing information to the Council as requested.
- Make use of social media channels at every opportunity to promote the programme and recognise funding from DfE. The following must be included with all promotional and social media material:

www.healthyholidayshull.org

#healthyholidayshull

#HAF2024

Facebook and Instagram @healthyholidayshull

X @healthyholshull

Monitoring: As a condition of the overall HAF funding, the City Council is required to submit participation and performance data to the DfE which demonstrates the reach and coverage of the HAF programme. To support this all providers are required as a condition of grant funding to:

- Provide monitoring returns in the required format to the HAF Team by the specified date.
- To comply with the requirements of GDPR, providers are required to submit monitoring data through a secure email server, or sign-up to use the Council's SFX secure file transfer system. An invitation to subscribe to SFX will be sent to all providers.

Council Parks and Playing Fields: All playing fields or parks under the control of the Council may only be used when the provider has secured the appropriate permission(s) for use. Please contact Hull Culture and Leisure on (01482) 300 300 for more advice and to make the necessary arrangements.

Timeline

Closing date for submissions to the HAF Coordination Team	Monday April 8th, 2024, by 12 noon
Evaluation of applications and requests for further information.	Wednesday April 24th, 2024.
Decisions sent out:	Friday May 3rd, 2024.
Offer letters to be sent out:	During week commencing May 13th, 2024.
Payments:	Payments to be made during w/c June 3rd, 2024.

If your application is successful, you will receive a contract to be signed and returned. Payments will not be released until the signed contract has been received by the HAF Coordination Team.

If you have not received payment by the end of these periods (or funding is critical) please contact us immediately.

HAF Coordination Team

Kirsty Leake - 07725481264 – kirsty.leake@hullcc.gov.uk
Carl Southcoat - 07894 589550 – carl.southcoat@hullcc.gov.uk
Darren Huart – Darren.huart@hullcc.gov.uk

Please note - Activities may be visited by a representative of the HAF Team or the Youth Development Service for quality assurance purposes.

Funded by



Appendix 1

Holiday Activity and Food Programme Outcomes Reporting requirement. Department for Education

Providers should:

1. Meet our framework standards for: **Food**: at least one meal a day (breakfast, lunch or an evening meal) and all food provided (including any snacks) must meet school food standards.
2. Meet our framework standards for: **Nutritional education***: there should be an element of nutritional education each day 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, and taste tests.
3. Meet our framework standards for: **Food education for families and carers**: at least weekly training and advice sessions for parents, carers or other family members which provide advice on how to source, prepare and cook nutritious and low-cost food.
4. Meet our framework standards for: **Signposting and referrals**: providing information, signposting or referrals to other services and support that would benefit the children who attend the programme and their families. This could include sessions or information provided by:
 - i. Citizen's Advice
 - ii. School Nurses, dentists, or other healthcare practitioners
 - iii. Family Support Services or Children's Services
 - iv. House Support Officers
 - v. Organisations providing financial education.
5. Meet our framework standards for: **Enriching activities**: fun and enriching activities that provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. This could include physical activities such as football, table tennis, cricket etc.; creative activities such as putting on a play, junk modelling, drumming workshops; or experiences such as a nature walk, visiting a city farm etc.
6. Meet our framework standards for: a. **Physical activities**: activities which meet the Physical Activity Guidelines on a daily basis.
7. Meet our framework standards for: **Policies and procedures**: demonstrating and explaining that they have the relevant and appropriate policies and procedures in place in relation to:
 - Safeguarding

OFFICIAL

- Health and Safety
- Insurance
- Accessibility and inclusiveness
- Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.
- Level 2 Food Hygiene



The School Food Standards

Eating in school should be a pleasurable experience: time spent sharing good food with peers and teachers.

These school food standards are intended to help children develop healthy eating habits and ensure that they get the energy and nutrition they need across the whole school day. It is just as important to cook food that looks good and tastes delicious; to talk to children about what is on offer and recommend dishes; to reduce queuing; and to serve the food in a pleasant environment where they can eat with their friends.

