

# Hertfordshire's Holiday Activity Programme



## HAPpy: Holiday Activity Programme

## Guidance Document for Funding Applicants

**Winter School Holidays  
December 2023 - January 2024**

Part of the Department for Education (DfE) funded Holiday Activity & Food Programme (HAF)

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# 1. Introduction

## HAF Overview

On 27 October 2021, the Department for Education (DfE) announced a further 3-year extension of its national Holiday Activities and Food (HAF) programme for reception aged children to year 11 age children inclusive, who are eligible for benefits related free school meals (FSM). Local programmes must include hot food, physical activities, and enrichment activities. The programme will run during key school holidays Spring, Summer, and Winter, but not in half terms.

## HAPpy - HAF in Herts

Hertfordshire County Council (HCC) has commissioned Herts Sports & Physical Activity Partnership (HSP) through its host organisation - the University of Hertfordshire (UH) - to undertake the co-ordination of the programme with Hertfordshire Community Foundation (HCF) appointed as the grants distributor for the project.

School holidays can be pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. For some children that 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 and the cost-of-living crisis means that more families are applying for FSM. There is a total of 28,318 children receiving FSM (March 2023) in Hertfordshire. Go to this webpage and scroll down for a link to maps showing the distribution of those receiving FSM by Hertfordshire district <https://sportinherts.org.uk/happy/>

The aim of this fund is to make the positive benefits of holiday clubs available to all those in reception to Year 11 (Year 13 for young people with SEND) who are receiving FSM.

## HAPpy - Outcomes

The holiday projects we wish to fund will help achieve the following outcomes for reception aged children to year 11 age children inclusive (year 13/ age 19 for young people with SEND):

1. To eat more healthily over the school holidays.
2. To be more active during 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; to be safe and not to be socially isolated.
4. To have greater knowledge of health and nutrition and to be more engaged with school and other local services.

The outcomes are based on the 6 Bees outcome framework developed by Hertfordshire County Council in co-production with a range of service users, providers and services across the continuum of need in Hertfordshire Further detail and descriptors of each of the 6 Bees can be found [here](#).



### Hertfordshire County Council - 6 Bees Outcome Framework

## HAPpy – What we want to fund

We want to fund a diverse range of projects and enrichment activities which are attractive and engaging for all ages and abilities of school children and include physical activity, enrichment activity and nutritious food. We are particularly interested in increasing our SEND offer, and children up to the age of 19 in this group will be considered for funding.

The grant covers four hours of activity per day, but an activity can run for longer if the provider can fund the additional hours. Organisations are encouraged to seek additional funding sources to top-up the HAPpy funding and build the sustainability of the programme beyond the DfE funding.

Programmes should give priority to reception aged children to year 11 age children inclusive (age 19 for young people with SEND), receiving FSM. Spaces for children on FSM will be made available at no cost. A small number of free places will be made available to children who do not meet the main eligibility criteria but would otherwise benefit from attending the free programme – these referral requests must be made in writing by a professional by emailing [haf@herts.ac.uk](mailto:haf@herts.ac.uk)

Those children not on FSM and outside that age range can pay to attend activities alongside funded children if there are sufficient spaces (in addition to the funded places).

For families who do not meet the main eligibility criteria (benefits related FSM), the [Government's Tax-Free Childcare scheme](#) offers up to £2,000 a year per child towards childcare costs, including some Ofsted registered holiday camps. Families claiming [Universal Credit](#), and in work, can claim back up to 85% of the amount spent on childcare.

For this reason, we encourage all Happy activity providers (where appropriate) **to register with Ofsted and register with the Tax-Free Childcare scheme.**

## HAPpy - Who can apply?

This fund is open to the voluntary sector, schools, youth clubs, statutory and private providers (including sole traders) who can meet the non-profit and charitable objectives of the programme.

## 2. The HAPpy Winter Holiday Programme

### Summary

During the Winter (Christmas) school holidays, Hertfordshire County Council (HCC), Herts Sport and Physical Activity Partnership (HSP) and Hertfordshire Community Foundation (HCF) will once again join forces to deliver healthy food alongside physical and enrichment activities, under the name 'HAPpy: Hertfordshire's Holiday Activity Programme.' HAPpy aims to tackle the triple inequalities of holiday hunger, physical inactivity, and social isolation. It supports reception aged children to year 11 age children inclusive, who are eligible for benefits related free school meals during the school holidays.

**Applications for the HAPpy Winter programme  
open on Monday 21<sup>st</sup> August 2023 and close on Tuesday 19<sup>th</sup> September at midnight**

For the Winter programme, we are seeking to fund **9,000 places and 300 SEN specific places** at HAPpy camps across Hertfordshire.

**The Winter delivery period falls across a 3-week period as follows:**

- **Week 1:** Thursday 21<sup>st</sup> & Friday 22<sup>nd</sup> December (2 days)
- **Week 2:** Wednesday 27<sup>th</sup> to Friday 29<sup>th</sup> December (3 days)
- **Week 3:** Tuesday 2<sup>nd</sup> and Wednesday 3<sup>rd</sup> January 2024 (2 days)

*Please note that there will be no delivery on the 25<sup>th</sup> and 26<sup>th</sup> of December 2023, and the 1<sup>st</sup> of January 2024 as these are bank holidays.*

### Essential Delivery Criteria

- Each camp session must run for a **minimum of 4 hours per day**.
- Each day must include a **hot meal**.
- You can run separate camps for **different age groups**, up to a **maximum of five days**.
- You can apply for a grant to provide activities for **just one day** or any number up to a **maximum of 5 days** per venue and age group.
- The **maximum number of places** that can be delivered **per camp, per day is 30**.
- Groups can apply for **up to two camps per district per day**. These can either be at the same venue or at two different venues.

