

**Expression of Interest form**

To deliver activity and food events during Spring 2023 #**HAF2023**

**Please note a separate EOI form will need to be completed for every location.**

**Section 1 Organisation Information:**

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| Name of organisation |  |
| Type of organisation (Private, charity, faith group, community organisation etc) |  |
| Please provide your registration number (Organisation, Registration, OFSTED) |  |
| Address of organisation |  |
| Lead contact name |  |
| Email |  |
| Phone |  |

**Section 2 Proposed event(s):**

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| Please provide, in no more than 300 words, a summary of your proposed event(s), detailing how your event(s) will positively engage children and young people across Milton Keynes: |
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**Section 3 Detailed event information:**

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| --- | --- |
| 3.1 What single location do you intend to run your event from?  (Please include Estate and building details). |  |
| 3. 2 What age groups will this event be offered to? | 4 – 8 (KS1)  8 – 11 (KS2)  11 – 14 (KS3)  14 – 16 (KS4)  Please select one or more |
| 3.3 Please confirm you will be delivering sessions during the delivery period, 3 – 6 April 2023 | Yes  No |
| 3.4 We will fund each event for 4 hours, please confirm you event lasts for no more, or less than 4 hours | Yes  No |
| 3.5 Please refer to the activities and food timetable (annex 1) and complete this to provide a breakdown of your proposed event | Please confirm the annex has been completed:  Yes  *Failure to complete will mean your EOI will not be considered.* |
| 3.6 Please confirm your proposal will deliver all elements of the offer, i.e   * Activity (Enriching or Physical) * Hot Meal * Support and signposting for families and carers | Yes  No  Yes  No  Yes  No |
| 3.7 The HAF Programme will be using an online system for bookings. Successful providers will be required to attend an onboarding and training session. Please confirm you will be able to prioritise attending one of these sessions. | Yes  No |
| 3.8 Attendance at sessions is key if children and young people are to access the benefits of the programme.  Please outline how you will promote your offer and how you will encourage those families who have booked sessions to actually attend. |  |
| 3.9 It is important that any organisation can work collaboratively with the Council and other partners involved in delivering activities.  Please outline your relationship with the Council, and how you work with existing partners. |  |
| 3.10 Will you be working in partnership with any other organisations eg Food Larder, Supermarkets, Fair Share, NHS, Police? |  |

**Section 4 Funding:**

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| 4.1 How much will each place cost?  The cost per place should be inclusive of all outlays e.g. venue, resource, staffing charges, meals. |  |
| 4.2 How many places are available each day? |  |
| 4.3 In total how many days do you intend to run your event during the Spring Programme? |  |
| 4.4 Based on your response in question 4.1, 4.2 and 4.3 please state the **total** amount of funding requested | Example - PPH x places x days  £11.25 x 30 places a day x 4 = £1,350 |
| 4.5 Could you upscale places if requested?  If so, how many places? |  |
| 4.6 What is included in the breakdown of the cost per place? |  |
| 4.7 Will this be the only funding available for your event? | Yes  No  If no, please specify what other funding streams will support your event(s): |
| 4.8 Will you be offering fee paying sessions alongside the HAF funded sessions for non-FSM families? | Yes  No |

**Section 5 SEN:**

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| 5.1 Please provide details on how your organisation will ensure the event promotes inclusion and accessibility for all children and young people, including those with special educational needs and disability. |  |
| 5.2 The council plans to provide free level 1 and 2 SEN training to event providers and would encourage all providers to access this. Is this something you would like to find out more about and attend? | Yes  No |
| 5.3 Do you plan to provide any SEN specific sessions i.e only for children with SEN.  If **yes,** please answer the remaining questions in section 5.  If **no,** please proceed to section 6. | Yes  No |
| 5.4 What single location do you intend to run your SEN specific sessions from?  (Please include Estate and building details). |  |
| 5.5 What age groups will this event be offered to? | 4 – 8 (KS1)  8 – 11 (KS2)  11 – 14 (KS3)  14 – 16 (KS4)  Please select one or more |
| 5.6 Please specify which dates you will be running SEN specific sessions on |  |
| 5.7 We will fund each event for 4 hours, please confirm you event lasts for no more, or less than 4 hours | Yes  No |
| 5.8 Please confirm your proposal will deliver all elements of the offer, i.e.   * Activity (Enriching or Physical) * Food * Support and signposting for families and carers | Yes  No  Yes  No  Yes  No |
| 5.9 How much will each SEN place cost?  The cost per place should be inclusive of all outlays e.g. venue, resource, staffing charges, meals. |  |
| 5.10 How many places are available at each SEN specific session? |  |
| 5.11 In total how many days do you intend to run SEN specific sessions during the Spring programme? |  |
| 5.12 Based on your response to the questions 5.9-5.11 above, please state the **total** amount of SEN specific funding requested |  |

