

AGENDA SUPPLEMENT (1)

Meeting: Devizes Area Board

Place: Needham House, Victoria Road, Devizes, SN10 1FA

Date: Monday 20 June 2022

Time: 6.30 pm

The Agenda for the above meeting was published on 10 June 2022. Additional documents are now available and are attached to this Agenda Supplement.

Please direct any enquiries on this Agenda to Tara Shannon, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718352 or email tara.shannon@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

7 **Chairman's Announcements** *(Pages 1 - 40)*

- FUEL – details on FUEL, the free holiday activity and food programme, community grants that partners can apply for to support the programme and how to apply.
- Positive Conduct, Positive Democracy Webinar – details of the webinar on 7 July at 5pm that Town and Parish Councillors may wish to attend.

DATE OF PUBLICATION: 20 June 2022



The free holiday activity
and food programme

Annual Report

2021



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Project Background

In November 2020, the Government announced its intention to expand the Holiday Activity and Food programme across the whole of England during 2021. The programme had previously provided healthy food and enriching activities to disadvantaged children in pilot locations since 2018.

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 are more likely to experience social isolation.

These inequalities have shown to have a negative impact on school attainment once children return to the classroom. This is significant as educational performance is key to social mobility and enabling people to move out of poverty.

Funding was made available to Wiltshire Council by the Department of Education (DofE) to deliver the Holiday Activity and Food (HAF) programme during 2021. As part of the offer, holiday club places were to be made available for the equivalent of at least 4 hours a day, 4 days a week, 6 weeks a year. This covered four weeks in the summer, plus a week's worth of provision in each of the Easter and Christmas holidays.

Places were made available to all children in the local authority area who are eligible for and receive benefits-related Free School Meals (FSM). As of April 2021, there were a total of 9,445 students eligible for FSM in Wiltshire.

The programme was open to both primary and secondary school pupils, including those within the SEND cohort.

In Wiltshire the HAF programme has been delivered using the brand FUEL.



In April 2021, there were a total of 9,445 students eligible for FSM in Wiltshire.

Our journey so far

Since the launch of FUEL in Easter 2021, the programme has engaged over 4,000 young people and provided over 31,000 meals across Wiltshire.

HAF Preparation 2021

- Wiltshire Council was awarded funding from DofE to deliver the HAF programme across the county
- A mapping exercise was completed to better understand the spread and location of pupils eligible for FSM in Wiltshire
- The FUEL brand, concept and logo was created



Easter 2021

- The Easter offer consisted of delivering food boxes, activity packs and online content due to Coronavirus pandemic restrictions
- Food boxes provided meals to cover a 4 day period and included breakfast and dinner
- Food providers, Real Wrap Co, delivered meals and ingredient cards to registered families across the county
- Farm Cookery School ran interactive cook-alongs
- Activities were provided in house via the activity pack and online activity sessions.



Our journey so far

Summer 2021

- Face-to-face delivery: 4 days for 4 weeks
- Over the summer 10 mainstream FUEL camps were delivered by three commissioned suppliers, each with different areas of responsibility (food, activity, nutrition)
- 2 dedicated camps were delivered specifically for eligible children with SEND
- During the summer, a FUEL grant was given to 8 community groups to deliver summer camps to eligible participants to extend the reach and capacity of the programme.



Winter 2021

- Face-to-face delivery: 4 days for 1 week
- 10 mainstream camps were delivered using the summer model
- 2 dedicated camps were delivered specifically for eligible children with SEND
- FUEL camps provided structured activity and food for afghan refugees



In total, 4,714 individual participants took part in the HAF programme across all three delivery periods, with beneficiaries ranging in age from 4-17 years old. 40% of registered participants were from the most deprived areas in Wiltshire (Quintile 1: Index of Multiple Deprivation). The programme provided 31,263 meals during 2021.

Programme components

Mainstream FUEL Camps



The mainstream offer saw the delivery of ten core activity camps during both the summer and winter delivery periods, in priority areas of the county where there is the greatest number of children eligible for FSM. These camps were delivered by three commissioned suppliers, Learn By Design, Occasional Kitchen and Phunky Foods, each with different areas of responsibility.

SEND FUEL Camps

Four FUEL camps for young people with special educational needs and/or a disability were provided during the summer and winter periods. These camps were delivered by Wiltshire Council staff and appointed coaches who have expertise in delivering and implementing successful provision to the target demographic. The booking process also allowed participants who applied to the mainstream camps to transfer over to the SEND camps if needed.



Community FUEL Camps



Wiltshire Council also provided HAF funding to 8 existing community organisations so they could develop additional HAF provision. Funding was available to support summer delivery only and extended the reach and capacity of the programme as a whole. Funded organisations also received nutritional training and resources to better enable them to deliver this aspect of the programme

Priority areas and vision

-  Mainstream camp
-  Disability camp
-  Community camp



The above map shows the delivery locations of face-to-face FUEL activity camps as part of the summer and winter offer. This includes mainstream, disability and community camps. Locations were selected using registration data from the Easter delivery of the FUEL programme.

In line with the HAF delivery objectives by the DofE, the FUEL programme vision is to:



Provide meals and snacks to ensure participants can eat healthily over the school holidays.



Provide a range of sport and physical activities to ensure participants can be more active over the school holidays.



