

# HAF Community Funding Application Form



Thankyou for showing an interest in applying for the **FUEL** community funding, which aims to support local organisations to extend the reach and capacity of the holiday activity and food provision offer in Wiltshire.

Please ensure you have familiarised yourself with the **FUEL community grant information pack** before proceeding with the application form. Please complete all questions below.

All completed applications should be submitted by 12pm **Friday 16 June 2023** to **[fuelprogramme@wiltshire.gov.uk](mailto:fuelprogramme@wiltshire.gov.uk)**

## ■ Organisation information

Organisation name

Type of organisation

Registered address

Town

County

Phone Number

Postcode

## ■ Primary contact details

*In this section please add the contact details for the principle contact in your organisation leading on this application. This will be the person whom we contact about the application. This is the person in your organisation who has the authority to request this funding and who will be responsible for ensuring the money is used to deliver the activities set out in this application should it be successful.*

Full Name

Contact position

Telephone number

Email address

## ■ Secondary contact details

Full Name

Telephone number

Email address



## ■ Grant breakdown

Wiltshire Council will provide **£30 per eligible participant per day**. Example: if a provider has 40 participant each day = £1,200 and delivers 4 weeks of activity (16 days) this would be £19,200.

\*Delivery will need take place for 4 weeks (16 days, between 31 July to 24 August), 4 days a week (Monday-Thursday) for at least 4 hours a day (recommended 10am-2pm). The minimum amount of days delivery the community funding can accept is 2 weeks (8 days, between 31 July to 24 August), 4 days a week (Monday-Thursday) for at least 4 hours a day (recommended 10am-2pm)

Please provide details below of predicted number of participants and amount of delivery days to calculate FUEL community funding allocation.

Total predicted number of eligible participants

Total number of delivery days

To calculate your community funding allocation:  $(\text{total predicted number of eligible participants}) \times 30 = X$   
 $X \times (\text{total number of delivery days}) = \text{community funding allocation}$

Calculated community funding allocation £

## ■ Delivery Area

In this section please provide details of the location where you intend to deliver the programme. Please include the address of your delivery location (including postcode), If you are applying to deliver multiple camps please include additional venues in the provided box below.

Delivery areas

Name of venue

Venue address

Town

Postcode

Delivery areas information (if applying for multiple camps)

Please confirm that all children accessing the project for which you are seeking funding will be able to do so **free of charge**. Wiltshire Council have a commissioned food supplier who will work alongside community provision to ensure each participant has access to a hot meal meeting the Department of Educations listed standards.

Due to this applicant organisations are required to ensure delivery takes place for 4 weeks (minimum 2 weeks) from 31 July to 24 August), 4 days a week (Monday-Thursday) for at least 4 hours a day (recommended 10am-2pm)

*I confirm that all eligible children accessing our project will be able to do so free of charge and the project will run to the timescales as described above.*



## ■ Delivery Provision Overview

Please provide an outline of your proposal, using the essential and desirable criteria listed in the FUEL community grant information pack as a guide

## ■ Details of enriching activities

Please provide details of fun and enriching activities you will offer that will provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences



## ■ Details of physical activity

Please provide details of physical activities you will offer on a daily basis which will enable participants to meet the **Physical Activity Guidelines** and how you will staff this aspect of your provision with suitably qualified staff. This is particularly important if sport is not the primary focus of your project

## ■ Details of healthy eating

Please detail how you will incorporate healthy eating and nutrition messages and activities within your delivery



A key aspect of this programme is improving participants knowledge relating to healthy eating and nutrition. It is Wiltshire Council's has commissioned a supplier to provide related support, resources and/or training to organisations who are successful with their funding application to enable them to deliver this aspect of the programme.

*Please confirm that if successful, relevant staff from your organisation will attend training/hand out resources/use the tools provided by Wiltshire Council's commissioned nutritional provider*

## ■ Engaging the target audience

Please tell us how you intend to promote your project, ensuring that it engages the target audience of this funding (Children and young people who are residents of Wiltshire and who are eligible for benefits related free school meals)? What processes will you put in place to ensure this audience access your offer rather than children who are not eligible?

For organisations applying for funding to expand existing deliver intends to use this funding to add additional places for children who receive free school meals to additional provision, please detail how you will ensure that children accessing these additional places will not be stigmatised or differentiated from the other children attending your programme. This will be particularly important when distributing food provision provided through the FUEL programme.



## ■ Standard of provision, policies and procedures

A quality service must be delivered to a set of defined standards and procedures in which everyone knows their role and areas of responsibility, with the result that our Wiltshire residents are satisfied by the service they receive every time they enrol on the activity. In this section please outline your operating standard of provision.

Please tick to indicate you have the relevant documents in place to support your delivery.

**Please note that should your application be successful you may be required to provide evidence of some aspects of the below information to Wiltshire Council.**

## ■ Policies and procedures

Please tick to confirm your organisation meets the following requirements of the programme.

*All staff working on the project for which you are seeking funding have been DBS checked and have appropriate clearance to work with children.*

*All staff working on the project for which you are seeking funding have undertaken safeguarding training.*

Please provide the name of the staff member responsible for safeguarding :

*All staff working on the project for which you are seeking funding are appropriately qualified to deliver the activities included within your funding application including relevant and recognised coaching qualifications*

*Your organisation has a safeguarding risk assessment in place related to the delivery for which you are seeking funding.*

*Your organisation has a health and safety risk assessment in place related to the delivery for which you are seeking funding.*

## ■ Public liability insurance details

*Please confirm your organisation has up to date public liability insurance with a limit of indemnity of not less than £5,000,000 in relation to any claim arising during any 12-month period.*

Policy number

**Please note that should your application be successful you will be required to provide copies of the above insurance policies to Wiltshire Council.**

## ■ Additional provision details

Does your organisation have an Accessibility and Inclusiveness policy?

Please provide details of your organisations Accessibility and Inclusiveness policy



Is your organisation OFSTED registered?

If your organisation is OFSTED registered, please provide your OFSTED number

Where appropriate, providers must be compliant with the **Ofsted requirements** for working with children.

## ■ Signposting and referral details

Please provide details of how you will signpost or refer participants to other services and support that would benefit the children who attend the programme and their families, for example citizens advice, healthcare practitioners, family support or children services or housing support officers.

## ■ Declaration

*I confirm that I have the authorisation to submit this application on behalf of my organisation*

*I agree that the information I have provided in this application is accurate and complete; and I will notify Wiltshire Council of any changes.*

*I agree that I understand that Wiltshire Council will use any personal information I have provided for the purposes described under your Data Protection statement.*

Wiltshire Council is the data controller for the personal information you provide in this form. The Council's Data Protection Officer can be contacted at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk). Wiltshire Council will only use any contact details you provide for the purpose of contacting you regarding this application. A more detailed notice of what we may do with your information, and about your information rights is available on our website. We will share your personal data where necessary within the Council to deliver the scheme and events, but we will not share your data with any other third parties unless we are required, or permitted to do so by law. For further information about how Wiltshire Council uses your personal data, including your rights as a data subject, please see our Privacy Notice on the website.