



Glasgow Children's Holiday Food and Activity Programme - Fund Guidance

Summer 2023

April 2023

CONTENTS

Section 1 – Glasgow Children’s Holiday Food and Activity Programme

- 1.1 Introduction
- 1.2 Aim of the Programme
- 1.3 Before you begin
- 1.4 Completing the application form

Section 2 – Policy and Food Handling Compliance

- 2.1 Environmental Health & Food Hygiene Criteria
- 2.2 Food Allergies
- 2.3 Sustainable Delivery

Section 3 – Applying to the Programme

Eligibility

- 3.1 Who can and can’t apply?
- 3.2 What can and can’t be supported?
- 3.3 How much can we apply for?

Application

- 3.4 Required documentation
- 3.5 How many applications can we submit?
- 3.6 How do we access the Application Form and Budget Template?
- 3.7 Submitting your Application Form and Budget Template

Assessment

- 3.8 How we assess your application and make funding decisions
- 3.9 Timetable

Section 4 Budget Criteria

- 4.1 Budget Template
- 4.2 Food Cost expectations
- 4.3 Food Costs
- 4.4 Ancillary Costs
- 4.5 Staffing Costs
- 4.6 Volunteer Costs
- 4.7 Activity Costs
- 4.8 Transport Costs
- 4.9 Day Trip Entry Costs
- 4.10 Venue Costs
- 4.11 Management Fee Costs
- 4.12 Periods of operation

Section 5 Additional Information

- 5.1 Data Protection and Freedom of Information
- 5.2 Equalities

Section 1 – Glasgow Children’s Holiday Food and Activity Programme

1.1 Introduction

Eliminating food poverty is recognised as a priority and listed as one of the Scottish Government’s Key Sustainable Development Goals. *“By 2030, end hunger and ensure access by all people, in particular the poor and people in vulnerable situations, including infants, to safe, nutritious and sufficient food all year round.”* Numerous academic studies have shown that food insecurity affects school children’s academic performance, health and social skills. A nutritious and well-balanced diet is vital for healthy growth and development, supporting learning and social skills, and encouraging continuation of healthy eating later in life. For many children across Glasgow, free school meals are the only nutritious, balanced meal they can rely on each day. Many low income families are unable to afford additional food costs incurred during school holidays.

The Glasgow Children’s Holiday Food and Activity Programme (hereinafter the Fund) was launched in summer 2018 to address Children’s Holiday Hunger.

1.2 Aim of the Fund

The Fund is part of Glasgow City Council’s Strategic Plan (2022-27), responding to the key priorities of “reducing poverty and inequality in our communities” by providing support to families and “increasing opportunity and prosperity for all our city” by contributing to raising attainment amongst Glasgow’s children and young people. It does so by supporting and enabling community organisations to provide nutritious food to children/young people using their services during school holiday periods.

It is intended that Glasgow’s Fund will align with the Scottish Government’s School Age Childcare Framework. Publication of the Framework has been delayed so in order to open up Glasgow’s application process to allow for delivery of the Summer 2023 programme, this guidance applies only to the Summer 2023 programme.

The Fund is for children/young people 0-18 years of age.

1.3 Before you Begin

Documents to be uploaded with the application form

You will need to upload documents as part of your application. You should have them available when completing your application, they are:-

- A signed and dated copy of your Governing Document (e.g. Constitution, Mem & Arts, other formal document). **This only requires to be submitted if it has changed in the last year**
- Copy of your Child Protection Policy. **This only requires to be submitted if it has changed in the last year**
- A copy of your latest bank statement (within last 3 months)
- Proof of registration with Glasgow City Council Environmental Health Department/copies of REHIS and/or FHIS Certificates, as appropriate
- Partnership Agreement, if submitting a Consortium Bid
- A completed Budget Template which is part of the application pack on our website

1.4 Completing the application form

The application form is completed using SmartSurvey. The link will automatically be sent to providers funded in 2022 and relevant documents to download will be available on the Council's website [here](#).

