

Fun and Food 2024 - Application Form

Please complete this form fully. Applications received after the closing date will not be considered.

I/we can confirm that I/we have read and understand the 2024 guidance notes.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please complete ALL sections. If the form is not completed in full your application will be returned for further detail

All information you supply in this application form will be treated in confidence

The closing date for this application is: Noon on Wednesday 7 th February 2024	
If you require any assistance with the completion of this form please contact eastdurhamaap@durham.gov.uk	
Lead Applicant details	
Name of lead applicant	
Group/Organisation/School	
Position held in organisation	
Address	
Postcode	
Contact Telephone No.	
Email address	

Name of Project:

FUN & FOOD

Holiday activities with healthy food

Durham
County Council



Delivery Proposal

Venue address: Please complete a separate proposal form for each venue	
Please specify which group of children/young people who are in receipt of benefit eligible free school meals you are targeting	<input type="checkbox"/> Primary aged ONLY (Reception to year 6) <input type="checkbox"/> Secondary aged ONLY (Year 7 – 11) <input type="checkbox"/> Primary and Secondary <input type="checkbox"/> Children with SEND ONLY
If your project is for secondary aged children <u>ONLY</u> please indicate if young people have been involved in the design of your project	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who will deliver the project? This can be staff within your organisation or an external organisation providing activities	
Will your project have Fun and Food places available for children not eligible for a DfE funded place?	<input type="checkbox"/> Yes <input type="checkbox"/> No

[Please outline your project plan in the table below](#)

Dates and Times of sessions <u>Please complete for all dates that you plan to deliver</u>	Session Activity Plan Please include a detailed description of the activities you plan to deliver and approximate timings.	Number of DfE funded places available per session (school aged children and young people places only)	Number of places available funded from other sources (e.g families who pay) (school aged children and young people places only)
Example: Monday 1 st April 2024 10am – 2pm	Example: 10am – Indoor activities comprising of 4 activity stations including tissue paper collage mask making, fruit kebab making, kite making and dance lesson. 12 noon – Kite flying outdoors 12:30 – Lunch time - Children come together for hot lunch and share favourite activity from the morning. 1pm – Team games (outdoors if weather permitting) including parachute, relay races, rounders etc.	Example: 20	Example: 30
Friday 29 th March 2024 (PLEASE INSERT SESSION TIME HERE)			
Saturday 30 th March 2024 (PLEASE INSERT SESSION TIME HERE)			
Sunday 31 st March 2024 (PLEASE INSERT SESSION TIME HERE)			
Monday 1 st April 2024			

(PLEASE INSERT SESSION TIME HERE)			
Tuesday 2 nd April 2024 (PLEASE INSERT SESSION TIME HERE)			
Wednesday 3 rd April 2024 (PLEASE INSERT SESSION TIME HERE)			
Thursday 4 th April 2024 (PLEASE INSERT SESSION TIME HERE)			
Friday 5 th April 2024 (PLEASE INSERT SESSION TIME HERE)			
Saturday 6 th April 2024 (PLEASE INSERT SESSION TIME HERE)			
Sunday 7 th April 2024 (PLEASE INSERT SESSION TIME HERE)			
Monday 8 th April 2024 (PLEASE INSERT SESSION TIME HERE)			
Monday 9 th April 2024 (PLEASE INSERT SESSION TIME HERE)			
Tuesday 10 th April 2024 (PLEASE INSERT SESSION TIME HERE)			

Wednesday 11 th April 2024 (PLEASE INSERT SESSION TIME HERE)			
Thursday 12 th April 2024 (PLEASE INSERT SESSION TIME HERE)			
Friday 13 th April 2024 (PLEASE INSERT SESSION TIME HERE)			

Please give a brief description of the healthy food you plan to deliver as part of your activity

Please note: this should be hot food where possible

Meal Time	Example	Healthy food you plan to deliver. Please only complete for meal(s) provided during your session activity time.
Breakfast	Cereal, toast, crumpets, fruit	
Snacks	Fresh fruit, yogurt, popcorn	
Lunch	Pasta, jacket potatoes with fillings, yogurt, fruit	
Dinner	Spaghetti Bolognese, Mince and Potatoes	
Drinks	Water, milk, no sugar juice	

Please confirm who is providing the food element of this provision?	
Please confirm that all food handlers (internal/external provision) are trained in food hygiene OR supervised by someone who is trained in food hygiene(Food handlers should be given instruction with regards to allergens). Failure to confirm yes to this question will result in your bid being removed from the process.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you registered as a Food Business?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Cost of project/activity

Please tell us how much funding you need for the **DfE funded element** of your project and provide us a breakdown of what the funding will be used for. Include VAT where applicable

Example:

Item	DfE Fun and Food Funding Requested
Staffing	(e.g. 2 support staff x 4 hours x £10 per hour x 2 days = £160)
Venue Hire	(e.g. £15 per hour x 4 hours x 2 days = £120)
Food	(e.g. price per head for lunch = £5 x 20 children = £100 x 2 days = £200 AND price per head for snacks = £1 x 20 children = £20 x 2 days = £40)

