Salford CVS

**Healthy Holidays Fund  
Winter 2021**

**Guidance for Applicants**

September 2021

**Summary of the Fund Criteria**

* **Grants of up to £2,000** for Salford-based VCSE organisations providing **EITHER** food and activities **OR** activities only (with food supplied by Citywide) for children aged 4 – 16, during the 2 weeks of the December holidays.
* **All proposals must include:**
  + Targeting 50% attendance for children eligible for free school meals
  + Physical / wider ‘enrichment’ activities
  + Compliance with child safeguarding & food hygiene
* **Applicants must be full members of Salford CVS**
* **No turnover limit**
* **Closing date for applications:**   
  12.00 noon on Monday 8th November 2021
* **Applicants to be informed of decision by:**

Friday 3rd December 2021

Salford CVS

**Healthy Holiday Fund – Winter 2021**

Guidance for Applicants – September 2021

**Section 1 – About the fund**

The Healthy Holidays Fund is open to voluntary, community or social enterprise sector organisations who want to provide **either** food and activities **or** activities only (with food supplied by Citywide) for children aged 4 (reception age) to 16. over 2 weeks of the December Holidays 2021.

This fund is one small part of a wider council-led Healthy Holidays partnership programme aimed at addressing ‘holiday hunger’ which particularly effects those children eligible for free school meal.

It is supported by Salford City Council using monies secured from national government and NHS Salford CCG.

**Applicants can choose one of two options:**

**a) Food and Activities**

* Organisations wishing to purchase and prepare / cook food must do so on premises approved by Salford Council (e.g. have a food hygiene rating)
* Also the relevant supervisory staff / volunteers must be trained in Level 2 Food Hygiene
* If you need advice from Salford Council regarding food hygiene please contact them direct using the online form at: <https://contactus.salford.gov.uk/?formtype=FOOD_HY_AD>

**b) Activities Only**

* If organisations wish to focus exclusively on activities, food will be supplied (at no cost to the organisation) by Citywide, Salford Council's catering service. **Please note:** Citywide can guarantee to supply food on Dec 22, 23, 29 & 30 only. However, other non-bank holiday days may be supported – please give full details in the answer to Question 24.
* All successful applicants that choose this option will be required to complete a food ordering form (detailing the number of meals required each day and any dietary requirements) by 15th December.

**Who can apply?**

Only organisations that meet the criteria below will be eligible to apply

* This fund is open to Salford-based voluntary, community or social enterprise (VCSE) sector organisations.
* All organisations must be a pre-existing full member of Salford CVS.
* Applications will only be considered from organisations operating in Salford.
* Of those people being supported through this fund (the beneficiaries) 100% must be Salford residents.

**How much can you apply for?**

Applications are invited for projects up to a maximum of £2,000. Only one application per organisation may be submitted.

**What costs are considered eligible?**

Eligible costs include:

* purchasing, preparing and cooking food
* physical / wider activities (e.g. sports equipment, art materials etc.)
* venue hire, volunteer expenses, staffing, printing costs, promotion etc.

**What policies / other documentation is required?**

All organisations will be expected to have the following policies in place at the time of application:

* Health and Safety policy
* Equality/Diversity (statement/policy)
* Public Liability Insurance – cost can be included in budget
* Risk assessments (including Covid-19 precautions)
* Safeguarding Adults policy (if applicable)
* Safeguarding Children policy

**What support is available to applicants?**

Salford CVS can offer practical support to your organisation with developing policies, accessing volunteers, accessing wider funding, pre-application read-throughs/feedback etc.

For further information, visit our website at:

[www.salfordcvs.co.uk/development-support](http://www.salfordcvs.co.uk/development-support)

You can also contact our Development Team by phone 0161 787 7795 or email at: [office@salfordcvs.co.uk](mailto:office@salfordcvs.co.uk)

Also see our online Safeguarding in Salford resources: [www.salfordcvs.co.uk/safeguarding-salford](http://www.salfordcvs.co.uk/safeguarding-salford)

If you have any questions or concerns regarding completing the application please contact the Grants Team by phone 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**How to apply**

Please read this guidance in full to ensure your application meets the criteria.

Organisations that wish to apply will need to complete the application form and submit it by email to [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) in WORD or PDF format (ideally not as a scanned PDF). Alternatively, they can be posted to: Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN

**When is the closing date for applications?**

Please submit by 12.00 noon on Monday 8th November 2021.

**How will applications be assessed?**

On receipt of applications Salford CVS will undertake a number of eligibility checks. All applications that are eligible will be assessed by an independent panel.

**When will we hear the outcome?**

All applicants will be informed by email by Friday 3rd December.

**If successful, when will we receive the grant?**

On receipt of an ‘acceptance of grant’ form Salford CVS will pay the grant by bank transfer within 5 working days.

**Please note:** All successful applicants will be asked to provide details of how families can book places on our healthy holiday project.

**How long will we have to spend the grant?**

All activity and spend must be complete by the end of the Winter holidays 2021/22.

**How will our project be evaluated by Salford CVS?**

Successful applicants will be required to provide simple feedback on how their grant has been spent and the impact of project activity by 21st January 2022. Further details will be provided to successful applicants.

**Any further questions?**

Please contact the Grants Team by phone 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**Section 2 – Completing the Application Form**

About your organisation

**Question 1)** – Please state your organisation’s name.

**Questions 2 & 3)** – Please give **two** contact names, telephone numbers and email addresses. This helps us manage your grant should you be successful.

