



In partnership with:



## SPACE2GROW CHILDREN AND YOUNG PEOPLE'S FUND

### SPACE2GROW #16 – EASTER HOLIDAY ACTIVITY & FOOD PROVISION

#### MINIMUM ELIGIBILITY CRITERIA

## SPACE2GROW CHILDREN AND YOUNG PEOPLE'S FUND

One of the cornerstones of the work of Young Barnet Foundation is to raise funds to feed a grants pot, open to local groups to help with the provision of activities and services. We want to see more supportive youth services operating throughout Barnet, promoting and growing opportunities and raising the aspirations of our children and young people.

**Young Barnet Foundation Vision & Mission** - it is important that you understand who we are and why we do what we do and that as a member you are committed to supporting our aims, mission and vision.

#### **Our Vision**

Where Barnet as one community, invests in all our children and young people, ensuring that they have opportunities for fun, growth, connection, success and celebration - helping today's children become tomorrow's confident, successful adults.

#### **Our Mission**

Space 2 Grow - ensuring that children and young people can access local opportunities, in safe spaces, to grow and develop to be the best that they can be.

As a membership vehicle, we provide strong fundraising and capacity building support to the local voluntary sector. Driving new initiatives and supporting existing services by working in partnership with our members, both community and statutory partners, local businesses and residents of Barnet.

### Context to this round of funding:

The School holidays can be particular pressure points for some families because of increased costs (such as food and childcare) and reduced incomes, indeed COVID-19 has impacted some families severely. Therefore, more children are much less likely to be able to access organised activities. Furthermore, some of these children can suffer food insecurity leading to an unhealthy holiday in terms of nutrition and physical health as well as the resulting isolation.

Young Barnet Foundation have been working with The Mayor's Fund for London Kitchen Social programme as part of the steering/development group, to bring more holiday provision to Barnet to address these needs. A number of these projects have been running under the name of Kitchen Social Projects.

The Department for Education is rolling a Holiday Activities, with Food Programme out in every Borough. Barnet as our Local Authority, Young Barnet Foundation and a number of partners are working together to launch the Holiday Activity programme in Barnet.

Barnet Council Family Services, Young Barnet Foundation and wider partners are now tasked with implementing a local approach to this. Our vision is that together we will reach 4000 children.

Applicant Information Summary	
<b>Aim of the Fund</b>	<p><b>N.B. This document summarises the information contained in the briefing document. Potential applicants should read this document in full.</b></p> <p>The focus for the Department for Education funding is to:</p> <ul style="list-style-type: none"> <li>• Relieve pressure points for some families during school holidays as a result of increased costs and reduced incomes.</li> <li>• Support children who may be more likely to experience 'unhealthy holidays' in terms of nutrition and physical health.</li> <li>• Increase opportunities for children from lower-income families who may be less likely to access fun activities.</li> <li>• Provide consistent and easily accessible activities, for more than just breakfast or lunch through free holiday clubs.</li> </ul> <p>The funding is for school age children aged 5-16 years old. The primary beneficiaries of the programme are intended to be Free School Meal eligible children, but the programme can include support for children and young people facing hardship and to target geographical hotspots showing high levels of economic disadvantage, obesity and deprivation. Providers may also use their discretion if a parent turns up with younger children. All provision under this programme must be accessible to any child meeting the criteria and be publicised widely, not just open to the children and young people you work with on a regular basis.</p> <p>The provision should have the following minimum elements:</p> <ol style="list-style-type: none"> <li>1. Healthy Food</li> <li>2. Enriching activities.</li> <li>3. Physical activity.</li> <li>4. Nutritional Education.</li> <li>5. Relevant Policies and Procedures in place</li> </ol>

In addition, you must consider if your provision is or can be inclusive and accessible (for instance, can you provide to children with SEND)

As a result of the holiday provision we want to see Children and Young People:

- Eat more healthily.
- Be more active.
- Take part in engaging and enriching activities.
- Be safe and not isolated.
- Have greater knowledge of health and nutrition.

Providers must meet the minimum Department for Education standards, as outlined in the briefing document, specifically relating to:

- Food
- Nutritional Education
- Physical Activities
- Enriching Activities
- SEND Requirements
- Signposting and Referrals
- Policies and Procedures

Successful applicants will be required to provide evidence of having the relevant policies and procedures in place, specifically:

- Safeguarding
- Health & Safety (including risk assessments)
- Insurance
- Accessibility & Inclusiveness (Equality & Diversity)
- Compliance with Food Hygiene regulations, where you are preparing the food onsite.
- Where appropriate, organisations must be compliant with OFSTED requirements for working with children

The priorities for Barnet are:

1. Provide for the highest predicted percentage of children and young people in receipt of free school meals.
2. Propose innovative, creative and enriching programmes for children and young people.
3. Delivery engaging food education activities to CYP (and parents)
4. Focus programme delivery directly on or targeted at areas of high need anywhere in Barnet.

