

# HAF(BACE) in Barnet

## 2024 Application Pack



# HAF Grant

Holiday Activity and Food  
Fund - In Barnet

## Contents

About the Holiday Activities and Food (HAF) Programme .....	3
Who is the programme for? .....	3
Universal infant free school meals .....	4
Other children and families .....	4
Aims of the programme .....	4
The Core Offer .....	4
Framework of Standards .....	5
1a. Food provision .....	5
1b. Food providers .....	5
1c. Food information regulations - Natasha's Law .....	6
2. Enrichment activities .....	6
3. Physical activities .....	6
4. Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours .....	6
5. Signposting and referrals and supporting families .....	7
6. Policies and procedures .....	7
7a. Safeguarding .....	8
7b. Holiday clubs in school settings .....	8
7b. Holiday clubs in out of school settings .....	8
7c. Volunteers and DBS Checking .....	9
7d. Other workers .....	9
8. Ofsted registration .....	9
Additional Considerations from the DfE .....	10
Provision for all .....	10
Working with children with SEND or additional needs .....	10
Working with the secondary school age range .....	10
About Barnet's BACE/HAF Programme .....	11
Changes to the application process for 2024 .....	11
2024 Dates .....	11
Types of applications for 2024 .....	12
HAF Eligibility and identifying children .....	13
Your Food Offer .....	13
Ofsted registration .....	13
Finance .....	14
Booking System .....	15
Key Dates .....	15
How to apply .....	15
Monitoring .....	15

## About the Holiday Activities and Food (HAF) Programme

Since 2018, the HAF programme has provided support to children and young people (CYP) in receipt of free school meals (FSM) through school holiday periods.

Following successful pilots between 2018-2020, the programme was rolled out to all upper tier local authorities in 2021.

Research has shown that the school holidays can be pressure points for some families. For some CYP, that can lead to a holiday experience gap. CYP from low-income households are:

- less likely to access organised out-of-school activities.
- more likely to experience 'unhealthy holidays' in terms of nutrition and physical health.
- more likely to experience social isolation.

The HAF programme is a response to this issue. Evidence shows that funded holiday clubs can have a positive impact on CYP. They work best when they:

- provide consistent and easily accessible enrichment activities.
- cover more than just breakfast or lunch.
- involve CYP and parents in food preparation.
- use local partnerships and connections, particularly with the VCFSE sector.

Since 2021, the HAF programme has enabled us to support hundreds of thousands of CYP and their families throughout the Spring, Summer, and Christmas school holidays.

The Department for Education (DfE) will be providing grant funding to all local authorities across England to coordinate holiday provision - including healthy food and enriching activities - for CYP who receive benefits-related FSM. It will be optional for eligible children to attend this provision.

The aim of the programme is to make places available to CYP eligible for benefits-related FSM for the equivalent of at least four hours a day, four days a week and for six weeks a year. This would cover four weeks in the Summer and a week's worth of provision in each of the Spring and Winter holidays in 2024.

### Who is the programme for?

The HAF programme funding is primarily for school aged CYP from reception to year 11 (inclusive) who receive benefits-related FSM.

Benefits-related FSMs are available to pupils if their parents are in receipt of one of the qualifying benefits listed below and have a claim verified by their school or local authority.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £15,400 a year (after tax and not including any benefits you get)

Local authorities are asked to ensure that the offer of funded holiday club provision is available for all children in receipt of benefits-related FSM in their area. Though this does not mean the DfE expect all to attend, as the provision is voluntary.

## Universal infant free school meals

All children in reception, year 1 and year 2 in England's state-funded schools receive a free meal under the Department for Education's universal infant free school meals (UIFSM) policy. Infant pupils who receive a free meal under UIFSM must also be eligible for benefits-related FSM to be able to access a place on the HAF programme.

## Other children and families

Local authorities have discretion to use up to 15% of their funding to provide subsidised holiday club places for children who are not in receipt of benefits-related FSM but who the local authority believe could benefit from HAF. These places will be allocated via a referral system for professionals.

## Aims of the programme

There are many benefits for CYP who attend the HAF programme. We want to encourage all HAF providers to ensure a high-quality experience that will result in children:

- receiving healthy and nutritious meals
- maintaining a healthy level of physical activity
- being happy, having fun and meeting new friends
- developing a greater understanding of food, nutrition, and other health-related issues
- taking part in fun and engaging activities that support their development.
- feeling safe and secure
- getting access to the right support services
- returning to school feeling engaged and ready to learn.