Support the development of resilience, character and wellbeing of participants along with wider education attainment. Also give participants a greater knowledge of health and nutrition.



Create a safe environment, combatting social isolation over the school holidays. Use FUEL as a platform to connect schools and other local services.



A mapping exercise was completed to better understand the spread and location of pupils eligible for FSM in Wiltshire, to identify areas of greatest need and to inform priority delivery locations

Promotion and marketing



Food

F is for Food! You will receive a nutritious lunch each day and you'll also have fun and keep fit!



Unity

Unity means making new friends in your community, while friendly staff are supportive and understanding.



Energy

Take part in a range of activities that will keep you energised, exercised and educated.



Laughter

There will be plenty of opportunities for fun and laughter throughout the programme and opportunities to learn new life-skills.

FUEL Promotional letters and flyers:



Dear Parent/carer,

I am pleased to inform you that your child is eligible to attend our new holiday programme, FUEL. FUEL is a free holiday activity and food project that offers children the opportunity to take part in a range of fun activities during school holiday periods in 2021. Children will also be provided with a nutritious meal each day.



Dear Headteacher,

As I am sure that you are aware, Wiltshire Council has been given Department of Education funding to deliver the holiday activity and food programme to children eligible for benefits related free school meals in Wiltshire. The programme is being delivered in Wiltshire using the brand FUEL.



FUEL camp locations:

- Malksham: Rivermead School
- Trowbridge: Stouley Green Primary School
- Westbury: Matzav's School
- Amesbury: Amesbury Primary School
- Royal Wootton Bassett: DWL Academy
- Calne: Kingsbury Green Academy
- Chippenham: Hardenhush School
- Devizes: Dorset Leisure Centre
- High Wycombe: Town School / Windsor Sports Centre



Attend one of our fun, free holiday camps taking place across Wiltshire.

Each camp runs for four weeks with a range of activities including:

- arts and crafts
- dance
- Olympic activities
- cricket
- laser tag
- denim mail
- netball
- baseball
- drumming workshop
- bubble football
- silent disco
- football
- team games/challenges
- pizza making
- grow your own vegetables
- music and creative writing

All participants will also receive a nutritious meal on each day of the programme.

Details:
 From: 2 - 26 August
 Days: Monday - Thursday
 Time: 10am - 2pm
 Ages: 5 - 18 years
 Cost: Free

sign up for all four weeks, or just the weeks you want to attend. To book your place please click [here](https://www.wiltshire.gov.uk/fuel-programme). For more information about the programme please visit our website: www.wiltshire.gov.uk/fuel-programme

Limited spaces! Book early to make sure you don't miss out!

FUEL social media gifs:



92%

Of participants want to attend a FUEL camp again in the future



93%

Found the FUEL camp beneficial to their child over the holidays



68%

Had 'happy and full tummies' as a result of being part of the FUEL programme



95%

Liked the range of activities on offer

Wiltshire is delivering the programme under the brand FUEL (Food, Unity, Energy, Laughter), which has been created to implement the programmes priorities and to help reduce any stigma associated with the programme.

To promote the project, a specific marketing pack, including letters and flyers were sent directly to schools to be shared with the pupils eligible for FSM.

For the registration process, Wiltshire Council developed a bespoke application form and database to collate applications, manage food orders/allergies, access needs of participants and collect KPIs. Training and step by step guides were created for external providers to ensure efficient use.

The success of the programme has subsequently been shared via social media posts and promotional videos.

95% Reported the booking process to be 'easy'

Promotion and marketing

Please click below to watch videos showcasing the delivery of the summer and winter Holiday Activity and Food offer in Wiltshire and to hear what participants thought about their experience. This video was created by our activity providers, Learn By Design and includes pictures, videos and key data from the face to face delivery.

[To watch the summer FUEL video click here](#)



[To watch the winter FUEL video click here](#)



Key statistics: 2021

Easter participants	2,365
Summer participants	1,837
Winter participants	512

Primary School	77%
Secondary School	20%
Special School	3%

Female	47%
Male	48%
Prefer not to say	5%

Quintile 1	40%
Quintile 2	20%
Quintile 3	18%
Quintile 4	15%
Quintile 5	7%

4,714
individual
participants

31,263
meals
provided

40%
of participants
from
Quintile 1

49,322
contact
hours



93%

participants of recent FUEL
camps wanted to attend
future programmes

”

The Fuel camp had a really positive impact on my children. They loved all the activities and the meals. It is a very beneficial programme and we hope that it will be continued in the future. Thank you

Thank you so much for providing these sessions, it has made a huge difference to us. My daughter had a great time, she loved all the activities, made lots of friends and said the staff were really nice. Such a great idea and we are both very grateful

Outcomes: 2021

31,263

Meals provided on FUEL camps in 2021



Due to the pandemic the Easter FUEL programme was offered remotely, providing food boxes to registered families eligible to FSM. These contained ingredients and recipes to make healthy meals. 80% reported having more satisfying meal times over Easter as a result of being part of the FUEL programme.

"Thankyou for the amazing food box, my son and I were really impressed with the box contents and is happily planning out his cooking schedule."

Easter FUEL feedback

In partnership with Occasional Kitchen, Wiltshire Council provided a hot nutritious meal and healthy snacks to each participant at the summer and winter FUEL camps.

