



Guidance - Telford & Wrekin Council Holiday Activities and Eat Well Fund

1. Overview

Telford & Wrekin Council is pleased to launch the Holiday Activities and Eat Well Fund, enhanced this year by the Telford 2020 Fund to make a total grant pot of £110,000. The council are launching this as a three year funding programme to fund activities and nutritious meals delivered to children at risk of food poverty during the school holidays.

Funding is focused on 12 wards in the borough, successful applicants will be required to offer activities under this grant during school holidays between May half term 2020 and Easter 2023 inclusive.

The three year grant has been made available to offer recipients stability and to allow them to make best use of the available resources by planning delivery over a three year period. This longer grant period will give recipients time to ensure their sustainability plans are put into action and that they are able to continue delivering similar activities in their community beyond the grant period.

2. Aim of Fund

The School holidays can be a challenge for some families. This can be due to increased costs such as providing meals, childcare and reduced incomes due to reduced working hours. Also, there is no provision for free school meals (FSM) during the holidays. There is growing evidence that this can impact on the health and wellbeing of some families during the holidays. Children, Young People and Families on low incomes are:

- less likely to access organised holiday activities,
- more likely to experience “unhealthy holidays” in terms of nutrition and physical health and
- more likely to experience social isolation

Free holiday clubs can be part of a community solution to this problem and deliver a positive impact for Children and Young People (CYP). Evidence suggests that holiday clubs work best where there is regular and accessible provision of a diverse range of positive activities which include physical activity and a healthy nutritious meal. The benefits are even better when children and their parents are involved in food preparation.

It is estimated that there are approximately 170 non-school days (including weekends) a year in the UK that free school meal pupils cannot access their entitlement to a school lunch. Access to FSM may provide the only hot meal for some children over the school term.

The aim of the Telford & Wrekin Council Holiday Activities and Eat Well Fund is to reduce the pressure during school holidays, on CYP and families in Telford who receive Free School Meals and those who are on low incomes.

In recognition of the fact that not all those that are eligible for FSM take up the offer the Holiday Activities and Eat Well Funding is focused on the areas of the Borough with the highest levels of need from a variety of indicators. Namely, the number of pupils in the ward receiving FSM, the percentage of ward pupils on FSM and inclusion on the 10% most deprived neighbourhoods nationally by the Index of Multiple Deprivation (IDM)

These areas are the wards of **Arleston, Brookside, College, Dawley & Aqueduct, Donnington, Hadley & Leegomery, Ketley & Overdale, Madeley & Sutton Hill, Malinslee & Dawley, Oakengates & Ketley Bank, The Nedge and Woodside.**

Maps showing the ward boundaries can be found on our [website](#). The target group for this funding are the CYP and their families that are in receipt of FSM or may be at risk of food poverty during the school holidays.

The aim of the fund is to support the development and delivery of projects that help to reduce the financial pressure on families as outlined above. Funding will support the coordination of holiday provision to help deliver the key outcomes outlined below for CYP and their families, helping them to feel happy and well and to:

- eat more healthily during the holidays - providing a minimum of one meal a day (breakfast, lunch or dinner)
- be more active during the holidays;
- take part in engaging and enriching activities which support the development of resilience, and wellbeing and other skills;
- be safe and not to be socially isolated;
- have greater knowledge of health and nutrition

Funding is available to support the development of new projects or to expand projects that have been delivered previously.

Organisations that have previously received funding from the Holiday Activities & Eat Well Fund can apply, these projects will need to demonstrate how they will continue to build on the success of previous delivery with a focus being on physical activity, healthy eating and increased uptake. Alongside demonstrating how they have used funding from previous years to become sustainable and reduce ongoing costs.

All applications need to show how they are going to sustain their project in the future.

