**Northumberland Holiday Provision**

**Application Form 2025 - TEMPLATE**

Thank you for your interest in supporting the HAF delivery in Northumberland. Our strength and success are down to local partners delivering activities that they understand will work in their area.

All applications will go to our Northumberland Holiday Provision panel and will be assessed based on the Quality Framework guidelines, which align to the Department for Education grant agreement.

**Please read the Northumberland HAF guidance to help complete your application form. If you require any additional support to complete your application or to discuss further, please contact –** haf@northumberland.gov.uk

**Applications must be submitted using the online form -** [**Northumberland County Council**](https://nccform.northumberland.gov.uk/form/HAP)

**Dates:**

|  | **Easter** | **Summer** | **Christmas** |
| --- | --- | --- | --- |
| **Delivery dates** | 12 April to 27 April 2025 | 19 July to 31 August 2025 | 19 December 2025 to 3 January 2026 |
| **Applications open** | 17 February 2025 | 31 March 2025 | 30 September 2025 |
| **Application close** | 27 February 2025 | 6 June 2025 | 31 October 2025 |
| **Application decision** | 3 March 2025 | 13 June 2025 | 5 November 2025 |

|  |  |  |
| --- | --- | --- |
| Your name: |  | |
| Organisation/Group name: |  | |
| Your position in organisation: |  | |
| Your email address: |  | |
| Your organisation address: |  | |
| What type of organisation are you, please tick. | ☐ Charity  ☐ Community Interest Company (CIC)  ☐ Private Company/Business  ☐ Childcare Provider  ☐ Education (I.e. School)  ☐ Other  Other – Please specify | |
| Website/Social Media handle |  | |
| Are you Ofsted registered? | ☐ Yes  ☐ No  ☐ In the Process | |
| If No, please state reason why |  | |
| What are the ages of young people you work with |  | |
| How many days of delivery do you offer young people each year |  | |
| Do parents/guardians attend your activity with their children? |  | |
| **Please tell us about your holiday offer** | | |
| Main contact of Person delivering your activity (Name and Contact details) |  | |
| Full Address including Postcode of where your activities will be taking place. |  | |
| Please give details of the site such as safety and security and how any public access / visitors are to be managed and confirm the site has good safe spaces. |  | |
| How many days of activity, of at least 4 hours long, will you be delivering? *(Maximum of 16 days over Summer)* |  | |
| What days and dates will you be delivering your activities? |  | |
| Will you be taken your young people off site (i.e. trips or activities) If yes, please provide details |  | |
| What times will you be operating? |  | |
| How many places per day do you have available? |  | |
| What is the age range of your activities? |  | |
| Is your programme exclusively for children and young people with SEND? | ☐ Yes  ☐ No | |
| Is your activity closed or open?  (Please note all OPEN activities will be placed on our centralised booking system and families with an eligible code can book. All activities must be open unless their is a specific reason. | Open | Closed |
| If closed, please state reason why |  | |
| All providers will be offered a small number of discretionary places that they can offer to young people who do not have an eligible code but would benefit from attending the provision. Would you like this for your activity? | Yes | No |
| If Yes, how will you ensure the right young people access your discretionary places |  | |
| Will you be working with any other partners within your area to deliver your activity? (If yes, please say who and provide details) |  | |
| Who will be providing your food during your provision? |  | |
| Does the organisation providing the food have a food hygiene rating? If so, what is it? |  | |
| Please tick which meals you will be providing as part of your provision | ☐ Breakfast  ☐ Lunch  ☐ Dinner  ☐ Snacks | |
| Please provide a sample menu or show food choices available. |  | |
| Which of the following HAF Framework Standards will you be able to provide (tick all that apply)? | ☐ Enriching Activities for children and young people  ☐ Physical Activities children and young people  ☐ Food (a healthy meal)  ☐ Nutritional Information to children and young people  ☐ Food education for families, parents, and carers  ☐ Signposting and referrals between agencies and providers | |
| **Please use this space to add your plan:**  ***This should include what activities you are running; what food are you offering and any other information you feel may be relevant to your application. (Max 900 words)*** | | |
| Funding will be paid maximum £25 per head per day. (£5 must be ring fenced to provide hot food). Please complete the amount you are applying for |  | |
| Will you be applying for any additional funding from other sources to enhance your provision, if yes, please give details |  | |
| **Please tick to confirm:** | | |
| I have read and understood the DFE HAF guidance |  | |
| I have read the Northumberland Holiday Provision Application Guidance |  | |
| I have read and understood the Privacy notice |  | |
| We comply with relevant health and safety regulations, including the Health & Safety at Work Act 1974 and associated regulations and have a written health and safety policy and recorded risk assessments. |  | |
| All staff & volunteers to have the relevant DBS checks in place (please send through DBS register with individuals name, DBS number and expiry date) |  | |
| All activities and venues have relevant and appropriate risk assessments |  | |
| At least one member of staff who is first aid trained will be present during the activities |  | |
| We hold a Food Hygiene Certificate (If cooking and preparing own food) |  | |
| Staff hold a minimum of Safeguarding level two, and we have at least one named designated Safeguarding Officer |  | |
| Name and email of Designated Safeguarding Officer |  | |

[**Please click to access the online link and submit your form.**](https://nccform.northumberland.gov.uk/form/HAP)