"Really pleased my son had free and healthy meals, what a godsend."

Winter FUEL feedback

Menus were specifically developed to ensure a varied and enticing lunch was offered on each day of the camp. As well as reducing holiday hunger, the meals also gave participants an opportunity to try new foods and take additional food boxes home to their families.

"I really appreciated not having to worry about the financial costs and know they had healthy meals. Also they came home with food and this saved money that I could use on other essentials. I'm so grateful!"

Summer FUEL feedback

Data collected from 471 families who completed the FUEL feedback surveys



Provide meals and snacks to ensure participants can eat healthily over the school holidays.

Meals provided breakdown:

18,920 **10,339** **2,004**
Easter Summer Winter

Had 'happy and full tummies after attending a FUEL camp:



Easter 78%



Summer 68%



Winter 72%

Found the provided meals from FUEL beneficial over the holidays:



Easter 81%



Summer 70%



Winter 86%

68%

Saw an improvement in their child/ren's food choices after attending a FUEL camp



Outcomes: 2021

Activity providers, Learn by Design, ensured young people attending the mainstream summer and winter FUEL camps were provided with a range of sport and physical activities to keep them active over both holiday periods. These activities included 'high ticket sessions' such as a climbing wall and zorbing. The SEND provision included activities such as boccia, new age kurling and adapted cycling.

As part of the Easter programme, activity packs were provided alongside online physical activity sessions.



"Really good service for providing accessible play opportunities. Our child enjoyed a range of activities and was happy to return everyday"

Summer FUEL feedback

53%

saw an improvement in their child/ren's behaviour at school as a result of attending FUEL camps and having structured activity during the holiday period

"My children really enjoyed all the activities in fact it's the first time they came back from an activity day saying how much they loved it! They couldn't wait for the following day."

Winter FUEL feedback

Data collected from 471 families who completed the FUEL feedback surveys



Provide a range of sport and physical activities to ensure participants can be more active over the school holidays.

Were more physically active, as a result of attending a FUEL programme:



Easter 55%



Summer 77%



Winter 60%

Enjoyed the range of activities on offer at FUEL camps:



Summer 94%



Winter 92%

Tried a new activity, that they hadn't tried before, as a result of attending a FUEL camp:



Summer 75%



Winter 60%

76%

Rated the activities on offer at FUEL camps as high quality



Outcomes: 2021



63%

saw an improvement in their child/ren's attitude towards food after attending the nutritional workshops at FUEL camps

Healthy eating providers, Phunky Foods, delivered hands on nutritional workshops during the summer and winter FUEL camps to educate the young people on the importance of eating healthily. Cook-alongs and workshops were also provided remotely during the Easter programme.

"My children are incredibly proud of themselves for cooking dinner for the whole family after following the FUEL cook-along."

"My son has food aversions and he tried tuna couscous (with grated carrots, peas and lemon juice) for the first time last week, and he's made it 3 times since!"

Easter FUEL feedback

As well as providing structured activities and educational sessions the FUEL camps also provided the participants with an opportunity to grow in confidence and develop social skills.

79%

saw an improvement in their child/ren confidence levels since attending FUEL camps in the holiday period.

"She really enjoyed her time at camp, she really struggles being apart from me and going into a new place with all the new people really worried me, but she smashed it because your team was so lovely and friendly and helped her every step of the way!"



Support the development of resilience, character and wellbeing of participants along with wider education attainment. Also give participants a greater knowledge of health and nutrition.

Ate more fruit or vegetables as a result of attending FUEL:



Summer 57%



Winter 35%

Enjoyed taking part in the nutritional workshop when attending FUEL:



Summer 76%



Winter 84%

83%

Learnt a new skill when attending the online nutritional workshop



Outcomes: 2021



49,322

face to face
delivery hours
provided at
FUEL camps in
2021

The face to face FUEL camps over the summer and winter period gave young people the opportunity to meet new people in their local community, developing their friendships and social circles.

"An excellent experience, my son thoroughly enjoyed himself and it was great to see him making new friends and gaining confidence in new situations."

Summer FUEL feedback

Wiltshire Council worked collaboratively with the Education team, children's services and social workers to ensure those most in need of the project were offered the opportunity to attend.

The FUEL programme also brought a secondary benefits to parents/carers allowing them to work, focus on studies and have less financial worries over the three delivery periods.

"This was an incredible thing . A single mum of 5 with no family or friends as I had to restart in a new area I was so worried about how I was going to cope, I'm so grateful to this programme."

Summer FUEL programme

Data collected from 471 families who completed the FUEL feedback surveys



Create a safe environment, combatting social isolation over the school holidays. Use FUEL as a platform to connect schools and other local services.

Made new friends as a result of attending a FUEL camp:



Summer 73%



Winter 70%

32

Year 6 pupils reported over the summer, attending FUEL camps allowed them to meet other students starting the same secondary school as them.

Found the FUEL camps beneficial to their family :



Easter 81%



Summer 87%



Winter 98%



Additional Outcomes: 2021



£1,633

was donated to the FUEL programme by **Waitrose**, as well as 150 lunchboxes, and water bottles over the summer.

This provided participants with food bags and ingredients to take home to their families.



