** ‘Filling the Holiday Gap’ scheme – Christmas 2019**

**Evaluation and monitoring form**

**Organisation name:** Click here to enter text.

**Project name:** Click here to enter text.

**Grant awarded:** £Click here to enter text.

**Monitoring information:**

Please indicate what your Christmas project involved (delete as applicable):

Food parcel distribution: Yes/No

Free meals: Yes/No

Physical activity sessions: Yes/No

Other (please state): Click here to enter text.

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| * The number of children and young people accessing the activity * Number of healthy meals/snacks food services provided * Improvements in education and awareness of healthy eating messages and cooking skills, where applicable * Evidence of utilising Hartlepool Foodbank and Hartlepool Food Network, recording frequency of use, types of food and amounts used during your scheme.   Evidence of using healthy nutritional guidelines and providing menus for the meals or food parcels provided where applicable.( Please refer to guidance in relation to relevant nutritional criteria contained in the Application Guidance)   * Total spend broken down by: food costs and costs associated with food preparation. Please complete the attached form.   Click here to enter text. |

**Evaluation:**

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| **Outcomes:**  What have been the main outcomes of your Christmas project in relation to:   * Supporting children and young people through the provision of healthy and nutritious meals or food parcels during the school Christmas holiday period. * Providing family-based activities over the school holiday period, where practical healthy eating and/or cooking skills education could be incorporated. * 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 for the children and young people. * 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.   Click here to enter text. |

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| **Problems:**  What have been the main problems in the delivery of your project (if any)?  What would you do differently?  Click here to enter text. |

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| **Marketing, Communication Channels and Development:**  How are you continuing to raise awareness of food poverty and the importance of a healthy diet and good nutrition within your organisation?  (Examples could include press coverage, evidence of new partnership working, engagement with the community, attendance at local forums, newsletters, e-bulletins, follow-up sessions, cookery groups, etc.):  Click here to enter text. |

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| **Sustainability:**  What efforts have you made to sustain or expand the project to meet the needs of the children and young people in the future?  (Examples may include further engagement and partnership working, funding opportunities, management of income etc.)  Click here to enter text. |

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| **Future Plans:**  What plans do you have for the ongoing development of your project to support future school holiday periods?  Click here to enter text. |

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| **Other Comments:**  If you have any further comments about your project or the grant scheme in general, please add them below:  Click here to enter text. |

Please return this form via email to [Sue.leather@hartlepool.gov.uk](mailto:Sue.leather@hartlepool.gov.uk).

Photos (with consent) showing activities, scanned copies of receipts and menus detailing the meals provided should be emailed to the above or posted to:

Sue Leather

Advanced Public Health Practitioner

Level 4 Civic Centre

Hartlepool

TS24 8AY

Please state the grant and the organisation and project name when supplying all receipts.

**THANK YOU.**

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| **Grant Funded** |  |  | **Grant Funding Awarded (a)** |  | **Grant Funding Actual Spend (b)** | **Grant Funding Underspend (b - a)** |
| **Type of Costs (Where Applicable)** | **Description** | **Workings (to be completed by Bidding Organisation)** | **£** |  | **£** | **£** |
| **Food Preparation** | Please specify any materials to be purchased (maximum spend £10.00, Invoices/Receipts will be required) |  |  |  |  |  |
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| **Food** | Invoices/Receipts will be required to support claim.  Menus will be required to show the meals provided using the foodstuffs |  |  |  |  |  |
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| **Total** |  |  |  |  |  |  |
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