As a general principle, it is important to provide a wide range of foods across the week. Variety is key – whether it is different fruits, vegetables, grains, pulses or types of meat and fish. Children love to hear the stories behind their food. Use fresh, sustainable and locally-sourced ingredients (best of all, from the school vegetable garden), and talk to them about what they are eating. Go to www.schoolfoodplan.com/www to find examples of what other schools are doing to encourage children to eat well.

Remember to use Government Buying Standards for Food and Catering Services alongside these standards to help reduce salt, saturated fat and sugar in children's diets.

* This Standard applies across the whole school day, including breakfasts, morning breaks, tuck shops, and after school clubs

Fruit and vegetables

One or more portions of vegetables or salad as an accompaniment every day

One or more portions of fruit every day

A dessert containing at least 50% fruit two or more times each week

At least three different fruits and three different vegetables each week

Foods high in fat, sugar and salt

No more than two portions of food that has been deep-fried, batter-coated, or breadcrumb-coated, each week*

No more than two portions of food which include pastry each week*

No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat*

Savoury crackers or breadsticks can be served at lunch with fruit or vegetables or dairy food

No confectionery, chocolate or chocolate-coated products*

Desserts, cakes and biscuits are allowed at lunchtime. They must not contain any confectionery

Salt must not be available to add to food after it has been cooked*

Any condiments must be limited to sachets or portions of no more than 10g or one teaspoonful*

Milk and dairy

A portion of food from this group every day

Lower fat milk must be available for drinking at least once a day during school hours

Meat, fish, eggs, beans

and other non-dairy sources of protein

A portion of food from this group every day

A portion of meat or poultry on three or more days each week

Oily fish once or more every three weeks

For vegetarians, a portion of non-dairy protein on three or more days each week

A meat or poultry product (manufactured or homemade, and meeting the legal requirements) no more than once each week in primary schools and twice each week in secondary schools*

Food provided outside lunch

• Fruit and/or vegetables available in all school food outlets

• No savoury crackers and breadsticks

• No cakes, biscuits, pastries or desserts (except yoghurt or fruit-based desserts containing at least 50% fruit)

Starchy food

One or more wholegrain varieties of starchy food each week

One or more portions of food from this group every day

Three or more different starchy foods each week

Starchy food cooked in fat or oil no more than two days each week*

Bread - with no added fat or oil - must be available every day

Healthier drinks*

Free, fresh drinking water at all times

The only drinks permitted are:

• Plain water (still or carbonated)

• Lower fat milk or lactose reduced milk

• Fruit or vegetable juice (max 150 ml)

• Plain soya, rice or oat drinks enriched with calcium; plain fermented milk (e.g. yoghurt) drinks

• Combinations of fruit or vegetable juice with plain water (still or carbonated, with no added sugars or honey)

• Combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk, all with less than 5% added sugars or honey

• Tea, coffee, hot chocolate

Combination drinks are limited to a portion size of 330ml. They may contain added vitamins or minerals, and no more than 150mls fruit or vegetable juice. Fruit or vegetable juice combination drinks must be at least 45% fruit or vegetable juice




Physical activity for children and young people (5 – 18 Years)

 BUILDS CONFIDENCE & SOCIAL SKILLS	 STRENGTHENS MUSCLES & BONES	 MAINTAINS HEALTHY WEIGHT
 DEVELOPS CO-ORDINATION	 IMPROVES HEALTH & FITNESS	 IMPROVES SLEEP
 IMPROVES CONCENTRATION & LEARNING	 MAKES YOU FEEL GOOD	













Be physically active

Spread activity throughout the day



**Aim for at least
60
minutes
everyday**

All activities should make you breathe faster & feel warmer

 PLAY	 RUN/WALK	 BIKE	 ACTIVE TRAVEL
 SWIM	 SKATE	Include muscle and bone strengthening activities 3 TIMES PER WEEK	 SPORT
 SKIP	 CLIMB	 WORKOUT	 DANCE
Sit less	 LOUNGING	Move more	

Find ways to help all children and young people accumulate at least 60 minutes of physical activity everyday

UK Chief Medical Officers' Guidelines 2011 **Start Active, Stay Active: www.bit.ly/startactive**