Food bags were provided to FUEL participants attending the Royal Wootton Bassett winter camp by **Swindon Food Collective**. The young people and their families received non perishable goods and toiletries, as well as a Christmas chocolate treats! **Salisbury Food Bank** also provided Christmas chocolate to the participants of Salisbury and Amesbury FUEL camps.

Wiltshire Council teams worked collaboratively together to ensure **30 afghan refugees** were given the opportunity to attend the FUEL winter camps. Passenger Transport provided buses to get the young people to and from the camps. Additional signage and staff were also put in place to make sure these participants were supported and barriers were minimised.

Seeds4Success in Mere, who received HAF grant funding in the summer, continued to run their programme during the winter delivery period. Provision followed the same format and structure with Seeds4Success providing a healthy meal and structured activity for **20 young people** eligible for FSM.



”

30 Afghan Refugees attended the winter FUEL programme

Food and nutrition providers for the mainstream camps, have also secured additional contracts in Wiltshire after gaining exposure from the FUEL programme. Occasional Kitchen, will be providing the three course meal at the Wiltshire Business and Sports Gala Dinner in 2022. Phunky Foods are working in partnership with Public Health to deliver a healthy lifestyles intervention programme in 10 Wiltshire schools.

Beyond 2021

In December 2021, the Government confirmed funding available to local authorities to continue HAF delivery in 2022.



”

As of October 2021, there were a total of 9,753 pupils eligible for FSM in Wiltshire.

It is Wiltshire Council's ambition to continue the delivery of the FUEL programme, due to the success and positive impact it has had on young people and their families in the holiday periods throughout the county. During 2021, Wiltshire Council successfully delivered a Holiday Activity and Food offer which met all of DoE's key requirements. In 2022, the FUEL programme will continue to build on the success of the previous year as well as exploring ways to expand the reach of the programme to older pupils and more students that are eligible for FSM.



ALWAYS COOKING

SCHOOL FOOD. LIKE NO OTHER



LEARN
bydesign 

Inspiring learners since 1995

We thank you for your continued support and efforts to contribute to Wiltshire HAF programme.



FUEL

The free holiday activity and food programme

www.wiltshire.gov.uk/leisure/fuel-programme 

fuelprogramme@wiltshire.gov.uk 

Wiltshire Council 

2022



The free holiday activity and food programme



Community Grant Information



Wiltshire Council Business Plan (2022-2032): Mission and Themes

Empowered People: We get the best start in life, We stay active, We are safe.

Thriving Economy: We have vibrant, well-connected communities, We have the right skills to prosper.

Resilient Communities: We ensure decisions are evidence-based, We live well together.

The Holiday Activity and Food programme (HAF) has the potential to meet all four of the council's guiding themes; '**Prevention and early intervention**', '**improving social mobility and tackling inequalities**', '**understanding communities**' and '**working together**'.

Background on HAF

HAF is funded across England by the Department of Education (DofE) and aims to provide children who are eligible for benefits related free school meals (FSM) with free access to enriching activities, nutritious meals and healthy eating information during the Easter, summer and Christmas holidays. The latest school census states we have **9,753** pupils eligible for FSM in Wiltshire.

Department of Education have set clear standards that HAF provision needs to meet, further information can be found [here](#).

The HAF programme is delivered in Wiltshire using the brand FUEL (Food, Unity, Energy, Laughter) and the programme is a direct response to the growing issue of holiday hunger which is having a significant impact on low-income families.

During 2021, Wiltshire Council delivered a core, disability and a funded community offer. In total, **4,714 individual participants** took part in the HAF programme across all three settings with beneficiaries ranging in age from **4-17 years old**.

Nearly **40%** of registered participants were from the **most deprived** areas in Wiltshire (Quintile 1: Index of Multiple Deprivation). The programme totalled 20 face to face delivery days, **49,322 contact hours** and provided **31,263 meals**. For further information on [previous FUEL delivery please click here](#).



Objectives

In line with the HAF delivery objectives by the DofE, the FUEL programme vision is to:



Provide meals and snacks to ensure participants can eat healthily over the school holidays.



Provide a range of sport and physical activities to ensure participants can be more active over the school holidays.



Support the development of resilience, character and wellbeing of participants along with wider education attainment. Also give participants a greater knowledge of health and nutrition.



Create a safe environment, combatting social isolation over the school holidays. Use FUEL as a platform to connect schools and other local services.



FUEL Programme Components

The HAF delivery in Wiltshire is made up of three main components:

Core FUEL Camps

The core offer is responsible for the delivery of ten activity camps during the Easter, summer and winter holiday periods, in priority areas of the county where there is the greatest number of children eligible for FSM shown on the map below. These camps are delivered by three major commissioned suppliers, specialising in food, nutrition and activity provision.

Disability FUEL Camps

Additional FUEL camps for young people with special educational needs and/or a disability are also provided. These camps are delivered by Wiltshire Council staff and appointed coaches who have expertise in delivering and implementing successful provision.



 Mainstream camp

 Disability camp

Community FUEL Camps

Wiltshire Council also provides HAF funding to community organisations to develop additional HAF provision to extend the reach and capacity of the programme. Funding is available to support summer delivery. Funded organisations also receive nutritional training and resources to better enable them to deliver this aspect of the programme.



