**Middlesbrough Holiday Activities and Food Programme Application Form**

**Our Ref:**



If you need help completing this form, please contact holidayfoodandactivities@middlesbrough.gov.uk

**Please make sure to read the guidance fully before completing this form and submit by Monday 2nd June 2025 at 9am.**

Middlesbrough Council is processing grants for the Holiday Activities and Food Programme for Middlesbrough and Redcar & Cleveland – applications may be shared with Redcar & Cleveland Borough Council colleagues as part of the assessment process and ongoing work around tackling poverty.

1. **ORGANISATION DETAILS**

1.1 Details of the organisation that will take the lead in this application and the delivery of the HAF provision:

|  |  |
| --- | --- |
| **Name of the Lead Organisation** |  |
| **Address & Post Code** |  |
| **Main Contact within Organisation** |  |
| **Job Title / Role within Organisation** |  |
| **Contact Number(s)** |  |
| **Email Address** |  |
| **Organisation Status and Charity/CiC/Company Number** |  |
| **Is the Organisation Ofsted Registered?** | Yes/No |
| **Organisation’s Ofsted rating** |  |

**If this is a partnership bid, please provide the details below for each partner.**

1.2 Please provide the details of any other organisations that will participate in the delivery of the HAF provision:

|  |  |
| --- | --- |
| **Name of the Lead Organisation** |  |
| **Address & Post Code** |  |
| **Main Contact within Organisation** |  |
| **Job Title / Role within Organisation** |  |
| **Contact Number(s)** |  |
| **Email Address** |  |
| **Organisation Status and Charity/CiC/Company Number** |  |
| **Is the Organisation Ofsted Registered?** | Yes / No |
| **Organisation’s Ofsted rating** |  |

|  |  |
| --- | --- |
| **Name of the Lead Organisation** |  |
| **Address & Post Code** |  |
| **Main Contact within Organisation** |  |
| **Job Title / Role within Organisation** |  |
| **Contact Number(s)** |  |
| **Email Address** |  |
| **Organisation Status and Charity/CiC/Company Number** |  |
| **Is the Organisation Ofsted Registered?** | Yes / No |
| **Organisation’s Ofsted rating** |  |

1.3 Have you delivered a previous HAF programme?

If yes, please can you tell us when and what the % rate of used places was by those eligible for HAF Funding?

|  |
| --- |
|  |

**2.0 ABOUT THE PROPOSED HAF PROVISION**

**The following information is essential and full details must be given.**

2.1 What delivery period is your application for?

 Summer

 October Half Term

 Christmas

 February Half Term

2.2 What is the target age range of your HAF provision?

 Primary (ages 4-11 years) *\*Children of this age must be in full time education*

Secondary (ages 12-16 years)

Both ……………………………………………………….(please specify the ages)

 SEND ……………………………………………………..(please specify ages)

2.3 How many days will you be delivering your HAF provision?

Please provide exact dates below for each delivery period.

|  |
| --- |
|  |

2.4 Is the lead staff member at each of your locations first aid trained? Yes No

|  |
| --- |
|  |

2.5 What qualifications do your sports coach coaches hold?

2.6 What lessons have been learnt from previous delivery and what are you changing for the upcoming delivery periods?

|  |
| --- |
|  |

2.7 Please give an overview detailing:

* Your physical activity offer for children and young people;
* Your nutrition education offer for children, young people and their families;
* Your wider enrichment offer for children and young people;
* Your plans for wet weather;

|  |
| --- |
|  |

2.8 Please provide a detailed timetable of your HAF provision for each delivery period, ensuring exact details are given.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **Finish Time** | **Location (including address)** | **Activity Detail** | **Resources needed** | **No. of places (max 40)** |
|  |  |  |  |  |  |  |

3.0 Are you offering paid places alongside the free HAF places offered in your provision?

Please note if you answer yes, you must be registered on the Voluntary Ofsted Register.

