

Croydon HAF Programme 2024 - Application Form (Easter, Summer & Christmas 2024)

Croydon Council is actively looking for local partners, such as charities, schools, children's centres, sports providers, leisure centres, and others, to participate in delivering the Holiday Activities and Food (HAF) Programme during the Easter, Summer, and Christmas holiday periods in 2024.

Interested parties need to complete the provided application. Before filling out the form, each applicant must carefully review the Holiday Activities and Food (HAF) Programme Service Specification. Additional information can be found in the HAF Frequently Asked Questions (FAQs).

Organisations can apply to deliver the programme during one, two, or all three holiday periods through a single submission of this form. The application process will not be reopened before each holiday period.

The maximum funding that can be applied for during each holiday period is as follows:

- Easter 2024: £7,500
- Summer 2024: £30,000
- Christmas 2024: £7,500

To facilitate the submission, a PDF version of the online application form is available. However, only online submissions will be accepted. Organisations are encouraged to prepare their answers in advance of completing the online form.

Croydon Council will host a HAF Prospective Applicants Engagement Event on Wednesday, 24th January, from 2-3 pm to provide support for the application process and answer any questions. The session will be recorded and available upon request by emailing HAFprogramme@croydon.gov.uk.

Applications must be submitted through the online form, and the required supporting documentation should be emailed to HAFprogramme@croydon.gov.uk.

The deadline for submitting applications and supporting documents is Tuesday, 6th February 2024, at 23:59 pm.

The estimated time to complete the survey is approximately 45 minutes to 1 hour, with prepared answers.

Details about your Organisation

1. Organisation Name *

2. Type of Organisation *

Please select the most suitable category to your organisation

- Registered Charity
- School
- Voluntary Organisation
- Community Group
- Private Business
- Other

3. Organisation Registered Address *

4. Organisation Website *

5. Organisation Email Address *

6. Organisation Contact Number *

The value must be a number

7. About Your Organisation *

Please provide a summary of the overall aims of your organisation and the activities/services you deliver

8. Registered Charity Number

(if applicable)

9. Ofsted Registration Number

We expect organisations interested in delivering a HAF programme in Croydon to be on the voluntary Ofsted register unless you are exempt.

Lead Contact Details

Please enter the details of the contact at your organisation who is the lead for the HAF programme

10. Full Name *

11. Role *

12. Email Address *

13. Contact Number *

The value must be a number

Easter 2024: About your Proposed Holiday Club(s)

The purpose of the HAF programme is to provide free places at holiday clubs to children in receipt of benefits-related free school meals (FSM). Places may also be offered to children not eligible for HAF whose parents can pay for them to attend or where funding is available from other sources.

14. Are you applying to deliver a programme at Easter 2024? *

 Yes No

15. Please state the **total** number of HAF spaces across all venues that you will offer at Easter (4 days x spaces per day)

For example:

Club 1: 30 places per day

Club 2: 30 places per day

4 days x 60 places per day = 240 total spaces *

The value must be a number

Easter 2024: Holiday Club 1 Details

In this section, please provide details of Holiday Club 1.

(If you are delivering more than one session at the same venue (e.g. AM and PM sessions) this would be considered two holiday clubs, and you will be required to additionally input the second session detail in the section marked "Holiday Club 2".)

16. Venue Address, including post code *

17. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Coulsdon
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

- Selsdon Vale and Forestdale
- Shirley North
- Shirley South
- South Croydon
- South Norwood
- Thornton Heath
- Waddon
- West Thornton
- Woodside

18. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise/hire (e.g. playground, classroom, on-site kitchen etc.) *

19. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

20. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

24. Please state the total number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 30 places per day = 120 total spaces *

The value must be a number

21. Which dates do you intend to run your programme? *

For the Easter programme, your holiday club/s must operate for four days across one week. You may opt to run during one of the selected dates below:

- Tuesday 2nd April - Friday 5th April 2024
- Monday 8th April - Thursday 11th April 2024
- Tuesday 9th April – Friday 12th April 2024

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

- Tuesday 2nd April - Friday 5th April 2024
- Monday 8th April - Thursday 11th April 2024
- Tuesday 9th April – Friday 12th April 2024

22. Holiday Club Start Time *

The value must be a number

23. Holiday Club End Time *

Easter 2024: Holiday Club 2 Details

In this section, please provide details of Holiday Club/Session 2.