FUEL Community Grant Background

The FUEL community grant fund aims to support local organisations to extend the reach and capacity of the FUEL offer currently in Wiltshire. There are two types of grants available:

Pot A: Stand Alone Provision (up to £10,000)

Pot B: Bolt-on Provision (up to £2,000)

Successful applicants will be responsible for providing structured enriching activity that give participants the opportunity to develop new skills and knowledge, try out new experiences and have fun and socialise. Participants are also required to engage with physical activity for at least 60 minutes each day of FUEL delivery.

Successful applicants will also be responsible for staffing requirements, safeguarding processes, health and safety, monitoring and reporting along with the overall delivery management of the FUEL community camps.

As part of the national criteria for HAF, set by Department of Education, FUEL camps must provide at least one hot meal a day and an element of nutritional information for participants. Those local organisations that are awarded a grant will receive a hot meal for each funded participant, from our commissioned food provider. Our commissioned nutritional provider will also provide successful applicants with support and tools to provide nutritional education as part of the community offer.

Wiltshire council is seeking local partners including **schools, children centres, community organisations, town and parish councils and sporting providers** who meet the set criteria to deliver over the summer holidays.

We are also encouraging groups, before submitting an application, to consider how they can work collaboratively with other organisations to make maximum impact in community areas.

Essential Criteria

Applications **must** meet the below criteria to be considered for a FUEL community grant:

- FUEL camps have to be delivered in the county and for Wiltshire residents.
- Delivery to take place for 4 weeks (from 1 August to 25 August), 4 days a week (Monday-Thursday) for at least 4 hours a day (recommended 10am-2pm).

Pot A: Stand Alone Provision (up to £10,000)

For local organisations to provide a FUEL camp in their local community, targeting those who are eligible for benefit related free school meals (FSM) and meet the set criteria.

Pot B: Bolt-on Provision (up to £2,000)

For local organisations who have existing activity and want to extend their remit to meet the set criteria and to incorporate FUEL participants.



- Participants of funded FUEL community delivery must be eligible for benefit related free school meals. 15% of attendees can not receive FSM however must be either a refugee, currently in foster care or have written recommendation from social services to attend.
- Have a sign up process in place that will allow your organisation to send the required information (including participant age, school, postcode, eligibility, days attending, meal choices, food allergies and dietary requirements) over to Wiltshire Council in advance of 25 July 2022.
- All staff, volunteers and externally sourced provision from local organisations working on the FUEL community delivery meet the correct employment standards including relevant qualifications, first aid (minimum of two on site), safeguarding and protecting children and a valid DBS.



- Ensure staff ratios for each activity are at least 1:12.
- Source and have responsibility for all equipment and venues used throughout the FUEL community delivery and conduct risk assessments to ensure safety of participants.
- Deliver content that is aligned to the framework stated in the **national framework for HAF**, which includes providing sport provision and enriching activities.
- Work alongside our food providers to ensure participants receive a hot meal every day of delivery.
- With support and tools from our nutritional provider ensure informal nutritional education is part of the FUEL community delivery. This can include getting participants involved in food preparation/cooking, growing fruit and vegetables and taste tests.
- It is the grant holders responsibility to get participants to complete consent and medical forms prior to their first session and keep information safe by abiding to GDPR regulations
- Implement clear safeguarding, health and safety and COVID (if relevant) policies and processes to ensuring the safety and security of participants and staff.
- Must be **Ofsted compliant** and ensure delivery is at a high standard.
- Be able to evidence public liability insurance, venue user agreement/insurance details and employee liability insurance.
- Return monitoring and evaluation reports (including both qualitative and quantitative data) in a timely manner to Wiltshire Council to include in the Department of Education returns and the FUEL impact report .
- Provide photos (ensuring all participants visible have signed photo consent) and parent/participants positive testimonials that can be included in Department of Education returns and the FUEL impact report.

- All participants that attend a FUEL community camp will be able to do so free of charge. (For organisations applying to Pot B, this excludes children who are attending your existing provision).

Desirable Criteria

Applications that can meet the below will be prioritised:

- Programmes that will be delivered in areas that there is currently no core FUEL provision.
- Programmes that are taking place and/or target residents in pockets of high deprivation. **Click here** to check indices of deprivation for specific locations.
- Programmes that can show evidence of community partnership working, taking on a joined up approach, increasing the added community value and secondary benefits to the programme.
- Local organisations that can independently deliver the programme for an additional 4 days at Easter and 4 days at Christmas therefore providing a FUEL offer in all three delivery periods and reducing holiday hunger further.



FUEL Community Grant Payment

As part of the application process local organisations are requested to submit a breakdown of costs. If successful:

Pot A: Stand Alone Provision will receive 75% on receipt of grant acceptance and 25% after the project ends and the monitoring form has been submitted.

Pot B: Bolt-on Provision will receive 50% on receipt of grant of grant acceptance and 50% after the project ends and the monitoring form has been submitted.

Once the project has ended, successful grant holders will be required to complete a monitoring form which will include a grant expenditure sheet. Any underspend that has occurred on community grant projects will be paid back to Wiltshire Council.

FUEL Community Grant Application

The FUEL community grant is open for applications from **Monday 23 May** and closes **Monday 20 June**

The form can either be downloaded from our **[FUEL programme webpage](#)** or requested by emailing **fuelprogramme@wiltshire.gov.uk**

All applicants will be contacted the week commencing **20 June** to be told if their bid has been successful and the next steps.