**All the above criteria must be met.** If you think you might have capacity to offer additional places (outside the set criteria), on top of what you have applied to deliver then please email [happygrants@hertscf.org.uk](mailto:happygrants@hertscf.org.uk) to confirm that you would like to be contacted if we are seeking additional places.

If you would like to deliver a one-off large-scale event for a larger group of children or young people, then please email [happygrants@hertscf.org.uk](mailto:happygrants@hertscf.org.uk) to discuss the details before you apply.

Mainstream delivery providers can apply for up to £30 per day per child, per four-hour day including the cost of hot food. We are particularly interested in increasing our dedicated SEND provision and seek to encourage applications from experienced providers. We recognise that there are higher costs associated with SEND delivery and so providers can apply for up to £70 per day, per child for this group. We will consider requests to deliver SEND provision for less than 4 hours per day and to provide a cold meal option, but the application must clearly evidence why this would better meet the needs of participants.

All applications must demonstrate the delivery of high-quality programmes and value for money. Budgets must be detailed and accurate, and clearly breakdown how the funding will be allocated so that we understand how you have arrived at your price per head. The maximum cost per head is fixed but it is not mandatory to spend this full amount. Please only apply for your necessary costs to ensure the funding can reach as many children as possible.

## Assessment Criteria for Funding Applications

All applicants should refer to the detailed assessment criteria below ahead of submitting a funding application. Below is a short summary of the criteria:

- 1) Has the organisation passed due diligence checks?
- 2) Delivery experience:
  - a) Does the organisation have experience of delivering similar youth programmes successfully and does this include previous delivery experience in Hertfordshire?
  - b) If the organisation has previously received HAPpy funding, did their programme perform well and have they met reporting requirements?
- 3) Does the application clearly demonstrate that delivery will meet the required elements of the HAPpy programme?
- 4) Is the proposed programme of a high-quality and is it an exciting offer?
- 5) Does the application meet the food requirements of the programme?
- 6) Is the number of places that the organisation wants to deliver appropriate?
- 7) Are the proposed delivery venues situated in areas of high FSM (Free School Meals) need and will these venues enable us to provide a variety of HAPpy camps across Hertfordshire?
- 8) Does the price per head fall within the parameters set and does the application demonstrate value for money?
- 9) Is the overall quality of the application good?
- 10) Is the activity venue in an area of need (high rates of FSM)?

Go to this webpage and scroll down for a link to **maps by Hertfordshire district showing the distribution of those receiving FSM** <https://sportinherts.org.uk/happy/>

Please see **page 8 'HAPpy Funding Criteria'** for more detailed information about the assessment criteria.

### Need Help?

If you need **help** after reading through this guidance, please email [happygrants@hertscf.org.uk](mailto:happygrants@hertscf.org.uk) or call 01707 280 346 and a member of the HAPpy Grants Team will be on hand to help.



### 3. HAPpy Funding Criteria

#### Core Criteria – The Essentials

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

- **Provision of hot food**, which meets at a minimum the [school food standards](#) – plus activities for both children and parents to increase nutritional knowledge. Please note that HSP can provide resources to help with this if it is new to you.
- Delivery of at least **one hour of physical exercise** a day, in line with the [Chief Medical Officer's recommendations](#)
- Delivery of at least **one hour of enrichment activities** which develop new skills or knowledge and provide new experiences such as creative activities, drama, music, crafts, nature walks. HSP has developed a range of enrichment ideas which will be made available on their website. <https://sportinherts.org.uk/happy>
- **Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours.** We expect providers to incorporate helping children to understand more about the benefits of healthy eating and nutrition into their programme. These do not need to be formal learning activities but could for example, be games and bitesize learning incorporated into physical or enrichment activities.
- **Environmental sustainability** - DfE is committed to sustainable development practices and HAF funded providers need to consider these and their impact on the environment. Activity providers are encouraged to make their own judgements on how sustainable development can be reflected in their ethos, day-to-day operations and throughout the delivery of their HAF programmes. For example, organisations may consider minimising the use of single-use plastics, using locally sourced food and ingredients, making use of food surplus organisations, ensuring recycling and compost facilities for waste, encouraging uniform banks and exchange schemes.
- **Signposting and referrals and supporting families.** HAF providers should be able to offer information, signposting or referrals to other services and support, which would benefit the children who attend their provision and their families. HSP have created resources for HAPpy providers that can be shared onwards with families, but we also encourage providers to identify local community services that may benefit families on low incomes.
- All activities must be of **high quality** and delivered **safely**.
- Activities should be **accessible and inclusive** wherever possible and considerate of the diverse needs of the community of Hertfordshire. Almost 90% of all children with SEN attend mainstream schools so in most cases, children's needs will be met with some **adaptations through mainstream provision**. Where this is not possible, we would welcome applications for specific SEND provision.
- All staff and volunteers working at camps must undertake **mandatory training** specific to the HAPpy programme.
- All activities must be advertised and booked via the **Playwaze system**.
- Activity **registers** must be completed on the day of the camp.
- **Case studies will be submitted by all providers following each delivery phase**, content as per the agreed template from the Herts Sport and Physical Activity Team. Case studies will be shared with the DfE.