25. Are you planning to deliver a second holiday club/session at Easter? *

Yes

No

26. Venue Address, including post code *

27. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Coulsdon
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

- Selsdon Vale and Forestdale
- Shirley North
- Shirley South
- South Croydon
- South Norwood
- Thornton Heath
- Waddon
- West Thornton
- Woodside

28. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

29. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

30. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

34. Please state the total number of HAF places you will offer at this club

(16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

31. Which dates do you intend to run your programme? *

For the Easter programme, your holiday club/s must operate for four days across one week. You may opt to run during one of the selected dates below:

- Tuesday 2nd April - Friday 5th April 2024
- Monday 8th April - Thursday 11th April 2024
- Tuesday 9th April – Friday 12th April 2024

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

- Tuesday 2nd April - Friday 5th April 2024
- Monday 8th April - Thursday 11th April 2024
- Tuesday 9th April – Friday 12th April 2024

32. Holiday Club Start Time *

33. Holiday Club End Time *

Easter 2024: Holiday Club 3 Details

In this section, please provide details of Holiday Club/Session 3

35. Are you planning to deliver a third holiday club/session at Easter? *

Yes

No

36. Venue Address, including post code *

37. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Coulsdon
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

- Selsdon Vale and Forestdale
- Shirley North
- Shirley South
- South Croydon
- South Norwood
- Thornton Heath
- Waddon
- West Thornton
- Woodside

38. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

39. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

40. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

44. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

41. Which dates do you intend to run your programme? *

For the Easter programme, your holiday club/s must operate for four days across one week. You may opt to run during one of the selected dates below:

- Tuesday 2nd April - Friday 5th April 2024
- Monday 8th April - Thursday 11th April 2024
- Tuesday 9th April – Friday 12th April 2024

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

- Tuesday 2nd April - Friday 5th April 2024
- Monday 8th April - Thursday 11th April 2024
- Tuesday 9th April – Friday 12th April 2024

42. Holiday Club Start Time *

43. Holiday Club End Time *

Easter 2024: Holiday Club 4 Details

In this section, please provide details of Holiday Club/Session 4

45. Are you planning to deliver a fourth holiday club/session at Easter? *

Yes

No

46. Venue Address, including post code *

47. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Coulsdon
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

- Selsdon Vale and Forestdale
- Shirley North
- Shirley South
- South Croydon
- South Norwood
- Thornton Heath
- Waddon
- West Thornton
- Woodside

48. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

49. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

50. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

54. Please state the total number of HAF places you will offer at this club

(16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

51. Which dates do you intend to run your programme? *

For the Easter programme, your holiday club/s must operate for four days across one week. You may opt to run during one of the selected dates below:

- Tuesday 2nd April - Friday 5th April 2024
- Monday 8th April - Thursday 11th April 2024
- Tuesday 9th April – Friday 12th April 2024

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

- Tuesday 2nd April - Friday 5th April 2024
- Monday 8th April - Thursday 11th April 2024
- Tuesday 9th April – Friday 12th April 2024

52. Holiday Club Start Time *

53. Holiday Club End Time *

Easter Cost

55. Please confirm the total amount of funding you are requesting from HAF for Easter 2024: *

56. Please enter your cost per child per day for Easter 2024 (total amount of funding ÷ total number of HAF spaces across all clubs/sessions[Answer given to Q24]) *

57. Estimated venue costs for Easter *

58. Estimated staff costs for Easter *

59. Estimated food costs for Easter *

60. Estimated activity costs for Easter *

61. Estimated admin/operational costs for Easter *

62. Any other costs for Easter *

Summer 2024: About your Proposed Holiday Club(s)

The purpose of the HAF programme is to provide free places at holiday clubs to children in receipt of benefits-related free school meals (FSM). Places may also be offered to children not eligible for HAF whose parents can pay for them to attend or where funding is available from other sources.

Summer 2024: Holiday Club 1 Details

In this section, please provide details of Holiday Club 1.

