



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

### 1. 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.

The Holiday Activities and Eat Well Funding is focused on the areas of the Borough with the highest levels of CYP in receipt of FSM. These areas are the wards of **Arleston, Brookside, 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 - provide 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 received funding from the Telford @ 50 Holiday Hunger pilot can apply to this fund, these projects will need to demonstrate how they will increase the numbers of target CYP and or families, benefiting from the project. All applications need to show how they are going to sustain their project in the future.

There is a total of £50,000 available within the Holiday Activities and Eat Well Fund for 2019/20, the amount of funding available in each of the ward areas is proportionate to the number of CYP in receipt of FSM that live within the ward. The list of ward allocations can be seen [here](#).

## **Funding available**

There is also £50,000 available to be allocated in 2020/21, allocation of this funding will be dependent on successful delivery of projects in 2019/20.

## **2. 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, except schools, must be based or have a base in one of the following [11 wards](#);

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

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](mailto:grant.applications@telford.gov.uk)

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

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), 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 and how you will incorporate a healthy meal or snack
- The estimated number of beneficiaries of your project
- Information about how you will reach the target group of CYP in receipt of FSM
- 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 Summer 2019 to Easter 2020 (inclusive)
- A breakdown of the costs of your project
- A schedule of expenditure for your project
- How you intend to sustain this project in the future

### **Eligible Expenditure**

All projects must be delivered in one of the 11 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.

### **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.

### **3. Accessing Funding**

#### **Information and Workshop Session – Thursday 9 May 2019 9.30-11.30am**

The aim of the Holiday Activities and Eat Well Fund is to ensure that CYP in receipt of Free School Meals and families on low incomes are able to access support to address the financial and health challenges that they may experience during the school holidays. We want to ensure that we bridge any gaps in provision and minimise duplication of activities.

We are holding a Holiday Activities and Eat Well Funding workshop for potential applicants on **Thursday 9 May at 9.30 - 11.30am** at Brookside Central (Bembridge, Brookside, Telford TF3 1ND). Booking is essential, please book your place for this session [here](#)

At this session you will receive information on the support available to you to deliver your project, will have an opportunity to network with other providers within your area who may be delivering a Holiday Activities and Eat Well Fund and will have an opportunity to ask any questions about the fund.

#### **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](#)

You must submit your EOI electronically by **Monday 27 May at 9.30am** to [grant.applications@telford.gov.uk](mailto:grant.applications@telford.gov.uk)

You can submit your EOI prior to the information session on 9 May 2019, however, you might find that this session helps you with the preparation of the EOI.

### **4. 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 Managing Director. Views will be sought from Telford & Wrekin Council's Cabinet Members as part of this process.

**Week Commencing 15 April 2019 – Information about funding opportunity distributed.** The fund is open for you to submit your EOI at this time, however, you may wish to attend the workshop session prior to submitting your EOI

**Thursday 9 May 9.30-11.30am** – Holiday Activities and Eat Well Funding Information and Workshop Session – we recommend that you start to think about how your project will be delivered prior to attending this session.

**Monday 27 May at 9.30am** – Deadline for Expressions of Interest to be returned via email to [grant.applications@telford.gov.uk](mailto:grant.applications@telford.gov.uk)

**Friday 14 June** – Anticipated date organisations will be informed of the outcome of their EOI

If your project is allocated funding from the Holiday Activities and Eat Well Fund you will be required to submit further information prior to funding being released. This will include;

- Evidence of your organisations governance documents
- Accounts or last 3 bank statements for your organisation
- Evidence of your safeguarding policies and procedures
- Signing of a grant agreement – sample agreement provided, this will include agreed outcomes and payment schedule

### **Information for Successful applicants**

#### **Grant Payments Process**

A grant agreement will be issued for your formal acceptance of the grant offer, a draft copy (which may be subject to change) can be found [here](#)

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](mailto: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](http://www.telford.gov.uk/haewfund)**