**Section 6 Quality of provision:**

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| In line with the national Holiday Activities and Food programme, the Department for Education (DfE) set out specific criteria which **must** be provided at each event. Please outline how you will meet each of the requirements listed below *in no more than* ***200 words*** *for each section.* ***Further details can be found*** [***here.***](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021#standards-for-holiday-provision) |
| **6.1 Enrichment Activities**  Fun and enriching activities that provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences (e.g. Cooking, Art, Drama, Music etc). |
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| **6.2 Physical Activities**  Sport and Dance activities that meet the Physical Activity Guidelines on a daily basis. |
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| **6.3 Food Offer**  In the context of rising living costs access to food is more important than ever. All provision will need to provide at least one meal a day, and where possible this meal should be hot, a lunch bag will not be acceptable.  All food provided including any snacks must meet [school food standards](http://www.schoolfoodplan.com/actions/school-food-standards/).  Events must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children.  Please provide details of the healthy meal(s) you propose to provide as part of your programme specifying:   1. **The type of meal i.e. cooked lunch, catering company name, cooking Session** 2. **how the meal(s) will be sourced** 3. **how you will ensure the meal(s) will meet school food standards** 4. **how you will meet individual dietary needs** 5. **how you will improve knowledge and awareness of healthy eating** 6. **Any other support you will deliver to ensure families have access to food** |
|  |
| **6.4 Support for families and carers**  Organisations must be able to provide information, signposting and referrals to other services, charities and support that would benefit the children who attend their provision and their families. Please describe how you would deliver this |
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**Section 7 Covid 19 Contingency:**

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| 7.1 It is expected that all provision will be delivered face to face, however in the case of Covid 19 and the provision could not be held we are keen to ensure eligible children are still able to receive access to provision. Please details on how you would seek to deliver provision **including access to food** if face to face delivery is not possible due to Covid 19. |
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**Section 8 Policies and Procedures:**

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| **8.1 Policies and Procedures**  Organisation must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to the following:   * + Safeguarding **(including appropriate DBS checks for staff and volunteers).**   + Health and Safety.   + Insurance.   + Evidence of up to date accounts, and a separate bank account in the organisation’s own name.   + Accessibility and inclusiveness.   + Equality and diversity.   + Food handling   + Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.   + Risk assessment arrangements and protective measures in line with COVID-19 national guidance including a contingency plan in case local restrictions take place. |
| Please confirm that you can meet the above requirements Yes ☐ No ☐  **Please also provide copies of the following documents as part of your EOI submission**   1. Safeguarding policy   **Please note, following a successful award of funding, all staff and volunteer DBS details maybe requested.** |

**Section 9 Data and Intelligence:**

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| --- | --- |
| 9.1 The HAF Programme will be using an online system for ALL bookings. Successful providers will be required to attend an onboarding and training session to manage bookings through the system, this will process and collate all data at the end of the programme.  An evaluation and funding report will also be required at the end of the programme. This is to ensure compliance with the DfE funding. (A specific template and MS form will be provided for this) | |
| Please confirm that you agree to comply with this and provide details of how you will ensure that the deadlines are met. | Yes  No  Answer: |

**Ahead of submitting your application please check that the following has been completed:**

All questions have been answered: ☐

Completed annex 1: ☐

Completed annex 2: ☐

Safeguarding policy: ☐

Covid 19 risk assessment: ☐

**Name *(Print Name****)* **Job Title**

|  |  |
| --- | --- |
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**Signature Date**

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| --- | --- |
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Please save your application in the following format ‘Your organisation name’ and the words ‘HAF Spring 2023 EOI application’. This should also be included in the email “subject” field when submitting your application.

Please email a single PDF version of your completed application form to [HAF@milton-keynes.gov.uk](mailto:HAF@milton-keynes.gov.uk)

For supporting information, please check out the FAQs on Milton Keynes Council website [here](https://www.milton-keynes.gov.uk/children-young-people-families/holiday-activities-and-food-programme-haf). You may also wish to visit [Holiday activities and food programme 2021 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021) for the latest DfE guidance and information.

**The deadline for applications is midnight on the 23 January 2023 any application received after this date will not be considered.**

It is anticipated decisions regarding events for Spring will be made mid February 2023.

If your organisation is successful, you will be contacted, and the detail supplied in your EOI will be published in the Spring programme.

**Annex 1 – Activities and food timetable.** Please note this **must** be completed as detailed in Question 3.5

Please note if the proposed sessions requires the same group of attendance across several days, for example a theatre club, please merge the cells to reflect this.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** |
| **Week 1**  **3 – 6 April 2023** | **Session:**  **Time:**  **Duration:**  **Venue:**  **Estate:**  **Location:**  **No of places:**  **Age range:**  **Food available:** | **Session:**  **Time:**  **Duration:**  **Venue:**  **Estate:**  **Location:**  **No of places:**  **Age range:**  **Food available:** | **Session:**  **Time:**  **Duration:**  **Venue:**  **Estate:**  **Location:**  **No of places:**  **Age range:**  **Food available:** | **Session:**  **Time:**  **Duration:**  **Venue:**  **Estate:**  **Location:**  **No of places:**  **Age range:**  **Food available:** |

**Total amount of funding applied for? £…………………….**

**Annex 2 – If your organisation is successful, we will include your event details in the Spring activity programme and add a link to the online booking system which will be made available for families. Please ensure that below table is correct and complete to capture your event details for publishing.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organisation Name** | | **Venues and Location Details** | | | |
| **Session name and description**  **(50 word max)** | **Dates available** | **Session time** | **Age range** | **Is food provided?** | **Are parents required to attend?** |
| *Please use this space to showcase and promote the sessions to families* |  |  |  |  |  |