

North Lincolnshire Fuelled Grant Guidance

1. Introduction

Overview

This funding has been made available by North Lincolnshire Council to enable local groups to provide holiday activities including food to eligible children aged 5-16 years in North Lincolnshire. This is part of the Government programme which has provided healthy food and enriching activities to disadvantaged children since 2018 and is now being expanded across the whole of England. The Holiday Activities and Food (HAF) programme is funded by the Department for Education. North Lincolnshire Council is coordinating the programme and managing the grant making process.

School holidays can be pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children this can lead to a holiday experience gap - with children from disadvantaged families less likely to access organised out-of-school activities; more likely to experience 'unhealthy holidays' in terms of nutrition and physical health; and more likely to experience social isolation. We know that returning to school in poor physical and mental condition can have a detrimental impact on children's mental and physical wellbeing, as well as their educational attainment. The impact of covid-19 has meant more families are applying for free school meals and of course it has increased social isolation. There are over 6,000 children receiving free school meals (September 2021) in North Lincolnshire with a likely increase by Christmas 2021. There are also other children who are vulnerable due to a range of factors such as:-

- Having an additional need or disability
- Being in foster care
- Being a child in need or having an Early Help plan

The aim of this fund is to make the positive benefits of holiday clubs available to all vulnerable children for at least four hours a day, four days a week during the Christmas Holidays.

About the Grants

We are seeking to fund a diverse range of projects and enrichment activities which are attractive and engaging for all ages and abilities of school children (aged from Reception to Year 11) and include nutritious food. Activities can be open to all children with priority given to those who are eligible. Those who are not eligible can pay to attend if there are sufficient spaces. Spaces for eligible children will be made available at no cost to the family.

Who can apply?

This fund is open to the voluntary sector, businesses, schools, statutory and private providers who can meet the charitable objectives of the programme.

When to apply

Applications for funding will open on 9th September 2021

Deadline for applications - 5.00 pm on 15th October 2021

2. Grant Criteria

The essential criteria for applicants to meet with their holiday activities are:

- Provision of good food which meets at a minimum the school food standards
- The opportunity for at least one hour of physical exercise a day, in line with the Chief Medical Officer's recommendations.
- Provision of enriching activities such as arts, craft or drama
- All of these being high quality and delivered safely.

Groups can collaborate to provide this through one application

Outcomes

The holiday projects we wish to fund will help achieve the following outcomes for children –

1. To be more active during the school holidays;
2. To eat more healthily over the school holidays;
3. To take part in engaging and enriching activities which support the development of resilience, character, and wellbeing along with their wider educational attainment;
4. To be safe and not to be socially isolated;
5. To have greater knowledge of health and nutrition; and
6. To be more engaged with school and other local services.

What we will fund

- Grants can be used to extend a current scheme or project. Free places can be offered alongside paid places.
- Grants can be used for a new idea.
- Projects can be holiday clubs which provide a good range of activities including sport and physical activity, dance, drama, outdoor games, arts and crafts, digital and creative projects and wellbeing activities. We will be expecting a minimum of 60 minutes of physical activity where children become warm and out of breath (in whatever form e.g., dancing, active games etc.) within provision across the 4 hours.
- We would also consider funding specialist activities in one of these fields and specialist SEND provision as long as food is also provided, and the activities are accessible and known to be appealing.

All projects will provide healthy meals and/or cookery classes to every funded child and all other children where this is possible. The preference is for a hot meal. All food provided as part of the programme must comply to regulations on food preparation and take into account allergies and dietary requirements and preferences as well as any religious or cultural requirements for food.

- Successful projects to specifically engage older children and young people may also focus on a single activity – sports, dance or creative and wellbeing projects have worked well previously.
- All clubs must include 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.
- All clubs must include 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.

- Virtual activities, including virtual cooking can also be funded as long as food is also provided for a nutritious meal.
- Grants can also be made for elements of the project (e.g., food provision across a range of projects or a specialist provider being used for a proportion of provision or a specialist facility).

Where possible and time allows, we would encourage groups to consider coordinating provision with other local groups to ensure more comprehensive local coverage. This can be achieved through the Fuelled Locality groups running in each area. Please email Fuelled@northlincs.gov.uk to find out about your local group.

Food

We want to encourage healthy food, including food which mirrors the school food standards for those children funded through the Fuelled Holiday Activity and Food programme. This food should be provided free at point of access. Food options can include cooking on site, hot food delivery, cook, share and eat, or a combination of these. Due to the winter season hot food is a must. If you feel that this may be a deterrent, please speak to us. We will require evidence of Level 2 Food Hygiene certificates for all staff preparing and/or handling any form of food. Please remember that daily nutritional education for children as well as weekly food education for families and carers is an integral element of the programme too.

Support

If you are successful you will be offered support by the North Lincolnshire Council Fuelled team to market your provision to eligible children in the local schools. The Fuelled team will also advise on relevant training and good practice to support your activity and delivery skills. There will also be support around the delivery of food and the informal education for children where food preparation is not available. If you do not have staff or space for specific activities that would enhance your offer, we can help to signpost you to providers who can deliver sessional activities for you, or have a venue that you can run activities in, and you can include their costs in your application.

Covid-19 uncertainty

We are keen to fund face to face activities during the Christmas holidays. However, if you are awarded a grant and government restrictions mean that your activity cannot take place we are asking if you have thought of an alternative plan as part of the application process. This could include the potential of moving your delivery online if required or supplying activity packs with the remainder of the money. You would also need to ensure that participants had access to local food pick up points or had a food bag for simple cooking at home.