**Note** - Organisations or groups can **collaborate** to meet the above criteria through one application e.g., a sports club (physical activity) and a creative arts group (enrichment) could combine to run a single HAF camp.



## What we will fund?

- Grants can be used to extend a current scheme or project to enable provision for the Winter holidays programme. Free places can be offered alongside paid for 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. They will also provide healthy meals and/or cookery classes to every child.
- Specialist SEND provision as long as physical activity and food is also provided. We would consider funding SEND provision that ran for less than 4 hours a day as long as evidence was submitted to demonstrate that this was to best meet the needs of the participants.
- Successful projects to specifically engage older children and young people may also focus on a single activity – single sports camps or creative and wellbeing camps have worked well previously.
- Grants can also be made for elements of the project such as food provision to enhance an existing offer.

### Collaboration

Based on the experience of previous schemes we would encourage groups to consider coordinating provision with other local groups to ensure more comprehensive local coverage.

## Who can Apply?

- Voluntary or community groups, charities, CICs
- Schools and academies
- Local councils
- Private providers whose activities align with the charitable objectives of the programme (must be registered with HMRC)
- Sole traders (must be registered with HMRC)

## Eligible costs

- Staff costs for delivery and planning
- Administration costs e.g., coordinating the mandatory Playwaze bookings platform.
- Volunteer expenses
- Venue costs
- Food and preparation costs
- Publicity 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.
- Reasonable contribution to overheads

## Exclusions that cannot be funded

- Trips or activities based outside Hertfordshire other than single day events.
- Costs of ongoing staff who are not working directly on the project.
- Costs incurred in putting the application together.
- Contingency costs
- Places for children who are not attending school in Hertfordshire.
- Places for children who are not registered for Free School Meals in Hertfordshire, other than children nominated via the professional referral process.
- Activity that is purely about research
- Activities which promote political or religious beliefs
- Retrospective funding

## Information about Food provision

We want to encourage healthy eating. You must provide at least one hot meal a day (breakfast, lunch or dinner) and all food, including snacks should meet the [school food standards](#). Food options can include cooking on site, hot food delivery, cook-share-and eat, or a combination of these. All food should comply with regulations on food preparation, consider allergies and dietary requirements and consider any religious or cultural requirements for food. Children need a pleasant place to eat which is sheltered from the elements including rain or sun.

Clubs must include activities each day aimed at improving the children's knowledge and awareness of healthy eating. This does not need to be formal learning and could, for example, include activities such as getting children involved in food preparation and cooking, growing fruit and vegetables, and taste tests.

Clubs are also encouraged to include training and advice sessions for parents, carers, or other family members, which provides advice on how to source, prepare and cook nutritious and low-cost food. Herts Sports Partnership can provide resources and ideas to help with this if it is new to you.

If you choose to provide food for the project yourselves, rather than bringing it in from another supplier, you will need to comply with regulations on food preparation and provide evidence of [Food Business Registration](#). Evidence of staff/volunteers holding Level 2 Food Hygiene and food allergy certificates will be required. If you need help with providing the food element of your activity you can get some tips from the HSP website and access to the Catering Resources pack [here under Providing Meals](#)

## Policies and Procedures

You must have relevant and appropriate policies for:

- Safeguarding - including the recruitment of staff and volunteers.
- Health and Safety – including risk assessments.
- Relevant insurance policies.
- Equality and Diversity - with a policy which underpins inclusive delivery of camps to all children.

Where appropriate, holiday clubs must also be compliant with the **Ofsted requirements** for working with children – although not all applicants need to be Ofsted registered. Please follow this link to see whether your organisation or holiday activity provision needs to be Ofsted registered or not. [Ofsted Exemption Guidance](#)

## Safer Recruitment

We expect all organisations delivering HAF activities to have a **safe recruitment procedure** in place for the engagement and recruitment of both **STAFF & VOLUNTEERS**.

There are different expectations and legal requirements for adults 18 years or older, young people 16-17 years and those under 16 years of age. See table below for details - this is not an exhaustive list but a framework for sound recruitment practice.

	Adult Workers 18 years and older	Young Workers 16-17 years old	Adult Volunteers 18 years and older	Young Volunteers 16-17 years old	Young people under 16 years old
Job description or volunteer specification should include the organisation's commitment to safeguarding.	Yes	Yes	Yes	Yes	Yes
Thorough checks must be made of an applicant's identity, time in education, work history including gaps in time.	Yes	Yes	Yes	Yes	Yes
Right to work in the UK must be verified	Yes	Yes	n/a	n/a	n/a
Checks with the Disclosure & Barring Service (DBS) must be undertaken. *	Yes	Yes	Yes	Yes	n/a
Proof of qualifications should be obtained	Yes	Yes	Yes	Yes	n/a
References should be obtained and verified	Yes	Yes	Yes	Yes	n/a
A thorough induction and suitable training should be conducted.	Yes	Yes	Yes	Yes	Yes
A probationary period may be considered	Yes	Yes	n/a	n/a	n/a
Constant supervision by an adult should take place	n/a	Yes	n/a	Yes	Yes
General Risk Assessments should be completed, and the employee understands and has access to these.	Yes	Yes	Yes	Yes	Yes
Specific Age-related Risk Assessments should be completed, and the employee understands and has access to these.	n/a	Yes	n/a	Yes	Yes

\* The level of DBS check required (i.e., **Basic DBS check** or **Enhanced DBS check**) will depend on the nature of the work or volunteering undertaken. See here to check guidance – [DBS guidance](#).

