

MANCHESTER CITY COUNCIL

Holiday Activity Fund Prospectus and Application Guidance 2023



◦ Our Manchester ◦

HAF Grant Prospectus – 2023

1) Introduction

In Manchester, we recognise and understand that school holidays for some families can be a challenging time with the pressure of reduced incomes and increased costs such as food and childcare. This often impacts low income and disadvantaged families, and for some children and young people this creates gaps in accessing organised out-of-school activities. This may result in 'unhealthy holidays' in terms of increased holiday hunger, limited access to nutritious and healthy meals alongside limited access to physical and fun activities. All of which contribute to the likelihood of experiencing social isolation. We also know that these issues were further exasperated by the Covid 19 pandemic, the after-effects of which are still being felt.

In response to this, the Department of Education (DfE) has provided local authorities with Holiday Activity Funding (HAF) to develop a holiday activity and food programme during Easter, Summer & Christmas holidays. This means the development of free holiday activity and food clubs will be our response to this issue, which we know can have a real positive impact on children and young people's nutritional, physical and mental health. We also know they work best when they provide varied, fun, inclusive, accessible and healthy activities alongside the provision of nutritious food, learning and advice.

2) Key information

- Funding is available for the Easter, Summer and Christmas holiday periods, to support with the delivery of food activity projects for children and young people **aged 6 to 16 years** who are entitled to **Benefit Related Free School Meals (FSM)**. **January 2023 is the only application window for ALL 3 holiday periods.**
- Manchester City Council has the discretion to use **up to 15%** of its funding to provide free or subsidised holiday club places for children **who are not in receipt of benefits-related free school meals but who are considered by the local authority as in need of this provision**. For example, this may include children assessed as being in need, looked-after children, children with an education, health and care plan (EHC), children assessed as otherwise vulnerable, or children living in areas of high deprivation.
- **Closing date for applications: Tuesday 31 January 2023 at 5pm.** All required documentation must be up to date and uploaded onto the MCRactive Portal by this date also (see website for further information)
- For voluntary and community sector organisations, including youth and play organisations sports clubs, schools and other educational establishments such as SEND, PRU's and supplementary schools, and out of school provision, arts and culture organisations, and outdoor adventure and education organisations. We welcome applications from organisations above who want to work in partnership with each other.

- Organisations must be based in Manchester and / or are working with Manchester's residents.
- Funding is available for revenue spend – delivery and/or equipment.
- There is no limit on the amount of funding that can be applied for.
- We encourage partners and schools to work together to share delivery
- If you would like to discuss an alternative delivery model, please contact us at haf@mcractive.com
- Minimum delivery timescales are 4 hours per day x 4 days per week x 1 week.
- Priority will be given to groups who are able to add to and split the above, and deliver both pre and post-Christmas (ie. between Christmas and New Year).
- Each day there needs to be a minimum of 1 hour of physical activity within the programme.
- Applications will be assessed on quality, value for money and location.
- Applicants can apply for funding for multiple projects in different locations.

3) Purpose of the Holiday Activity Fund

The Holiday Activity Fund is to provide free 'enriching and physical' holiday activity and food projects for Manchester's children and young people who are entitled to benefits related FSM. It aims to ensure that children and young people eat more healthily, are more active over the school holidays, learn about health nutrition, and can access fun and enjoyable activities. It is envisaged that this will be done through the delivery of activities by the type of organisations mentioned above in 'Key Information'.

The DfE defines enriching and physical activities as "fun and enriching activities that provide children with opportunities to develop new skills of knowledge, to consolidate existing skills and knowledge, or to try out new experiences. This could include physical activities such as football, table tennis, cricket; creative activities such as putting on a play, junk modelling, drumming workshops, or experiences such as a nature walk, visiting a city, farm, theatre etc. Local authorities should consider how they can support providers to deliver a rich and varied mix of fun and enriching activities which are age-appropriate."

The funding will also be used to support the delivery of the ['Our Manchester's Youth Strategy'](#) objectives:

- Thriving Young People
- Highly Skilled Young People
- Progressive and Resilient Young People
- Living Well; Healthy and Safe Young People
- Connected and Heard Young People

4) Grant objectives

Grant applications must demonstrate how they will meet the following objectives:

i. Children and young people and their families eating more healthily.

Holiday provision must provide at least one healthy meal a day and must meet the [School Food Standards](#). **It is important that all providers make every effort to supply hot food at their activities.**

ii. Children and young people more active and engaged in enriching and physical activities.

