

**Spring Expression of Interest form** #**HAF2025**

To deliver Holiday Activity and Food Programme sessions during Spring School Holidays on any of the selected dates from Monday 07 – Thursday 10 April 2025.

**Please note a separate EOI form will need to be completed by providers for each location except for trips to different venues**

**Section 1 Organisation Information:**

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| Name of organisation |  |
| Type of organisation (Private, charity, faith group, community organisation etc) |  |
| Please provide your registration number (Organisation, Registration, OFSTED, Charity)[The Holiday Activities and Food programme – when you need to register with Ofsted – Ofsted: early years (blog.gov.uk)](https://earlyyears.blog.gov.uk/2024/03/19/the-holiday-activities-and-food-programme-when-you-need-to-register-with-ofsted/) |  |
| Address of organisation  |  |
| Lead contact name |  |
| Email |  |
| Phone |  |

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

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| Please provide, in no more than 250 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 single location do you intend to run your event from?(Please include Estate and building details).*Please note, we use a scoring matrix which applies higher scores for sessions in locations with larger numbers of FSM children, please refer to our FSM heat map* |  |
| 3. 2 What age groups will this event be offered to? | [ ]  4 – 8 (KS1)[ ]  8 – 11 (KS2)[ ]  11 – 14 (KS3)[ ]  14 – 16 (KS4)Please select one or more |
| 3.3 Please confirm you will be delivering sessions during delivery period* Monday 07 April
* Tuesday 08 April
* Wednesday 09 April
* Thursday 10 April
 | Yes [ ]  No [ ]   |
| 3.4 We will fund each event for 4 hours only, please confirm your event lasts for the minimum 4 hours and any hours above 4 are not being funded through this EOI request. | Yes [ ]  No [ ]   |
| 3.5 Please complete the activities and food timetable below (**annex 1**) on the last page of this document, to provide a breakdown of your proposed event***Failure to complete will mean your EOI will not be considered.*** | Please confirm the annex has been completed: Yes [ ]   |
| 3.6 Please confirm your proposal will deliver all elements of the core offer i.e.* Activity (Enriching & Physical)
* Hot Meal
* Support and signposting for families and carers
 | Yes [ ]  No [ ]  Yes [ ]  No [ ]  Yes [ ]  No [ ]   |
| 3.7 The HAF Programme requires providers to use EEQU, our online booking system. Successful providers will need to manage their own account, listings, bookings, enquiries and registers. Are you able to fully comply?  |  Yes [ ]  No [ ]    |
| 3.8 Attendance at sessions is key if children and young people are to access the benefits of the programme. Please outline how you will promote your offer and what steps you will take to encourage those families who have booked sessions to actually attend.  |  |
| 3.9 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. |  |
| 3.10 Will you be working in partnership with any other organisations eg Food Larder, Supermarkets, Fair Share, NHS, Police? |  |

**Section 4 Funding:**

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| 4.1 How much will each place cost? *Example £15 per place/child attending one session.**Please note, we use a scoring matrix which applies higher score for sessions that offer competitive value for money*. |  |
| 4.2 How many places are available each day?*Please note, we will use previous attendance data to understand if places in line with demand.*  |  |
| 4.3 In total how many days do you intend to run your sessions during the Spring Programme out of the available 4 days. |  |
| 4.4 Based on your response to question 4.1, 4.2 and 4.3, please state the **total** amount of funding requested. *Example 4.1 x 4.2 x 4.3 = 4.4**Cost of each place x places x days =**£15 cost x 20 places a day x 4 days = £1,200* |   |
| 4.5 What child to adult ratio do you intend to offer? *Example 1 adult to 12 Children 1:12* |  |
| 4.6 Please fully itemise the cost per place?*Please note, do not include any ongoing costs for your provision not related to HAF, examples: staff clothing, staff training****Failure to complete correct costings will mean your EOI will not be considered.*** |  |
| 4.7 Will this be the only funding available for your sessions?*Please note, other funding streams are welcomed, and do not affect the outcome of your EOI* | Yes [ ]  No [ ]  If no, please specify what other funding streams will support your session(s):  |
| 4.8 Families that are not eligible to attend the HAF programme would like to purchase sessions that are advertised alongside the HAF funded session.Will additional sessions be available for non-FSM families to purchase on EEQU? ***Please note, these places cannot be subsidised by HAF funding and would be expected to of similar value.*** | Yes [ ]  No [ ]  If yes, what would be the cost of each session? £……….. |