## Safeguarding and Health & Safety Evidence

Applicants will need to be able to demonstrate and explain the safeguarding procedures and checks which you have in place for the holiday activities. We want every holiday club to be a safe and happy place for children to be and for parents, carers, and families to feel confident that their child is well looked after and that robust safeguarding arrangements are in place. Safeguarding and child protection is everyone's responsibility. DfE statutory guidance [working together to safeguard children](#) applies to all organisations and agencies who have functions relating to children. It sets out how they should work together to safeguard and promote the welfare of children.

All workers or volunteers at camps funded by the HAF programme must undertake relevant Safeguarding training and undergo a DBS check. If you plan to recruit people under the age of 16 to help with your camp, please contact Hertfordshire Sports Partnership on haf@herts.ac.uk to discuss before applying.

## Holiday Clubs in School Settings

We know that schools are safe places and have robust safeguarding arrangements in place. Where activities are provided by the governing body or proprietor of a school, under the direct supervision or management of their school staff, the school's protection policy will apply.

Where the activities are provided separately by another organisation, the school should seek assurance that the provider has appropriate safeguarding in place. DfE recommends that anyone involved in the delivery of a holiday club in school settings is familiar with part 1 of [keeping children safe in education](#).

## Holiday Clubs not in school settings

This means community group activities, any group which does not need to be Ofsted registered and supervises children without their parents' or carers' supervision. Good practice guidance from the DfE on [keeping children safe during community activities, after-school clubs and tuition](#) covers advice on what policies and procedures providers should have in place for health and safety, safeguarding and child protection, staff suitability, and governance.

## 4. Mandatory Training Requirements

### The Training Record

**All organisations who are successful with their funding application** will be asked to provide a complete a **Training Record** for all people working or volunteering at their HAF programme. The **Training Record** is a spreadsheet listing all staff and volunteers along with details of the qualifications they hold. This will be sent to you with your grant offer if you are successful. Mandatory training must be **completed before delivery of activities starts**.

Grant Payments will only be made when the mandatory training requirements for all staff have been met and the completed Training Record has been returned.

**Deadline for receipt of Training Records for the Winter HAF programme will be  
Wednesday 6<sup>th</sup> December 2023.**

If training for an individual person is scheduled to happen after this deadline but before activity delivery starts, then grant payments will be made upon successful completion of the training and notification of this to HSP/HCF – you may be asked to evidence this.

## Training Requirements Overview

The table below shows the Mandatory Training requirements for HAF programmes in Hertfordshire. All training must have been **completed within 3 YEARS** of the last day of delivery at the HAPpy Camp.

Type	Training Required for	Minimum Standard of Training	Notes	Training offered through HAF
<b>Safeguarding</b>	All Staff	Level 1	If safeguarding training is conducted in-house the organization must provide evidence that the training meets the NSPCC framework guidelines.	YES – Level 1 & Level 2
<b>Food Hygiene</b> Option 1* <i>See below</i>	Minimum 1 Person per venue at all times	Food Hygiene Level 2 <b>AND</b> Food Allergy Awareness training	Minimum of one person per venue must have this training but we recommended this training for <u>all</u> staff involved in supervising mealtimes (even if they are not preparing or serving food)	YES – Level 2 & Allergy Awareness online course
<b>Food Hygiene</b> Option 2* <i>See below</i>	Any Staff involved in serving, preparing, or cooking food	Food Hygiene Level 3 or Food Hygiene Level 2 <b>AND</b> Food Allergy Awareness training	For all staff serving, preparing, or cooking food in any way.  Giving children pre-cooked or pre-packed meals delivered by a third-party caterer is considered serving food.	YES – Level 2 & Allergy Awareness online course
<b>First Aid</b> Option 3** <i>See below</i>	Minimum 1 Person per venue at all times	Emergency First Aid or First Aid at Work	Must be a full day/ three-day attended in person, practically assessed & certified course. Re-certification of these qualifications must also be in person.	YES – Emergency First Aid, in-person course.
<b>First Aid</b> Option 4** <i>See below</i>	Minimum 1 Person per venue at all times	Football Association (FA) or similar Sport Specific Emergency First Aid qualification  <b>COMBINED WITH</b> An online refresher course	Sport specific training must be a full day (min 6 hours) attended in person, practically assessed & certified course.  We will accept this training <b>only if it is combined with</b> either a Paediatric First Aid or Emergency First Aid at Work online refresher course.	NO – complete through sporting body.  YES – online refresher courses.
<b>First Aid</b> Option 5** <i>See below</i>	Minimum 1 Person per venue at all times	National Pool Lifeguard Qualification (NPLQ)	Must be a full 36 hour attended in person, practically assessed, certified & Ofqual regulated course. Re-certification of this qualification must also be in person.	NO – person may use existing qualification

\* Must achieve criteria for both Option 1 **and** Option 2

\*\* Must achieve criteria for either Option 3 **or** Option 4 **or** Option 5

### Spot checks on Training Records

We will not ask you to send in copies of all certificates with your list, but we will be undertaking spot checks. The sample of spot checks will involve us asking to see relevant certificates for individuals – including DBS documents which can be shown by video call, or on-site visits.

