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**Expression of Interest form**

To deliver activity and food events during summer 2021 #**HAF**

**Section 1 Organisation Information:**

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| Name of organisation |  |
| Type of organisation (Private, charity, faith group, community organisation etc)If you are a charity, please provide your charity registration numberIf you are Ofsted registered, please provide your Ofsted registration number |  |
| Address of organisation  |  |
| Lead contact name |  |
| Email |  |
| Phone |  |

**Section 2 Proposed event(s):**

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| Please provide, in no more than 400 words, a summary of your proposed event(s), detailing how your event(s) will positively engage children and young people across Milton Keynes: |
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**Section 3 Detailed event information:**

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| --- | --- |
| 3. 1 What age groups do you intend to offer to? | [ ]  4 – 8 (KS1)[ ]  8 – 11 (KS2)[ ]  11 – 14 (KS3)[ ]  14 – 16 (KS4)Please select one or more |
| 3.2 What area(s) of Milton Keynes do you intend to provide events from? |  |
| 3.3 Do you have a venue that you intend to use? If so, please provide details |  |
| 3.4 How many events do you plan to provide each week?  |  |
| 3.5 Which weeks do you plan to provide events over? | [ ] Week 1 (2nd – 8th August)[ ]  Week 2 (9th – 15th August)[ ]  Week 3 (16th – 22nd August)[ ]  Week 4 (23rd – 29th August)Please select one or more |
| 3.6 Will each event last a minimum of 4 hours?  | Yes [ ]  No [ ]  If no, please specify duration: |
| 3.7 How many places will be available at each event? |  |
| 3.8 Could you scale up events if requested, and if so by how many places? |  |
| 3.9 Please refer to the activities and food timetable (annex 1) and complete this to provide a breakdown of your proposed events | Please confirm the annex has been completed: Yes [ ]   |
| 3.10 Do you plan to offer all elements of the offer, i.e* Activity (Enriching or Physical)
* Food
* Support and signposting for families and carers
 | Yes [ ]  No [ ]  If no, please specify which element you propose to offer: [ ]  Activity (Enriching or Physical)[ ]  Food[ ]  Support and signposting for families and carers |
| 3.11 Please provide details on how your organisation will ensure the event(s) promotes inclusion and accessibility for all children and young people, including those with special educational needs |  |
| 3.12 It is expected that each organisation will manage the booking process for families. Please detail how you will do thisMake sure to provide the relevant contact details that families will be able to use to book places directly Telephone (operational hours) Email address Website address (if relevant) |  |
| 3.13 It is important that any organisation can work collaboratively with the Council and other partners involved in delivering activities.  Please outline your relationship with the Council, and how you work with existing partners. |  |

**Section 4 Funding:**

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| 4.1 If successful with your EOI how much funding is your organisation requesting?  |  |
| 4.2 Please provide a breakdown of costs to include;* staffing
* activity
* food

and the rationale to outline why the requested amount of funding is required. |  |
| 4.3 Will this be the only funding available for your event? | Yes [ ]  No [ ]  If no, please specify what other funding streams will support your event(s):  |

**Section 5 Quality of provision:**

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| In line with the national Holiday Activities and Food programme, the Department for Education (DfE) set out specific criteria which must be provided at each event. Please consider each of the criteria and outline how you plan to meet these requirements *in no more than* ***200 words*** *for each section.* Further details can be found [here.](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021#standards-for-holiday-provision)  |
| **5.1. Enrichment Activities**Fun and enriching activities that provide children with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences (e.g. Cooking, Art, Drama, Music etc). |
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| **5.2 Physical Activities** Sport and Dance activities that meet the Physical Activity Guidelines on a daily basis. |
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| **5.3 Food Offer**At least one meal a day, with all food provided including any snacks meeting [school food standards](http://www.schoolfoodplan.com/actions/school-food-standards/). Events must include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children.Please provide details of the healthy meal(s) you propose to provide as part of your programme including:i. how the meal(s) will be sourcedii. how you will ensure the meal(s) will meet school food standards iii. how you will meet individual dietary needs:iv. how you will provide a remote delivery model for healthy meals if face to face delivery is not possible due to national or local restrictions. |
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| **5.4 Support for families and carers** Organisation must be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families |
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**Section 6 Policies and Procedures:**

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| **6.1 Policies and Procedures**Organisation must be able to demonstrate and explain their safeguarding arrangements and have relevant and appropriate policies and procedures in place in relation to the following:* + Safeguarding (including appropriate DBS checks for staff and volunteers).
	+ Health and Safety.
	+ Insurance.
	+ Evidence of up to date accounts, and a separate bank account in the organisation’s own name.
	+ Accessibility and inclusiveness.
	+ Equality and diversity.
	+ Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.
	+ Risk assessment arrangements and protective measures in line with COVID-19 national guidance including a contingency plan in case local restrictions take place.
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| Please confirm that you can meet the above requirements and can provide evidence as part of your EOI submission on request: Yes [ ]  No [ ]   |

**Section 7 Data and Intelligence:**

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| 7.1 Organisations will be expected to provide information on attendance, monitoring and evaluation. This is to ensure compliance with the DfE funding. (A specific template will be provided for this) |
| Please confirm that you agree to comply with this. Yes [ ]  No [ ]   |

**Is there anything else that you would like to make us aware of:**

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**Name *(Print Name****)* **Job Title**

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| --- | --- |
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**Signature Date**

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| --- | --- |
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Please email a single PDF version of your completed application form to HAF@milton-keynes.gov.uk

Please save your application in the following format ‘Your organisation name’ and the words ‘HAF 2021 EOI application’. This should also be included in the email “subject” field when submitting your application.

For supporting information please check out the FAQs on Milton Keynes Council website [here](https://www.milton-keynes.gov.uk/children-young-people-families/holiday-activities-and-food-programme-haf). You may also wish to visit [Holiday activities and food programme 2021 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021) for the latest DfE guidance and information.

**The deadline for applications is midnight on the 20June 2021 any application received after this date will not be considered for Summer 2021.**

**Annex 1 – Activities and food timetable.** Please note this **must** be completed as detailed in Question 3.9

Please note if the proposed event requires the same group of attendance across several days, for example a theatre club, please merge the cells to reflect this (see example)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Week 1****2 to 8 August** | ***Example*****Event:** *Potato stamping***Time:** *10am – 2pm***Duration:** *4 hours***Venue:** *Hedgerows Children Centre***Estate:** *Netherfield***No of places:***30***Age range:** *4- 11***Food available**: *Yes* | ***Example*****Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:**  | ***Example*****Event: a** *3 day theatre workshop presenting The Lion King***Time:** *10am – 2pm***Duration:** *4 hours***Venue:** *Hedgerows Children Centre***Estate:** *Netherfield***No of places:***30***Age range:** *4- 11***Food available**: *Yes* |
| **Week 2****9 to 15 August** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available: :** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** |
| **Week 3****16 to 22 August** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available: :** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** |
| **Week 4****23to 29August**  | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available: :** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** | **Event:****Time:****Duration:****Venue:****Estate:****Location:****No of places:****Age range:****Food available:** |

**Total amount of funding applied for? £…………………….**