Please note that the online form **does not automatically save**. If you shut down the form part way through completion, you will not be able to retrieve your data unless you have pressed the **Save and Continue Later** field.

When you press the **Save and Continue Later** field, an email will be sent to you with the link to access the data you have completed so far and to allow you to resume your application.

Some of the fields in the application form are mandatory. These will be marked with an Asterix (*) and mean that you must answer before you will be allowed to move to the next page.

Once you have completed your application and pressed submit, you will see a screen that says 'Thank you for submitting'. If you do not see this acknowledgement of receipt, please email cesgrants@glasgow.gov.uk. Once submitted, SmartSurvey will automatically email you a copy of your application form in PDF format which you should keep for your records.

Section 2 – Policy and Food Handling Compliance

2.1 Environmental Health & Food Hygiene Criteria

Please note that all applicants must comply with Food Hygiene requirements. Guidance is provided below with links for further information.

REHIS (The Royal Environmental Health Institute for Scotland) relates to food hygiene training. Staff who undertake food hygiene training will receive a REHIS certificate to confirm they have passed their training successfully.

There must be at least one designated REHIS trained member of staff present while food is being prepared, served etc. This person must take responsibility to ensure food safety and cleaning regulations are followed. If other staff are carrying out these duties, the trained member of staff must oversee that they are following regulations and that all paperwork is completed and carried out.

FHIS (Food Hygiene Information Scheme) certificate relates to the registered food business and indicates that the business is registered with environmental health. It will also state the rating of the business, of which there are four possibilities: Pass, Improvements Required, Exempt Premises or Awaiting Inspection. Click [here](#) for more detail.

You can still be eligible for funding without an FHIS Certificate. These certificates tend to be given to more established businesses such as cafés, restaurants, day centres that provide food etc. that receive inspections from the Environmental Health Department. If your project already has an FHIS Certificate then you are required to provide a copy of this to us.

If you don't have an FHIS Certificate, but are doing any of the following, then you **must** register with Glasgow City Council Environmental Health Department (GCC EHD):

- Preparing food
- Buying food in from a shop/café etc then storing it in fridges/cool bags until it is served
- Reheating any food bought in from a shop/café etc

Although the food hygiene risks are low in some of these situations, there are still requirements related to food handling and storing at the correct temperatures, so GCC EHD require you to be registered.

Instead of submitting an FHIS Certificate, you will need to provide evidence that you have registered with GCC EHD. You can register with GCC EHD [here](#) and it is free. When you register you will receive an email indicating that your application has been received, then another email indicating that your email has been sent to the appropriate person in the department. The **third** email that you receive is the documentation that you should submit with your application form. The email will state "please take this email as confirmation you have registered."

If you are using another food provider on a regular basis for the whole length of the project, you should provide a copy of their FHIS Certificate. You can submit a copy of the Certificate or go to www.scoresonthedoors.org.uk and input the food provider's details. The page will then show a note of their FHIS Certificate and rating status. You can take a screenshot and submit this as evidence along with your Application Form.

You will need to upload the relevant food certificate

2.2 Food Allergies

There is flexibility in the design of the food provision which should be tailored to ensure that all food meets the dietary needs of the children and families who attend. Further information in relation to allergies can be found using the links below:

- [Food Standards Agency](#)

2.3 Sustainable delivery

You are encouraged to consider how sustainable development can be reflected in your programme. Some examples that you may wish to consider are:

- Minimising the use of single-use plastics
- Where possible, using locally sourced food and ingredients
- Making use of food surplus organisations
- Encouraging children to engage with environmental issues and take a leading role in sustainable practices

Section 3 – Applying to the Fund

Eligibility

Please note that if you fail to meet the eligibility criteria your application will not be considered.