## Funded Training available for successful applicants

There will be the opportunity for those who need training to access free training to ensure they have achieved minimum operating standards in Safeguarding, Food hygiene, and Health & Safety before delivery of their activities. We will offer a wide range of courses covering areas including ADHD awareness, mental health, food allergens and engaging hard to reach audiences. For more information, please visit [Herts Sports Partnership Courses \(sportinherts.org.uk\)](https://sportinherts.org.uk)

## Delivery Support

If you are successful, you will be offered support by Herts Sports Partnership to ensure that you have access to local referrals to your holiday camp – you must also take a proactive approach to securing bookings independently. Your team can benefit from free training to support your activity and delivery skills.

HSP also offer help and resources to support you in planning and delivering all the elements of the programme including physical activity, enrichment, signposting to local service and food.

Go to the Herts Sports Partnership Webpage to view supporting resources <https://sportinherts.org.uk/happy/> or contact the HSP team via email below at [haf@herts.ac.uk](mailto:haf@herts.ac.uk)

If you do not have staff or resources for specific activities that would enhance your offer, we can help to signpost you to other providers who can deliver sessional activities for you, and you can include their costs in your application. For example, you may be a sports provider looking to partner with a provider that can fulfil the enrichment or food element of the programme. You can access our database of specialist service providers [here](#).

We are happy to talk about your plans before you start or at any stage during your application. Please contact the Herts Sport and Physical Activity Partnership team for programme/delivery queries and the HCF Grants team for application queries.

- HSP team [HAF@herts.ac.uk](mailto:HAF@herts.ac.uk)
- Grants Team on [happygrants@hertscf.org.uk](mailto:happygrants@hertscf.org.uk)



## 5. How to Apply

New applicants and previous providers are subject to the same stringent assessment process. Due to holding information on our database about organisations that have run HAPpy camps previously the application processes are different.

All applications are considered on an individual basis and there is no guarantee of funding or prioritising of funding to benefit previous providers.

**Applications open on Monday 21<sup>st</sup> August 2023** for delivery over the Winter school holiday.

The **deadline for applications is midnight on Tuesday 19<sup>th</sup> September 2023**.

All providers (new or previous) should read this guidance document in full before proceeding with an application for funding.

### Previous providers

Previous HAPpy providers are those who have delivered a HAPpy camp during 2022 or during Spring or Summer this year, 2023. If your organisation is in this group, you will receive an email inviting you to apply on **Monday 21<sup>st</sup> August 2023**.

You **MUST** submit the following at the time of application:

- Fully completed 'Previous Provider' Winter application form.
- Fully completed locations sheet detailing your delivery locations and number of places you will provide per day.
- Copies of updated insurance certificates - you only need to submit these if the copies you submitted previously have since expired.
- If delivering as part of the Summer 2023 programme, you **MUST** have submitted your monitoring report by the 8<sup>th</sup> of September 2023.

Please note that you will still be required to **complete a newly updated training record spreadsheet** which will be issued to successful applicants. You will also be required to send an updated copy of your risk assessment(s) or confirm that it has been reviewed since your last delivery and that no updates have been required. We reserve the right to request any of the documents listed in the new applicants document list (see below) at any time and these must be produced in a timely manner.

Previous providers (as described above) will receive an email inviting them to apply which will include a link to the application form. You will need to enter your email address and press submit, after which you will be sent an email containing a link to the full application form. If you enter your email address and do not receive the email with the link, then contact the grants team at [happygrants@hcf.org.uk](mailto:happygrants@hcf.org.uk)

Once you have received the email, follow the link to complete the application. You can save your application as a draft, so you do not have to complete the whole application in one go. Just remember to click on "Save Draft" each time in order to save any work you've done. Many of the questions have a blue 'i' symbol next to them which you can hover over for further guidance.

To submit a complete application, you will need to:

- Complete and submit the online application form.
- Submit the required supporting documents either by attaching them to the application form or emailing to [happygrants@hertscf.org.uk](mailto:happygrants@hertscf.org.uk)

Whilst not a requirement of the application, you will also have the opportunity to submit photos and/or recent case studies of your work to help to illustrate what you do.

## New providers

Please note that a 'new provider' is defined as:

- 1) Those that have never delivered as part of the Hertfordshire HAPpy programme previously.
- 2) Organisations that have not delivered during 2023 and who last delivered before the 10<sup>th</sup> of January 2022.
- 3) A previous provider that has changed the name or legal structure of their organisation since they were last awarded funding.

New applicants are asked to complete a short expression of interest form and the link to this can be found on the [Hertfordshire Community Foundation website](#).

Once received your request will be reviewed and either declined at this stage, or you will be sent an invitation to submit a full application. If declined full feedback will be provided.

The deadline for expressions of interest to be received is the **Thursday 7<sup>th</sup> September 2023**.