We will therefore prioritise those submitted applications which most closely match these.

When scoping your project, we would ask you to consider which partners you can work with, both from the VCSE, Faith and Statutory Services (children's Centres, Schools, 0-19 Hubs).

Because of the minimum elements of the provision, we are prioritising projects which deliver Face-to-Face activities. If you would wish to deliver an online only project, please contact our grants administration team at [grants@youngbarnetfoundation.org.uk](mailto:grants@youngbarnetfoundation.org.uk), outlining briefly your project and providing a contact telephone number. A member of the team will follow up and contact you. This is because London Borough of Barnet are undertaking a parallel commissioning of services, and we wish to avoid duplication of provision. If your project does not duplicate existing provision, we will place you in contact with London Borough of Barnet.

	<p>With regard to Face-to-Face provision of activities, one of the requirements as set out in the briefing document is that activities should provide a minimum of 16 hours of provision across the Easter Holiday with a minimum of 4 hours per day across 4 days, including the provision of food. The Department for Education expectation is that where activity providers are preparing this food that it will be hot, but they also acknowledge that this may not always be possible.</p> <p>Within our application form, we have therefore provided the following options:</p> <ul style="list-style-type: none"> <li>• Provide a Hot Meal each day on site</li> <li>• Provide a Cold Meal each day on site</li> <li>• Provide a Hot Meal each day prepared by a partner organisation</li> <li>• Provide a Cold Meal each day prepared by a partner organisation</li> <li>• We would need food to be provided each day by YBF's/ Barnet Council's chosen provider.</li> </ul> <p>Where the last option would be preferred, you MUST contact Young Barnet Foundation (020 3621 6090 or janetm@youngbarnetfoundation.org.uk) before you commence your application, as there are certain restrictions in place regarding this.</p> <p>Applicants should note that at the time of writing, COVID-19 restrictions continue to be in place, and therefore there continues to be a requirement to use 'bubbles' of no more than 15 Children and Young People. If your project can deliver more than 1 COVID safe bubble at a time, please contact us to discuss.</p>	
<b>Geographical Area of Benefit</b>	<p>Projects must benefit children and young people living or schooling in the London Borough of Barnet</p> <p>Specifically, projects must target those schools with the highest numbers of Children &amp; Young People eligible for Free School Meals. They must also consider delivery within the areas identified as having the highest risk of food poverty, or identified as being within an area most deprived according to the Index of Multiple Deprivation for the Borough.</p> <p>Applicants should see the maps within the briefing document for more detailed information.</p>	
<b>Total Funding Available</b>	<p>As per the briefing document, grants will be calculated on an allowance of £9.00, per head, per day (minimum 4 hour period) plus £60 per day uplift</p> <p>The associated spreadsheet, which you will have to upload with your application will calculate the total amount of grant to which you are entitled, based on the hours and numbers of Children &amp; Young People to whom you are delivering your project.</p>	
<b>Contribution of Grant</b>	Department for Education, via London Borough of Barnet	
<b>Size of Grants Available</b>	Calculated on the basis of £9.00 per head, per day (minimum 4 hour period) plus £60 per day uplift. Maximum 4 days delivery.	
<b>Deadlines</b>	<b>Open for Applications</b>	<b>Wednesday 3<sup>rd</sup> March 2021</b>
	<b>Application Deadline</b>	<b>23:59 Sunday 14<sup>th</sup> March 2021</b>
	<b>Panel Meeting</b>	<b>N/A – applications will be assessed continually as they are received.</b>
	<b>Applicants informed</b>	<b>w/c 22<sup>nd</sup> March 2021 – but earlier if approval granted prior to this date</b>

<b>Completion</b>	All grant funded projects must be completed during the Easter Holiday break 2021.
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### Minimum eligibility criteria:

- Your organisation must either be based or deliver services for children and young people in Barnet.
- Applicants must be a member of the Young Barnet Foundation (complying with the YBF membership criteria) – membership is free.
- Applicants must be a voluntary and community sector organisation as for example defined by the National Council for Voluntary Organisations: [Definition](#)
- Applicants must not be one of the excluded types of organisations as outlined below
- All face-to-face activity should take place in Barnet for school aged children 5-16 years of age.
- All of the proposed activity must be delivered during the Spring/Easter Holiday period for 2021.
- Your organisation must have a bank account registered in the name of the organisation, with a minimum of two signatories.
- Your organisation must have the following policies in place: Safeguarding, Health and Safety, Insurance and Accessibility & Inclusiveness/Equalities & Diversity. Successful organisations will be required to provide copies of these.
- All staff working to deliver the project must be DBS checked and organisations must follow strong safeguarding procedures as detailed in their safeguarding policy. This will need to be submitted with your application for funding.
- Your organisation must have a Risk Assessment in place for all activities.
- Your organisation – cooking you own food must have fully qualified staff to deliver this, with associated food hygiene certificates.
- Grants must be for universal services, i.e. cannot be for religious or political activity which is not for wider public benefit (see table of excluded types of organisations below)
- You must agree to publicise your HAF programme so we can reach as many CYP as possible.
- Inadequate delivery/not meeting the standards required and/or late monitoring will affect your eligibility to apply in future rounds.
- Applications will only be considered if received by the deadline.
- Your inability to provide hot food does not preclude you from this application round, we encourage you to contact us to discuss options.
- The activity provided must be in the framework of HAF - a fun, enriching activity with food, it should not be an educational activity regularly run for eg supplementary school standard delivery.

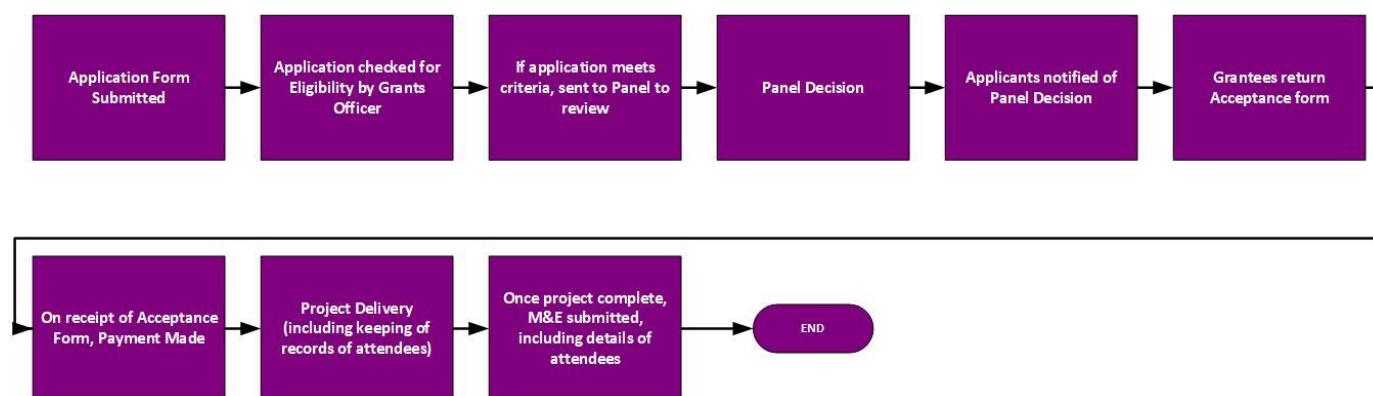
**Exclusions:** Young Barnet Foundation's mission is to support the local CYP VCS; therefore, the Grants Panel cannot consider applications for/from the following: -

Sole benefit of individuals.	Bursaries for higher education (including postgraduate)
National organisations with no track record of delivery in the Charity's beneficial area	Programmes that fall under PHSE or Citizenship.
Other grant-giving organisations	Conservation and environmental projects where the project is primarily conservation focused and not children and young people.

Housing Associations	Core costs for umbrella bodies or second tier organisations
Hospitals, Hospices or Clinical Commissioning Groups	Political or religious activities (although secular projects by faith groups are welcomed where there is a wider community benefit).
Statutory bodies to fund their normal services or activities (including Schools etc).	Retrospective funding.
Supplementary Schools provision	Continuing or Regular delivery of existing services
For statutory obligations	Overnight school journeys or trips abroad
General charitable appeals	Events/activity whose principle aim is to raise funds for other organisations.
Lobbying and campaigning	Medical care (including rehab) and resources
Endowment funds	Feasibility studies
Research	Funding to meet an overspend on a project funded elsewhere.
Telephone helplines	Non-Young Barnet Foundation Members

This is not an exhaustive list and applicants should contact us if they are unsure whether they qualify to apply.

### Application Process:



Applications must be submitted online using the form available on the Young Barnet Foundation website, <https://form.jotform.com/210543700635346>

### Match funding:

This funding may be used as match funding towards previously secured funding (including previous rounds of Space2Grow funding) where the applicant has already organised activities which fulfil the criteria during the Easter Holiday.

### Delivery, Partnerships & Networks:

When scoping your project, we would ask you to consider which partners you can work with, both from the VCSE, Faith and Statutory Services (children's Centres, Schools, 0-19 Hubs).

### Geographic Location:

Projects must target those schools with the highest numbers of Children & Young People eligible for Free School Meals. They must also consider delivery within the areas identified as having the highest risk of food poverty, or identified as being within an area most deprived according to the Index of Multiple Deprivation for the Borough.

