

2022



The free holiday activity
and food programme



Community Grant Information



Department
for Education

Wiltshire Council

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.



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