

Healthy Holidays Fund

Guidance for Applicants

Spring, Summer & Winter Holidays 2024

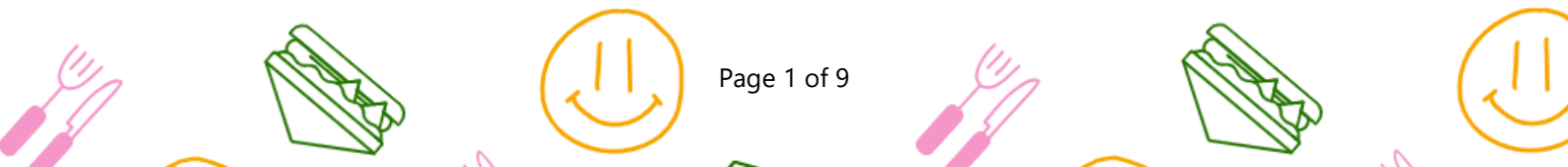


Grants of up to £10,000 for provision of food and activities for children aged 4 – 16, during the spring (Easter), summer and winter (Christmas) school holidays 2024.

Who can apply?

This fund is only open to organisations that meet the eligibility criteria below:

• Constituted as a voluntary, community or social enterprise (VCSE) organisation	
• Full members of Salford CVS only	
• Based in Salford OR have a strong track record of delivery in Salford	
• No maximum turnover	
• With an organisational Bank Account with 2 signatories who are not related to each other OR have a holding account at Salford CVS	
• Fully up to date with grant reporting to Salford CVS	
• Submit a completed application by 12:00 noon on Monday 19th February 2024	



What is the Healthy Holidays Fund?

The Healthy Holidays Fund is open to voluntary, community and social enterprise (VCSE) sector organisations to provide food and activities for children in Salford during the spring (Easter), summer and winter (Christmas) school holidays.

This fund is a small part of a wider council-led Holiday Food and Activities (HAF) partnership programme aimed at addressing 'holiday hunger,' which particularly effects children eligible for free school meal. It is supported by Salford City Council using monies secured from the Department for Education.

Who should benefit from this funding?

This fund is aimed at supporting children aged 4-16 whose families 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.

As part of this funding, you must provide food and activities for children. You can do this by:

Option 1

Planning your own activities and preparing your own food.

You must:

- Have premises approved by Salford Council (e.g. have a food hygiene rating.)
- Staff/volunteers/those preparing food must be trained in Level 2 Food Hygiene.

Training is available from Salford Council:

<https://www.salford.gov.uk/children-and-families/information-for-childcare-providers/training-programme/food-hygiene-level-2/>

Food must be the same quality as children's school meals.

This means a hot meal, that is healthy, balanced, and is substantial.

Option 2

Planning your own activities and receiving free food from Citywide.

You must:

- Complete a food ordering form by the given deadlines, in advance of the holidays.
- Have details of the number of meals required each day and any dietary requirements.
- Hold provision between:

Spring

Monday 25th March – Friday 12th April

Summer

Monday 29th July – Friday 30th August

Winter

Friday 20th December – Friday 3rd January

Citywide cannot provide food outside of these dates.

Or a mixture of Options 1 & 2, ensuring that there is food provision at every session.

How much can you apply for?

Applications are invited for projects up to a maximum of £10,000.

Value for money will be a major consideration for the assessment panel in terms of total days of provision and the number of children taking part.

Who can apply?

Only Full Members of Salford CVS are eligible to apply. If you are not sure if your organisation is a Full Member, please contact the Grants Team. See page 1 for the full list of eligibility criteria.

What can the money be spent on?

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.
- staffing costs

This fund is for Healthy Holidays project costs only, not core costs.

What policies and other documentation are required?

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

- a) Health and Safety policy
 - b) Equality/Diversity Statement or Policy
 - c) Public Liability Insurance (Cost can be included in budget)
 - d) Risk assessments
- ...and if applicable to project activities:
- e) Volunteer Policy
 - f) Safeguarding Adults policy
 - g) Safeguarding Children policy – **REQUIRED***

***Please note:** Copies of child safeguarding policies must be submitted with your application.

What support is available to applicants?

