



SPACE2GROW CHILDREN AND YOUNG PEOPLE'S FUND
SPACE2GROW #28 –WINTER HOLIDAY 2022 ACTIVITY & FOOD PROVISION
MINIMUM ELIGIBILITY CRITERIA

SPACE2GROW CHILDREN AND YOUNG PEOPLE'S FUND

One of the cornerstones of the work of Young Barnet Foundation is to raise funds to feed a grants pot, open to local groups to help with the provision of activities and services. We want to see more supportive youth services operating throughout Barnet, promoting, and growing opportunities and raising the aspirations of our children and young people.

Young Barnet Foundation Vision & Mission - it is important that you understand who we are and why we do what we do and that as a member you are committed to supporting our aims, mission, and vision.

Our Vision

All Children and Young People Thrive.

Our Mission

Every Child and Young Person in the Borough of Barnet has access to activities, opportunities and support services which meet their needs.

Context to this round of funding:

The school holidays can be particular pressure points for some families because of increased costs (such as food and childcare) and reduced incomes. Additionally, COVID-19 has impacted some families severely. Therefore, we are finding more children who are much less likely to be able to access organised activities. Some of these children can also suffer food insecurity leading to an unhealthy holiday in terms of nutrition and physical health as well as the resulting isolation.

Young Barnet Foundation has been working with The Mayor's Fund for the London Kitchen Social programme, as part of the steering/development group, to bring more holiday provision to Barnet to address these needs. A number of these projects have been running under the name of Kitchen Social Projects.

Following the successful delivery of the Holiday Activity Fund during 2021, the Department for Education has announced further funding to continue to support this programme. This round of funding for Summer and Winter Holidays 2022 is the second tranche of this funding, with further rounds likely to be announced for 2023.

Space2Grow#28 - Winter HAF

CHANGES FROM SUMMER CRITERIA

We are seeking providers to undertake 4 days of provision (minimum of 4 hours per day) with food, during the Winter Holiday (Monday 19th December – Monday 2nd January). Many providers in previous rounds have already indicated that they wish to do so – this application process is your opportunity to review your numbers based on provision over the summer and revise any figures accordingly.

The application form should take no longer than about 5 minutes, and can be accessed here <https://form.jotform.com/222901835180351>

Please note that this form is only for use by those providers who have previously delivered a HAF project. For new providers, please contact Matthew Dixon, HAF coordinator at HAF@youngbarnetfoundation.org.uk or on 07547 260194

To make it easier for applicants to understand the changes to the criteria between Summer 2022 (the Summer Criteria are attached as Appendix 2 of this document) and Winter 2022 provision, these are summarised below:

1. **Collection of Wonde Voucher Codes for Participants on Free School Meals:**

See Appendix 1 below, but in summary

“Schools will be sending an email after the October half-term, followed by a text to parents of children who are in receipt/eligible for FSM.

The message will contain a onetime use voucher code for parents – parents will be notified in the message they must show the code upon arriving at camp. You will be required to note the code/upload the code on to the booking system to verify their eligibility.”

Therefore, it is our expectation that providers will:

- Amend their booking systems to collect these voucher numbers for Free School Meal Participants on registration.
- Will provide these Voucher numbers within the Attendee Data Form which you are required to complete and return as part of the Monitoring & Evaluation.

We must remind participants that completion of the Attendee Data Form in full is a requirement of participation, and you must have the necessary systems in place to do so.

2. **Collection of Number of Booked Places prior to commencement / submission of daily numbers.**

By, or prior to, Friday 16th December, successful providers must provide us with confirmation of the number of bookings via text or WhatsApp message to **07756 925644**, or by email to HAF@youngbarnetfoundation.org.uk.

As per Summer provision, providers will be expected to provide submission of daily numbers of daily attendees by the same method.

3. **Payment of Grant**

Due to the limited budget for the total HAF programme, total payment of the grant will be made on *either* the Actual Numbers of Participants achieved *or* the Booked Numbers prior to commencement *whichever is the greater*.

	<p>In terms of upfront payment this will be made on the basis of 85% of Capacity per day. Any adjustment required to overall payment will be on the basis of the final grant payment.</p> <p>In all other respects, the criteria remains the same as in the summer (as outlined in Appendix 2).</p>
<p>Timetable for application</p>	<p>Open for Applications: Wednesday 26th October 2022 Applications Closed: 23:59, Sunday 6th November 2022 Applicants Informed: by Friday 18th November</p>

Appendix 1 – Wonde Vouchers System



Dear Members,

We are pleased to announce the introduction to WONDE.

