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**Stirling Council**

**Holiday Fun Club Fund**

**Application Guidance Notes**

Stirling Council have allocated money for one–off grants of up to £2,000 to support new or existing third sector initiatives who will provide activities and food provision during the Easter school holidays 2019. (1-12 April excluding weekends) The Council recognises that in the school holidays there can be an increased risk of food insecurity, particularly amongst those children who receive free school meals during term time. The Council’s approach to this has been to deliver a number of pilot projects to offset these risks with a focus on dignity and avoiding stigma. The Council would like to extend this provision in partnership with third sector organisations. This fund is being administered by Stirlingshire Voluntary Enterprise.

Applications are welcomed for amounts up to a maximum of £2,000.

Holiday Fun Clubs have two outcomes. Applicants will be required to demonstrate how they will deliver those outcomes in the application forms.

* Primary aged children who might otherwise be at risk of food insecurity during the 2019 Easter school holidays have a nutritious meal provided for them in a community setting in a way that avoids stigma.
* Extracurricular activities are offered in a community setting which offer children a range of play opportunities, that may include sports, arts and crafts, games, music, drama and connections with other children and the community.

Applications should describe and detail the number of children who will access the Holiday Club, and demonstrate best value in the provision of extracurricular activities and nutritious food.

Applicants should consider, and detail, how they will target provision for children experiencing food insecurity to attend the Holiday Club provision as part of their wider offer.

When considering applications, the judging panel will attempt to achieve a spread across the Stirling Council area, with particular focus on delivering provision in areas of multiple deprivation. We recognise that deprivation also occurs within our rural communities, and we will look positively on applications from organisations who wish to deliver in these areas. Applicants are encouraged to detail why is there a need for this provision in the community that they are applying for.

Holiday Club provision was previously piloted in Bannockburn and Borestone, and a criteria of the fund is that provision is maintained by a project/projects in these two legacy communities.

Please note that unless your group/organisation is registered with the Care Inspectorate then the maximum length of each session should not exceed 2 hours.

**Funding will be considered for**

* Food (food can be purchased and brought in, or made on site)
* Sessional worker costs
* Venue costs
* Travel costs
* Insurance
* PVG costs
* Janitor costs
* Cleaning costs
* Management fees
* First Aid Training for those delivering the sessions
* A basic First Aid kit being available at each session

**We are not able to fund:**

* Items that only benefit an individual – for example, scholarships and personal clothing for individuals and equipment that is not shared.
* Payments to individuals
* Fundraising events
* Any goods or services that you buy or order before we confirm our grant.
* Projects where the people who benefit live outside of the Stirling Council area.
* Routine repair and maintenance costs.
* Endowments, loan payments, bank interest charges.
* Activities that already receive funding, however this grant can be used to build on, compliment or develop existing activities that receive some funding from elsewhere.

Please note the above list is not exhaustive.

**Monitoring and Evaluation**

Successful grant recipients will be expected to monitor and report on how the grant has been spent and the impact that it has made using a format provided by SVE. A limited number of key measures will be provided for all successful applicants, but projects are encouraged to evaluate work creatively and to seek the feedback of children involved throughout the process. Reporting and monitoring will be proportionate to the amount of money received and SVE will be available to provide support.

**Case Study**

*This case study is intended to give additional information and ideas and is in no way prescriptive.*

A Holiday Fun Club was provided in Bannockburn over five weeks during the school summer holidays in 2018. The Club ran on Mondays, Wednesdays and Fridays from 11am-1pm and was aimed at primary school aged children.

Information about the Fun Club was provided to the local primary schools. The schools discreetly provided invitations to those children who the schools considered would benefit most from the Club. They could then register for the club in advance. This meant that all of the appropriate information about them e.g. allergies, contact information, etc. was available. Children were also able to come along and register on the day as long as they had the appropriate paperwork and parental consent.

Children were offered a choice of food when they arrived each day and this allowed the kitchen to prepare appropriately. We found that some children would arrive and register later in the morning and so asking for a couple of extra portions of different options to be made up each day proved useful.

A range of different activities were provided. Children enjoyed arts and crafts, sports, bike handling skills, science experiments and some basic “cooking” sessions where they learned to make things like dips and pate.

The children were asked for very general feedback every day. There were three tubs on the way out of the clubs. One had a smiley face, one had a neutral face and one had a sad face. Children put a counter into the tub next to the face that represented how their day had been. Feedback was overwhelmingly positive and working with the children over the five weeks was a real pleasure and a privilege.

**How to Apply**

* Please complete the attached application form. The application form has three sections – a checklist, an application form and a breakdown of costs. Please complete all three sections and submit, with a copy of your organisation’s most up to date Annual Accounts and a copy of your constitution to:

Rachel Johnston

Email – [rachel@sventerprise.org.uk](mailto:rachel@sventerprise.org.uk)

Or

Hard copy to SVE, Jubilee House, Forthside Way, Stirling FK8 1QZ

**Closing Date: 27th February 2019**

If you have any queries or would like to discuss your proposal please contact:

[rachel@sventerprise.org.uk](mailto:rachel@sventerprise.org.uk)

**Appendix 1**

**Stirling Council**

**Vision**

To provide activities and food provision for primary school aged children in the Stirling Council area during the Easter Holiday period who might otherwise be at risk of food insecurity.