Please complete the table below with proposed cost of your project/activity for

Item	DfE Fun and Food Funding Requested for Children Eligible for Benefits-related Free School Meals
Total Requested	

Total cost per DfE funded place/4 hour session

(please refer to guidance notes, GUIDE price of £25 per place or £35 per place for children attending SEND specific Fun and Food projects):

Example

Total cost of DfE funded places	£1000
Total Number of DfE funded places available over the Easter holidays	40
Total cost per place	£25

Please complete the table below with proposed cost of a DfE funded place/4 hour session

Total cost of DfE funded places (A)	
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Total Number of DfE funded places available over the Easter holidays (B)	
Total cost per place (A divided by B)	

***Only costs associated with the DfE HAF funded places can be included.**
DO NOT INCLUDE COSTS ASSOCIATED WITH NON-DfE FUNDED PLACES.

Targeting

How will you ensure your project targets and engages with children who are in receipt of benefits related free school meals? (Have you linked with local schools and other local organisations to identify young people who receive benefits related Free School Meals and have been issued a fun and food ticket)

Please also list which schools you plan to link with.

Feedback

How will you gather feedback from children, young people and parents/carers at the end of the activity period? (consider using methods such as evaluation sheets, case studies, comment boxes)

Children / Young People	Parents / Carers

Risk Management

What are the main risk factors for this project and how will you address them? E.g bad weather during an outdoor activity

Supporting Information about your group/organisation (AAP applications only)

What type of group/organisation are you (tick one box only)

Registered Charity in England:	<input type="checkbox"/>	Charity registration number:	
Community Association:	<input type="checkbox"/>	Voluntary organisation :	<input type="checkbox"/>
Company limited by Guarantee:	<input type="checkbox"/>	Company number:	
Social Enterprise:	<input type="checkbox"/>	Other (please state):	
When was the group set up?	Month:	Year:	
Do you have a constitution/governing document? (please include a copy with your application)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a bank account with at least two unrelated signatories? (please include with your application the latest signed annual accounts and a bank statement within last three months)			Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation registered for VAT?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes what is your VAT number?			
Does your organisation have the valid and relevant insurance to deliver this project/activity?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Public liability insurance*

Yes ☐

No ☐

Affiliation to a Governing body*

Yes ☐

No ☐

Other insurance*

*Please give details:

11. Working with young people, children and/or vulnerable adults

Does your group have safeguarding policies that are appropriate to your work and the project/activity you are asking us to fund, and do you review these regularly? Yes ☐ No ☐

Do all staff and volunteers supporting delivery of Fun and Food projects hold current, valid DBS clearance for their role within the organisation? Yes ☐ No ☐

Does your organisation have an up to date Health and Safety Policy in place? Yes ☐ No ☐

Does your organisation have all necessary risk assessments in place for the project/activity? Yes ☐ No ☐

Does your organisation check the qualifications of any staff/volunteers used for delivery? Yes ☐ No ☐

Equality & Diversity

The Equality Act 2010 states that it is unlawful to discriminate against people on the grounds of age, disability, gender, pregnancy and maternity, transgender, race or ethnicity, religion or belief and sexual orientation. It is Durham County Council's policy to treat everyone fairly, with respect and dignity including making reasonable adjustments for disabled people. We also have legal responsibilities to ; Eliminate discrimination, harassment and victimisation · Advance equality of opportunity, and · Foster good relations. We expect all projects to comply with equality legislation and to ensure fair treatment for all those involved.

Please confirm that you understand this requirement and will ensure your project complies with it.

Yes ☐

Please confirm that it is your policy to consider the needs of disabled people and make reasonable adjustments to allow them equal access.

Yes ☐

NOTE: It is your responsibility to have all necessary policies and procedures in place which we may ask to inspect at any time.

13. Declaration

Please complete the following declaration and sign it in the appropriate place below.

- I confirm that, to the best of my knowledge and belief, all of the information in this application form is correct, any information found to be false or misleading may lead to the application being withdrawn.
- I understand that you may ask for additional information at any stage of the application process.
- This application form must be signed by the named contact for the project who is someone from your organisation that is over 18 years old who is authorised to make the application.

Signed:

Date:

Print name:

Position in
group/school:

If you are unable to provide an original or electronic signature, please provide an email with the following wording in the body of the email:

- I confirm that the information given in this application is true.
- I understand that any Offer of Grant will be subject to terms and conditions and I confirm that the organisation has the power to accept this grant if the application is successful and to repay the grant if the conditions are not met.
- I confirm that I am authorised to sign this declaration on behalf of the applicant organisation.
- I understand that if I make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process or if I knowingly withhold any information, this could make our application invalid and the organisation will be liable to repay any funds.

Declaration of Interest

If you, a member of your family, a business partner or close friend will benefit financially or otherwise from this expenditure please give details below:

Data Protection Act 2018

Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed here www.durham.gov.uk/dataprivacy.

If you have any concerns about how your data is handled, please contact either the Data Protection Officer at DPO@durham.gov.uk or the Information Commissioner's Office casework@ico.org.uk

Please return completed application form to:

Email: eastdurhamaap@durham.gov.uk