Holiday provision must provide fun and enriching activities that provide children with opportunities to develop or consolidate skills or knowledge, Provision must provide physical activities for at least one hour per day as recommended by the Department of Health and Social Care [Physical Activity Guidelines](#) on a daily basis.

iii. Children and young people are safe and not isolated.

Holiday provision must be a safe, welcoming and inclusive where children and young people can meet friends and develop new positive relationships with their peers and children and young people workers.

iv. Children and young people and their families have a greater knowledge of health and nutrition.

Holiday provision must improve children and young people's knowledge and awareness of healthy eating and offer advice and training to parents and carers on how to source, prepare and cook nutritious and low-cost food.

v. Children and young people be more engaged with school and other services.

Holiday provision must be able to provide information, signposting or referrals to other services and support that would benefit the children, young people and their families.

vi. Have a greater knowledge and awareness of local holiday clubs.

Holiday provision must brand, market and advertise their projects so children, young people and their families are aware of what's available in their local area.

vii. Ensure appropriate organisational policies and procedure are in place for coordinating and managing services for children and young people.

All providers must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to safeguarding, health and safety, public liability insurance, accessibility and inclusiveness.

5) Number of young people eligible for FSM per Ward

Ward	Total
Ancoats and Beswick	1142
Ardwick	1459
Baguley	1394
Brooklands	1045
Burnage	1166
Charlestown	2017
Cheetham	1145
Chorlton	134
Chorlton Park	1570
Clayton and Openshaw	1385
Crumpsall	1369
Didsbury East	1007
Didsbury West	544
Gorton and Abbey Hey	2051
Harpurhey	1982
Higher Blackley	2161
Hulme	1030
Levenshulme	1389
Longsight	1292
Miles Platting and Newton Heath	1199
Moss Side	1604
Moston	1040
Northenden	742
Old Moat	316
Rusholme	945
Sharston	1015
Whalley Range	1965
Withington	549
Woodhouse Park	1342
Grand Total	35999

Source: Manchester City Council, October 2021 School Census

6) What we will fund

The HAF programme will fund activity related to the costs of running a HAF project which includes but not limited to:

1. Equipment and resources – funding can be used to purchase equipment for your project, for example, to improve the catering or sports equipment at an individual club.
2. We are keen to support organisations who seek to provide a holistic range of opportunities for Young People and not just limited to one form of activity.
3. Food costs; in particularly breakfast and or lunch. Food provision must meet School [Food standards](#) and be healthy, nutritious and preferably include a hot meal.
4. Staffing salaries

5. A proportion of your core costs that are clearly related to the scale of activity delivered under this funding.
6. Volunteers' expenses
7. DBS checks
8. Transport costs
9. Costs associated with any required uplift in Public Liability Insurance to the minimum cover of £10 million

7) What we will not fund

We will not fund activity not related to the delivery of your HAF project, for example:

- Purchase of vehicles or property
- Building renovation/repair costs

All costs must be reasonable, and it must be clear how all expenditure directly meets the objectives of the HAF programme and more significantly the needs of children and young people.

8) Funding availability and eligibility

There is no limit to the amount of funding you can apply for. However, please ensure you only apply for funding for your HAF project and that the costs associated to your project are realistic and represent value for money.

To be eligible for HAF your organisation must:

- Have a constitution or another appropriate governing document.
- Be a charity, voluntary and community organisation, co-operative and mutual society. An education provider including schools, SEND, PRU's and supplementary schools. Sports, arts and culture and outdoor education and activity organisations. Organisations that are driven by and principally invest any surpluses to further social, environmental, or cultural objectives.
- Be a provider of services for children and young people based in Manchester or mainly working with Manchester residents.
- Ensure children and young people / service users are involved in the decision-making processes in your organisation.
- Registered with OFSTED where appropriate (ie. school or nursery settings)
- Demonstrate a commitment to equality and inclusion.
- Must comply with all safeguarding practises, policies and safer recruitment.
- All staff must have enhanced DBS checks where appropriate.
- Be able to produce if requested policies and procedures
- Have a bank account in your organisation's name.
- Have current public liability insurance to a minimum of £10 million

9) Partnerships

We welcome partnerships between organisations. Manchester City Council encourages the development of place-based partnerships that will work together to support one another with the delivery of the HAF programme and beyond. We anticipate that voluntary and community sector organisations such as youth, play and grassroots sports organisations will collaborate and develop key partnerships utilising the city's youth and play partnerships and Manchester Active sports partnerships.