(If you are delivering more than one session at the same venue (e.g. AM and PM sessions) this would be considered two holiday clubs, and you will be required to additionally input the second session detail in the section marked "Holiday Club 2".)

63. Are you applying to deliver a programme at Summer 2024? *

Yes

No

65. Venue Address, including post code *

64. Please state the **total** number of HAF spaces across all venues that you will offer at Summer (16 days x spaces per day)

For example:

Club 1: 30 places per day

Club 2: 30 places per day

16 days x 60 places per day = 960 total spaces *

The value must be a number

66. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Couldson
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

- Selsdon Vale and Forestdale
- Shirley North
- Shirley South
- South Croydon
- South Norwood
- Thornton Heath
- Waddon
- West Thornton
- Woodside

67. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

68. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

69. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

70. Which dates do you intend to run your programme? *

For the Summer programme, your holiday club/s must operate for four weeks and across four days per week. You may opt to run your holiday from Monday –Thursday or Tuesday – Friday.

- Summer Week 1: W/C 29th July to 2nd August
- Summer Week 2: W/C 5th August to 9th August
- Summer Week 3: W/C 12th August to 16th August
- Summer Week 4: W/C 19th August to 23rd August
- Summer Week 5: W/C 26th August to 30th August

You may choose to run either **Week 1 to Week 4** OR **Week 2 to Week 5**.

(All clubs running from Week 2-Week 5 onwards will be required to run from Tuesday-Friday during the last week, due to the august bank holiday).

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

- Week 1 to Week 4 (Monday – Thursday)
- Week 1 to Week 4 (Tuesday – Friday)
- Week 2 to Week 5 (Monday - Thursday)
- Week 2 to Week 5 (Tuesday – Friday)

71. Holiday Club Start Time *

72. Holiday Club End Time *

73. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

Summer 2024: Holiday Club 2 Details

In this section, please provide details of Holiday Club/Session 2.

74. Are you planning to deliver a second holiday club/session at Summer? *

Yes

No

75. Venue Address, including post code *

76. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Couldson
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

- Selsdon Vale and Forestdale
- Shirley North
- Shirley South
- South Croydon
- South Norwood
- Thornton Heath
- Waddon
- West Thornton
- Woodside

77. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

78. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

79. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

80. Which dates do you intend to run your programme? *

For the Summer programme, your holiday club/s must operate for four weeks and across four days per week. You may opt to run your holiday from Monday –Thursday or Tuesday – Friday.

- Summer Week 1: W/C 29th July to 2nd August
- Summer Week 2: W/C 5th August to 9th August
- Summer Week 3: W/C 12th August to 16th August
- Summer Week 4: W/C 19th August to 23rd August
- Summer Week 5: W/C 26th August to 30th August

You may choose to run either **Week 1 to Week 4** OR **Week 2 to Week 5**.

(All clubs running from Week 2-Week 5 onwards will be required to run from Tuesday-Friday during the last week, due to the august bank holiday).

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

- Week 1 to Week 4 (Monday – Thursday)
- Week 1 to Week 4 (Tuesday – Friday)
- Week 2 to Week 5 (Monday – Thursday)
- Week 2 to Week 5 (Tuesday – Friday)

81. Holiday Club Start Time *

82. Holiday Club End Time *

83. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

Summer 2024: Holiday Club 3 Details

In this section, please provide details of Holiday Club/Session 3

84. Are you planning to deliver a third holiday club/session at Summer? *

Yes

No

85. Venue Address, including post code *

86. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Couldson
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

- Selsdon Vale and Forestdale
- Shirley North
- Shirley South
- South Croydon
- South Norwood
- Thornton Heath
- Waddon
- West Thornton
- Woodside

87. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

88. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

89. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

90. Which dates do you intend to run your programme? *

For the Summer programme, your holiday club/s must operate for four weeks and across four days per week. You may opt to run your holiday from Monday –Thursday or Tuesday – Friday.

- Summer Week 1: W/C 29th July to 2nd August
- Summer Week 2: W/C 5th August to 9th August
- Summer Week 3: W/C 12th August to 16th August
- Summer Week 4: W/C 19th August to 23rd August
- Summer Week 5: W/C 26th August to 30th August

You may choose to run either **Week 1 to Week 4** OR **Week 2 to Week 5**.