As you may be aware, the Holiday Activity & Food (HAF) programme is funded by the Department of Education for children and young people who are entitled to free school meals (FSM).

Therefore, it is our duty as providers that we are reaching the cohort which the money has been intended to serve and provide the Department of Education evidence of this.

The National HAF co-ordinator has recommended using the WONDE service as this is a way in which we can ensure we are effectively targeting this cohort and to ensure we are able to evidence we are reaching the target audience.

WONDE is an intuitive system which is simple to use, and which schools are already familiar with using as part of the Household Support Fund programme where they can issue vouchers to the correct families electronically. Therefore, schools will be issuing HAF Holiday e-vouchers to all their FSM children in Barnet.

WONDE, will be in touch with you to explain how the system works in more detail, however, we wanted to give you a break down in advance to support you're understanding.

- 1) Schools will be sending an email after the October half-term, followed by a text to parents of children who are in receipt/eligible for FSM.
- 2) The message will contain a onetime use voucher code for parents – parents will be notified in the message they must show the code upon arriving at camp.
- 3) You will be required to note the code/upload the code on to the booking system to verify their eligibility.

If a child does not have a WONDE code and is eligible for free school meals, they will need to go to their school to request one where possible.

If you have any further questions, please contact baceholidays@barnet.gov.uk.

Appendix 2 – Summer HAF Eligibility Criteria

Applicant Information Summary	
Aim of the Fund	<p>N.B. Potential applicants should read the Programme Briefing document in full.</p> <p>The focus for the Department for Education funding is to:</p> <ul style="list-style-type: none"> • Relieve pressure points for some families during school holidays as a result of increased costs and reduced incomes. • Support children who may be more likely to experience ‘unhealthy holidays’ in terms of nutrition and physical health. • Increase opportunities for children from lower-income families who may be less likely to access fun activities. • Provide consistent and easily accessible activities, for more than just breakfast or lunch through free holiday clubs. <p>The funding is for school age children aged 5-16 years old.</p> <ul style="list-style-type: none"> • Primary beneficiaries of the programme are intended to be Free School Meals eligible children • Priority will be given to schools with a high percentage and/or number of pupils eligible for Free School Meals • Priority will be given to geographical hotspots showing high levels of economic disadvantage, obesity, and deprivation • Support will also be provided for a percentage of children who are not in receipt of FSM but face hardship however this should not be the majority of participants • Support may also be provided to siblings of eligible children at the provider’s discretion <p>All provision under this programme must be accessible to any child meeting the criteria and be publicised widely, not just open to the children and young people engaged with on a regular basis.</p> <p>The provision should have the following minimum elements:</p> <ol style="list-style-type: none"> 1. Healthy Food 2. Enriching activities. 3. Physical activity. 4. Nutritional Education. 5. Relevant Policies and Procedures in place <p>In addition, you must consider if your provision is or can be inclusive and accessible (for instance, can you provide to children with SEND)</p> <p>As a result of the holiday provision, we want to see Children and Young People:</p> <ul style="list-style-type: none"> • Eat more healthily. • Be more active. • Take part in engaging and enriching activities. • Be safe and not isolated. • Have greater knowledge of health and nutrition. <p>Providers must meet the minimum Department for Education standards, as outlined in the briefing document, specifically relating to:</p> <ul style="list-style-type: none"> • Food

- Nutritional Education
- Physical Activities
- Enriching Activities
- SEND Requirements
- Signposting and Referrals
- Policies and Procedures

Successful applicants will be required to provide evidence of having the relevant policies and procedures (where they have not already done so in previous rounds of funding) in place, specifically:

- Safeguarding
- Health & Safety (including risk assessments)
- Insurance
- Accessibility & Inclusiveness (Equality & Diversity)
- Compliance with Food Hygiene regulations, where you are preparing the food onsite.
- Where appropriate, organisations must be compliant with OFSTED requirements for working with children

The priorities for Barnet are:

1. Provide for the highest predicted percentage of children and young people in receipt of free school meals.
2. Propose innovative, creative, and enriching programmes for children and young people.
3. Delivery engaging food education activities to CYP (and parents)
4. Focus programme delivery directly on or targeted at areas of high need anywhere in Barnet.

