

Brent's Holiday Activities and Food Programme

FREE exciting activities are running over the Easter, summer and Christmas school holidays.

Included is a **FREE** healthy meal each day!

Activities will take place across Brent and include: football, skateboarding, drumming, dancing, drama, art, podcasting, music production, trips and more!

To attend the programme, children/ young people must meet **ALL** the following requirements:

- Be in Reception to Year 11
- Live in Brent or attend a Brent school
- Receive benefit-related free school meals (please note this does not include universal free school meals)

Do you deliver fun activities to children and young people in the Brent area?

Apply for funding for the Easter, summer or Christmas period.

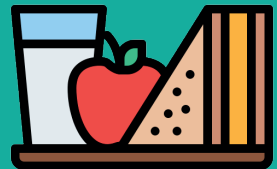
There are support sessions running in January to help applicants through the process.

Find out more and how to book at www.brent.gov.uk/haf or scan the QR code.

Funded by



Department
for Education



 Brent

Brent Holiday Activities and Food (HAF) Programme 2024 | Expression of Interest Supporting Information

About the HAF Programme

Brent Council has been awarded funding from the Department for Education to deliver the Holiday Activities and Food (HAF) Programme in 2024, as part of a national scheme. The programme provides free holiday provision including healthy food and enriching activities to eligible children and young people, and the aim of the programme is to support the physical and mental health and wellbeing of children and young people, encouraging them to engage in interactive and fun activities during the holidays.

The programme will offer free places at holiday provision in the Easter, summer and Christmas school holidays in 2024 for school-aged children in Reception to Year 11 (inclusive) who are in receipt of benefits-related free school meals. Please note, there may also be flexibility to provide a small number of free or subsidised places for children and young people who do not receive benefits-related free school meals but who could benefit from the HAF programme, and further information on this will be sent to successful applicants. Holiday provision can also be open to non-eligible children, but their participation cannot be funded through the government grant.

The HAF Programme needs to provide activities for the equivalent of at least 4 hours a day, 4 days a week over 4 weeks during the summer, and a week at both the Easter and Christmas holidays. Please note that the duration of your provision can be flexible, and it is not a requirement for individual providers to cover all weeks that the programme runs.

We are keen to work in partnership with local organisations, schools and the community and voluntary sector to offer a varied and wide range of activities. We are seeking expressions of interest from providers who would like to run face to face holiday provision during any of the three HAF holiday periods in 2024.

Aims and Requirements:

The aim is that attending the HAF programme 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:

- ensuring they are signposted towards other sources of information and support, such as health services or employment and education opportunities

We welcome expressions of interest from organisations that can help deliver the Brent HAF programme throughout 2024, ensuring that the below DfE standards and requirements are met.

1. **Healthy meals:** provide at least one healthy meal a day (breakfast, lunch or an evening meal) and food provided must meet the [School Food Standards](#) throughout the day. The expectation is that the food served by providers should be hot, although we acknowledge that there may be times (e.g. trips), where cold food is most appropriate. All food provided must comply with regulations on food preparation, take into account allergies and dietary requirements, and take into account any religious or cultural requirements for food. To ensure that there is no stigma associated with HAF funded places, if a provider is open to both HAF-funded and non-HAF funded places, it is vital that all attendees are provided with an identical food offer and that HAF funded children are treated equally.
2. **Enrichment activities:** provide fun and enriching activities that give children opportunities to develop or consolidate skills or knowledge, try out new experiences and have fun and socialise.
3. **Physical activities:** offer activities that meet [Physical Activity Guidelines](#) on a daily basis. 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:** HAF providers should incorporate helping children to understand more about the benefits of healthy eating and nutrition into their programme. These do not need to be formal learning activities, and could include activities like getting children involved in food preparation and cooking, growing fruit and vegetables, taste tests, discussing food and healthy eating during mealtimes, and including food and nutrition in other activities. Activities can also support children and young people in wider learning about healthy lifestyles and exercise.
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 children who attend their provision and their families. HAF providers can also



offer training, advice and healthy eating sessions and activities for parents, carers or other family members.

6. **Policies and procedures:** demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to: safeguarding (including the recruitment of staff and volunteers) health and safety, insurance, accessibility and inclusiveness. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.

For the most up to date information and guidance, please refer to the [Brent HAF Programme webpage](#) and guidance issued by the [Department for Education](#).

Expression of Interest for HAF Grant Funding:

If you are interested in being part of the Brent HAF Programme **during any holiday period in 2024**, please outline your proposal by completing [an expression of interest form](#). Please submit expressions of interest for the 2024 HAF Programme as soon as possible and by **midnight on 1st February 2024**. We are interested in expressions of interest from both individual organisations and consortia, but please indicate if you would like help to identify a partner to work with.