Families can also benefit, when HAF providers include their needs in planning and delivering their programme. This could be through:

- providing opportunities to get involved in cookery classes.
- ensuring they are signposted towards other sources of information and support, such as health services or employment and education opportunities.

## The Core Offer

Overall, providers are expected to offer the equivalent of 6 weeks' holiday provision to eligible CYP.

Over Spring:

- we expect that all participating CYP should benefit from 1 week of face-to-face provision, which should be for a minimum of 4 days.

Over Summer:

- we expect that all participating CYP should be offered 4 weeks of face-to-face provision, which cover a minimum of 16 days.

Over Winter:

- we expect that all participating CYP should benefit from 1 week of face-to-face provision, which should be for a minimum of 4 days.

## Length of HAF sessions

Our expectation is that in every HAF funded holiday week, providers should offer all eligible CYP the equivalent of at least 4 hours a day, 4 days a week.

In addition, applications are welcome for a more flexible offer from specialist providers where the above offer is not appropriate. Please discuss this with the HAF Team.

## Framework of Standards

The Department for Education has updated the delivery standards for 2024. The new delivery standards are:

- 1a. Food provision
- 1b. Food providers
- 1c. Food information regulations – Natasha’s Law
2. Enrichment activities
3. Physical activities
4. Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours
5. Signposting and referrals and supporting families
6. Policies and procedures
- 7a. Safeguarding
- 7b. Holiday clubs in school settings or Holiday clubs in out of school settings
- 7c. Volunteers and DBS Checking
- 7d. Other workers
8. Ofsted registration

### 1a. Food provision

All providers must provide at least 1 meal a day (breakfast, lunch or an evening meal and all food provided at HAF clubs (including snacks) must meet [school food standards](#).

For some CYP, the opportunity to enjoy a meal at a HAF club is important and our aspiration is that providers should, where possible, try to offer hot meals to CYP attending HAF clubs. However, we acknowledge that this is not always possible and that alternatives to hot meals can sometimes be more suitable.

To ensure that all CYP receive a high quality and stigma free experience, if a provider is open to both HAF-funded and non-HAF-funded places, it is vital that all of the CYP attending are provided with an identical food offer and that HAF funded CYP are treated equally.

Alternatively, for providers who provide meals on-site, they could consider making the same healthy food available to all CYP, but with an additional charge for those non-HAF funded places.

All food provided as part of the HAF programme must:

- comply with regulations on food preparation
- take into account allergies and dietary requirements (see the [allergy guidance for schools](#))
- consider any religious or cultural requirements for food
- not be obtained from foodbanks

There is flexibility in the design of the food provision which should always be tailored to ensure that all food meets the dietary needs of the CYP and families who attend. The food served should also be appropriate for the nature of the session, for example, offering cold packed lunches for parks or outdoor venues or for day trips.

Providing food on site can provide an opportunity to engage CYP and families in food preparation and nutrition. Providers have reported that when CYP are involved in designing menus and the preparation of food, they are more engaged and more willing to try new and healthier food.

### 1b. Food providers

Providers, where applicable, must be registered as a food business. This provides reassurance to all those involved that food safety standards are being met.

A food business is defined as anyone preparing, cooking, storing, handling, distributing, supplying, or selling food. For further information, visit [Food business registration - GOV.UK \(www.gov.uk\)](#).

Barnet Council information and link to register: <https://www.barnet.gov.uk/approved-food-premises-application>

### 1c. Food information regulations - Natasha's Law

From 1 October 2021, changes to the Food Information Regulations 2014 came into effect, adding new labelling requirements for food that is pre-packed for direct sale (PPDS).

Providers should take the time to read the [guidance](#) on the Food Standards Agency website and ensure that all food provision for the HAF programme meets these requirements.

## 2. Enrichment activities

All HAF-funded provision must provide fun and enriching activities that allow CYP to:

- develop new skills or knowledge
- consolidate existing skills and knowledge
- try out new experiences
- have fun and socialise

This could include but is not limited to:

- physical activities, for example, football, swimming, table tennis or cricket
- creative activities, for example, putting on a play, junk modelling or drumming workshops
- experiences, for example, a nature walk or visiting a city farm
- free play, for example, fun and freedom to relax and enjoy themselves

We expect all HAF providers to provide a balanced programme. For providers whose primary focus is set around a specific activity or sport, we expect them to ensure that CYP attending their provision benefit from a holistic and varied experience.

