**Hartlepool Borough Council ‘Filling the Holiday Gap’**

**Ring-fenced Community Grant Scheme – Summer 2019**

Please complete the following questions and return this form to [sue.leather@hartlepool.gov.uk](mailto:sue.leather@hartlepool.gov.uk)

1. Organisation name:
2. We would be interested in receiving a grant of up to £2,500 for a ‘Filling the Holiday Gap’ Scheme this summer: **YES / NO (delete as appropriate)**
3. If YES, how much funding are you requesting? **£**
4. Please give a brief description of what your project will involve, when and where it will take place in relation to the following categories:

* The number of families or young people accessing the activity

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* Number of healthy meals/snacks/food parcels provided

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* Improvements in education and awareness of healthy eating messages and cooking skills, where applicable

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* Evidence of utilising Hartlepool Foodbank and the Hartlepool Food Network

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* Total spend broken down by: staff costs, equipment, food and transport where applicable. Please complete the attached form.

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5. Projected outcomes in relation to the following:

***Please consult the summer 2019 funding criteria and guidance document when completing this application form – evidence of spend will need to be provided as part of the evaluation process (see attached documentation)***

* Organisations that are supporting children and young people through the provision of healthy and nutritious meals, snacks or food parcels during the school Easter holiday period

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* Organisations providing family-based activities over the school holiday period, where practical healthy eating and/or cooking skills education could be incorporated

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* Organisations providing crafts or physical activity opportunities, which would benefit from the provision of healthy and nutritious meals, snacks or food parcels as part of the activity

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* Organisations specifically working with vulnerable and/or disadvantaged families or children and young people in areas of high socio-economic deprivation, where food poverty rates may be higher

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* Funding will not be granted for the purposes of improving kitchen or hygiene standards within premises – any costs incurred to fulfil the application criteria below must be funded by the applicant(s)

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**DECLARATION OF COMPLIANCE WITH GRANT CONDITIONS**

Signed: Date:

Name in capitals: Position:

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| **Type of Costs (Where Applicable)** | **Description** | **Workings (to be completed by Bidding Organisation)** | **Grant Funding Requested £** |
| **Staff *#*** | Please specify no. of staff x hourly rate (including any employers NI and/or pension)) x no. of hours/day x no. of days of scheme |  |  |
|  |  |  |  |
| **Equipment *#*** | Please specify any equipment to be purchased (Invoices/Receipts will be required) |  |  |
|  |  |  |  |
| **Food** | Invoices/Receipts will be required to support claim |  |  |
|  |  |  |  |
| **Transport** | If applicable |  |  |
|  |  |  |  |
| **Total** |  |  |  |
|  |  |  |  |
| ***# Staff & Equipment Costs must not together total more than 25% of the grant award*** | | |  |