**Section 5 SEN:**

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| 5.1 Please provide details on how your organisation will ensure the sessions promotes inclusion and accessibility for all children and young people, including those with special educational needs and disability to attend. |  |
| 5.2 Do you plan to provide any SEN specific sessions or places?If **yes,** please answer the remaining questions in section 5.If **no,** please proceed to section 6.  | Yes [ ]  No [ ]   |
| 5.3 What single location do you intend to run your SEN specific sessions from?(Please include Estate and building details). |  |
| 5.4 What age groups will this event be offered to? | [ ]  4 – 8 (KS1)[ ]  8 – 11 (KS2)[ ]  11 – 14 (KS3)[ ]  14 – 16 (KS4)Please select one or more |
| 5.5 Please specify which dates you will be running SEN specific sessions on  |  |
| 5.6 We will fund each event for 4 hours, please confirm you event lasts for no more, or less than 4 hours  | Yes [ ]  No [ ]   |
| 5.7 Please confirm your proposal will deliver all elements of the core offer, i.e.* Activity (Enriching or Physical)
* Food
* Support and signposting for families and carers
 | Yes [ ]  No [ ]  Yes [ ]  No [ ]  Yes [ ]  No [ ]   |
| 5.8 How much will each SEN place cost? |  |
| 5.9 How many SEN places are available? |  |
| 5.10 In total how many days do you intend to run SEN specific sessions during the Spring programme? |  |
| 5.11 Based on your response to question 5.9, 5.10 and 5.11, please state the **total** amount of SEN specific funding requested Example 5.9 x 5.10 x 5.11 = 5.12Cost of each place x places x days £26 cost x 20 places a day x 4 days = £2,080 |  |
| 5.12 Please provide information of the SEND qualifications that staff have gained. |  |
| 5.13 What SEN child to adult ratio do you intend to offer?*Example 1 adult to 3 Children 1:3* |  |

**Section 6 Quality of provision:**

In line with the national Holiday Activities and Food programme, the Department for Education (DfE) set out specific criteria which **must** be provided. Please outline how you will meet each of the requirements listed below*.* ***Updated 2024 Guidance can be found*** [***here.***](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activites-and-food-programme-2024#:~:text=Following%20successful%20pilots%20between%202018,2024%20to%202025%20financial%20year.)

| **6.1 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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| **6.2 Physical Activities** Sport and Dance activities that meet the Physical Activity Guidelines of 60 minutes daily. |
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| **6.3 Food Offer**In the context of rising living costs access to food is more important than ever. All provision will need to provide at least one meal a day, and where possible this meal should be hot, a lunch bag will not be acceptable. All food provided including any snacks must meet [school food standards](http://www.schoolfoodplan.com/actions/school-food-standards/) Please provide details of the healthy meal(s) you propose to provide as part of your programme specifying:1. **The type of meal i.e. cooked lunch, catering company, cooking Session**
2. **how the meal(s) will be sourced**
3. **how you will ensure the meal(s) will meet school food standards**
4. **how you will meet individual dietary / allergy needs, including information on training for staff to deliver meals** (Natasha law, food handling etc)
5. **how you will improve knowledge and awareness of healthy eating**
6. **Any other support you will deliver to ensure families have access to food**
 |
| **i.****ii.****iii.****iv.****v.****vi.** |
| Providers will need to be registered as a food business. This provides reassurance to all of those involved that food safety standards are being met.A food business is defined as anyone doing the following with food:* preparing
* cooking
* storing
* handling
* distributing
* supplying
* selling