**Question 4)** – Only pre-existing full members of Salford CVS are eligible.

**Question 5)** – Please state your organisation’s annual turnover.

The following information below will be shared with the Assessment Panel

**Question 6)** – Please restate your organisation’s name

**Question 7)** – Please tell us how your organisation is constituted. Unincorporated Organisations / Community Groups will not have an Organisation Number.

**Question 8)** – Salford CVS expects all organisations to have relevant policies in place at the time of application. Please note that that public liability insurance costs can form an element of your bid. If you need advice or support on developing policies, please see the ‘What support is available to applicants?’ section above.

Your planned provision

**Question 9)** – Please tell us if you wish to provide food and activities **OR** activities only.

**Questions 10 – 13 – For Food and Activities projects**

**Question 10)** – Please summarise the types of food you will be providing. Please note that these should be healthy and nutritionally balanced.

**Question 11)** – Please give details of the venue where food will be prepared or cooked.

**Question 12)** – If you’re preparing/cooking the food please give full details. If you’re buying in pre-prepared food, please give the business name and address.

**Question 13)** – Please tell us if your supervisory staff / volunteers have Level 2 Food Hygiene qualifications.

**Questions 14 – 28 - For all applicants**

**Question 14) –** Please confirm that you meet all of the programme requirements.

These are necessary to ensure all projects meet basic standards child safety.

About your project

**Question 15)** – Please give your project a memorable name. This helps us identify your project should your application be successful.

**Question 16)** – Please tell us how many days each week the project will be operational. Between two and four days per week is a realistic target for delivery; however, this will depend on your cost model, number of children catered for and range of activities.

**Question 17) –** The expected range of hours per day is between 2 and 4 hours.

**Question 18) –** More staff or volunteers will be needed for younger children

**Question 19) –** Please be realistic in how many children you can support

**Question 20) –** Please provide an address with a postcode. Please also include any outdoor venues (such as parks, sports pitches etc.) you plan to use.

**Question 21) –** Please outline what you plan to offer in terms of physical activities for children – this might include sports, exercise, indoor/outdoor games, dancing etc. Also please describe the other activities you’re planning; this might include art, drama, singing, entertainment etc. Ideally this will include some nutritional education.

**Question 22) –** Please describe the community your project will be targeting. This may be a geographical community or a community of identity.

**Question 23)** – This fund is aimed at supporting families who struggle to provide enough healthy food for their children during the holiday period. A minimum of 50% of children attending should be eligible for free school meals. This is best done by targeted promotion. How will you reach out to these families in a positive way?

**Question 24)** – Please use this space to give us any additional information relevant to your application. If you wish Citywide to provide food outside the dates of Dec 22, 23, 29 & 30 please tell us here.

Maximising the benefits for Salford

**Question 25)** – Salford CVS is an accredited Living Wage Funder. This means we support all staffed organisations that pay a minimum wage of at least £9.50 per hour as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited [Living Wage Employer.](https://www.livingwage.org.uk/become-a-living-wage-employer)

If you don’t employ staff, please tick the ‘not applicable’ box (N/A).

For your information, please see below for the annual Living Wage Employer accreditation fees (January 2020) for VCSE organisations (before VAT):

* 0 - 10 employees: £60
* 11 - 50 employees: £120
* 51 - 250 employees: £240
* 251+ employees: £480

This includes regular third party contractor staff.

**Question 26)** – As leading member of the Social Value Alliance Salford CVS wants to ensure that as much of its grant monies as possible are spent in Salford, ideally through buying goods and services from local independent businesses or fellow VCSE sector organisations. This helps to support our local economy.

The opposite of this approach is to buy directly from large chains or corporations. Amazon for example has been identified as the [worst company for aggressive tax avoidance](https://www.theguardian.com/business/2019/dec/02/new-study-deems-amazon-worst-for-aggressive-tax-avoidance) which deprives our government of much-needed funds for schools, hospitals, local services etc. If you do feel pressured to occasionally use Amazon, then buy from Amazon Marketplace which supports independent suppliers.

**Question 27)** – Whilst your project may be focused on particular health and wellbeing outcomes, the way you deliver it might deliver wider benefits for the people, economy and environment of Salford. For example, you might be supporting the mental health of people via a food growing or tree planting project; or you might provide volunteering or training opportunities that boost people’s chance of employment.

About the money

**Question 28)** – Please give an overview of what your project will cost by describing each item and breaking down your calculation so we can see how you’ve arrived at the cost for each item. See some examples below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examples** | | **Description of item** | **Breakdown of calculations** | **Amount requested** |
| **1** | **Acceptable:** | Venue hire | 4hrs/day @ £20ph x 4 days | £320 |
| **Not acceptable:** | Venue hire | Several hours a week | £320 |
| **2** | **Acceptable:** | Lunch ingredients | £4 per head x 30 children x 4 days | £480 |
| **Not acceptable:** | Lunch ingredients | For 30 children | £480 |
| **3** | **Acceptable:** | Dance coach | £25ph x 2hrs/day x 4 days | £200 |
| **Not acceptable:** | Dance coach | £50 a week | £200 |

Please also list any other sources of match funding supporting this project that has been confirmed.

Please enclose

As your project activity involves working with **children** you must submit the relevant safeguarding policies with your application.

If your project involves **food preparation or cooking** you must submit a food hygiene rating certificate for the venue and certificates for lead cook(s)

Declaration

Please confirm that you have read the [**Terms and Conditions**](https://www.salfordcvs.co.uk/system/files/Salford%20CVS%20Terms%20and%20Conditions%20for%20Grants%20and%20Investments.pdf)of this grant by giving the name and role of the project lead.