**If you are invited to apply as a new provider will be asked to provide the following (see note below for requirements for schools):**

- Completed 'New Provider' Winter 2023 application form.
- A copy of your governing document
- A copy of your most recent accounts. If you do not have audited accounts then please explain why, submit your current balance sheet, and confirm if you are registered with HMRC.
- A list of the current trustees/management committee members
- Health and Safety policy and risk assessment covering your specific HAPpy plans.
- Appropriate Safeguarding policy – which must include a statement evidencing that all staff and practitioners are DBS checked to the required standards for the activity.
- Equality and Diversity policy – which should underpin inclusive delivery of camps to all children.
- Copies of relevant insurance policies.
- Completed locations spreadsheet listing the delivery locations and number of places per day.



**Schools – we will assume you have the relevant documentation but ask you to assure that any commissioned provider conforms to all requirements. We may ask you to submit:**

- Appropriate Safeguarding policy and processes and evidence of recent training
- Equality policy
- Confirmation of appropriate insurance
- If successful, please note that you will be required to submit a risk assessment for the activities you are delivering ahead of delivery commencing.

It is acceptable to send links to these documents where formally published.

**Any group who applies to the HAPpy Programme must be aware of the following:**

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

## Size of Grant

The size of grant you can apply for will depend on how many children you are able to provide for and assumes provision of at least four hours per day.

The budget for mainstream delivery during the Winter programme is up to £30 per child per four-hour day, depending on staff ratios required for different needs and age groups and the quality of the provision.

The price per head for SEND delivery is up to £70 per day. These figures are only a guide, and we would ask applicants to **request only what they need** to run their proposed activities and avoid asking for the maximum unless absolutely necessary.

Applicants must be able to show that they are addressing the need in their community and providing high quality programmes that demonstrate value for money.

## 6. The Funding Decision Process

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.

Assessment Criteria	Notes
Due Diligence	<p><b>Has the organisation passed due diligence checks?</b></p> <p>Due diligence checks seek to verify information about the organisation and identify any possible 'risks' that may result in it being deemed unsuitable to receive grant funding. We complete a range of checks including via the Charity Commission, Companies House, and other professional bodies such as Ofsted. We review accounts, check that the bank account is in the name of the organisation and visit websites/social media etc. We also want to ensure that the organisation operates safely and expect that supporting documents including the Safeguarding policy meet current best practice. We expect Equality and Diversity policies (DEI) to underpin the providers approach to accessibility and inclusion. Applications that do not meet due diligence will not be considered for funding.</p>
Previous delivery experience	<p><b>a) Does the organisation have experience of delivering similar youth programmes successfully and does this include previous delivery experience in Hertfordshire?</b></p> <p>We will prioritise funding for organisations that are based in Hertfordshire or that can demonstrate relevant previous delivery experience in the county. We will only consider organisations that have no previous Hertfordshire delivery experience if we identify unmet needs.</p> <p><b>b) If the organisation has previously received HAPpy funding, did their programme perform well and have they met reporting requirements?</b></p> <p>At the end of each programme, we analyse data in order to understand performance. This includes reviewing the number of bookings and attendances against the number of places that were funded and calculating actual cost per head. We also check that the Playwaze booking system has been utilised according to requirements.</p> <p>We utilise visit reports and feedback to understand the quality of delivery. We review the standard of monitoring reports including whether the report was submitted on time and if it included quotes, case studies, photos/films to help tell the 'story' of the camp and demonstrate impact. We also review final budgets and whether any underspend was returned e.g. If bookings were low, were food orders reduced accordingly?</p> <p>Please note that poor performance, poor quality delivery, failure to meet deadlines or delivery guidance and the submission of poor-quality monitoring and evaluation can result in the refusal to provide future funding.</p>

<p><b>Programme and activities</b></p>	<p><b>Does the application clearly demonstrate that delivery will meet the required elements of the HAPpy programme? Is the proposed programme of a high-quality and is it an exciting offer?</b></p> <p>Camp duration must be a minimum of 4 hours and provide:</p> <ol style="list-style-type: none"> <li>1) A minimum of 1 hour of physical activity</li> <li>2) A minimum of 1 hour of enrichment activity</li> <li>3) A hot meal</li> <li>4) Activities to increase awareness of healthy eating, healthy lifestyles, and positive behaviours.</li> </ol> <p>Applicants must include a sample daily timetable so that we can ensure that all the delivery elements are included for at least the minimum duration requirement.</p>
<p><b>Number of places</b></p>	<p>Is the number of places that the organisation wants to deliver appropriate?</p> <p>Each camp can deliver for up to a maximum of 5 days. The maximum number of days that an organisation can deliver at one venue, per age group, is 5 and the maximum number of places that can be delivered per camp, per day is 30.</p> <p>Occasionally we will consider requests to deliver more places per camp, per day but this must be discussed with us in advance and there must be a clearly identified need. If you think you might have capacity to offer additional places, on top of what you have applied to deliver, then please indicate in your application form that you would like to be contacted if we are seeking additional places.</p> <p>We will consider whether there is demonstrated need for the number of places proposed, based on FSM registrations in the area. We consider previous performance (bookings/attendances/quality) for those providers that have delivered as part of the programme previously and expect that the number of places proposed reflect this. We encourage new providers to apply to deliver a pilot programme in the first instance and this should reflect the size of their organisation and previous delivery experience.</p>
<p><b>Food provision</b></p>	<p><b>Does the application meet the food requirements of the programme?</b></p> <p>Mainstream providers must provide HAPpy children with a hot, healthy meal at a minimum of School Food Standards. SEND providers are encouraged to provide a hot meal but, depending on the needs of the children and duration of the session, we are open to considering a healthy cold meal option.</p> <p>We review who will provide the food, menu examples to ensure healthy options are being provided and whether the cost per head is this appropriate. Some providers also choose to provide healthy snacks.</p>

