

2023



The free holiday activity and food programme



Community Funding Information



Department for Education

Wiltshire Council

Wiltshire Council Business Plan (2022-2032): Mission and Themes

Empowered People: We get the best start in life, We stay active, We are safe.

Thriving Economy: We have vibrant, well-connected communities, We have the right skills to prosper.

Resilient Communities: We ensure decisions are evidence-based, We live well together.

The Holiday Activity and Food programme (HAF) has the potential to meet all four of the council's guiding themes; '**Prevention and early intervention**', '**improving social mobility and tackling inequalities**', '**understanding communities**' and '**working together**'.

Background on HAF

HAF is funded across England by the Department of Education (DofE) and aims to provide children who are eligible for benefits related free school meals (FSM) with free access to enriching activities, nutritious meals and healthy eating information during the Easter, summer and Christmas holidays. Wiltshire has over 10,000 eligible FSM pupils.

Department of Education have set clear standards that HAF provision needs to meet, further information can be found [here](#).

The HAF programme is delivered in Wiltshire using the brand FUEL (Food, Unity, Energy, Laughter) and the programme is a direct response to the growing issue of holiday hunger which is having a significant impact on low-income families.



Objectives

In line with the HAF delivery objectives by the DofE, the FUEL programme vision is to:



Provide meals and snacks to ensure participants can eat healthily over the school holidays.



Provide a range of sport and physical activities to ensure participants can be more active over the school holidays.



Support the development of resilience, character and wellbeing of participants along with wider education attainment. Also give participants a greater knowledge of health and nutrition.



Create a safe environment, combatting social isolation over the school holidays. Use FUEL as a platform to connect schools and other local services.



FUEL Community Funding

Designed to award funding through Wiltshire Council's Holiday Activity and Food (HAF) allocation from Department of Education (DofE) to community organisations to provide eligible young people aged 4 – 17 years from disadvantaged backgrounds with access to enriching activities and nutritious meals during school summer holidays.

Grant Objective

The objective of FUEL community funding is to support local providers in delivering high-quality holiday activities and for eligible children and young people in Wiltshire. The grant aims to promote physical and mental well-being, reduce holiday hunger, and provide engaging experiences for participants.

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)

Eligible Participants

Participants that are eligible to access the FUEL programme include:

- Children that are eligible for benefit related **free school meals** (FSM) and have a claim verified by their school or local authority.

The FUEL programme is also available to children that meet any of the below:

- Children that are refugees
- Children that are currently in the care system
- Children that are young carers
- Children that are referred into the programme by a professional service (eg. Local authority, schools, social service)



Who can apply for FUEL Community Funding?

Wiltshire Council are keen to work with a variety of providers including:

- Schools
- Sporting Providers
- Town and Parish Councils
- Children Centres
- Registered Holiday Providers
- Arts and Cultural Practitioners
- Community Organisations

The FUEL Community Funding will provide £30 per 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.

Successful Organisations will receive 50% on receipt of funding acceptance and 50% after the project ends.



What is a successful community organisations responsible for?

- Providing structured enriching activity that give participants the opportunity to develop new skills and knowledge, try out new experiences and have fun and socialise.
- Providing participants with physical activity for at least 60 minutes each day of FUEL delivery.
- Providing staffing requirements, safeguarding processes, health and safety, accessibility and inclusiveness, booking processes, monitoring and reporting along with the overall delivery management of the FUEL community camps.
- Undertaking promotion of their activity to the target groups.
- Providing the relevant insurance cover for the activity.
- Providing information regarding lunch requirements of their participants
- Providing a variety of nutritional education aimed at improving the knowledge and awareness of healthy eating for participants and their families
- Providing information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families.

What is Wiltshire Council responsible for?

- Funding to deliver the activity
- Support and guidance from a full time Holiday Activity and Food Programme Manager
- FUEL branding for providers promotion
- Support sourcing a venue if required
- Provide a nutritious lunch for each participant each day of the activity
- Provide either a nutrition workshop or a organisers pack that will support the provider to deliver this element of the programme.
- Provide support on signposting and referrals

Essential Criteria

- FUEL camps have to be delivered in the county and for Wiltshire residents.
- Delivery to take place ideally 4 weeks (from 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)



- Participants of funded FUEL community delivery must be eligible for benefit related free school meals or in one listed categories on page 2.
- Have a sign up process in place that will allow your organisation to send the required information (including participant age, school, postcode, eligibility, days attending, meal choices, food allergies and dietary requirements) over to Wiltshire Council in advance of 21 July.
- All staff, volunteers and externally sourced provision from local organisations working on the FUEL community delivery meet the correct employment standards including relevant qualifications, first aid (minimum of two on site), relevant coaching qualifications, safeguarding and protecting children and a valid DBS.



- Ensure staff ratios for each activity are at least 1:10.
- Source and have responsibility for all equipment and venues used throughout the FUEL community delivery and conduct risk assessments to ensure safety of participants.
- Deliver content that is aligned to the framework stated in the **national framework for HAF**, which includes providing sport provision and enriching activities.
- Work alongside our food providers to ensure participants receive a hot meal every day of delivery.
- With support and tools from our nutritional provider ensure informal nutritional education is part of the FUEL community delivery. This can include getting participants involved in food preparation/cooking, growing fruit and vegetables and taste tests.
- It is the grant holders responsibility to get participants to complete consent and medical forms prior to their first session and keep information safe by abiding to GDPR regulations
- Implement clear safeguarding, health and safety and COVID (if relevant) policies and processes to ensuring the safety and security of participants and staff.
- Must be **Ofsted compliant** and ensure delivery is at a high standard.
- Be able to evidence public liability insurance, venue user agreement/insurance details and employee liability insurance.
- Return monitoring and evaluation reports (including both qualitative and quantitative data) in a timely manner to Wiltshire Council to include in the Department of Education returns and the FUEL impact report .
- Provide photos (ensuring all participants visible have signed photo consent) and parent/participants positive testimonials that can be included in Department of Education returns and the FUEL impact report.

- All eligible participants that attend a FUEL community camp will be able to do so free of charge.



FUEL Community Funding Application

The FUEL community funding is open for applications until **Friday 16 June**

The form can either be downloaded from our [FUEL programme webpage](#) or requested by emailing fuelprogramme@wiltshire.gov.uk

All applicants will be contacted the week commencing **19 June** to be told if their bid has been successful and the next steps.

Useful contacts and websites

FUEL programme webpage

For further insight on the overall FUEL programme, including impact reports

Find your local Strategic Engagement and Partnerships Manager

SEPM can help connect you with other local organisations in your area

Department of Education: Holiday Activity and Food information

National framework of what is expected to be delivered at a camp

Indices of deprivation data

Check specific area data to strengthen your application

Ofsted information

Guidelines on making sure camps are Ofsted compliant



For any further information or assistance with the FUEL community funding application process please contact:

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