

Lancaster City Council Holiday Activity Fund Application form 2023

Notes & Information

Hello and welcome applicants of HAF 2023! We are pleased to announce that Lancaster City Council (LCC) has secured funding for another year of HAF in the Lancaster and Morecambe District.

The following information is to assist you in completing the HAF Application Form 2023. If you need any further assistance or information, you can email haf@lancaster.gov.uk and we will reply to you as soon as we can.

Section 1 – Organisation Details

Please provide as accurate information as possible. Note that this contact information will be used for all direct contact by the HAF coordinators regarding the 2023 HAF period. Should any of this information change during the provision, you should inform the LCC HAF Team as soon as possible.

Section 2 – Service Overview

This section gives you an opportunity to give us a brief overview about your provision and showcase some of the opportunities you can provide to the young persons on the HAF programme.

Section 3 – Funding Period

Please indicate which funding period you are applying for. If you are only applying for a specific period, please leave the other section(s) blank. We have provided two sections to be completed, an **Optimal Funding** and a **Minimal Funding** option, please complete both options in as much detail as possible. In some instance these two may have similar figures.

Optimal Funding – The amount of funding your organisation would like, to provide the best possible service that will fulfil the HAF objectives and give the young persons the best experience.

Minimal Funding – This should look at maximising the number of unique interactions whilst still meeting the needs of both the young persons and the HAF objectives, using the funding modestly.

Due to the limited funding available to the district, we are advising all applicants to keep costly trips to a maximum of 1 per week. This will allow the programme to engage more children across the district to participate in the HAF provision.

Note the following dates and information for each HAF provision:

Spring – Mon 3rd April to Fri 17th April - Minimum requirement 4 days of 4 hours over 4 weeks or the equivalent of 16 hours

Summer – Mon 24th July to Thu 31st Aug - Minimum requirement 16 days of 4 hours over 4 weeks or the equivalent of 64 hours

Winter – Wed 27th Dec to Fri 5th Jan - Minimum requirement 4 days of 4 hours over 4 weeks or the equivalent of 16 hours

Section 4 – Provision Offer

- i. Family Offer – Signposting vulnerable families to vital services is an essential element to the HAF programme. Vital services include, but are not exclusive to, foodbanks, citizens advice, etc. It is important all staff are aware of how to discuss these topics sensitively

- with potentially vulnerable individuals. Use this section to explain how you will provide this provision.
- ii. Activity Offer – As per the Department of Education Guidelines and the HAF objectives, all young persons should have access to participate in a minimum of 1 hour exercise today. Use this section to explain how you will provide this provision.
 - iii. Enrichment Offer – An important aspect to HAF is the continued intellectual development of young persons. This is not required to be in school format and can be in a fun and engaging way. The HAF project places an importance on food and healthy eating education. Use this section to explain how you will provide this provision.
 - iv. SEND Offer – It is important that your provision be inclusive to all needs. Please identify if any of your staff have completed any SEND specific training. Use this section to explain how you will provide this provision.

Section 5 – Meal Provision

All providers are required to provide a substantial meal for each young person per day, and where possible this should be a hot meal (especially during the winter provision).

If you are using an external company to provide, please provide as much information as you can about the organisation and the food they will be serving. Please include whether your organisation has used them before.

Section 6 – Staffing and Additional Documentation

- i. Brief overview of the staff structure. Are staff currently employed by your organisation, or will you be hiring staff on a temporary basis? If you are hiring temporary staff, how will you be doing this?
- ii. Please highlight the documents that you currently have (we do not need evidence at this stage). If you are successful, you will be required to provide proof of up-to-date documentation.

Section 7 – Booking System

LCC HAF Team has purchased its own centralised booking system, for the purpose of the HAF provision, through Participant (an external booking software company).

Using the booking system provided by LCC HAF Team will speed up the data collection process, as your HAF Coordinators will have direct access to this. The use of the booking system will also reduce the number of duplicate bookings.

For all providers using the Participant booking system, there will be training available for your staff to access information you will need.

Section 8 – Declaration

This section must be completed by a member of your organisation who has the authority to do so on behalf of the organisation but does not exclusively have to be the same person as your lead contact.