We will therefore prioritise those submitted applications which most closely match these.

When scoping your project, we would ask you to consider which partners you can work with, both from the VCSE, Faith and Statutory Services (children's Centres, Schools, 0-19 Hubs).

For Face-to-Face provision of activities, the requirements for the Summer and Winter Holidays 2022 are that activities should provide a minimum of:

Summer Holidays (Monday 25th July – Wednesday 31st August), we are looking for a minimum of 4 hours per day, 4 days on any weekday, over 4 weeks over the summer break (a total of 64 hours), including mealtime / lunch/ eating space. We would welcome applications willing to provide more. We are encouraging YBF members to deliver during weeks 3-6 of the summer holiday, to complement council provider delivery during weeks 1-4. This is not a forced requirement but would welcome you to consider this so that there is provision in the Borough across the whole summer Holiday period.

Winter Holiday (Monday 19th December 2022 – Monday 2nd January 2023), the format remains as a minimum of 4 hours per day, 4 days on any weekday (Total 16 hours)

Organisations applying for both Summer and Winter Holiday provision will have the opportunity to review and confirm their proposed numbers for Winter, following the summer delivery period.

Providers will be requested to indicate within the application form and accompanying Application Spreadsheet when they will be undertaking delivery over both the Summer and Winter Holidays.

The Department for Education has stated that they all providers must ensure the provision of hot food during the Winter Holiday period.

As in previous rounds of funding, providers can work with their own identified food partners (who must adhere to the food school standards which are outlined in the briefing document), or, alternatively, Young Barnet Foundation will again be working with food partners who can provide food to you (if you chose to this option, your total grant will be reduced to take account of the cost of food per child per day which is £3.10).

If you wish to take advantage of the provision of food via Young Barnet Foundation's providers, then you must contact grants@youngbarnetfoundation.org.uk prior to submission of your grant application to discuss the potential numbers of meals per day required.

In scoping your project, organisations must take account of the restrictions and guidelines in place at the time of delivery. The National Youth Agency has published guidance for the current restrictions in place. It is strongly suggested that organisations familiarise themselves with the guidance available at <https://nya.org.uk/guidance/>

Given this guidance, Young Barnet Foundation proposes that organisations may apply for any realistic size of group which they feel they are able to manage, taking into account any existing requirements for effective safeguarding arrangements. If your group is affiliated with a national association (uniformed, etc.), you should check what additional guidance or requirements they have put in place to safeguard young people. They may have developed additional specific guidance for you to consider or actions required prior to commencing delivery.

If Government and National Youth Agency guidance changes, then Young Barnet Foundation reserves the right to restrict funding to the maximum size of groups allowed under restrictions in place at the time of delivery. The priority overall is the distribution of food and essentials to families who would otherwise be in receipt of free school meals or who are in significant need.

In scoping their project, applicants should have a realistic estimate of the attendee numbers they expect in the holiday periods, where basing this on their actual attendees at previous Holiday Activity Funded schemes.

For this and future rounds of Holiday Activity Fund grants, there will be an element of payment by results. Grants are to be paid 85% of the grant upfront and the final 15% on return of your M&E and subject to recalculation based on your actual attendance figures.

Young Barnet Foundation reserves the right to review the funding provided. Where necessary, based on actual attendance figures, we will either withhold a portion of funding, or, in circumstances where the organisation has achieved greater numbers than originally predicted (and subject to prior agreement with Young Barnet Foundation), increase the final payment to reflect the numbers achieved as stated within your Monitoring & Evaluation.