Useful contacts and websites

[FUEL programme webpage](#)

For further insight on the overall FUEL programme, including impact reports

[Find your local Community Engagement Manager \(CEM\)](#)

CEMs can help connect you with other local organisations in your area

[Department of Education: Holiday Activity and Food information](#)

National framework of what is expected to be delivered at a camp

[Indices of deprivation data](#)

Check specific area data to strengthen your application

[Ofsted information](#)

Guidelines on making sure camps are Ofsted compliant

For any further information or assistance with the FUEL community grant application process please contact:

Becca Higgs

Holiday Activity and Food Programme Manager

becca.higgs@wiltshire.gov.uk or **fuelprogramme@wiltshire.gov.uk**



FUEL Community Grant Case Study

In 2021 Wiltshire Council allocated HAF funding to eight community organisations to develop additional HAF provision to extend the reach and capacity of the programme of the core summer provision. Seeds4Success were one of the successful applicants.

Seeds4Success is a youth work charity based in Mere, which provides opportunities for personal and social development for young people living in South West Wiltshire. They enable young people to access programmes that develop practical skills, enhance education, improve employability, provide recreational activities, conserve the natural environment and strengthen the local community.



Seeds4Success received funding from Wiltshire Council to run a FUEL community camp over the summer holidays of 2021. As a youth work charity covering the south west of the county we knew that transport was a huge issue facing parents, children and young people so we knew that this needed to be integral to our offer. Working closely with Mere Primary School, Mere

Food Bank and a team of young leaders at Seeds4Success we designed a local offer which was aimed at reaching 8-13 year olds living in and around the rural towns of Mere and Tisbury. We recruited and trained young leaders, some of whom themselves had an EHCP or were eligible for free school meals, specifically to support with the delivery of the programme and they received vouchers or 'leisure credits' as a reward for their commitment. The team offered a range of sports, games and arts and crafts activities each day and we also took the group 'off site' for 2 'forest school' type sessions at Fontmell Down and a trip to Moors Valley for a picnic and to enjoy the play trail. We ran a healthy cooking activity each week and used the sports pavilion on Mere and the youth centre as our bases for the sessions. We used our minibuses to collect children and young people from a number of rural locations in south west Wiltshire and where necessary we arranged for a car to pick up those in the more isolated locations.

Feedback from parents included:

"My son loved today, he said it was absolutely brilliant! He has so loved coming along each day, I was so relieved on his first day, he couldn't stop raving about what a great time he had and it's not stopped since. He hasn't really picked up his technology either all holiday so far so I'm really appreciative of that."

Jaki Farrell, Director



Terms and Conditions

- *The project which funding has been awarded to will proceed on the agreed dates.*
- *The funding can only be used for the purpose it was granted (as defined in your application form). If you decide to change the grant in any way, you MUST inform the Wiltshire Council before making these changes.*
- *If the scheme for which this money has been granted, does not proceed for any reason you must advise Wiltshire Council at the earliest opportunity and repay the full amount (or such sum as has not been properly spent), on request. Wiltshire Council may seek to recover any monies which have been spent contrary to the terms on which the grant was made.*
- *Any unspent monies must be returned to Wiltshire Council.*
- *You must be able to provide copies of all receipts, invoices and salaries paid associated with your grant on request as your project may be audited after completion. Failure to provide this information may lead to a request to return your grant and no further grant requests being considered from your organisation.*
- *All staff and volunteers involved with the project/activity/programme have a valid DBS check and satisfactory references if appropriate, in line with your organisation's agreed child protection policy.*
- *All provision must be delivered in accordance with health and safety, safeguarding, OFSTED and any current COVID-19 regulations and legislation.*
- *Your organisation has appropriate public liability insurance in place with a minimum indemnity of £5,000,000 and your policy must cover the delivery for which you intend to use the FUEL grant funding.*
- *Your organisation has appropriate employee liability insurance in place with a minimum indemnity of £5,000,000*
- *All activities delivered using this grant are appropriately risk assessed, with activities provided in accordance with the requirements of the risk assessment.*
- *Applicant organisations and associated staff will act lawfully when delivering the project.*
- *Applicant organisations will comply with data protection laws regarding the participant's personal information.*
- *Applicant organisations must be constituted with a management committee, constitution and a company bank account.*
- *You should keep Wiltshire Council informed during delivery of your project.*
- *Successful applicants must complete an evaluation form with participant numbers on a weekly basis and send in information/photographs to demonstrate how your grant was spent. You will receive a proforma form for this.*
- *You will promote your project extensively and manage your participant registration.*
- *Applicants must acknowledge Wiltshire Council's financial support in any publicity, printed or website material and use the council's approved logo.*
- *Wiltshire Council can use the name of your organisation/group and project/activity/programme in its own publicity material.*
- *Any proposed grant sum together with any other public money you have received from any source in the past three fiscal years does not exceed €200,000 or that we are exempt from state aid rules.*
- *Wiltshire Council are entitled to withhold or suspend payment and/or recover any sums paid where you fail to comply these terms and conditions.*

- Once delivery of your project is complete, we will remind you that you will need to submit an evaluation for your project, a condition of receiving a grant. Will provide the Report form that you will need to complete. You will also need to send photos and copies of receipts and invoices
- Regardless of the nature of the delivery, all provision must include one hour of physical activity for all participants on each day that the programme is delivered. (Physical Activity Guidelines)
- Provision must take place for four weeks from the week commencing 1 August 2022. Provision must run for four weeks, with each week comprising of four days (Monday – Thursday), for a minimum of four hours a day.
- You will provide Wiltshire Council with the lunch selections in a timely manner before the agreed deadline.
- Wiltshire Council will provide the lunch for your FUEL participants
- Pot A grants – 75% of the funding will be paid on receipt of the signed grant acceptance form with the remaining 25% paid after the delivery.
- Pot B grant – 50% of the funding will be paid on receipt of the signed grant acceptance form with the remaining 50% paid after the delivery.



