



Delivering



In Barnet

In partnership with



Holiday Activity with Food Programme – Easter 2022

# 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**

Where Barnet as one community, invests in all our children and young people, ensuring that they have opportunities for fun, growth, connection, success and celebration - helping today's children become tomorrow's confident, successful adults.

### **Our Mission**

Space 2 Grow - ensuring that children and young people can access local opportunities, in safe spaces, to grow and develop to be the best that they can be.

As a membership vehicle, we provide strong fundraising and capacity building support to the local voluntary sector. Driving new initiatives and supporting existing services by working in partnership with our members, both community and statutory partners, local businesses and residents of Barnet.

### **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; indeed COVID-19 has impacted some families severely. Therefore, more children are much less likely to be able to access organised activities. Furthermore, some of these children can suffer food insecurity leading to an unhealthy holiday in terms of nutrition and physical health as well as the resulting isolation.

Young Barnet Foundation have worked with The Mayor's Fund for 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 had 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 Easter 2022 is the first tranche of this funding, with other rounds likely to be announced (but likely with revised criteria) later in the year.



### Applicant Information Summary

#### Aim of the Fund

The focus for the Department for Education funding is to:

- 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.

The funding is for school age children aged 5-16 years old. The Primary beneficiaries of the programme are intended to be those children 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;

- 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
- Other vulnerable category, that you must submit prior to delivery.

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 you work with on a regular basis.

You may be requested to identify within the non free school meal eligible young people which groups listed above you were able to support

The provision **should have the following minimum elements:**

1. Healthy Food
2. Enriching activities.
3. Physical activity.
4. Nutritional Education.
5. Relevant Policies and Procedures in place

In addition, you must consider if your provision is or can be inclusive and accessible (for instance, can you provide to children with SEND)

As a result of the holiday provision we want to see Children and Young People:

- 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.

Providers must meet the **minimum Department for Education standards**, as outlined in the briefing document, specifically relating to:

- 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.



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|   | <p>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).</p>  |
| <b>Easter 2022 Specific Information</b> | <p>For Face-to-Face provision of activities, the requirements for the Easter Holiday 2022 is that activities should provide a minimum of:</p> <ul style="list-style-type: none"><li>• Minimum 4 hours per day,</li><li>• 4 week days</li><li>• Within either Week 1 (4-8<sup>th</sup> April 2022), or Week 2 (11-14<sup>th</sup> April 2022) over the Easter Holiday 2022 period*</li><li>• Delivery may <b>not</b> be split across the two weeks</li><li>• Including the provision of hot food.</li><li>• Participants should be asked to book onto all 4 days of provision (i.e. not single days), and providers should have their own registration systems in place to enable this.</li></ul> <p>This a DfE requirement for this round of funding.</p> <p>* Providers are informed that our preference is that you deliver within week 2 to complement delivery by LBB; but we are open to week 1 application.</p> <p>Providers will be requested to indicate within the accompanying Application Spreadsheet and application form their dates and times of delivery.</p> <p>The Department for Education has stated that they all providers must ensure the provision of hot food.</p> <p>Providers can work with their own identified food partners (who must adhere to the food school standards which are outlined in the briefing document). For those groups that cannot deliver the food element themselves or with a partner, we are able to place you in contact with the provider with whom we worked with during Summer 2021. Your organisation would need liaise directly with them in order to arrange this. The rate for this service will be £3.10 per child, per day to include cost of delivery, and you should allow for this within your budget. If your organisation would wish to take advantage of our providers, then please contact <a href="mailto:grants@youngbarnetfoundation.org.uk">grants@youngbarnetfoundation.org.uk</a> prior to submission of your application, outlining how many meals per day you would require and the location of your project delivery.</p> <p>Covid; 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 <a href="https://nya.org.uk/guidance/">https://nya.org.uk/guidance/</a></p> <p>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</p> |

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|  | <p>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.</p> <p>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.</p> <p>In scoping their project, applicants should have a realistic estimate of the attendee numbers they expect in the 4 days, where possible basing this on their actual attendees at previous Holiday Activity Funded schemes. While there will not be a ‘payment by results’ element to the funding, where organisations significantly underperform by comparison to their planned delivery, Young Barnet Foundation and our partners reserves the right to review the funding provided, and where necessary, to request the return of a portion of funding to reflect this. 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>Participants should be asked to book onto all 4 days of provision (i.e. not 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> |
| <p><b>Geographical Area of Benefit</b></p> | <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 &amp; Young People <b>eligible for Free School Meals</b>. 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"> <li>• Looked after children</li> <li>• Young Carers</li> <li>• Children on EHCP plans</li> <li>• Young people on a child protection plan</li> <li>• Young people living in areas of high deprivation</li> <li>• Children and young people known to social care</li> <li>• Refugee and Asylum seeking families</li> <li>• Elected home educated</li> <li>• Young people at risk of being NEET</li> </ul> <p>Applicants should see the maps within the briefing document for more detailed information.</p>   |