If you are unable to action an alternative plan in the event of further lockdowns due to Covid-19 you will be permitted to retain 10% of the value of the grant to cover upfront administrative fees.

Size of Grant

The size of grant you can apply for depends on how many targeted children you are able to provide for together with the need in the area. You will also need to indicate how many days the provision will be for. It is presumed that you will include a nutritional meal and that the provision will be open for 4 hours. We acknowledge that children may stay for less time. Provision can be in one place or many depending on your capacity and demand. Grant size will be adjusted according to the service proposed.

Eligibility - Who can Apply?

- Voluntary or community groups including Unincorporated Associations, Charitable Trusts, Charitable Incorporated Organisations, Charitable companies, Co-operatives, Community Interest Company/Social Enterprise, Charities, Community Interest Companies
- Schools and Academies
- Local Council services
- Private providers whose activities align with the charitable objectives of the programme

Eligible costs

- Staff costs for planning and delivery
- Volunteer expenses
- Venue costs
- Food and preparation costs
- Modest capital items required to deliver the project e.g., small items of catering or sports equipment but not larger items such as computers.

Exclusions that cannot be funded

- Activity that is purely about research
- Activities which promote political or religious beliefs
- Retrospective funding
- Costs of ongoing staff not working on the project
- Costs incurred in putting the application together
- Contingency costs (eg putting costs towards further fundraising)
- VAT that can be recovered
- Using the fund to pay back loans or interest payments
- Purchase of alcohol or illegal substances

Applicants must be able to provide the following:

- A copy of your constitution or governing document
- A copy of your most recent accounts
- A list of a minimum of two current trustees or management committee members (at least two of whom must be independent/unrelated) or a professional referee from previous provision. Where you can't provide any of these please contact North Lincolnshire HAF Programme Lead, Kathy Egan (deputising) for a discussion on fuelled@northlincs.gov.uk

- Safeguarding policy and processes and evidence of recent training (you can be supported with this)
- Health and Safety policy
- Risk assessments (to include COVID) for all relevant activities
- Policies & Procedures in place to remain COVID secure for participants & staff members
- Equality & Diversity policy
- A level 2 Food Hygiene certificate
- Evidence of relevant first aid training
- COVID safety procedures
- DBS certificates for all relevant workers/volunteers
- Confirmation of public liability insurance

If you do not have any of the above documents please contact the Fuelled team and we will support you to complete them. Templates for documents are available at www.northlincs.gov.uk/fuelled-providers

In addition

- Successful applicants will have the opportunity to attend online networking events and participate in online training.
- All Staff employed in the funded projects must have the right to work in the UK.
- All Staff and volunteers will require Disclosure and Barring Service (DBS) checks conducted by the applying organisation.

Applicants must be able to show that they are addressing the need in their community and working towards the outcomes of the programme. They must be in a position to deliver the programme during the Christmas holidays i.e., between Friday 17th December 2021 and Tuesday 4th January 2022.

Please see the fuelled website for continually updated resources at www.northlincs.gov.uk/fuelled-providers

3. How to apply

Online application

Organisations can apply online through the North Lincolnshire Council website - www.northlincs.gov.uk/fuelled-providers

To submit a complete application, you will need to:

- Complete and submit the online application form.
- Submit all the required supporting information by emailing to fuelled@northlincs.gov.uk with a clear indication of the application they are related to.

The application form and supporting information must be received by the deadline in order for the application to be considered.

What support is available?

We are happy to talk about your plans before you start or at any stage during your application.

We will be holding MS Teams virtual seminars hosted by the Fuelled Team where we will be going through the requirements and application process. You can ask questions about applying to the fund and delivering the programme.

For those who are new to Fuelled; sessions will be on:

Wednesday 6th October 10am-11am or Wednesday 6th October 6:30pm-7:30pm

For anyone that has delivered the Summer Fuelled programme and are interested in delivering the winter programme there are a few changes, the seminar date for you is:

Thursday 7th October 12noon – 1pm or Thursday 7th October 6:30pm-7:30pm

To register for any of these meeting: Click [here](#) or visit the Fuelled website.

If you are unable to join the seminar but have any queries about completing the online application form or the eligibility of your project, please contact Fuelled@northlincs.gov.uk

4. How funding decisions will be made

How we decide to award the grants

Once due diligence checks have been made applications will be checked against the eligibility requirements and evaluated according to how well they meet the grant criteria based on the information provided in the form and supporting documents. We will take into account provision across the county to try and ensure that appropriate resources are committed to where they can have the greatest impact and that there is equity of provision across the county based on need.

5. Timescales

| Stage | Date |
|--------------------------------|--|
| Applications open | Thursday 9 th September |
| Deadline for applications | Friday 15 th October |
| Additional documents requested | Within 3 weeks of funding application |
| Groups informed of decision | Within 3 weeks of funding application |
| Fund distributed | As soon as grant offered and a signed Terms and Conditions form returned to the Fuelled Team |

6. Monitoring requirements

What are the monitoring requirements?

1. All successful grant recipients will be required to report back on their grant and stated outcomes.
2. Those receiving larger grants will be required to complete a budgeting update spreadsheet.

3. A Fuelled monitoring pack will be sent to you by email shortly after the grant has been awarded.

If you have any questions, please email Fuelled@northlincs.gov.uk or call 01724 297000 and ask to be put through to the Fuelled Team.