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**Westminster Summer Activity Fund 2022**

**Application Form**

Before completing this application form please read the guidance carefully, ensuring that you meet all eligibility criteria as set out at the end of this form. **Please complete all sections of the form and email along with your supporting documents to Nora Loewenberg** [nora@youngwestminster.com](mailto:nora@youngwestminster.com) **by Monday 20th June 2022 (12:00 Noon).**

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** |  | |
| **Address of Organisation** |  | |
| **Main contact details** | Name |  |
| Email |  |
| Telephone |  |

**About your project**

|  |  |
| --- | --- |
| **What are you planning to do? Please describe the programme/activity.** |  |
| **Where will the work be delivered?** |  |
| **When will the work be delivered?** | |
| Start Date: |  |
| End Date: |  |
| How many days are you planning to offer: |  |
| How many hours per day: |  |
| Any other information: |  |
| **How many young people are you planning to reach *per session*?** |  |
| **How many young people are you planning to reach *in total*?** |  |
| **How do you know that you are reaching young people this fund wishes to target?** |  |
| **If you have had HAF funding for summer 2022 confirmed already, how is this activity different to your HAF activities?** |  |
| **Total costs of programme/project/activity:** |  |
| **Total amount requested:** |  |

**Declaration**

I confirm, to the best of my knowledge and belief, all the information in this application is true and correct. I understand that you may ask for additional information at any stage of the application process.

I confirm that I am responsible for my project and will comply with relevant legislation to ensure safe practices and policies are adhered to for both staff and participants of my project.

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Date** |  |

In addition to your Application Form, please submit the following:

|  |  |
| --- | --- |
| Programme/project Budget (please include breakdown of all income and expenditure associated with the work/project/programme. It must also make clear what you will be spending grant money on.) |  |
| A copy of your latest signed Annual Accounts |  |
| A copy of a bank statement no more than 3 months old |  |
| A copy of your Governing Document |  |
| A copy of your Safeguarding Policy |  |

If you have any questions or need any further information about the guidance or application form please email [nora@youngwestminster.com](mailto:nora@youngwestminster.com) or call us on 07426 217044.

**Funding criteria**

**What is the purpose of this funding and who is it for?**

There is particular concern that there is a significant group of children and young people, living in the borough, who just fall short of free school meals (FSM) eligibility, and the cost-of-living crisis is adding more pressure on these families. It is intended that this funding will reach those families who are struggling (but are below the threshold for FSM eligibility) and otherwise are not able to afford summer provision.

The Holiday Activity Fund (HAF) is primarily aimed at pupils who are eligible for free school meals and there is limited provision for young people who do not meet this criteria. This funding aims to address this and to allow organisations more flexibility in how they deliver their activities (e.g. by delivering one week of activities).

**Criteria**

Providers must be a local voluntary sector organisation offering services to children and young people in Westminster.

For providers already in receipt of HAF funding, this funding stream may be used to fund additional places for non FSM children, who may benefit from the activities on offer but preference will be given to organisations who have not been able to access HAF funding. Providers must ensure that funding reaches those children.

Providers must have the appropriate safeguarding procedures and policies in place.

Providers can only apply for funding directly related to the delivery of this project.

**Type of activities for young people**

Sports sessions, cultural trips, arts, crafts and drama sessions, residentials, cookery sessions, personal development and educational programmes; and, health and wellbeing activities.

**Types of activities for families (0 – 4)**

Sports sessions, cultural trips, arts, crafts and drama sessions, cookery sessions, health and wellbeing activities, stay and play.

Funding for this age group will only be given to established providers who work with early years cohorts already.

**Sessions and reach**

The number of sessions to be delivered via this funding is flexible, but costs need to reflect this and be proportionate and provide good value for money.

There is flexibility with the number of children and young people engaged but costs need to reflect this and be proportionate and provide good value for money.

**Healthy flexible food offer**

The food offer can be flexible and could include:

* Food voucher at established stores (e.g. Tesco’s; Sainsbury’s; ASDA; etc)
* Packed lunch
* Healthy snacks for shorter activity sessions
* Food parcels to prepare meals at home (e.g. parcels from Kitchen Social; Felix Project; etc)

**Monitoring and Reporting**

We will ask for a short report at the end of the project that should contain the following information:

* Number of places created and uptake
* The types of activities that were offered
* The types of children and young people that were reached
* Provide photos, stories, videos, etc
* Colleagues from Young Westminster Foundation or the Council might visit your project during the summer