## 3. Physical activities

Holiday clubs must provide activities that meet the [physical activity guidelines](#) on a daily basis. In line with those guidelines, we expect:

- all CYP participating in the HAF programme should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day
- CYP participating in the HAF programme should engage in a variety of types and intensities of physical activity to develop movement skills, muscular fitness, and bone strength
- CYP should aim to minimise the amount of time spent being sedentary, and when physically possible should break up long periods of not moving with at least light physical activity

Meeting the physical activity requirement does not have to be in the form of a structured activity session, but might include active travel, free play, and sports.

## 4. Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours

We expect providers to incorporate helping CYP to understand more about the benefits of healthy eating and nutrition into their programme. These do not need to be formal learning activities. This could include:

- getting CYP involved in food preparation and cooking
- growing fruit and vegetables
- taste tests
- discussing food and healthy eating during mealtimes
- including food and nutrition in other activities

Offering positive learning and development through HAF activities creates stigma-free opportunities to support CYP in learning about healthy lifestyles and exercise. This could cover, for example, the use of vapes, cigarettes, drugs, and how this can lead to issues including:

- economic
- social
- personal safety
- exploitation
- criminality

## 5. Signposting and referrals and supporting families

HAF providers should be able to offer information, signposting or referrals to other services and support, that would benefit the CYP who attend their provision and their families. Other services and support could include:

- Citizens Advice
- school nurses, dentists, or other healthcare practitioners
- family support services or children's services
- housing support officers
- Jobcentre Plus
- organisations providing financial education
- early years and childcare, including help to pay for childcare (for example, [Tax-Free Childcare](#))

There are many ways that providers can meet this element of the programme, for example, through trained and knowledgeable staff engaging with families during drop-off and pick-up times.

We know that many HAF providers have worked to provide weekly training and advice sessions for parents, carers, or other family members. We encourage providers who want to do so to continue to offer those sessions.

These sessions could provide advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the increasing awareness and understanding of healthy eating aspect of the programme, for example, by inviting CYP and their families to prepare and eat a meal together at a HAF session.

There are alternative ways of delivering this, for example, by providing participating CYP with ingredients and recipes to take away and try at home with their families.

## 6. Policies and procedures

There are a wide variety of organisations and individuals involved in the delivery of the holiday, activities and food programme including:

- schools
- colleges
- nurseries
- private providers
- charities
- youth clubs
- community groups

All organisations delivering the HAF programme must be able to demonstrate that they have in place relevant and appropriate policies and procedures for:

- safeguarding, including the recruitment of staff and volunteers
- health and safety
- relevant insurance policies
- accessibility and inclusiveness

## 7a. Safeguarding

Safeguarding and promoting the welfare of CYP is everyone's responsibility. We want every HAF club to be a safe and happy place for CYP to be and for parents, carers, and families to feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

As set out in [working together to safeguard children](#), safeguarding is defined for the purposes of this guidance as:

- protecting CYP from maltreatment
- preventing impairment of CYP mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action if you identify CYP to be at risk of harm

Providers are expected to demonstrate that they are competent and have received adequate safeguarding training.

## 7b. Holiday clubs in school settings

We know that schools are safe places and have robust safeguarding arrangements in place.

Where activities are provided by the governing body or proprietor of a school, under the direct supervision or management of their school staff, the school's child protection policy will apply.

Where the activities are provided separately in the school but by another body, the governing body or proprietor should seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedure in place.

We recommend that anyone involved in the delivery of a holiday club in school settings is familiar with part 1 of [keeping children safe in education](#).

or

## 7b. Holiday clubs in out of school settings

By out-of-school settings we mean organisations or individuals that provide tuition, training, instruction, or activities to CYP in England without their parents' or carers' supervision, but are not:

- schools
- colleges
- education settings providing alternative provision
- 16 to 19 academies
- providers caring for children that are registered with Ofsted or a childminder agency

These settings generally provide tuition, training, instruction, or activities outside normal school hours (for example, evenings, weekends, school holidays), although some settings are run part-time during school hours to help meet the needs of those in home education.

The guidance for providers running out-of-school settings on [keeping children safe during community activities, after-school clubs and tuition](#) covers advice on what policies and procedures providers should have in place for health and safety, safeguarding and child protection, staff suitability, and governance.