**Impact**

Primary aged children who might otherwise be at risk of food insecurity during the 2019 Easter school holidays have a nutritious meal provided for them in a community setting in a way that avoids stigma.

Extracurricular activities are offered in a community setting which offer children a range of play opportunities, which may include sports, arts and crafts, games, music, drama and connections with other children and the community.

**Outputs**

Successful bidders will be asked to provide feedback from participants in their projects together with their own learning and evaluation of how the projects contributed to the overall aim of the Holiday Fun Clubs

**Key Themes**

The offer made should place a focus on dignity and on avoiding stigma. The Holiday Fun Clubs should offer children opportunities to socialise, learn new skills, try new activities and enjoy nutritious food in a fun and safe environment.

**Section 1 – Holiday Fun Club Fund Checklist**

Applications for the Holiday Fun Club Fund are invited from constituted groups and organisations to support initiatives which meet the following criteria:

**(Please check boxes to confirm)**

**We are a third sector (voluntary) organisation operating in the Stirling Council area** - Third Sector organisations include community groups, voluntary organisations, charities or social enterprises; these groups must have a constitution.

**We are able to run the project on at least one day and for a period of no more than 4 hours at a time during the Stirling Council Easter School holiday Monday 1st April – Friday 12th April** (Weekends are not included in the fund)

**We have our own bank account**

**We will register with Stirling Council Environment Health Department** (A hard copy of the registration form is attached, if not you can email [rachel@sventerprise.org.uk](mailto:rachel@sventerprise.org.uk) for a copy)

**All staff and volunteers who require are a member of the PVG Scheme/will become a member of the PVG Scheme prior to delivering the Holiday Fun Club Programme**

**We will take all appropriate steps to ensure that hygiene, nutrition and allergies guidelines are followed**

Food Hygiene Advice:

<https://www.foodstandards.gov.scot/business-and-industry/advice-for-new-businesses>

Allergens:

<https://www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf>

<https://www.food.gov.uk/sites/default/files/media/document/food-allergen-labelling-technical-guidance.pdf>

Local Food Hygiene training courses can be found on the REHIS website:

<https://www.rehis.com/community-training/training-centres>

**Someone with First Aid training will be available at each session being offered** Contact SVE for help with referral to training providers. Costs will be considered eligible for grant funding.

**We hold** **the required valid PII with adequate cover for this activity** (if successful you may be asked to provide a photocopy of your certificate)



**Holiday Fun Club Fund**

**Section 2 - Application Form**

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | | **Registered Charity Number** |
|  | |  |
| **Type of Organisation** | |  |
|  | |  |
| **Contact Information** | |  |
| Contact information should be for the person who will have operational responsibility for the project and who we should contact about the form. | | |
| **Contact Name** |  | |
| **Contact Phone Number** |  | |
| **Contact Email Address** |  | |
| **Contact Postal Address** |  | |
| **Project Outline** | | |
| **Please give an overview of the main aims and objectives of the organisation involved in this project.** | | |
| **Please provide details of the length of the project –which days, length of session etc** *Please note each session should not exceed 2 hours unless your organisation is registered with the Care Inspectorate* | | |
| **Please provide a brief overview of the proposed activities you will provide.** | | |
| **Where do you propose these activities will take place? (Area and location)** *Please ensure that you know the legal capacity of your venue* | | |
| **How many children do you propose to accommodate each day of the project?** *Please ensure your venue and staffing levels are appropriate for these numbers.* | | |
| **How do you know that there is a need for this project?** | | |
| **Please give an overview of the types of nutritious food you plan to provide at your fun club.** | | |
| **How do you plan to cater for food allergies?** | | |
| **Resources** | | |
| **What resources do you already have that will contribute to this project?** | | |
| **What additional resources do you need?** | | |
| **Anticipated Outputs** | | |
| SVE will contact successful applicants as soon as the projects are complete and will require the following information:   * All projects to show how they have met the key themes of the Holiday Fun Clubs (detailed in Appendix 1) * All projects to identify learning and improvement actions for future provision * You will also be asked to record the referral routes that applicants took to come to the Holiday Fun Club.   When planning your project, please consider how you will gather this information | | |

**Section 3 – Breakdown of Costs**

**Please provide a breakdown of how the grant would be used.**

**Please feel free to delete or add lines as required.**

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **PROGRAMME COSTS**  **(Breakdown costs per unit)** | **ANTICIPATED SPEND** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **TOTAL** | £ |
| **Project lead** | **Signature** |

**The following is given as an example only and is not exhaustive.**

|  |  |
| --- | --- |
| **Name of Organisation** |  |
| **PROGRAMME COSTS**  **(Breakdown costs per unit)** | **ANTICIPATED SPEND** |
| Food £3 per child x 30 children for 10 sessions | £900 |
| Sessional Staff x 2 £20 per day | £400 |
| 2 volunteers at £5 per volunteer for 10 sessions | £100 |
| Church Hall £20 per session for 10 sessions | £200 |
| Art and Craft supplies | £200 |
| **TOTAL** | £2000 |
| **Project lead** | **Signature** |

Stirling Council shall have no liability for any claim arising out of, or as a result of actions of the Applicant or its staff or agents, in connection with the Project.

The Applicant shall ensure that, in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force, in Scotland

Signed ……………………………………………………………………… Date …………………………………