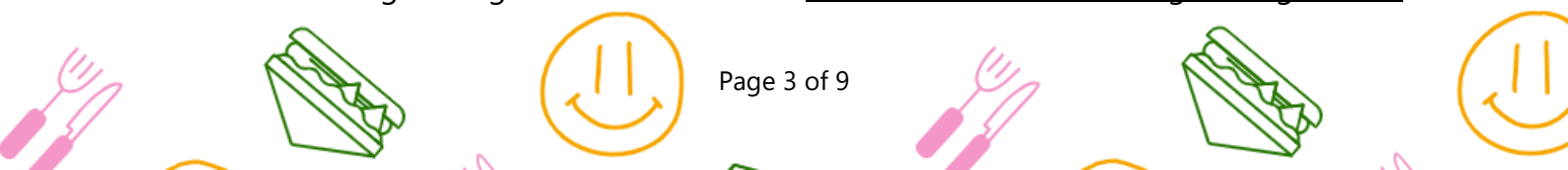
Support with your application

If you have any questions or concerns about completing the application form, or you would like to discuss your project proposal with a member of the Grants Team, please contact the Grants Team at grants@salfordcvs.co.uk or phone 0161 787 7795.

Wider development support

Salford CVS can also offer practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding. For further information, visit our website at: www.salfordcvs.co.uk/development-support

See our online Safeguarding in Salford resources: www.salfordcvs.co.uk/safeguarding-salford



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

How to apply

Complete the application form and submit it by email to grants@salfordcvs.co.uk, or post to Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN.

Salford CVS is anticipating high levels of demand for this fund. Therefore, please read this guidance in full to ensure your application meets the criteria.

Timeline for Healthy Holidays grants for 2024 - 2025

January 2024

Healthy Holidays grants for 2024 are live on salfordcvs.co.uk/live-grants

Monday 19th February 2024 at 12 noon

Deadline for submission to grants@salfordcvs.co.uk

We aim to share decisions within 4-6 weeks of the application deadline.

Groups who are not awarded a grant will receive feedback from the panel and an opportunity to be supported with future applications by the Grants Team.

Groups who are rewarded a grant will receive an offer letter and Acceptance of Grant form. This must be returned at your earliest convenience in order for the payment to be processed.

Salford CVS will then issue the grant by bank transfer within 5-10 working days. The full grant amount will be paid upfront in line with the 'Principles of Good Grant Giving'.

Monday 25th March 2024 – Friday 3rd January 2025 Project delivery period

All activities must take place in Spring, Summer, and Winter school holiday periods only.

Spring

Monday 25th March – Friday 12th April – if receiving Citywide food

May 2024 – Update report due to grants@salfordcvs.co.uk

Summer

Monday 29th July – Friday 30th August - if receiving Citywide food

September – Update report due to grants@salfordcvs.co.uk

Winter

Friday 20th December – Friday 3rd January - if receiving Citywide food

January 2024 – Update report due to grants@salfordcvs.co.uk

Completing Application Form - Part 1

Contact Information

Question a) – The name of the lead contact for this application / project. They will be the primary point of contact for all matters relating to this application and any successful project award.

Question b) – A secondary contact. They will only be contacted if we have difficulty reaching the lead contact.

Payment details

Question c) – Please provide details of your organisation's bank account (Account name, number and sort code).

About your organisation

Question 1) – Please give the full name of your organisation. This should match the Account Name provided under Payment Details (question C).

Question 2) – Please give the registered address of your organisation. If you don't have a registered address as such, please provide the address of your Chair.

Question 3) – Please give your organisation's turnover for the last full financial year.

Question 4) – Please tell us how your organisation is constituted; examples are provided below:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities might also be a company limited by guarantee

Question 5) – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that Unincorporated Organisations / Community Groups will not have an Organisation Number.

Questions 6-8) – Please state your organisation’s website, Facebook or Twitter accounts (if applicable)

Questions 9 & 10) – We are keen to support all staffed organisations that pay a minimum wage of at least **£12.00 per hour** as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited Living Wage Employer. If you don’t employ staff, please tick the ‘not applicable’ box (N/A).

This includes regular third party contractor staff.

Question 11) – We expect 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.

Please note that you will need to submit copies of the following documents along with your application:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy **This must be in date and signed by relevant staff**

Project Summary

Question 12) – Give your project a suitable and memorable name.

Question 13) – A brief description of your project that sums up what you plan to do (50 words max). This may be used in our publicity to publicise the award.

Question 14) – Please give your proposed project start and finish dates. The earliest that projects can start is **March 2025 and must be finished by Friday 3rd January 2025.**

Question 15) – Please indicate the areas of Salford which will receive support from your project. If it is across the whole of Salford, please tick ‘Salford city-wide’.