	<p>This is also the case in circumstances where the project is not able to proceed as planned (for example, COVID isolation). In all such cases, it is our expectation that grantees will keep us informed of any issues that may affect delivery.</p> <p>To try and help monitor numbers of attendees during the project, you will be requested to provide confirmation of daily numbers. Process for this is to be confirmed.</p> <p>Participants should be asked to book onto all 4 days per week of provision (i.e., no single days), and providers should have their own registration systems in place to enable this. This a DfE requirement for this round of funding.</p>								
Geographical Area of Benefit	<p>Projects must benefit children and young people living or schooling in the London Borough of Barnet</p> <p>Specifically, projects must target those schools with the highest numbers of Children & Young People eligible for Free School Meals. There is a flexibility in the grant arrangement that a maximum of 15% may be non-free school meal eligible, but must be deemed vulnerable children in one of the following categories;</p> <ul style="list-style-type: none"> • Looked after children • Young Carers • Children on EHCP plans • Young people on a child protection plan • Young people living in areas of high deprivation • Children and young people known to social care • Refugee and Asylum-seeking families • Elected home educated • Young people at risk of being NEET <p>Applicants should see the maps within the briefing document for more detailed information.</p>								
Total Funding Available	<p>As per the briefing document, grants will be calculated on an allowance of £19.00, per head, per day (minimum 4-hour period)</p> <p>The associated spreadsheet, which you will have to upload with your application will calculate the total amount of grant to which you are entitled, based on the hours and numbers of Children & Young People to whom you are delivering your project.</p>								
Contribution of Grant	Department for Education, via London Borough of Barnet								
Size of Grants Available	Calculated on the basis of £19.00 per head, per day (minimum 4-hour period)								
Deadlines	<table border="1"> <tr> <td>Open for Applications</td> <td>tbc</td> </tr> <tr> <td>Application Deadline</td> <td>tbc</td> </tr> <tr> <td>Panel Meeting</td> <td>tbc</td> </tr> <tr> <td>Applicants informed</td> <td>tbc</td> </tr> </table>	Open for Applications	tbc	Application Deadline	tbc	Panel Meeting	tbc	Applicants informed	tbc
Open for Applications	tbc								
Application Deadline	tbc								
Panel Meeting	tbc								
Applicants informed	tbc								
Completion	All grant funded projects must be completed during the Summer and Winter Holidays 2022. Monitoring & Evaluation for each Holiday period must be submitted on the last day of project delivery.								

Minimum eligibility criteria:

- Your organisation must either be based or deliver services for children and young people in Barnet.
- Applicants must be a member of the Young Barnet Foundation (complying with the YBF membership criteria) – membership is free.
- Applicants must be a VCSEF (Voluntary, Community, Social Enterprise, and Faith) organisation as for example defined by the National Council for Voluntary Organisations: [Definition](#)
- Applicants must not be one of the excluded types of organisations as outlined below
- All face-to-face activity should take place in Barnet for school aged children 5-16 years of age.
- All the proposed activity must be delivered during the Summer and Winter Holiday period for 2022.
- Your organisation must have a bank account registered in the name of the organisation, with a minimum of two signatories.
- Your organisation must have the following policies in place: Safeguarding, Health and Safety, Insurance and Accessibility & Inclusiveness/Equalities & Diversity. Successful organisations will be required to provide copies of these.
- All staff working to deliver the project must be DBS checked and organisations must follow strong safeguarding procedures as detailed in their safeguarding policy. This will need to be submitted with your application for funding.
- Your organisation must have a Risk Assessment in place for all activities.
- Organisations cooking food on site must have fully qualified staff to deliver this, with associated food hygiene certificates.
- Grants must be for universal services, i.e., cannot be for religious or political activity which is not for wider public benefit (see table of excluded types of organisations below)
- You must agree to publicise your HAF programme so we can reach as many CYP as possible. Further details of this will be provided to successful applicants.
- Inadequate delivery/not meeting the standards required and/or late monitoring will affect your eligibility to apply in future rounds.
- Applications will only be considered if received by the deadline.
- You must provide hot food for the majority of the meals you provide.
- The activity provided must be in the framework of HAF - a fun, enriching activity with food, it should not be an educational activity regularly run for e.g., supplementary school standard delivery.