(All clubs running from Week 2-Week 5 onwards will be required to run from Tuesday-Friday during the last week, due to the august bank holiday).

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

- Week 1 to Week 4 (Monday – Thursday)
- Week 1 to Week 4 (Tuesday – Friday)
- Week 2 to Week 5 (Monday – Thursday)
- Week 2 to Week 5 (Tuesday – Friday)

91. Holiday Club Start Time *

92. Holiday Club End Time *

93. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

Summer 2024: Holiday Club 4

In this section, please provide details of Holiday Club/Session 4

94. Are you planning to deliver a fourth holiday club/session at Summer? *

Yes

No

95. Venue Address, including post code *

96. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Coulsdon Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Coulsdon
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

- Selsdon Vale and Forestdale
- Shirley North
- Shirley South
- South Croydon
- South Norwood
- Thornton Heath
- Waddon
- West Thornton
- Woodside

97. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

98. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

99. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

100. Which dates do you intend to run your programme? *

For the Summer programme, your holiday club/s must operate for four weeks and across four days per week. You may opt to run your holiday from Monday –Thursday or Tuesday – Friday.

- Summer Week 1: W/C 29th July to 2nd August
- Summer Week 2: W/C 5th August to 9th August
- Summer Week 3: W/C 12th August to 16th August
- Summer Week 4: W/C 19th August to 23rd August
- Summer Week 5: W/C 26th August to 30th August

You may choose to run either **Week 1 to Week 4** OR **Week 2 to Week 5**.

(All clubs running from Week 2-Week 5 onwards will be required to run from Tuesday-Friday during the last week, due to the august bank holiday).

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

- Week 1 to Week 4 (Monday – Thursday)
- Week 1 to Week 4 (Tuesday – Friday)
- Week 2 to Week 5 (Monday – Thursday)
- Week 2 to Week 5 (Tuesday – Friday)

101. Holiday Club Start Time *

102. Holiday Club End Time *

103. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

Summer Cost

104. Please confirm the total amount of funding you are requesting from HAF for Summer 2024: *

105. Please enter your cost per child per day for Summer 2024 (total amount of funding ÷ total number of HAF spaces across all clubs/sessions[Answer given to Q64]) *

106. Estimated venue costs for Summer *

107. Estimated staff costs for Summer *

108. Estimated food costs for Summer *

109. Estimated activity costs for Summer *

110. Estimated admin/operational costs for Summer *

111. Any other costs for Summer *

Expression of Interest for Day Festival of Activities - Summer 2024

Croydon HAF programme may hold a festival of activities in the Summer as we have done in the past, where children on your programme will be invited for a day of fun activities and food.

Please indicate your interest in taking part in an organised opportunity of this nature.

112. If successful in your application, would you be interested in HAF children on your programme attending? *

Yes

No

Christmas 2024: About your Proposed Holiday Club(s)

The purpose of the HAF programme is to provide free places at holiday clubs to children in receipt of benefits-related free school meals (FSM). Places may also be offered to children not eligible for HAF whose parents can pay for them to attend or where funding is available from other sources.

It is expected clubs will deliver across four days of the holidays between 23rd December 2024 and 3rd January 2025.

These dates have been selected due to the school holiday dates. In exceptional circumstances, Croydon's HAF programme team may ask specific clubs to slightly deviate from this where school holiday dates differ. The selected dates of delivery are final and you cannot deviate from these dates without approval from the HAF team.

For now, please continue with your application based on the dates above.

Christmas 2024: Holiday Club 1 Details

In this section, please provide details of Holiday Club 1

(If you are delivering more than one session at the same venue (e.g. AM and PM sessions) this would be considered two holiday clubs, and you will be required to additionally input the second session detail in the section marked "Holiday Club 2".)