We expect that partnerships developed will support, coordinate and help deliver key areas of the programme. For example:

- Sourcing and preparing nutritious healthy food,
- Designing and offering nutritional advice and learning for children, young people and their families
- Increasing the offer of the HAF programme with different and diverse range of enriched activities, whilst minimising duplication and meeting gaps in provision. E.g. youth organisation partnering with an arts and culture or outdoor education and activity provider.

We also welcome and expect that organisations across the different 'Lots' of funding will think creatively about how they can widen the HAF activities offer. E.g., Outdoor education and activity providers may want to develop an HAF offer which works with other HAF funded organisations to widen the offer for children and young people to experience an alternative range of diverse activities. For example, see below:

Manchester Cultural Education Partnership (MADE) is a collective of schools and more than 15 cultural organisations who can provide cultural and creative activities for summer holidays. This Includes: museums, galleries and theatres as well as participatory arts organisations.

MADE can offer creative activities in all art forms including dance, music, drama, visual arts, creative writing and spoken word, with a wide range of themes.

Activities could be a single session from as little as £150, to a full day for £250 or they can tailor whole 'arts weeks' with a focus on a specific art form, or a carousel of arts activities across the week. To find out more, go to <http://creativeeducationmcr.com/news-and-events/> or email adam@z-arts.org.

Skills For Life promotes the use of a common language to promote five key skills and a commitment to increase opportunities for Manchester's children and young people to practice these skills. Providers will be encouraged and supported to embed Skills for Life across summer activities.

The 5 Skills for Life are: teamwork, communication, problem solving, self-management and self-belief.

'UNICEF: A Child-Friendly City

Following the success of Manchester's 2022 – Our Year campaign, the city is now on a journey to becoming a UNICEF-recognised child-friendly city.

We want to strengthen and build on our successes and our existing commitment to creating 'A whole-city approach to building a safe, happy, healthy and successful future for all children and young people'

We will adopt a child rights-based approach that provides children and young people with meaningful opportunities to influence decisions about their lives. This approach will be made of seven principles based on the [UN Convention on the Rights of the Child](#) and general human rights principles.

Manchester's journey and timeline: Discovery (six months)

- The first phase is the Discovery Phase, during which UNICEF UK begins to deliver expert training in children's rights
- The council will come together with the local community, including children and young people, on a 'Discovery Day' to see where things are going well for children and where things need to change.
- Based on this training and analysis, Manchester chooses six priority areas and, with support from UNICEF UK, drafts an Action Plan during the Development Phase, setting out how Manchester will work towards achieving progress in our badges over the following two to four years.
- There are 3 mandatory badges, Culture, Communication and Co-operation, and 3 further badges to be chosen.

10) How to apply

You can apply for this funding by completing the HAF online application form or download a copy, complete and send it to haf@mcractive.com

- Please make sure you read the guidance notes carefully.
- Organisations can submit more than one application if in a different area/ location.
- Please clearly title the application with your organisations name.
- Please check the holiday dates of your local feeder schools as these can vary considerably from school to school.
- The deadline for applications is **5pm, Tuesday 31 January 2023**.
- All required documentation must be up to date and uploaded onto the MCRActive Portal **by this date also**.
- Decisions will be made and all applicants will be notified by mid-February 2023. Grant letters and purchase order numbers will then be emailed to successful applicants.
- **All successful providers will be required to use the new online HAF activity registration system – further details and training will be provided in due course.**

11) What will happen after the decisions have been made

All applicants will be notified by email as to whether their application(s) has been successful or not.

Successful applicants will be required, if asked, to submit documentation– with a specific focus on your safeguarding policy and procedures and evidence of risk assessments, as well as current public liability insurance.

We will send you a grant agreement with our terms and conditions for you to sign and return via email.

Funding will be paid, where applicable, in separate amounts prior to the Easter, Summer and Christmas holiday periods. Payment will be subject to completion of satisfactory monitoring and evaluation and meeting the minimum standards of the HAF programme. Payments will not be made until we are in receipt of your signed grant agreement, all your documents are

up to date on the provider portal, and your sessions have been built on the MCRactive booking system. Full support and training is available for anyone that requires it.

Please note - failure to meet the stipulated deadlines set by MCRactive and MCC may result in your funding being withdrawn.