### 7c. **Volunteers and DBS Checking**

We know that in some settings, volunteers can play an important role in the delivery of holiday clubs. Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

For some of the voluntary staff involved in the delivery of the holiday, activities and food programme in holiday clubs, this work will be done regularly and considered to be regulated activity. This means they will be subject to an enhanced Disclosure and Barring Service (DBS) check with barred list information.

There may be a very small number of volunteers who do not regularly carry out this role, and so it may not be considered as regulated activity. This means they may not be required to have an enhanced DBS check.

The guidance on [regulated activity in relation to children](#) contains definitions of what we mean by regular and regulated activity.

Example A guest speaker or presenter visits a holiday, activities, and food programme club to deliver a talk on nature. The guest is escorted by staff at the club (who are DBS checked) while on the premises and is not left unsupervised with CYP at any time. In these circumstances, we would not expect a DBS check to be carried out.

To provide reassurance to parents, families and carers, we strongly recommend that all volunteers who are involved in the delivery of the holiday, activities and food programme in holiday clubs should have an [enhanced DBS check](#) (which, where applicable, should include children's barred list information).

We do not recommend holiday clubs using volunteers that are not DBS checked, but if this occurs volunteers must not at any point be left alone and unsupervised with CYP in holiday clubs.

### 7d. **Other workers**

All staff who are employed by holiday club providers funded through the holiday, activities and food programme should be subject to an enhanced DBS check with barred list information.

Part 3 of [keeping children safe in education](#) sets out a clear process for safe recruitment. We recommend local authorities and holiday club providers follow this best practice when recruiting volunteers.

## 8. **Ofsted registration**

Holiday clubs may need to legally register with Ofsted depending on the provision they offer, they may also be eligible to register with Ofsted on the voluntary register or they may be [exempt from registration](#) entirely. Both clubs and providers that would require registration with Ofsted, and those that are exempt, can participate in the HAF programme.

To support the raising of quality and to better meet the safeguarding needs of CYP, certain providers can choose to [register with Ofsted](#) even if they do not have to.

One of the direct benefits to CYP and families of providers being Ofsted registered is that families may be eligible for tax free childcare or the childcare costs element of Universal Credit. Through this families may be able to [claim back up to 85% of their childcare costs](#) if they are attending and paying for extra childcare at Ofsted registered settings.

It is the responsibility of individual HAF providers to understand whether they are required by law to be Ofsted registered and to continue to review their status as and when the provision they are offering changes.

## **Additional Considerations from the DfE**

### **Provision for all**

The DfE strongly encourage local authorities to ensure the clubs and providers they fund are open to all children, not just to those who received a place funded by the HAF programme.

### **Working with children with SEND or additional needs**

There is flexibility in how the programme can be delivered to children with SEND or additional needs who are in receipt of FSM.

Risk assessments are an important part of this provision and should be used as an enabler to provide support rather than a barrier.

A good risk assessment which supports effective risk management and creative thinking will lead to different approaches to face-to-face support rather than support being withdrawn particularly for children, young people and families who are particularly vulnerable or at high risk.

### **Working with the secondary school age range**

There should be flexibility in the programme you offer to older children with careful consideration being given to a different model of food and activity provision.

This could include considering the location of provision, such as, pop up parks or urban areas. Some areas have reported a reduction in anti-social behaviour around those areas with a focussed HAF provision. Others have reported increases to the levels of assurance among parents and families that their children and young people are safe and secure when attending a HAF programme.

You might also consider the role that older children can have in supporting, designing, and leading sessions for their peers or for younger children – to help them to socialise and develop leadership skills which can be crucial for those in year 9 to 11.

## About Barnet's BACE/HAF Programme

We are seeking to fund a diverse range of projects and enrichment activities which are attractive and engaging for all ages and abilities of school children and include nutritious food. Activities can be open to all children, with priority given to those receiving benefits-related free school meals. Those not in receipt of benefits-related free school meals can pay to attend if there are sufficient spaces. Spaces for children in receipt of benefits-related free school meals will be made available at no cost to the family.

This fund is open to the voluntary and community sector, schools and private providers who can meet the objectives of the programme.

## Changes to the application process for 2024

For our 2024 programme, you will be required to complete an application form for each holiday period.

Please note: Applying to deliver BACE/HAF does not guarantee you will receive the funding for each holiday.

Decisions will be made holiday by holiday based on demand/need, your track record, and funding available within the constraints of the budget.