115. Venue Address, including post code *

113. Are you applying to deliver a programme at Christmas 2024? *

Yes

No

114. Please state the **total** number of HAF spaces across all venues that you will offer at Christmas (4 days x spaces per day)

For example:

Club 1: 20 places per day

Club 2: 20 places per day

4 days x 40 places per day = 160 total spaces *

The value must be a number

116. Which ward(s) is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Couldson
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

117. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

118. Please indicate the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

119. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

120. Holiday Club Start Time *

121. Holiday Club End Time *

122. Please state the **total** number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 20 places per day = 80 total spaces

*

The value must be a number

Christmas 2024: Holiday Club 2

In this section, please provide details of Holiday Club 2

123. Are you planning to deliver a second holiday club/session at Christmas? *

Yes

No

124. Venue Address, including post code *

125. Which ward(s) is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Coulsdon
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

126. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

127. Please indicate the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

128. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

129. Holiday Club Start Time *

130. Holiday Club End Time *

131. Please state the total number of HAF places you will offer at this club
(4 days x spaces per day)

For example: 4 days x 20 places per day = 80 total spaces

*

The value must be a number

Christmas 2024: Holiday Club 3

In this section, please provide details of Holiday Club 3

132. Are you planning to deliver a third holiday club/session at Christmas?

*

Yes

No

133. Venue Address, including post code *

134. Which ward(s) is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Coulsdon
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

135. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

140. Please state the total number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 20 places per day = 80 total spaces

*

The value must be a number

136. Please indicate the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

137. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

138. Holiday Club Start Time *

139. Holiday Club End Time *

Christmas 2024: Holiday Club 4

In this section, please provide details of Holiday Club 4

141. Are you planning to deliver a fourth holiday club/session at Christmas?

*

Yes

No

142. Venue Address, including post code *

143. Which ward(s) is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

- Addiscombe East
- Addiscombe West
- Bensham Manor
- Broad Green
- Couldson Town
- Crystal Palace and Upper Norwood
- Fairfield
- Kenley
- New Addington North
- New Addington South
- Norbury and Pollards Hill
- Norbury Park
- Old Coulsdon
- Park Hill and Whitgift
- Purley and Woodcote
- Purley Oaks and Riddlesdown
- Sanderstead
- Selhurst
- Selsdon and Addington Village

144. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

145. Please indicate the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

146. Please confirm the ratio of staff to children at this club: *
(e.g. 1 staff: 5 children)

147. Holiday Club Start Time *

148. Holiday Club End Time *

149. Please state the total number of HAF places you will offer at this club
(4 days x spaces per day)

For example: 4 days x 20 places per day = 80 total spaces

*

The value must be a number

Christmas Cost

150. Please confirm the total amount of funding you are requesting from
HAF for Christmas 2024: *

Please enter a number less than or equal to 7500

151. Please enter your cost per child per day for Christmas 2024 (total
amount of funding ÷ total number of HAF spaces across all
clubs/sessions[Answer given to Q114]) *

152. Estimated venue costs for Christmas *

153. Estimated staff costs for Christmas *

154. Estimated food costs for Christmas *

155. Estimated activity costs for Christmas *

156. Estimated admin/operational costs for Christmas *

157. Any other costs for Christmas *

HAF Programme Standards

In this section, you will be asked to provide detail on how your programme will meet the HAF programme standards. Please refer to the service specification for information about the HAF programme as well as the guidance published by the Department for Education: <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021>

The quality of your submission will form 30% of your overall score. Please ensure you are answering each question in **full sentences with as much detail as possible**. We recommend that you write at least 150 words in each section.

Please provide details for all holiday periods which you are submitting an application for.

158. Please describe, **in detail** how you will provide the physical activity at your holiday clubs, including the type of activity, and your experience at delivering them with children and young people.

*

159. Please describe, **in detail** how you will provide enriching activities at your holiday clubs, including the type of activity and your experience at delivering them with children and young people. *

160. Please describe **in detail**, the food arrangements you will provide at your holiday club(s), referencing how meals will be prepared/delivered, and how your food will meet school food standards. *

161. Please describe, **in detail** how you will deliver nutritional education for children, aimed at improving their knowledge and awareness of healthy eating *

162. Please describe **in detail**, how you will signpost parents and families to relevant services. *

SEND/Additional Needs Provision

All holiday clubs are expected to cater for children with Special Educational Needs and Disabilities (SEND), and this should be assessed on a child by child basis. The Council's expectation is that all providers will be able to support children with low to medium levels of need.