Funding available

There is a total of £110,000 available within the Holiday Activities and Eat Well Fund. Grant awards will cover a period of three years. The amount of funding available in each of the ward areas is proportionate to the number of pupils in the ward receiving FSM, the percentage of ward pupils on FSM and being within the 10% most deprived neighbourhoods defined by the Index of Multiple Deprivation (IDM). The list of ward allocations can be seen [here](#).

3. Criteria

Please read the following information before submitting your Expression of Interest in order to ensure you are eligible to be considered for funding.

Eligible Organisations

The aim is to have a co-ordinated programme of activity within each ward, therefore organisations need to ensure that they are not duplicating or competing with the activities delivered by another organisation.

The following organisations are eligible to apply for funding;

- Charities and voluntary sector organisations
- Social Enterprises

- Town and Parish Councils
- Schools
- Faith based organisations – you will need to demonstrate how your project benefits the whole community. This fund will not support projects that relate to or facilitate religious activities

Private businesses or individuals are **not eligible** to apply for this funding.

Organisations need to have appropriate policies and procedures in place for working with children and young people. Guidance on safeguarding policies and practice can be found [here](#).

You will need to have a UK-based bank account in the name of your organisation and clear financial procedures that require two people who don't live at the same address to sign cheques or make withdrawals, and have audited accounts.

You will need to demonstrate that you have appropriate governance arrangements.

If you are unsure if your organisation is eligible to apply please email grant.applications@telford.gov.uk

Eligible Wards

Organisations, except schools, must be based or have a base in one of the following [12 wards*](#);

Arleston, Brookside, College, Dawley & Aqueduct, Donnington, Hadley & Leegomery, Ketley & Overdale, Madeley & Sutton Hill, Malinslee & Dawley Bank, Oakengates & Ketley Bank, The Nedge and Woodside.

Applicants may apply to provide provisions in multiple wards, however they must submit an EOI for each ward to demonstrate how they will meet the needs of children and families in each particular ward.

*applications where a project has a base on the boarder of one of the eligible wards may be submitted for consideration, however they must be able to strongly demonstrate the following

- How they will reach the target audience in the eligible ward
- How the target audience will access the activity, activities should be easily accessible from the eligible ward

Your Expression of Interest must demonstrate how you meet the following criteria

Grant funding is available to support the provision of activities that help to address the issue of eating healthily and taking part in positive activities for CYP and their families at risk of food poverty during the school holidays.

The target group for this project are those that are in receipt of free school meals (FSM) and/ or at risk of food poverty, however, activities can be open to the wider community.

You will need to provide information on the following:

- The type of activity that you will be providing
- How you will incorporate a healthy meal or snack into your activity
- How you will incorporate 30 minutes of physical activity at each session
- The estimated number of beneficiaries of your project
- Information about how you will reach the target group of CYP
- How your project links with any other holiday hunger provision in your area

- How your project links with other organisations or resources in your area such as local businesses
- When you will be holding your activities, they need to cover multiple holidays for the period May half term 2020 to Easter 2023 (inclusive)
- A breakdown of the costs of your project broken down over the three year period
- A schedule of expenditure for your project (showing how your funding will be allocated across the three years)
- How you intend to sustain this project in the future

Those that have previously received a Holiday Activities and Eat Well Fund Grant will also need to demonstrate:

- How you will continue to build on the success of previous delivery with a focus being on physical activity, healthy eating and increased uptake
- Demonstrate how you have used funding from previous years to become sustainable and reduce ongoing costs.

Eligible Expenditure

All projects must be delivered in one of the 12 identified* wards and must show how they will target CYP who are in receipt of Free School Meals and families that are on low incomes. Projects can be open to CYP who are not in receipt of FSM, however a significant proportion of your beneficiaries should meet this criteria.

Grant funding can be used for either capital or revenue costs. The grant can be used to fund the following;

- Purchase and preparation of healthy food for participants
- Purchase of equipment
- Training for staff and or volunteers
- Contribution towards the provision of positive activities – you will need to demonstrate value for money and sustainability in relation to any activities that you are ‘buying in’ from another provider
- Transport to existing activities within the Borough

This list is not exhaustive, the Council reserves the right to limit expenditure of your grant allocation on any items.