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| <b>Total Funding Available</b>  | As per the briefing document, grants will be calculated on an allowance of £19.00, per head, per day (minimum 4 hour period)<br><br>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. |  |
| <b>Contribution of Grant</b>    | Department for Education, via London Borough of Barnet   |  |
| <b>Size of Grants Available</b> | Calculated on the basis of £19.00 per head, per day (minimum 4 hour period)  |  |
| <b>Deadlines</b>                | <b>Open for Applications</b>   | <b>Thursday 27<sup>th</sup> January 2022</b>   |
|                                 | <b>Application Deadline</b>  | <b>23:59 on Sunday 13<sup>th</sup> February 2022</b>   |
|                                 | <b>Panel Meeting</b>   | <b>w/c 14<sup>th</sup> February 2022 – but applications may be assessed on a continuous basis</b>              |
|                                 | <b>Applicants informed</b>   | <b>As soon as possible once decisions have been made, and no later than: w/c 21<sup>st</sup> February 2022</b> |
| <b>Completion</b>               | All grant funded projects must be completed during the Easter Holiday 2022. Monitoring & Evaluation must be submitted no later than Sunday 1 <sup>st</sup> May 2022  |  |

#### 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 VCFSE (Voluntary, Community, Faith and Social Enterprise) 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 of the proposed activity must be delivered during the Easter 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 (where they have not done so in previous rounds of HAF funding).
- 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.



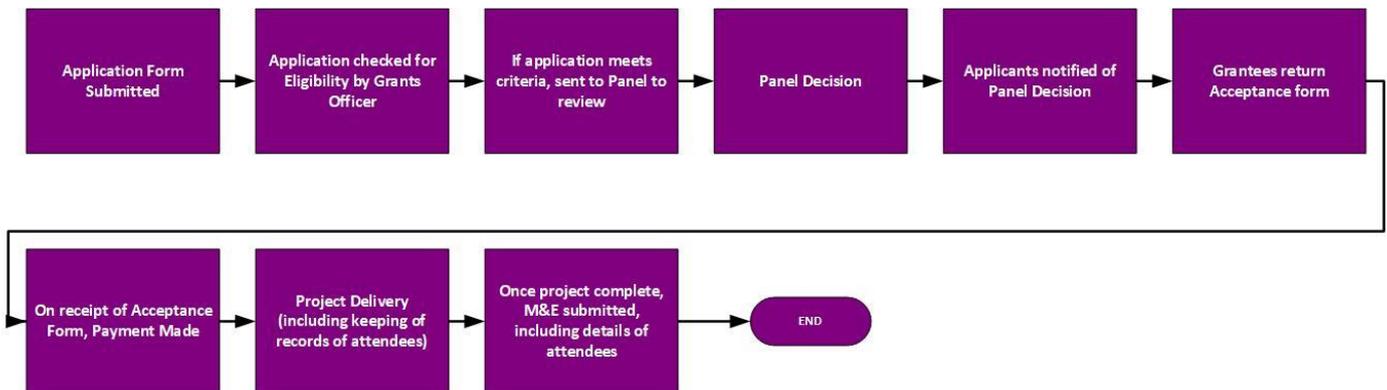
- Grants must be for universal services, i.e. cannot be for religious or political activity which is not for wider public benefit (see table of excluded types of organisations below)
- You must agree to publicise your HAF programme so we can reach as many CYP as possible. Further details of this will 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.
- Your inability to provide hot food does not preclude you from this application round, we encourage you to contact us to discuss options before applying.
- 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 eg supplementary school standard delivery.

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

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| 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 Easter Holiday.

### Delivery, Partnerships & Networks:

When scoping your project, we would ask you to consider which partners you can work with, both from the VCFSE (Voluntary, Community, Faith and Social Enterprise) 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 Easter Holiday period, Monday 4<sup>th</sup> April 2022 – Monday 18<sup>th</sup> April 2022. On one, not both of the weeks.

### 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 a Panel of YBF Senior Staff and Senior staff at London Borough of Barnet.

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 21<sup>st</sup> February 2022 – 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 programmer 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 (we no longer require full names)
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 can be recorded, and this will need to be uploaded into the Monitoring & Evaluation Form. This is the same as in previous rounds of the Holiday Activity Fund. 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 and Evaluation of your project must be completed and returned by Sunday 1<sup>st</sup> May 2022; 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.

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, Faith and Social Enterprise

The Voluntary, Community, Faith and Social Enterprise (VCFSE, 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. VCFSE 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.23) 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](http://www.youngbarnetfoundation.org.uk) or email [grants@youngbarnetfoundation.org.uk](mailto:grants@youngbarnetfoundation.org.uk)

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