<p><b>Delivery locations</b></p>	<p><b>Can you name all your proposed venues at the point of application? Are the proposed delivery venues located in areas of high FSM need and will these venues enable us to provide a variety of HAPpy camps in Hertfordshire?</b></p> <p>We will complete a mapping exercise to review venue locations and inform decision making. We expect applicants to propose delivery venues in areas of high FSM need – the most successful camps are those that families can easily access by walking to. The Herts Sports Partnership website include ‘heat maps’ showing FSM need across all of the Hertfordshire boroughs. <a href="https://sportinherts.org.uk/happy/">https://sportinherts.org.uk/happy/</a></p>
<p><b>Budget</b></p>	<p><b>Does the price per head fall within the parameters set and does the application demonstrate value for money? Please be aware your application will be rejected if your costs per head are not in line with the information provided in this guidance.</b></p> <p>Mainstream delivery providers can apply for up to £30 per day, per child, per four- hour day and including the cost of hot food. We recognise that there are higher costs associated with SEND delivery and therefore providers can apply for up to £70 per day, per child for these young people.</p> <p>The price per head must be clearly stated and the budget must be detailed and accurate so that we understand how the price per head was calculated and how the funding will be spent. We also take into consideration whether the provider has offered to deliver for longer than the minimum 4 hours required per day and whether they are subsidising the camps through match funding or other means so that we understand the true cost of delivery.</p>
<p><b>General</b></p>	<p><b>Is the overall quality of the application of a high standard?</b></p> <p>We review the overall quality of each application. We consider whether the application has clearly demonstrated that it meets all of the requirements. Does the organisation understand the HAPpy programme, are they offering an exciting, high- quality programme and are they passionate about achieving the project outcomes? Have all the questions been answered fully and were all of the supporting documents submitted at the time of application and meet quality standards?</p> <p>Please note that all applications are considered on an individual basis and there is no guarantee of funding, or prioritising of funding, to benefit previous providers.</p> <p>Applications that are received late will NOT be considered. Very occasionally we will consider extending the application deadline in specific cases but there must be a valid reason for this, and this must be agreed in advance by the project team.</p>

## 7. Key Dates for Winter HAPpy Applicants – checklist for applicants

Stage	Tick when complete	Date
Applications open		Monday 21 <sup>st</sup> August 2023
Deadline for expressions of interest from new providers		Thursday 7 <sup>th</sup> September 2023 at midnight
Deadline for full applications		Tuesday 19 <sup>th</sup> September 2023 at midnight
Applicants to have all venues confirmed in writing		Monday 9 <sup>th</sup> October 2023
Outstanding governance and compliance documents to be sent to HCF		Friday 14 <sup>th</sup> October 2023
Funding panel meeting		Tuesday 31 <sup>st</sup> October 2023
Groups Informed of decision		Friday 3 <sup>rd</sup> November 2023
Funds distributed		Funds will be paid once all staff have undertaken mandatory training and the following have been received and checked. <ul style="list-style-type: none"> <li>- Signed Grant Agreement</li> <li>- Signed Memorandum of Understanding (MOU)</li> <li>- Completed Training Record</li> </ul>

## 8. Successful Applicants - what we will ask you to do next:

If your application is successful, we will ask you to commit to the following:

### Attend and engage fully with the Winter Programme Induction

You will be required to attend a mandatory induction for the Winter programme which will be held on Microsoft Teams. The induction will cover the programme expectations and training on the booking system. This will take place on **Monday 6<sup>th</sup> November 2023 at 6.30pm**. There will also be a Q&A drop in on **Friday 10<sup>th</sup> November 2023 at 12.30pm** for anyone who would like to access additional support.

**Tip - SAVE the Induction and Q&A dates in your diary NOW!**

### Update and return outstanding Documents & Records

**Complete and return** your signed grant agreement, MOU, and Training Record.

**N.B.** You will not be paid your grant funding if there are outstanding documents or records.

## Upload your activities to the Playwaze Booking Platform/ Activity Finder

All successful providers will need to upload their activities onto the Playwaze online bookings platform. Playwaze has a searchable activity finder that is hosted at [www.sportinherts.org.uk](http://www.sportinherts.org.uk). The platform not only allows for activities to be searched but booked as well. We will ask you to attend the booking system training system.

**The activity information you load onto Playwaze** is truly reflective of where and when your HAPpy Activity will take place and matches the information provided on your grant offer letter.

### Listing funded HAF places

**You must use the Playwaze platform to list your funded HAF places.** Use of the Playwaze system for HAPpy Activities in Hertfordshire is free of charge to successful activity providers.

If your activity includes a combination of funded places and paid-for places, then you can list your paid-for places on your own booking system. It is not an option to list the funded free places you are offering on your own booking platform they must be listed on Playwaze.

If your activity includes a combination of funded places and paid-for places, there is an option to use Playwaze for **paid for places** too. You will need to liaise directly with Playwaze to discuss the fees around this.