12) Monitoring and Evaluation

- **All successful providers will be required to use the new online HAF activity registration system – further details and training will be provided in due course.**
- **The HAF activity registration system will automatically gather the data for young people attending sessions such as name, age, postcode etc.**
- For any attendees that for some reason have not registered using the new system, you must complete the electronic monitoring and evaluation form which we will send to you at a later date.
- You must record and evidence children and young people who access your project were/are eligible for FSM.
- You must record, evidence and document project outcomes in relation to the HAF programme objectives.
- You must collect sufficient information to enable you to compile a report at the end of the project demonstrating the impact and outcomes the grant funding has made.
- Your organisation accepts that the Council is subject to reporting requirements by DfE and agrees to support the Council by providing timely information on request.
- You must acknowledge MCRactive and Manchester City Council on any publicity, using @MCRactiveHA, @ManCityCouncil, #HAF2023, #MCRHA, and uploading activity information to **Loads to Do** website, where relevant.
- There is an expectation that providers register to use the MCRVIP system so that volunteering opportunities can be advertised, and volunteers can sign up to record their volunteering hours. Please visit [MCRVIP](#) to set up an account where you will be able to register as a provider to add opportunities.

13) Support with your application

For further questions you may have about HAF, please contact Manchester City Council via email haf@mcractive.com

We look forward to receiving your application and working with you to ensure children and young people have more opportunities to access positive activities in the city.

HAF Grant Application Form Guidance Notes

We realise completing an application form takes time and effort. This guidance is intended to help you fill in the application form with the information we need to decide whether to give you a grant.

Your application will be assessed and scored by a panel but be aware this is only part of the decision-making process and scoring highly at this stage will not guarantee you are awarded a grant. For many of our grants there will be a further stage which balances the spread of grants across the city and its communities.

We recommend you get someone to check over your application form before you send it to us to ensure you have answered all the questions and that your answers are clear.

If any part of this guidance is incorrect or incomplete, please let us know via email to haf@mcractive.com

General Guidance

Answer all the questions on the application form. If the question is not relevant, then insert "n/a" (not applicable).

You can use bullet points and lists and you do not need to write in whole sentences as long as the meaning is clear. Please don't attach further information to the application form, unless we ask you to.

Activities

It is up to you to decide whether you describe in this application, a larger set of activities for which you are applying for part funding or a discrete set of activities for which you want full funding.

The activities you describe in this application can be a new set of activities or a continuation and/or increase in an existing set of activities.

In all cases you will have to be able to account for any money you receive from us and be able to tell us what you have achieved with the grant that we make to you.

Detailed Guidance Notes

We have only supplied guidance for questions which we consider need clarification.

Section 1: About You

1.1 Details of you and your organisation

Name of organisation

Use the legal name of your organisation (as shown in your governing document). If your organisation is also known by other names, put these in brackets. If you are applying as a partnership, then this should be the name of the lead organisation.

Type of organisation

Please ensure you tick the appropriate box which best describes the type of organisation you are. If you are applying as a partnership, please tick the appropriate boxes which best describes the types of organisations involved in the partnership.

Address of organisation

The address should be the registered address of your organisation or in the case of a partnership application the lead organisation.

Organisation's website and / or social media addresses

Insert the website and main active social media addresses of the lead organisation and of any organisations within the partnership.

Main Contact Person and Second Contact Person

Both contact people should be key members of your organisation with detailed knowledge of your application. We will only contact the second contact person if the main contact person is unavailable.

Venue address and contact details if separate

This is so we can contact the venue directly if required and we also are aware where holiday activities are taking place

What is the status of your organisation?

If your organisation has more than one status (e.g., charity and company) list them all.

Section 2 About Your Activities

2.1 Name of project

Choose a short, distinctive name which will be used in all correspondence to you concerning these activities.

2.2 Tell us about your proposed activities

If you are applying for part of a larger set of activities, then tell us about the larger set of activities in this section. Please remember that your activities must be in line with the DfE's definition of 'enrichment activities' and include physical activities that meet the Department of Health and Social Care physical activity guidance on daily physical activity (see prospectus).

We need to know about your main activities and how you and your partners (if you are in a partnership) will deliver them.

When and where will your proposed activities take place?

Please be as accurate as possible and tell us exactly when and where over the Christmas holidays your activities take place.

What age are the children and young people you propose to work with?

Please be as specific as possible about the age of children and / or young people your project hopes to engage.

Describe the activities and time scales clearly and how many people you expect to be involved in each.

We need to understand in this section why you have decided to adopt the approach taken in delivering these activities, why it is a good way of delivering the HAF outcomes.