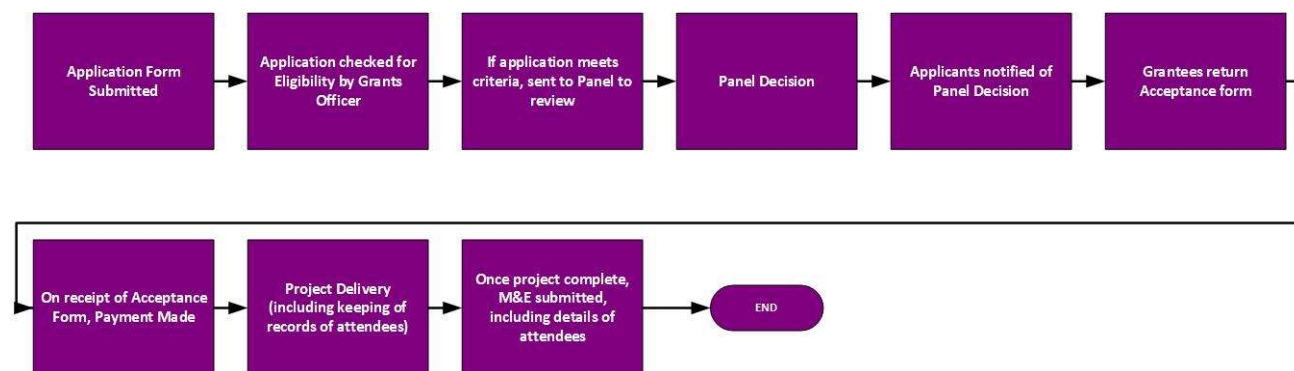
Exclusions: Young Barnet Foundation's mission is to support the local CYP VCS; therefore, the Grants Panel cannot consider applications for/from the following: -

Sole benefit of individuals.	Bursaries for higher education (including postgraduate)
National organisations with no track record of delivery in the Charity's beneficial area	Programmes that fall under PHSE or Citizenship.
Other grant-giving organisations	Conservation and environmental projects where the project is primarily conservation focused and not children and young people.

Housing Associations	Core costs for umbrella bodies or second tier organisations
Hospitals, Hospices or Clinical Commissioning Groups	Political or religious activities (although secular projects by faith groups are welcomed where there is a wider community benefit).
Statutory bodies to fund their normal services or activities (including Schools etc).	Retrospective funding.
Supplementary Schools provision	Continuing or Regular delivery of existing services
For statutory obligations	Overnight school journeys or trips abroad
General charitable appeals	Events/activity whose principle aim is to raise funds for other organisations.
Lobbying and campaigning	Medical care (including rehab) and resources
Endowment funds	Feasibility studies
Research	Funding to meet an overspend on a project funded elsewhere.
Telephone helplines	Non-Young Barnet Foundation Members

This is not an exhaustive list and applicants should contact us if they are unsure whether they qualify to apply.

Application Process:



Applications must be submitted online, together with all the relevant documentation. Applicants must ensure that they upload their application spreadsheet, which forms an integral part of the application.

Match funding:

This funding may be used as match funding towards previously secured funding (including previous rounds of Space2Grow funding) where the applicant has already organised activities which fulfil the criteria during the Summer and Winter Holidays.

Delivery, Partnerships & Networks:

When scoping your project, we would ask you to consider which partners you can work with, both from the VCSEF (Voluntary, Community, Social Enterprise, and Faith) sector and Statutory Services (children's Centres, Schools, 0-19 Hubs).

Geographic Location:

Projects must target those schools with the highest numbers of Children & Young People **eligible for Free School Meals**. They must also consider delivery within the areas identified as having the highest risk of food poverty or identified as being within an area most deprived according to the Index of Multiple Deprivation for the Borough.

Applicants should see the maps within the briefing document for more detailed information.

Project Start:

Projects must be delivered within the Summer Holiday (Monday 25th July – Wednesday 31st August) and Winter Holiday (Monday 19th December 2022 – Monday 2nd January 2023)

Decision Making Process:

Assessment: Applications will initially be assessed by the YBF Grants Officer and staff against the funding criteria.

Funding Panel: Eligible applications will then be reviewed by an independent Funding Panel composed of a mix of stakeholders. These may include (but are not limited to):

- Representative(s) from the Young Barnet Foundation board of Trustees
- A representative from NHS Barnet Clinical Commissioning Group
- A representative from the Local Authority
- Young Barnet Foundation Funder Representative
- Young person(s)
- A representative/s from other appropriate funding agencies may also be invited to attend

- Local based

The funding panel's decision is final. There is no appeal process in place. Due to the expected volume of applicants, it will not be possible to give feedback at this time.

Panel Outcome: Applicants will be notified of the outcome of their application no later than the w/c **xx/xx/xx** – however, if applications are assessed on a continuous basis, we will aim to inform applicants as soon as a decision has been made.