Applicants should see the maps within the briefing document for more detailed information.



### **Project Start:**

Projects must be delivered within the Easter School Holidays – Thursday 1<sup>st</sup> April – Friday 16<sup>th</sup> April 2021

### **Decision Making Process:**

**Assessment:** Applications will initially be assessed by the YBF Grants Officer and staff against the funding criteria.

**Funding Panel:** Eligible applications will then be reviewed by an independent Funding Panel composed of a mix of stakeholders. These may include (but are not limited to):

- Representative(s) from the Young Barnet Foundation board of Trustees
- A representative from NHS Barnet Clinical Commissioning Group
- A representative from the Local Authority
- Young Barnet Foundation Funder Representative
- Young person(s)
- A representative/s from other appropriate funding agencies may also be invited to attend
- Local based

The funding panel's decision is final. There is no appeal process in place. Due to the expected volume of applicants, it will not be possible to give feedback at this time.

**Panel Outcome:** Applicants will be notified of the outcome of their application no later than the w/c 22<sup>nd</sup> March 2021 – however, applications will be assessed on a continuous basis, and we will aim to inform applicants as soon as a decision has been made.

### **Grant Monitoring Process:**

The holiday programmer funder, the Department for Education, requires all providers to collect the following information for all pupils attending each session so that the attendance data can be matched to the National Pupil Database:

1. First name
2. Surname
3. Gender
4. Date of birth
5. Home postcode
6. UPN if available (Unique Pupil Number)
7. Dates of all sessions attended - registers
8. Photos - groups to ensure photo consents are obtain prior to submission
9. Quotes from participants

Successful Applicants will be provided with a spreadsheet into which the attendee data can be recorded, and this will need to be uploaded into the Monitoring & Evaluation Form.

This form will also request:

- An anonymised quote from a participant
- A quote from one of your staff or volunteers
- Details of the Nutritional Education provided
- Photos of your activity, and confirmation that the appropriate permission has been sought

The data provided will be shared with London Borough of Barnet to satisfy the requirements of the funder.

We are encouraging all applicants to join us in using the *Upshot* monitoring and evaluation web-based tool. For more information, please contact Young Barnet Foundation. Costs are extremely competitive for an organisation at less than £5 per week for Members (£240.00 inc VAT pa). Whilst using *Upshot* is not a compulsory requirement for your Space2Grow application, we encourage you to consider the benefits to your organisation of using this data collection and management system. Young Barnet Foundation can provide full training to use the system and the software can be used for use throughout your organisation and not just for the Space 2 Grow funded project. Further information available at <http://upshot.org.uk/>

If you as an organisation have an existing monitoring & evaluation system in place, we will be pleased to receive reports produced by this, provided it fulfils the minimum Monitoring requirements for the Space2Grow fund.

Please note: reporting is not designed to be onerous, however, we need to evidence the impact of funding so that we can grow local funding to support the sector further along with accounting for Public Money.

### Informing us of significant events.

It is necessary for you to keep Young Barnet Foundation informed of any significant events that will have an impact on the work that we are funding, or on your organisation. Please do not wait until the end of your grant to advise us of these changes.

You should inform Young Barnet Foundation immediately if any of the following changes occur:

- A major organisational change or new policy direction
- A change to your organisation's name or constitution
- Significant and unexpected changes to your Trustee board
- A severe funding crisis or other threat to the viability of the organisation including insolvency
- A potential merger
- Winding up of the organisation
- Any other significant change to your organisation or project.

### Terms and definition

#### Voluntary and community sector

The Voluntary & Community Sector (VCS, sometimes referred to as the Third Sector), is the term used to describe the range of organisations which are neither state nor the private sector. It includes organisations such as associations, self-help and community groups, voluntary organisations, social enterprises, housing associations, mutuals and co-operatives. Such organisations are sometimes, but not always, charitable (as defined in law) but may be registered charities. VCS Organisations are independent of government; 'value-driven' – that is, they pursue social, environmental or cultural objectives rather than primarily aiming to make profit; they reinvest any surpluses, or in the case of Social Enterprises all surpluses, in the pursuit of their objectives.

A **constituted group** is a **group** of people who come together to further any objective; in this case, to support children and young people. The **group** is run on a voluntary basis and is set up as a small organisation in its own right, with a management committee, constitution and its own bank account.

**This document is expected to be read in conjunction with the Space 2 Grow Children and Young People's Fund (no.16) Terms and Conditions.**

### Further information



For further information on any aspect of the Space 2 Grow – Children and Young People’s Fund please visit [www.youngbarnetfoundation.org.uk](http://www.youngbarnetfoundation.org.uk) or email [grants@youngbarnetfoundation.org.uk](mailto:grants@youngbarnetfoundation.org.uk)

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