Question 16) – If your project is delivered from a single location (e.g. a community centre or park) please provide a postcode for this. If your activity at more than one location, please provide all the postcodes.

Completing Application Form - Part 2

Question 17) – Please tell us if you wish to provide **food and activities OR activities only**.

Questions 18 – 22 – For Food and Activities projects

Question 18) – Give examples of food you will be providing. This should be healthy and nutritionally balanced. If you'll be buying in pre-prepared food from a food supplier, give details.

Question 19) – Tick to confirm that you'll offer a snack to children on arrival. *Experience has shown that some children are arriving having not eaten any breakfast. They therefore struggle to participate in any pre-lunch activities.*

Question 20) – The venue where food will be prepared or cooked (if applicable).

Question 21) – If you're preparing/cooking the food, give full details. If you're buying in pre-prepared food, give the business name and address.

Question 22) – Please tell us if your supervisory staff / volunteers have Level 2 Food Hygiene qualifications.

Questions 23 – 37 - For all applicants

Question 23) – 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 24) – Please give your project a memorable name. This helps us identify your project should your application be successful.

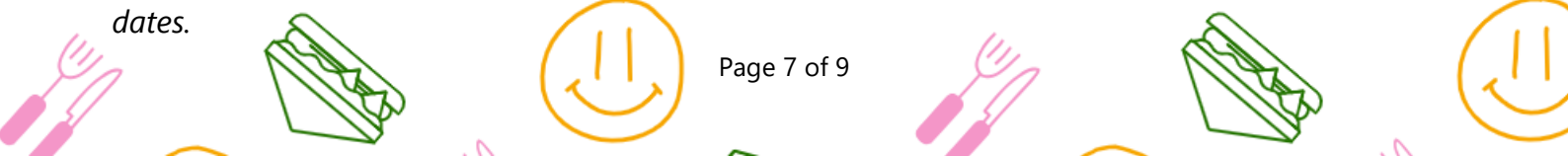
Question 25) – More staff or volunteers will be needed for younger children

Question 26) – Please be realistic in how many children you can support

Question 27) – Please provide an address with a postcode. Please also include any outdoor venues (such as parks, sports pitches etc.) you plan to use.

Question 28) – Please tell us how many days of provision you will deliver in the Spring (Easter), Summer and Winter (Christmas) holidays. Between two and four days per week is a realistic target for delivery over the Spring (Easter) and Summer holidays; however, this will depend on your cost model, number of children catered for and range of activities.

Question 29) – You may want to provide activities and food outside of dates give in Question 28, (e.g. if you serve communities attending independent schools). In which case, please give the dates you'd like offer food and activities. *Please note that Citywide cannot supply food for wider dates.*



Question 30) – What activities are you offering? This might include sports, exercise, indoor/outdoor games, dancing, art, drama, singing, entertainment etc.

Question 31) – Please describe the community your project will be targeting. This may be a geographical community or a community of identity.

Question 32) – 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 33) – 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 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.

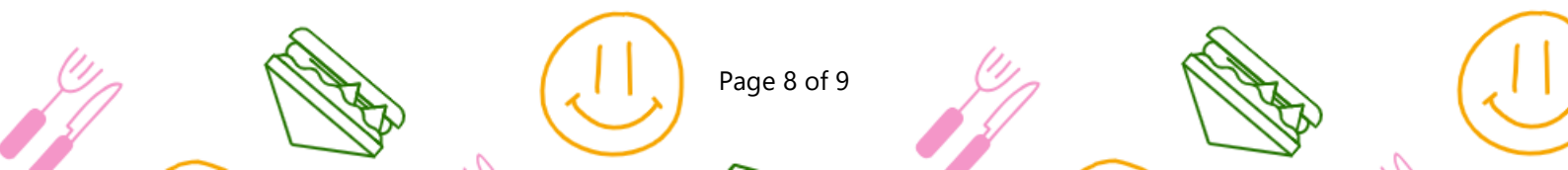
About the money

Question 34) – 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:	Lunch ingredients	£4 per head x 30 children x 4 days	£480
	Not acceptable:	Lunch ingredients	For 30 children	£480
2	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.

Question 35) – If you already have an agreement with Salford Council under their HAF (Healthy Activities Fund) scheme but are applying for additional dates/capacity please tick Yes and give full details in Question 36.



Please enclose

As your project activity involves working with **children** you must submit the relevant, up to date 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** of this grant by giving the name and role of the lead applicant.