**The free holiday activity
and food programme**



Community Grant Application Form



Thank you for showing an interest in applying for the **FUEL** community grant fund, which aims to support local organisations to extend the reach and capacity of the holiday activity and food provision offer currently in Wiltshire.

Please ensure you have familiarised yourself with the [FUEL community grant information pack](#) before proceeding with the application form. Please complete **all** questions below.

Email completed applications should be submitted by **Noon, Monday 20 June** to: fuelprogramme@wiltshire.gov.uk

■ Grant type

What type of grant are you applying for :

Pot A

Pot A: Stand Alone Provision (up to £10,000)

For local organisations to provide a FUEL camp in their local community, targeting those who are eligible for benefit related free school meals (FSM) and meet the set criteria.

Pot B

Pot B: Bolt-on Provision (up to £2,000)

For local organisations who have existing activity and want to extend their remit to meet the set criteria and to incorporate FUEL participants.

■ Organisation information

Organisation name :

Type of organisation :

Registered address :

Town :

County :

Phone Number :

Postcode :

■ Primary contact details

In this section please add the contact details for the principle contact in your organisation leading on this application. This will be the person whom we contact about the application. This is the person in your organisation who has the authority to request this funding and who will be responsible for ensuring the money is used to deliver the activities set out in this application should it be successful.

Full Name :

Contact position :

Telephone number :

Email address :



■ Secondary contact details

Full Name :

Contact position :

Telephone number :

Email address :

■ Delivery area

In this section please provide details of the location where you intend to deliver the programme. Please include the address of your delivery location (including postcode), the age of your target audience, the projected number of individuals/beneficiaries who will benefit from your delivery and specific details of the provision you intend to offer. Please also include if you are working in partnership another organisation to deliver the FUEL camp.

**If delivery due to be in multiple locations, please select the primary delivery location your application relates to. Please details the different locations in the outline of your proposal below.*

Please note that ten core FUEL camps have been commissioned by Wiltshire Council in Amesbury, Calne, Chippenham, Devizes, Melksham, Royal Wootton Bassett, Salisbury, Trowbridge, Warminster and Westbury. Any delivery relating to these areas must highlight how it will add value to this core offer and enable the programme to reach eligible participants that the core offer is unlikely to engage.

Priority is likely to be given to applications delivering in locations outside of the ten areas where core FUEL camps are expected to take place and those who are delivering in areas of deprivation.

Delivery area :

Name of venue :

Venue address* :

Town : Postcode :

■ Delivery provision

Target audience :

Predicted number of individual participants throughout ALL 4 weeks :

Please confirm that all children accessing the project for which you are seeking funding will be able to do so **free of charge**. For organisations applying to Pot B, this excludes children who are attending your existing provision. Applicant organisations **will not need to provide food** for participants and instead this will be sourced by Wiltshire Council and delivered to delivery venues on each day of the programme.

Due to this applicant organisations are required to ensure delivery takes place for **4 weeks** (from **1 August to 25 August**), 4 days a week (**Monday-Thursday**) for at least 4 hours a day (recommended 10am-2pm).

I confirm that all children accessing our project will be able to do so free of charge and the project will run to the timescales as described above.



■ Delivery provision overview

Please provide an outline of your proposal, using the essential and desirable criteria listed in the FUEL community grant information pack as a guide. (500 word limit)

■ Details of enriching activities

Please provide details of fun and enriching activities you will offer, that will provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. (500 word limit)



■ Details of physical activity

Please provide details of physical activities you will offer on a daily basis which will enable participants to meet the [Physical Activity Guidelines](#) and how you will staff this aspect of your provision with suitably qualified staff. This is particularly important if sport is not the primary focus of your project. (500 word limit)

■ Details of healthy eating

Please detail how you will incorporate healthy eating and nutrition messages and activities within your delivery. (500 word limit)



A key aspect of this programme is improving participants knowledge relating to healthy eating and nutrition. It is Wiltshire Council's has commissioned a supplier to provide related support, resources and/or training to organisations who are successful with their funding application to enable them to deliver this aspect of the programme.

Please confirm that if successful, relevant staff from your organisation will attend training/hand out resources/use the tools provided by Wiltshire Council's commissioned nutritional provider

■ Engaging the target audience

Please tell us how you intend to promote your project, ensuring that it engages the target audience of this funding (Children and young people who are residents of Wiltshire and who are eligible for benefits related free school meals)? What processes will you put in place to ensure this audience access your offer rather than children who are not eligible? (300 word limit)

For organisations applying for Pot B, as your organisation intends to use this funding to add additional places for children who receive free school meals to additional provision, please detail how you will ensure that children accessing these additional places will not be stigmatised or differentiated from the other children attending your programme. This will be particularly important when distributing food provision provided through the FUEL programme. (300 word limit)



■ Standard of provision, policies and procedures

A quality service must be delivered to a set of defined standards and procedures in which everyone knows their role and areas of responsibility, with the result that our Wiltshire residents are satisfied by the service they receive every time they enrol on the activity. In this section please outline your operating standard of provision.

