

**Brent Holiday Activities and Food Programme:**

**Expression of Interest Form for Easter 2021**

Please ensure that you have read the Brent HAF EOI Information document before you complete this form. The funding rate for Easter 2021 is £6 per child per day (for activities and food).

**Organisation Information:**

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| Name of organisation |  |
| Type of organisation (charity, faith group, community organisation).  If you are a charity, please provide your charity registration number.  Please indicate if you are Ofsted registered. |  |
| Address |  |
| Lead contact name |  |
| Email |  |
| Phone |  |

**Proposal Overview**

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| *1. What age groups can you cater for?* | 4 – 8 (KS1)  8 – 11 (KS2)  11 – 14 (KS3)  14 – 16 (KS4)  16 – 18 (Post 16) |
| *2. How many places will there be for children eligible for Free School Meals?*  *3. Could you scale this up if requested and by how many?* |  |
| *4. Will you be delivering in partnership with other organisations? If so, please provide details, including if they are Ofsted registered.*  *If not, would you be willing to work in partnership with other organisations to deliver this programme?* |  |

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| What aspects of the HAF are you able to deliver? Please provide detailed responses in each section: |
| **5. Enrichment Activities**  *Fun and enriching activities that provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences (eg Cooking, Art, Drama, Music etc).* |
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| **6. Physical Activities**  *Sport and Dance activities that meet the Physical Activity Guidelines on a daily basis.* |
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| **7. Food Offer**  *At least one meal a day, with all food provided including any snacks meeting school food standards. Clubs must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children.*  Please indicate if you would like support regarding the provision of a food offer (eg. a partner to help deliver or advice and guidance). |
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| **8. Support for families and carers**  *Weekly training and advice sessions for parents, carers or other family members on how to prepare and cook nutritious and low-cost food. (Please note the council will be offering some parent programmes on healthy eating on a low budget).*  *Please indicate if you would like support with this.* |
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**Programme Logistics**

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| 9. When will you deliver the programme during the Easter holiday (hours and dates)? |  |
| 10. Are you planning to run similar provision during the summer holiday and if so when? |  |
| 11. Do you have a venue to deliver activities from? Please provide details.  *If not, Brent may be able to assist in identifying a venue, so pleased indicate the location you are interested in.* |  |
| 12. How will you manage bookings? |  |
| 13. How will you monitor attendance? |  |

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| **14. Policies and Procedures**.  *Clubs must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to the following:*   * + *Safeguarding (including appropriate DBS checks for staff and volunteers).*   + *Health and Safety.*   + *Insurance.*   + *Evidence of up to date accounts, and a separate bank account in the organisation’s own name.*   + *Accessibility and inclusiveness.*   + *Equality and diversity.*   + *Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.*   + *Risk assessment arrangements and protective measures in line with COVID-19 national guidance* |
| Please confirm that you can meet the above requirements and can provide evidence as part of your EOI submission on request:  Yes  No  We will need advice/support  (please provide details)  If you are not a member of the Young Brent Foundation, please provide evidence of the above with your application. |

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| **15. Signposting and referrals**.  *Clubs will need to signpost or make referrals to other services and support that would benefit the children who attend the programme and their families.*  *The Council will provide all funded holiday activity clubs with relevant information to meet this requirement.* |
| Please confirm your agreement to participate in this element of the HAF Programme:  Yes  No |

**Is there anything else that you would like to make us aware of in regards to your organisation or your proposal?**

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**Chief Officer *(Print Name****)* **Job Title**

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**Signature Date**

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Once completed, please return the form to [**HAF@brent.gov.uk**](mailto:HAF@brent.gov.uk). If you have any questions, or difficulties completing or submitting this form, please email the same address.

We will review your application once received and inform you as soon as possible if you have been successful.