You can use the following link to [register your food business establishment](https://www.milton-keynes.gov.uk/environmental-health/food-hygiene-safety-and-registration/how-register-food-business-establishment).**Are you registered as a Food Business at the intended delivery location?** | Yes [ ]  No [ ]  Please provide evidence of your Food Business registration i.e. date you registered, food hygiene rating score  |
| **If you are using a catering company, please provide the details****Have you confirmed that the catering company is registered as a food provider?**  | Name:Contact number:Website:Yes [ ]  No [ ]   |
| **6.4 Support for families and carers** Organisations **must** be able to provide information, signposting and referrals to other services, charities and support that would benefit the children who attend their provision and their families. Please describe how you would deliver local information and signposting to families attending HAF sessions, including how, when and what information you will provide and how this will be communicated to families. Which agencies will you be able to signpost to?  |
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**Section 7 Policies and Procedures:**

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| **7.1 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:* 1. Safeguarding **(including appropriate DBS checks for staff and volunteers).**
	2. Health and Safety.
	3. Insurance.
	4. Evidence of up-to-date accounts, and bank account in the organisation’s own name.
	5. Accessibility and inclusiveness.
	6. Equality and diversity.
	7. Food handling
	8. Where appropriate, clubs must also be compliant with the Ofsted requirements for working with children.
 |
| Please confirm that you can meet the above requirements from **A to H**  Yes ☐ No ☐ **Please also provide copies of the following documents as part of your EOI submission**1. Safeguarding policy

***Please note, following a successful award of funding, all staff and volunteer DBS details will need to be supplied.*** |
| 7.2 We are keen to work with providers who have been awarded the Youth Provision Safe Practice Mark.Have you been awarded the Safe Practice Mark?  | Yes ☐ No ☐ If no, please complete the MS form below, <https://forms.office.com/r/a1a0gY56DY>If Yes, when was it awarded? …............................................ |

**Section 8 Data and Intelligence:**

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| 8.1 The HAF Programme uses an online system for ALL bookings. Successful providers will be required to attend an onboarding session with EEQU to manage bookings through the system, this will process and collate all data at the end of the programme. An evaluation and funding report will also be required at the end of the programme. This is to ensure compliance with the DfE funding. (A specific template and MS form will be provided for this) |
| Please confirm that you agree to comply with this and provide details of how you will ensure that the deadlines are met. | Yes [ ]  No [ ]  **Answer:**  |

**Ahead of submitting your application please check that the following has been completed:**

All questions have been answered: ☐

Completed annex 1: ☐

Safeguarding policy: ☐

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

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**Signature Date**

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Please save your application in the following format ‘Your organisation name’ and the words ‘HAF SPRING 2025 EOI application’. This should also be included in the email “subject” field when submitting your application.

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

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 2024 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activites-and-food-programme-2024#:~:text=Following%20successful%20pilots%20between%202018,2024%20to%202025%20financial%20year.) for the latest DfE guidance and information.

**The deadline for applications is midnight on the 31 January 2025, applications received after this date will not be considered.**

It is anticipated decisions regarding the Spring HAF programme will be made Late February **2025.**

**Annex 1 – Activities and food timetable.** Please note this **must** be completed as detailed in Question 3.5

Please note if the proposed sessions require the same group of attendance across several days, for example a theatre club, please merge the cells to reflect this.

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| --- | --- | --- | --- |
| **Location of Provision:**  | **….......................................** | **Total amount of funding applied for?**  | **£…………………….** |
| **Monday 30th December** | **Tuesday 31 December** | **Wednesday 02 January** | **Thursday 03 January** |
| **Session:****Time:****Venue:****No of places:****Age range:****Food available:** | **Session:****Time:****Venue:****No of places:****Age range:****Food available:** | **Session:****Time:****Venue:****No of places:****Age range:****Food available:** | **Session:****Time:****Venue:****No of places:****Age range:****Food available:** |