2.3 How will you target and ensure that the children and young people attending your project are eligible for benefits related free school meals?

You must tell us how your project will target and engage children and young people who are eligible for benefits related free school meals (FSM).

Organisations will need to be creative and sensitive in how they ascertain this information to reduce stigmatisation to what is a very important HAF objective.

The HAF funding is specifically targeted towards families who are eligible for benefits related FSM. This could be achieved through an appropriate booking system or working with local schools to advertise your project and identify your cohort.

2.4 How will you source, prepare and provide children and young people with a nutritious healthy meal during each day of your project?

Please be very specific in how your project will source, prepare and provide a minimum of one healthy nutritious meal per day whilst attending your project.

You may want to develop key partnerships with other service providers and combine spend in how you source and provide food.

Children and young people must be offered school standard meals, preferably a hot meal.

Below are links that will help you understanding school food standards

- [School food standards: resources for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/school-food-standards-resources-for-schools)
- [School meals - healthy eating standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/school-meals-healthy-eating-standards)
- [School-Food-Standards-Guidance-FINAL-V3.pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/424242/School-Food-Standards-Guidance-FINAL-V3.pdf)

2.5 How will you include and provide nutritional education and learning as part of your project?

We need to understand how you will provide nutritional education and learning to children and young people who attend your project. This does not have to be a formal approach in the way you deliver this part of the HAF programme.

However, we expect organisations to be creative in the way they build this into their project as a minimum of 4 hours a week must be dedicated to meeting this HAF objective.

How will you offer food and nutritional education and advice to parents and carers of the children and young people that attend your project?

As above, we expect your project to be able to offer the parents and carers nutritional education and advice. Again, this does not have to be a formal approach in delivering this HAF objective and could include; for example, children and young people designing a brochure or menu cards for making healthy, nutritious, value for money meals that can be sent home so families can make meals together.

Alternatively, you could through your partnerships, develop a more generic approach and subcontract this work which would allow a number of organisations to refer parents and carers to an organisation who would deliver this objective of the HAF programme.

We are interested to know about creative and practicable approaches to deliver this part of the programme and how this will shape delivery of similar programmes in the future. Projects must meet the minimum standard of being able to deliver the part of the programme at least once every week.

2.6 How will you provide information and signposting for parents and carers to local advice and support services?

Please let us know how your project will be able to provide sufficient information for parents and carers that will effectively signpost to local advice and support services.

Your organisation should be able to signpost and have the knowledge of local support services that would be beneficial for the families of the children and young people who attend your project. For example, referring to a local youth and play provider, early help, or other summer offers.

2.7 Activities Coverage

We are interested in the main beneficiaries, those whom the activities are mainly designed for. Please be specific in explaining where your main beneficiaries are likely to come from.

2.8 Activity Places

What is the total number of activity places that you plan to offer ie how many places per session x number of days?

2.9 Number of Young People

What is the total number of individual young people that you will involve? Is the same children each session/day or different?

2.10 Volunteers

What will be the total number of volunteers helping to deliver your activities if relevant? How many will be under 25?

Section 3: Budgets and Finance

3.1 What is the total cost of your project?

If you are applying for part-funding of a larger set of activities then tell us the cost of the larger set of activities here, otherwise your answer to this question will be same as for 3.2.

3.3 If the grant amount requested is less than the total cost of the activities then identify where the difference will come from and whether you have secured this funding.

We understand and value that voluntary and community organisations often put together funding from many sources to run a set of activities. Tell us how you are achieving this and any plans you have to raise funding not yet secured.

3.4 Complete the table below showing a breakdown of your expenditure directly related to this application, e.g. staffing, rent, stationary, equipment. If you include running costs, itemise these.

In this section you need to tell us exactly how you will spend the grant that you are asking for.

Where you are asking for a contribution to core costs or management costs, please detail these, i.e. not as a percentage.

Section 4: Management

4.1 Explain how you will ensure the safety of people who use services, work or volunteer for your organisation.

We need to know that you have robust and appropriate systems and policies in place to ensure the safety of everyone who will be involved in your project.

Section 5: Partnerships

5.1 Do you need any support in sourcing a sports/ physical activity provider or a food provider, to meet the minimum standards/requirements?

If you would like to explore options of working with an external sports provider, or require any support with securing nutritious meals, please let us know and we can help facilitate this.

It should be noted that in relation to resourcing nutritious meals, our ability to support operationally is very limited. However, we can signpost you to food providers.