*See note under “Eligible Wards”

What is not eligible?

- Any expenditure prior to the commencement of the project
- Room hire costs where the organisation manages the premises in which the activity will take place
- Loss of income
- Contribution towards any activities of a political or religious nature
- Costs for staffing where the project is part of someone’s existing role
- Activities that benefit those who live outside of the target areas

This list is not exhaustive, the Council reserves the right to identify additional items of ineligible expenditure.

What about VAT?

You may need to pay VAT on purchases you make as part of your project. You must only include VAT in the amount you request from us if you cannot claim it back. If you later find that you can recover VAT you must let us know so that we can reclaim this amount from you, or deduct it from your grant. If your organisation is registered for VAT purposes the amount of grant approved will be calculated without VAT.

4. Accessing Funding

Please read the grant criteria in full to ensure you are eligible and that your expression of interest meets the grant criteria.

The aim is to have a co-ordinated programme of activity within each ward, therefore organisations need to ensure that they are not duplicating or competing with the activities delivered by another organisation, please ensure you liaise with other organisations in your ward in order to avoid duplication.

Applying for Funding

You are not required to fill in a grant application form, at this stage we are seeking 'Expressions of Interest' (EOI) from organisations. The information that we require you to submit in your EOI is outlined in [Expression of Interest Requirements](#)

Alongside your expression of interest you are also required to submit

- Evidence of your organisations governance documents
- Accounts or last 3 bank statements for your organisation
- Evidence of your safeguarding policies and procedures

You must submit your EOI and above documentation electronically to grant.applications@telford.gov.uk by **9.30am, Monday 16 March 2020**

5. Decision Making Process

Your expression of interest will be considered against the criteria for the fund outlined above, priority will be given to projects that most strongly meet these criteria. As you are submitting an 'expression of interest' we may come back to you for further clarification on your proposal.

The final decision about which projects will receive funding will be made by the Lead Cabinet Member for this scheme and the Director for Policy, Customer and Commercial Services. Views may be sought from Telford & Wrekin Council's Cabinet Members as part of this process.

Week Commencing 10 February 2020 – Information about funding opportunity distributed, open for submissions

Tuesday 25 February 10am – 12pm – Holiday Activities and Eat Well Funding Drop in Session, this is an opportunity to speak to officers at the Council if you have any questions before you submit your EOI. There will be officers who can answer questions about the development of your activities as well as the grant process.

Appointments will be available, you must book these in advance by emailing cpt@telford.gov.uk with a brief outline of the things you would like to discuss. The drop in will be held at Ketley Community Centre, Holyhead Road, Ketley, Telford, TF1 5AN

Monday 16 March, 9.30am – Deadline for Expressions of Interest and required documents, submit to grant.applications@telford.gov.uk

Thursday 9 April - Anticipated date by which organisations will be informed of the outcome of their EOI

6. Information for Successful applicants

Grant Payments Process

If you are successful a grant agreement will be issued for your formal acceptance of the grant offer.

Funding will be provided to your organisation in staged payments dependent on the level of your grant allocation. We will use your payment schedule included within your EOI to plan your staged payments. Evidence of delivery of activity and expenditure will be required prior to the subsequent payments being made.

Communications and Engagement

If you are successful in securing funding from the Holiday Activities and Eat Well Fund your grant conditions will include requirements relating to the communication and engagement of your project. You will be required to include the relevant T&WC logos in communications about your project.

If you have any queries please email grant.applications@telford.gov.uk

Monitoring your grant

You will be asked to complete monitoring in relation to your project, an example of the kind of questions that you might be asked can be found [here](#).

All documents in relation to this grant can be downloaded from our website at www.telford.gov.uk/haewfund