163. What level of support are you able to offer children with SEND? *

- We are delivering a specialist SEND provision, where at least 85% of our spaces will be available for children with SEN/additional needs
- We are delivering a mainstream HAF provision, where children with low-medium levels of SEN and/or disability and children will be accommodated on a case-by-case basis

164. Please **detail** your arrangements for supporting children with SEND/additional needs on your programme, referencing the adjustments you will make to accommodate children and the level of support/staffing you can deliver.

*

Outreach and Promotion

The Holiday Activities Booking platform will be used by all providers to administer HAF bookings. Providers delivering the HAF programme are expected to share and promote their programme to eligible children and families.

165. Please **detail** your strategy for encouraging children and families on benefits-related Free School Meals to attend your programme, making reference to your successful track record of delivering the numbers of places you are promising and how you will attract new families who have not accessed HAF previously.

*

References

All applicants require a reference as part of their application. If you have previously delivered the HAF programme in Croydon during or after Summer 2022, Croydon Council will act as a reference on your behalf.

Where the organisation has not delivered the programme before in Croydon, we will seek a reference from another local HAF provider (if the programme has been previously delivered elsewhere) or another reputable organisation who can inform us on your previous delivery of the programme.

If the provider has not delivered HAF before, we will seek a reference from an external evaluator of other programmes run by the organisation in relation to children's work/food provision.

166. Has your organisation previously delivered HAF in Croydon during or after Summer 2022? *

Yes

No

167. Please provide the name/organization of your reference *

168. Please provide the email address of your reference *

169. Please provide the contact number of your reference *

170. Please provide a short description of the previous delivery (i.e whether you delivered a HAF programme, or other children/food related services) *

Community Value

We are keen to know the added value that your programme will bring to the ward which you are delivering in, and how this will support eligible children attending and their families.

171. Please **detail** how your programme will add value to the community (**ward**) which you intend to deliver in, making references to how your programme will meet the needs of the local area. *

Safeguarding

172. Please **detail** what steps you will take to ensure robust safeguarding arrangements and procedures are in operation throughout your programme *

Monitoring/Reporting

All successful providers will be required to submit attendance data and monitoring information to enable the Local Authority to report back to Department for Education (as detailed in the specification).

173. Please confirm the following: *

- I confirm that my organisation is GDPR compliant

- I confirm that, if successful, we will provide the required monitoring information such as attendance data, record of activities, participant feedback, case studies, as required

Marketing and Promotion

Croydon Council uses a centralised booking platform named 'HolidayActivities'. All successful providers will have access to the platform in order to advertise their programme and for parents/young people to book HAF spaces using a voucher system.

If successful in your grant application, Croydon Council will support with advertising your programme to our local schools. The details provided in this section will be shared in our marketing materials, which parents and families will have access to, so please ensure they are accurate.

In this section, please provide the exact text/contact details that you are happy to be shared with the public.

174. Please provide a short (max 150 word) summary of your HAF programme, referencing the activities on offer for children and young people *

175. Please provide a telephone contact number for HAF bookings

176. Please provide an email address for HAF bookings

Supporting Documentation

We expect all provision to be supported by relevant and up to date policies and procedures that are adhered to by all staff who will be involved in the delivery of HAF provision.

Please note: if you are a Croydon maintained school or academy, you only need to submit the following supporting documents from the above checklist along with your funding application:

- Programme Risk Assessment
- Food Handling Policy (if using alternative caterers to normal school provision)

All required supported documentation should be emailed to: HAFprogramme@croydon.gov.uk ahead of the 23.59, Tuesday 6 February 2024 deadline.

177. I confirm I have attached all the required supporting information in place to submit to Croydon Council *

- Copy of Public Liability Insurance documentation
- Copy of Employer Liability Insurance documentation
- Safeguarding Policy
- Recruitment Policy
- Health and Safety Policy including Food Handling Policy
- Equality and Diversity Policy
- Privacy Policy/GDPR Policy
- Venue Risk Assessment
- Programme Risk Assessment

Declaration

Please ensure that a person who is authorised to act on behalf of your organisation completes the following declaration:

178. I confirm that the information provided in this application is accurate and true. *

Yes

179. Full Name *

180. Role in Organisation *

181. Date *

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