If yes, please provide details of how many paid places are available and the cost you charge per day / per place.

|  |
| --- |
|  |

3.1 Please describe the safeguarding measures that you will have in place for the children and young people that attend your provision.

|  |
| --- |
|   |

3.2 Are you a registered food business? Yes No

**If no, please answer question 3.2b, if yes please continue.**

If yes, and you are providing your own food catering for your HAF provision, please provide a detailed menu for each day your HAF provision is being delivered:

**Applications not detailing their full menus will not be considered. Please ensure that your menu**

**satisfies the school food standards.**

|  |  |
| --- | --- |
| **Day** | **Menu** |
|  |  |

3.2b If no, please provide details of the external catering company you will be using:

|  |  |
| --- | --- |
| **Name of Food Caterer** |  |
| **Address & Post Code** |  |
| **Contact Number(s)** |  |
| **Email Address** |  |
| **Rating** |  |

Please provide a detailed menu for each day your HAF provision is being delivered:

**Applications not detailing their full menus will not be considered, even if using an external**

**caterer. Please ensure that your menu satisfies the school food standards.**

|  |  |
| --- | --- |
| **Day** | **Menu** |
|  |  |

3.3 Have your staff members completed a food hygiene & safety course? Yes/No

|  |
| --- |
|  |

**4.0 EXPENDITURE**

**Applications not detailing their full and accurate expenditure will not be considered.**

If an application is successful, providers will be paid 70% of the grant awarded prior to delivery of the

specific HAF period. The remaining funding will be awarded upon completion of delivery and evidence of expenditure.

**Please see the guideance for full details.**

**Total amount requested:**

|  |  |  |
| --- | --- | --- |
| **Budget Heading** | **Amount (£)** | **Detail** |
| **Staffing** |  |  |
| **Venue Hire** |  |  |
| **Food** |  |  |
| **Equipment** |  |  |
| **Publicity & Promotion*****Maximum £50*** |  |  |
| **Trips** |  |  |
| **Other** |  |  |
| **TOTAL**  |  |  |  |

**5.0** **SUPPORTING DOCUMENTS AND INFORMATION**

Please indicate which of the following policies/procedures are in place? **Please tick as appropriate.**

**Please enclose these documents with your application. If these are not enclosed the application will not be considered further.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **YES** | **NO** |  **Enclosed Document?** |
| Constitution/ CIC Articles – or a set of rules which demonstrate charitable /benevolent or philanthropic purposes |  |  |  |
| Public & Employee Liability Insurance Certificate |  |  |  |
| Do you have a financial/accounting system in place? (A group bank account) Please send a recent statement. |  |  |  |
| Equality & Diversity policy |  |  |  |
| Health & Safety policy |  |  |  |
| Risk Assessments |  |  |  |
| Child Protection / Safeguarding policy |  |  |  |
| All staff/volunteers working on HAF require a DBS Certificate – are these in place?  |  |  |  |
| Staff/Volunteer Supervision & Support policy |  |  |  |
| Staff/Volunteer Training & Development Policy |  |  |  |
| Volunteer policy |  |  |  |
| Disciplinary Procedure |  |  |  |
| Do you have an Evaluation & Monitoring procedure in place? |  |  |  |

Middlesbrough Council is processing grants for the Holiday Activities and Food Programme for Middlesbrough and Redcar & Cleveland – applications may be shared with Redcar & Cleveland Borough Council colleagues as part of the assessment process and ongoing work around tackling poverty.

Checks will be made with both local authorities to ensure that there are no outstanding business debts owed to the councils by the HAF providers and that if council venues are used are suitable for use.

**OTHER MANDATORY ELEMENTS**

* Where mandatory training and e-learning is proposed, all providers must engage with this.
* Providers are required to engage and use the EEQU Booking System, including undertaking the required training, uploading your HAF Club information onto it and using this fully for your HAF delivery.

**DECLARATION**

I can confirm that the business has no outstanding debts with the relevant council.

I can confirm that the venue used is safe and suitable for use.

I confirm that the statements supporting this application are correct.

|  |  |
| --- | --- |
| Signed:  | Date:  |

|  |
| --- |
| Position in the organisation/group  |

**Please return the completed application form and supporting documentation by email to:**

holidayfoodandactivities@middlesbrough.gov.uk