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

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

**Application Guidance and Information Pack**

**OVERVIEW:**

1. Hartlepool Borough Council Finance and Policy Committee has agreed to provide public sector organisations, voluntary and community sector (VCS) organisations and other charitable groups with a further funding opportunity for Christmas 2019, which aims to support initiatives that are currently working directly with families that may suffer from acute food poverty over the school holiday period.

2. A total of **£10,000** is available for Christmas 2019. Bids should total no more than **£2,500**. Project costs should equate to no more than **£3 per day or per meal, per child.**

3. If extra food is required for certain projects, organisations should register with the Hartlepool Food Network to access free food (see attached flyer or visit https://bit.ly/2Ld4932 - registration and induction training required).

4. The following areas will form the key priorities for the grant scheme, with funding and activity to be targeted towards:

* Organisations that are supporting children and young people through the provision of healthy and nutritious meals or food parcels during the school Christmas holiday period.
* Organisations providing family-based activities and physical activities over the school holiday period, where practical healthy eating and/or cooking skills education could be incorporated.
* Organisations providing crafts or physical activity opportunities, which would benefit from the provision of healthy and nutritious meals or food parcels for children and young people as part of the activity.( See guidance below)
* Organisations specifically working with vulnerable and/or disadvantaged children and young people in areas of high socio-economic deprivation, where food poverty rates may be higher.
* 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).

5. Each element that may be supported through this provision would be subject to an agreed set of outcomes which will be evaluated after the Christmas holiday period:

* The number of children and young people accessing the activity
* Number of healthy meals/snacks/food parcels provided for children and young people
* Improvements in education and awareness of healthy eating messages and cooking skills, where applicable
* Evidence of utilising the Hartlepool Foodbank and the Hartlepool Food Network
* Evidence of using healthy nutritional guidelines and providing example menus for the meals or food parcels provided where applicable. Please see School Food Standards Resources for guidance and examples: https://www.gov.uk/school-meals-healthy-eating-standards.
* Total spend break down for food bought and any reasonable costs up to a total of £10.00 associated with food preparation, for example hard surface sprays, kitchen roll and disposable rubbish bags.

6. **APPLICATION CRITERIA**

**GRANT SIZE:**

Grants of up to **£2,500** will be awarded to the successful applicants.

**APPLICATIONS TO THE RING-FENCED COMMUNITY GRANT SCHEME MUST MEET THE FOLLOWING GRANT CONDITIONS AND PROVIDE EVIDENCE WHERE APPLICABLE.**

* The application is for one year revenue support only, for activities taking place within the 2019 -2020 Christmas holiday period (23rd December 2019 – 3rd January 2020.)
* Staff and equipment/materials costs will not be covered, however reasonable provision will be provided to cover costs associated with food preparation.( as described in the above section )
* Project costs should equate to no more than £3 per day or per meal (or food parcel), per child.
* The initiative for which your organisation is applying for should not be a duplication of any services commissioned by Hartlepool Borough Council through existing contracts.
* The service must be delivered within the Hartlepool Borough.
* Your organisation must have been in existence for more than 12 months.
* Delivery staff have undergone a DBS check and are in receipt of a current DBS certificate.
* All organisations participating in the scheme have public liability insurance.
* All premises participating in the scheme are able to offer suitable first aid provision and have the facilities and persons available to administer first aid.
* A suitable and sufficient fire risk assessment has been undertaken for the premises.
* A suitable and sufficient risk assessment has been undertaken for all activities that children will participate in during the scheme.
* Where outdoor activities take place, a suitable and sufficient risk assessment has been undertaken in relation to sun safety and adequate shading provision is available for children.
* All premises participating in the scheme will have regard to relevant industry codes, for example:
  + EN1176 Playground Equipment Standard,
  + Preventing or controlling ill health from animal contact at visitor attractions or open farms.
* To improve sustainability of projects, successful organisations should register with Hartlepool Food Network (see attached or visit https://bit.ly/2Ld4932 to improve access to free food supplies.

**7. ORGANISATIONS THAT WILL BE DISTRIBUTING, PREPARING OR COOKING FOOD ON THEIR PREMISES MUST ALSO ENSURE THEY MEET THE FOLLOWING TERMS AND CONDITIONS BEFORE GRANTS ARE AWARDED:**

* All premises should be registered with Hartlepool Borough Council as food business operators.
* All premises should have a Food Standards Agency Food Hygiene Rating of 3 or above in order to participate in the Holiday Hunger Scheme.
* Food handlers should be able to demonstrate that they have undertaken suitable food hygiene training or have received adequate instruction or supervision to an appropriate level commensurate with their work activity.
* Suitable and sufficient hand wash facilities are provided and are located at the premises where food is to be consumed. Such facilities to include hot and cold running water or water (or water at a suitably controlled temperature), soap and hand drying facilities and should be provided for children, food handlers, employees and volunteers.
* Suitable and sufficient sanitary accommodation is provided at the premises which participate in the scheme and should be provided for children, food handlers, employees and volunteers.

**8. APPLICATION DEADLINE:**

**Midday on Friday 6th December2019 - Late applicants will not be considered**

*Applications should be emailed to: sue.leather@hartlepool.gov.uk*

**ANY APPLICATIONS SUBMITTED AFTER THE ABOVE DEADLINE WILLNOT BE CONSIDERED.**

**9. GENERAL TERMS & CONDITIONS:**

* Grants will only be available to applications that meet the necessary criteria and will be considered in light of the information provided and the availability of funds.
* Every effort will be made to ensure that applications are processed as quickly as possible. To ensure that applications can be processed efficiently applicants must include all information required in their submission.
* The grant is not available as an ‘as of rights basis’ and Hartlepool Borough Council reserves the right to refuse any application it deems unsuitable.
* The applicant will be responsible for any costs incurred as a result of withdrawing from a contract or funding arrangement.
* All grants will be subject to monitoring and evaluation.
* Successful applicants must give Hartlepool Borough Council early notice of significant changes in circumstances and any concerns about delivery.

**10. MONITORING:**

All grants will be monitored to ensure that the project has been delivered as expected. This will include recording outputs, benefits and spend.

If it is found that grant aid has not been spent appropriately or outputs/benefits not achieved, then measures may be taken to reclaim the grant.

**11. REPAYMENT OF GRANT:**

Hartlepool Borough Council is entitled to reclaim grant payments if the applicant is failing to meet the grant conditions contained in this document.

Any underspend against the grant awarded will need to be repaid to the Council within one calendar month of the scheme ending.

**12. CONTACT DETAILS:**

If you require any assistance in completing an application or would like further information about the Filling the Holiday Gap community grant scheme, please contact:

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