Grant Monitoring Process:

The holiday programme funder, the Department for Education, requires all providers to collect the following information for all pupils attending each session so that the attendance data can be matched to the National Pupil Database:

1. Initials
2. Gender
3. Date of birth
4. Home postcode
5. Free School Meal Status of Attendee
6. Dates of all sessions attended - registers

Successful Applicants will be provided with a spreadsheet into which the attendee data must be recorded, and this will need to be uploaded into the Monitoring & Evaluation Form. It should be stressed to applicants that they must complete this spreadsheet **in full**. We must have Date of Birth and Free School Meal Status, as well as sessions attended for each Participant, as we are required to provide this information to the Department for Education.

You will also be requested to provide:

- An anonymised quote from a participant
- A quote from one of your staff or volunteers
- Details of the Nutritional Education provided
- Photos of your activity, and confirmation that the appropriate permission has been sought

The data provided will be shared with London Borough of Barnet to satisfy the requirements of the funder

Monitoring & Evaluation Must be submitted on the final day of the project; this is to enable us to complete programme reporting to both Barnet Council and the Department for Education. Failure to complete the Monitoring & Evaluation in a timely manner may preclude your organisation from bidding for further rounds of Space2Grow funding. In addition, as grants are to be paid (for each holiday) 85% of the grant upfront and the final 15% on return of your M&E and subject to recalculation based on your actual attendance figures, it is essential that you complete the M&E accurately and on the final day of delivery. This will enable us to make the final payment as soon as possible.

ALL SUBMISSIONS must be through the online Monitoring & Evaluation form – details of which will provided later in the process.

We are encouraging all applicants to join us in using the *Upshot* monitoring and evaluation web-based tool. For more information, please contact Young Barnet Foundation. Costs are extremely competitive for an organisation at less than £5 per week for Members (£240.00 inc. VAT pa). Whilst using *Upshot* is not a compulsory requirement for your Space2Grow application, we encourage you to consider the benefits to

your organisation of using this data collection and management system. Young Barnet Foundation can provide full training to use the system and the software can be used for use throughout your organisation and not just for the Space 2 Grow funded project. Further information available at <http://upshot.org.uk/>

If you as an organisation have an existing monitoring & evaluation system in place, we will be pleased to receive reports produced by this, provided it fulfils the minimum Monitoring requirements for the Space2Grow fund.

Please note: reporting is not designed to be onerous, however, we need to evidence the impact of funding so that we can grow local funding to support the sector further along with accounting for Public Money.

Informing us of significant events.

It is necessary for you to keep Young Barnet Foundation informed of any significant events that will have an impact on the work that we are funding, or on your organisation. Please do not wait until the end of your grant to advise us of these changes.

You should inform Young Barnet Foundation immediately if any of the following changes occur:

- A major organisational change or new policy direction
- A change to your organisation's name or constitution
- Significant and unexpected changes to your Trustee board
- A severe funding crisis or other threat to the viability of the organisation including insolvency
- A potential merger
- Winding up of the organisation
- Any other significant change to your organisation or project.

Terms and definition

Voluntary, Community, Social Enterprise, and Faith Sector

The Voluntary, Community, Social Enterprise, and Faith sector (VCSEF, sometimes referred to as the Third Sector), is the term used to describe the range of organisations which are neither state nor the private sector. It includes organisations such as associations, self-help and community groups, voluntary organisations, social enterprises, housing associations, mutuals and co-operatives. Such organisations are sometimes, but not always, charitable (as defined in law) but may be registered charities. VCSEF Organisations are independent of government; 'value-driven' – that is, they pursue social, environmental, or cultural objectives rather than primarily aiming to make profit; they reinvest any surpluses, or in the case of Social Enterprises all surpluses, in the pursuit of their objectives.

A **constituted group** is a **group** of people who come together to further any objective; in this case, to support children and young people. The **group** is run on a voluntary basis and is set up as a small organisation in its own right, with a management committee, constitution, and its own bank account.

This document is expected to be read in conjunction with the Space 2 Grow Children and Young People's Fund (no.24) Terms and Conditions.

Further information

For further information on any aspect of the Space 2 Grow – Children and Young People's Fund please visit www.youngbarnetfoundation.org.uk or email grants@youngbarnetfoundation.org.uk

End