### Special criteria for places/ camps

The system allows for the **ringfencing of activities for certain groups or schools**. If for any reason, you need to ringfence your activity so that it is only promoted to a certain group (SEND or a specific school, for example), please speak to Herts Sports Partnership.

### Registers

Once your activity sessions commence, you will be required to log all attendances onto Playwaze. It is vital that this is done daily, so that we can report on the progress of the project as the weeks pass. You will be able to download reports from the Playwaze system which give details about the participants booked on to your sessions. It is important that you make use of these reports, as they will contain important information such as SEND, medical conditions and dietary requirements.

### Booking windows

If you would like bookings for your activity to close ahead of the session taking place, it is your responsibility to turn the bookings off. If you choose to keep the bookings open throughout the duration of your activity, it is also your responsibility to ensure you have a system in place that can capture any late bookings and ensure the needs of those children can be met e.g., dietary requirements or SEND.

## Ensure your staff have undertaken Mandatory Training

The HAPpy training programme offers fully funded courses to help your team meet the minimum operating requirement as well as providing a range of development opportunities.

Training and resources will be available through a mix of online and in person training as well as on-demand video content and downloadable resources. In addition to safeguarding, first aid and food hygiene, the courses include *'Managing challenging behaviour,' '5-ways to wellbeing'* and other topics linked to supporting effective camp delivery. Places may be limited per organisation depending on uptake so please register early via the training link that we will provide.

All information about training on offer can be found here: [Herts Sports Partnership Courses \(sportinherts.org.uk\)](https://sportinherts.org.uk) and an overview of the mandatory training requirements can be found on page 13.

## Advertise and Promote your camps

Herts Sports Partnership will promote the HAPpy Holiday Activity Programme at county wide level via a dedicated marketing campaign including a range of traditional and social media platforms.

Providers are also **required to promote their activities to their local communities**. Promotions should include a link back to the central activity finder. Editable brand templates can be found on the HSP website to support your promotions on social media and other platforms. The HSP team can also lend individual support and advice on marketing and promotions if needed – contact us at [haf@herts.ac.uk](mailto:haf@herts.ac.uk).

## Adhere to the following key dates – checklist for funded groups

Date	Task	Tick when complete	Notes
Monday 9 <sup>th</sup> October 2023	Providers to have all venues confirmed and any outstanding		
Friday 3 <sup>rd</sup> November 2023	Successful applicants receive offer letter from HCF		
Monday 6 <sup>th</sup> November 2023	Mandatory Winter Induction 6.30pm - 8.00pm		Meeting will be held on Microsoft Teams
Friday 10 <sup>th</sup> November 2023	Optional Playwaze Q&A session 12.30pm		
Monday 13 <sup>th</sup> November 2023	Deadline for camp information to be uploaded to Playwaze		Full training will be provided
Wednesday 22 <sup>nd</sup> November 2023	Playwaze Open for bookings		
Wednesday 6 <sup>th</sup> December 2023	Deadline for completed training records to be sent to HCF		
Thursday 21 <sup>st</sup> December 2023	HAPpy delivery Starts		
Wednesday 3 <sup>rd</sup> January 2024	HAPpy delivery Ends		
Monday 8 <sup>th</sup> January 2024	Monitoring forms to be completed and sent back to HCF		

## 9. Monitoring Requirements

### Key monitoring requirements for successful grant recipients

- All successful grant recipients will be required to report back on their grant and stated outcomes. Failure to meet reporting requirement could mean that we are unable to fund you in future. A link to the HCF monitoring forms will be sent directly to you. Your form must be submitted no later than the Monday 8<sup>th</sup> January 2024.
- You will also be required to report on attendance figures at your activities. This should be monitored by the daily register you can use from the Playwaze bookings system. Attendance data is needed for DfE reporting and we expect registers to be completed at the start of each activity or uploaded to Playwaze later on the day of the activity.

## 10. HAPpy Camp visits

### Activity Visits

To meet DfE monitoring expectations, HSP's team of experienced Project Officers will make an unannounced visit to each mainstream camp and a pre-planned visit to each SEND camp that has received funding. We visit every HAPpy activity provider at least once during each delivery phase.

The main purpose of these visits is to see how you are getting on. It is an opportunity to share best practice and discuss ideas as well as to gather great examples of how the programme is working. The HSP team can be contacted for support at any time during the programme.

### VIPs & Media

Occasionally we get requests for VIP or Official visits to HAPpy Camps, in the main from local elected officers, MPs, HCC officials and the DfE. We will contact you in advance to arrange such visits.

If you arrange similar VIP or Official visits to your holiday provision, please ensure that HSP are informed, and we will do our best to have a presence there to support you too.

Similarly in line with DfE guidelines, we must be made aware of any pre-planned media presence at a HAPpy camp. This might include but is not limited to, TV, local radio, newspapers, or other media agencies.

## 11. HAPpy to Support

We are happy to talk about your plans before you start or at any stage during your application. Please contact the Herts Sport and Physical Activity Partnership team for programme/delivery queries and the HCF Grants team for application queries.

- HSP team [HAF@herts.ac.uk](mailto:HAF@herts.ac.uk)
- Grants Team on [happygrants@hertscf.org.uk](mailto:happygrants@hertscf.org.uk)

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