## 2024 Dates

The proposed Barnet HAF holiday programme dates for 2024 are:

Spring HAF (4 days) - 2 to 5 April 2024 / 8 to 12 April 2024

We will not be running the Spring HAF programme on the Bank Holiday: 1 April 2024 (Easter Monday).

Providers can apply for funding for a 4 hours per day, for 4 days.

Summer HAF (16 days) - 29 July to 2 August 2024 / 5 August to 9 August 2024 / 12 August to 16 August 2024 / 19 August to 23 August 2024 / 27 August to 30 August 2024

We will not be running the summer HAF programme on the Bank Holiday: 26 August 2024 (August bank holiday).

Providers can apply for funding for a 4 hours per day, for 16 days.

Winter HAF (4 days) - 23 December to 27 December 2024 / 30 December 2024 to 3 January 2025

We will not be running the Winter HAF programme on the three Bank Holidays: 25 December 2024 (Christmas day), 26 December 2024 (Boxing Day) and 1 January 2025 (New Year's Day).

Providers can apply for funding for a 4 hours per day, for 4 days. Providers can choose which days from the dates above they wish to run.

## Eligibility - Who can Apply?

- Voluntary or community groups
- Charities

Please note: You must have a current YBF membership and there is a cap of 50 places per venue, per day unless we have agreed a higher number based on previous track record.

Eligible costs (what agreed HAF funding can be used for)

- Staff costs for planning and delivery
- Volunteer expenses
- Venue costs
- Food and preparation costs
- Delivery – materials, activities
- Modest capital items required to deliver the programme e.g., small items of catering or sports equipment, but not larger items such as computers.

Exclusions that cannot be funded (what agreed HAF funding cannot be used for)

- Activity schemes based outside of Barnet
- Activity that is purely about research
- Activities which promote political or religious beliefs
- Retrospective funding
- Double funding or top up of a place from another funding stream

Applicants must be able to provide the following:

- Staff team all have enhanced DBS checks
- DBS information for all staff and volunteers stored on a single central record
- Safeguarding policy and procedures
- Names DSL and Deputy
- Public liability insurance
- Health and Safety policy and procedures
- Emergency procedures and a named, qualified first aider
- Risk assessments
- Suitable staff to child ratios based on age and type of organisation
- Accessibility, SEND and inclusion policies and procedures
- Equality and diversity policies and procedures
- Where appropriate provision is compliant with Ofsted requirements
- Evidence of being a registered food business
- Data protection policy with references to UK General Data Protection Regulation (GDPR)
- Contingency arrangements

In addition

- All Staff employed in the funded projects must have the right to work in the UK.
- They must be able to deliver the programme.
- All staff must be paid the appropriate London Living Wage.

Organisations can apply to run provision exclusively for HAF-eligible children or offer a number of places within an existing provision that also offers paid places.

## Age Ranges

The HAF programmes is arranged into two categories:

- Primary HAF – (primary age range: reception to school year 6)
- Secondary HAF – (secondary age range: school years 7 to 11)

This is to encourage more engagement for eligible secondary aged pupils. Providers can run for one age range or across both. This does not mean that providers will be expected to cover the full age range in either category, providers set their own age ranges.

## HAF Eligibility and identifying children

Children should be:

- Attending a school in the London Borough of Barnet
- eligible for benefits-related free school meals (this is different to the universal offer that all children in reception to year 2 receive)
- aged between 4 – 16 years (in school years reception to year 11)
- referred by a professional (those who are vulnerable but not eligible for benefits-related FSM) Eligible children will be allocated codes to enable them to book their HAF place.

There will be a professional referral process for children who are not eligible for benefits-related free school meals but who are classed as vulnerable. These children will be allocated codes to enable them to book HAF provision.

Organisations are responsible for marketing their own HAF provision and may wish to contact their local schools to see if they are able to support with directly referring eligible children. You can find contact details for Barnet Schools on <https://www.barnet.gov.uk/directories/schools>.

There has been an increase in the number of children who are eligible for benefits-related free school meals and the HAF programme over the past few years and we anticipate this number being over 12,000 eligible children in 2023.

The HAF team are looking for organisations who can target the areas with the highest numbers of children eligible for benefits-related FSM.

## Your Food Offer

The Barnet HAF programme is looking to further develop the food element of the HAF programme.