Organisations can submit proposals for HAF programme funding, covering activities in the Easter, summer and Christmas holidays of 2024. Whilst Brent reserves the right to re-open the expression of interest form at a later date, this is subject to need and not guaranteed. **Therefore, any organisations interested in running a Brent HAF programme at any point in 2024 and/ or January 2025 should submit their proposal for Easter and / or summer and / or Christmas by 1st February 2024.**

Whilst organisations should submit detailed proposals where possible, we are aware that proposals for activities later in the year may not yet be confirmed, and organisations can therefore provide indicative information that is yet to be confirmed as part of the expression of interest form. The school holiday dates for Brent community schools are listed below. For other schools in Brent please check the relevant website.

- Easter Holiday: 29 March to 12 April 2024
- Summer Holiday: 24 July to 30 August 2024
- Christmas Holiday: 23 December 2024 to 6 January 2025

Expression of Interest Review:

We will use the information you provide on the expression of interest form to award the grant funding in an efficient, open and transparent way according to the DfE HAF

programme standards, aims, objectives and stipulated funding criteria. Expressions of interest will be assessed by a panel of council officers, and scored out of 5 against the following criteria:

- Each of the 6 HAF standards and DfE requirements outlined above.
- Value for money.
- Links to Brent and / or the Brent community.
- Previous experience running HAF (or similar) programmes and delivery quality.
- Equality, diversity and inclusion.

The expression of interest scoring criteria is outlined below:

- **5 (Outstanding):** The information submitted provides good evidence that all the relevant submission criteria can be met and the proposal is outstanding. Exemplary, provides full confidence and no concerns.
- **4 (Good):** The information submitted provides good evidence that all the relevant criteria can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence.
- **3 (Satisfactory):** The information submitted provides some good evidence to meet the relevant submission criteria. It is satisfactory in most respects and there are no major concerns.
- **2 (Some Reservations):** The information submitted has some minor omissions in respect of the relevant submission criteria. The response satisfies the basic minimum requirements in some respects but is unsatisfactory in other respects and raises some concerns.
- **1 (Major Reservations):** The information submitted has insufficient evidence that the specified criteria can be met. Significant omissions, serious and/or many concerns.
- **0 (Unacceptable):** The bid does not offer this element of the programme, or fundamentally fails to meet the relevant submission requirements to address the Council's requirements. Insufficient evidence that the specified criteria can be met.

When allocating funding Brent Council will use the average cost of successful applications and consider the following factors to ensure that the programme meets the needs of Brent's children and young people:

- Age range
- Location
- Type of activities

There are questions in the expression of interest that will not contribute towards the score. Details of why they are included in the form can be found below:

- Question 11: *'Is your organisation currently receiving any other grants or funding from Brent Council? If yes, please declare this below, and provide details.'* – this is to ensure that there is no conflict for the organisation if they receive HAF funding in addition to existing Brent grants and no duplication of provision in the borough.
- Question 12: *'Does your organisation currently have any outstanding debts payable to Brent Council? If yes, please declare this below, and provide details.'* - this is to confirm that the funding provided will be wholly used to deliver the Brent HAF programme.
- Question 13: *'Are you or anyone in your organisation related to, have a professional relationship or personal relationship with a current Brent Council Councillor or Brent Council officer? If Yes, please provide details, name of councillor and relationship.'* – this is to ensure full transparency when the Council is allocating grant funding.

We will let you know if your proposal has been successful as soon as possible after your proposal has been reviewed. The indicative timeline for review and decisions is outlined below. The timetable below is indicative only and the Council reserves the right in its absolute discretion to amend any of the dates set out in the indicative timetable or elsewhere.

- [HAF Programme 2024 Expression of Interest](#) opens: Monday 1 January 2024
- Deadline to submit HAF Programme 2024 Expression of Interest: midnight on Thursday 1st February 2024
- Proposals reviewed: 2nd February 2024 – 19th February 2024
- Decisions sent to applicants: From week commencing 19th February 2024

Please submit [expressions of interest](#) for the 2024 HAF Programme as soon as possible and by **midnight on 1st February 2024**. We will require organisations receiving funding to provide us with key performance data for monitoring purposes, e.g. on the number of children who attend who are eligible for benefits-related free school meals.

You can find more information about the HAF programme on [Brent's website](#) and on the [Department for Education's HAF Programme webpage](#). The Brent HAF application and provider privacy notice is available [on our website](#).

If you have any questions, or difficulties completing or submitting this form, please email HAF@brent.gov.uk

The HAF Team are hosting support sessions to assist providers with the application process:

- 16th January 2024, 14:00 – 17:00, Brent Civic Centre, Ground Floor
- 18th January 2024, 12:00 – 15:00, Online (please email HAF@Brent.gov.uk for the joining link)