Please tick to indicate you have the relevant documents in place to support your delivery.

Please note that should your application be successful you may be required to provide evidence of some aspects of the below information to Wiltshire Council.

■ Policies and procedures

Please tick to confirm your organisation meets the following requirements of the programme.

All staff working on the project for which you are seeking funding have been DBS checked and have appropriate clearance to work with children.

All staff working on the project for which you are seeking funding have undertaken safeguarding training.

Please provide the name of the staff member responsible for safeguarding :

All staff working on the project for which you are seeking funding are appropriately qualified to deliver the activities included within your funding application.

Your organisation has a safeguarding risk assessment in place related to the delivery for which you are seeking funding.

Your organisation has a health and safety risk assessment in place related to the delivery for which you are seeking funding.

■ Public liability insurance details

Please confirm your organisation has up to date public liability insurance with a limit of indemnity of not less than £5,000,000 in relation to any claim arising during any 12-month period.

Policy number :

Please note that should your application be successful you will be required to provide copies of the above insurance policies to Wiltshire Council.

■ Additional provision details

Does your organisation have an Accessibility and Inclusiveness policy?

Please provide details of your organisations Accessibility and Inclusiveness policy



Is your organisation OFSTED registered?

If your organisation is OFSTED registered, please provide your OFSTED number

Where appropriate, providers must be compliant with the [Ofsted requirements](#) for working with children.

■ Signposting and referral details

Please provide details of how you will signpost or refer participants to other services and support that would benefit the children who attend the programme and their families, for example citizens advice, healthcare practitioners, family support or children services or housing support officers.

■ Breakdown costs

Please provide a breakdown of the anticipated costs and detail of spend for delivering the project for which you are applying for funding:

	Amount	Funding detail
Staffing costs	£	
Activity costs	£	
Administrative/Operational costs	£	
Other costs	£	
Total amount of funding required:	£	

■ Declaration

I confirm that I have the authorisation to submit this application on behalf of my organisation.

I agree that the information I have provided in this application is accurate and complete; and I will notify Wiltshire Council of any changes.

*By submitting this form, you agree to the **Terms and Conditions** that can be found in [FUEL community grant information pack](#)*

I agree that I understand that Wiltshire Council will use any personal information I have provided for the purposes described under your Data Protection statement.

Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at dataprotection@wiltshire.gov.uk. Wiltshire Council will only use any contact details you provide for the purpose of contacting you regarding this application. A more detailed notice of what we may do with your information, and about your information rights is available on our website. We will share your personal data where necessary within the Council to deliver the scheme and events, but we will not share your data with any other third parties unless we are required, or permitted to do so by law. For further information about how Wiltshire Council uses your personal data, including your rights as a data subject, please see our Privacy Notice on the website.

Area Board Briefing Note – Positive Conduct equals Positive Democracy

Service:	Legal and Governance
Date prepared:	15 June
Further enquiries to:	Perry Holmes
Direct contact:	committee@wiltshire.gov.uk

Join us to launch our Positive Conduct campaign at our webinar – Positive Conduct equals Positive Democracy – on 7 July, 5pm – featuring Jackie Weaver

We'd like to invite you to a special webinar on 7 July at 5pm.

Launching our Positive Conduct campaign, our webinar 'Positive Conduct equals Positive Democracy' begins our mission to help Wiltshire be the leading county on promoting positive conduct and democracy and build on the good work already happening here.

At the webinar we will reflect on how we can best embody and promote standards in public life and when running council meetings. We will also be inviting town and parish councillors and clerks to attend.

We are delighted that we will be joined by 'Ambassador for Compassion in Politics', Jackie Weaver, for a question and answer session.

We will also be joined by the Leader of Wiltshire Council, Cllr Richard Clewer, our Cabinet member for Governance, Cllr Ashley O'Neill and the Chair of Standards Committee, Cllr Paul Oatway, and representatives from the Wiltshire Association of Local Councils and Society of Local Council Clerks.

We want to support councillors and clerks as much as possible in what are challenging roles, which will ultimately be to the benefit of residents throughout the areas you serve.

An MS Teams diary invite will be sent to you shortly. Simply click the Microsoft Team link in your MS Teams diary invite at 5pm on 7 July to join the session.

If you are planning on attending please can you ensure you email committee@wiltshire.gov.uk just so we can keep track on how many people to expect – thank you.

We look forward to seeing you there.



POSITIVE CONDUCT equals POSITIVE DEMOCRACY **webinar**

Join us on 7 July at 5pm

Be part of our mission to help Wiltshire be the leading county on promoting positive conduct and democracy.

Get useful hints and tips on embodying and promoting standards in public life and running positive local council meetings.

Q&A with 'Ambassador for Compassion in Politics' – Jackie Weaver.

For further details contact committee@wiltshire.gov.uk



Featuring Jackie Weaver

Wiltshire Council