There is an expectation that mealtimes will be sociable times, with staff and children sitting together to enjoy meals where staff are positive role models. For some children the HAF programme will be introducing healthy nutritious meals which may be new to the children. Providers should be mindful of portion sizes and develop ways to support and encourage children to try new foods.

Providers can arrange for external caterers of their choice to provide their food as long as they are able to meet the school food standards and are registered food businesses.

## Ofsted registration

Organisations may need to register with Ofsted and there are benefits associated with doing so, but it is not a requirement for clubs and providers participating in the HAF programme and we know that not all will need or want to do that. Guidance on the exemptions to Ofsted registration are set out here:

<https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted/registration-exemptions>.

Applicants will need to either provide their Ofsted registration number for each venue or detail the exemption from the link above that they will be using for each venue.

Families may be eligible for tax free childcare or the childcare costs element of Universal Credit, through which families may be able to claim back up to 85% of their childcare costs if they are attending and paying for extra childcare at Ofsted registered settings. Further information is available via this link: <https://www.gov.uk/help-with-childcare-costs/universal-credit>.

## Finance

### Funding Rates

Organisations should calculate the costs per child per day to run this provision. The rate paid per child per day is £19.

Specialist SEND Providers who will be caring for children with SEND/high needs and may need a higher funding rate should discuss their funding requirements with the HAF team before applying.

### Bookings/Attendance and Funding

Not returning monitoring, late, or incomplete returns could result in final payments not being made and may affect future HAF applications.

Providers should keep records and evidence of the following which should be included with their final monitoring return:

- Marketing strategies used
- Records of contact with families who book and do not attend
- Copies of reminder contacts sent to families prior to the provision starting
- Details of any issues that arise with venues
- Any other information that may have impacted on the number of bookings or attendances in your provision

Ofsted registered providers should also ensure that this would not put them at risk of exceeding their registered numbers if applicable.

### Places Cap

Applications will be capped at a maximum of 50 places per setting. Providers with a good track record running a HAF programme in Barnet who have historically, regularly applied for and filled additional places may apply for additional places. It is advised that organisations apply for the number of places they feel confident that they can fill. Organisations can request additional places if demand is high and if HAF funding is still available.

### Payments

60% of allocated funding will be paid in advance and the final 40%, along with any additional funding allocated to support individual children, will be paid on receipt of satisfactorily completed monitoring returns.

If staggered payments would cause sustainability issues for an organisation, they should contact the HAF team to discuss.

Families of eligible children must not be asked for any payment towards the HAF programme. Organisations may offer additional paid days and hours provided these are optional and not a requirement of taking up a place.

## Booking System

2024 will see all providers use the barnetyouth.uk booking system. All participants wishing to book onto your programme will need to book via this platform.

If your application is successful, you will need to setup an account which is where your registers will be located with the relevant information for each participant.

Information on how to do this will be provided if your application is successful.

## Key Dates

Final monitoring and evaluation returns deadline:

- Spring HAF – Wednesday 17<sup>th</sup> April 2024
- Summer HAF – Wednesday 4<sup>th</sup> September 2024
- Winter HAF – Wednesday 8<sup>th</sup> January 2025

## How to apply

The HAF Application Form can be found on <https://www.youngbarnetfoundation.org.uk/bace>

If the number of applications exceeds the budget available, individual HAF programmes will be selected based on location (those in the highest area of need). Applications will be disqualified if the information provided is found to be false. The HAF Team may contact organisations by phone or email to clarify anything unclear in the application.

Successful applicants will be notified by email. Providers will then receive a Funding Agreement which they must complete, sign, and return via email to [grants@youngbarnetfoundation.org.uk](mailto:grants@youngbarnetfoundation.org.uk) by the deadline on the agreement. Failure to return the Funding Agreement by the deadline may result in the offer being withdrawn by the HAF team.

Applications from providers who have run previously in Barnet and have been found to be of poor quality or who have failed to meet key deadlines will have their applications rejected or restricted. Providers who fall into these categories can email [grants@youngbarnetfoundation.org.uk](mailto:grants@youngbarnetfoundation.org.uk) in advance of applying to confirm if an application would be accepted.

## Monitoring

Monitoring information is required to evaluate the HAF programme and to support planning for future HAF programmes. Monitoring is also used by the HAF team as part of the required returns to the Department for Education, who fund and oversee the HAF programme.

Not returning monitoring, late, or incomplete returns will result in final payments not being made and may affect future HAF applications.