3.1 Who can and can't apply?

Only existing providers from 2022/23 have been invited to apply for funding for Summer 2023. All providers will have received an email with a link to the SmartSurvey application form. **You can only apply for up to the amount of funding you received in Summer 2022.**

3.2 What can and can't be supported?

We will fund:

- Food costs
- Ancillary costs (utility costs, cutlery, chef costs)
- Sessional staff costs
- Volunteer costs
- Venue costs
- Activity costs
- Transport costs
- Entry costs (for day trips)
- Management Fee costs

We will not fund the following:

- Capital costs
- Residential costs
- Food for residentials (funded from elsewhere)
- Costs already funded by someone else
- Costs incurred before the activity starts

Please note that this list is not exhaustive.

3.3 How much can we apply for?

You can only apply for up to the amount you were awarded in Summer 2022 to deliver a Summer programme during

Summer 26 June 2023 – 11 August 2023 (35 days)

3.4 . Required Documentation

Please remember that whilst completing your SmartSurvey application you will need to upload all of the documents listed below for us to consider your application:

- Glasgow Children's Holiday Food and Activity Programme Budget Template
- A signed and dated copy of your Governing Document (e.g. Constitution, Mem & Arts, other formal document) . This only requires to be submitted if it has changed in the last year
- Copy of your Child Protection Policy. This only requires to be submitted if it has changed in the last year
- A copy of your latest bank statement (within last 3 months)
- Proof of registration with Glasgow City Council Environmental Health Department/copies of REHIS and/or FHIS Certificates, as appropriate
- Partnership Agreement, if submitting a Consortium Bid

All these documents should be uploaded as part of the application.

The SmartSurvey link to the Glasgow Children's Holiday Food and Activity Programme Application Form will be emailed directly to applicants.

3.5 How many applications can we submit?

You can only make one application per organisation.

3.6 How do we access the Application Form and Budget Template?

To apply to the Children's Holiday Food and Activity Programme for Summer 2023, you need to access the Application Form via the SmartSurvey link that will be emailed separately and the Budget Template through our [webpage](#).

The following documents are available to download:

- [Glasgow Children's Holiday Food and Activity Programme Budget Template](#)
- [Glasgow Children's Holiday Food and Activity Programme Guidance](#)
- [Partnership Agreement Form](#)
- [Ward and Neighbourhood Information](#)

3.7 Submitting your Application Form and Budget Template

Applications and required documentation (see 3.8 above) should be submitted using the online application form. Applications must be submitted no later than:

Tuesday, 9 May at 10am

Once you press submit, the screen will say 'Thank you for your submission'. You will receive an automated email acknowledging receipt of your application.

It is your responsibility to submit a fully completed application form and required documents by the date provided above. **Late applications will not be considered.**

Your application will be assessed on the basis of the information submitted. Please make sure that any documents you upload with your form are the correct ones. If we find that you have attached an incorrect document, then we will endeavour to contact you.

Assessment

3.8 How we assess your application and make funding decisions

Officers will use an assessment tool, based on the application form and budget template, to score applications in an objective manner using the information provided in your Application Form and Budget Template.

All eligible applications will be scored and assessed using the criteria and scoring levels outlined below:

- Organisation/Governance – this includes an assessment of the governance to ensure the organisation can support delivery with a clear indication of the aims of the organisation and a supporting Child Protection Policy.
- Project Development/Delivery – this includes an assessment of identified gaps and evidence of need, involvement of communities in design and development and ongoing plans for involvement as well as the project aims including who will benefit, that the project plans are credible, any evidence of joint or partnership working
- Project Outcomes and Impact – this includes an assessment of the intended outcomes, how these will be measured and the difference the project will make
- Organisation and Project Finance – this includes an assessment of the budget and whether the project costs appear reasonable/realistic as well as the organisation's financial stability.

Tables 1a and 1b show the score key used by Assessing Officers for each assessment criteria and the score weighting given to each assessment criteria.

Table 1a: Score Key Assessment Tool

Score	Score Assessment	Key	Interpretation
5	Excellent		Satisfies and demonstrates exceptional understanding of criteria required. Response identifies factors that will offer potential added value
4	Good		Satisfies the requirement with minor additional benefits
3	Acceptable		Satisfies the requirement with no reservations
2	Minor reservations		Satisfies the requirement with minor reservations and limited evidence to support the response
1	Serious reservations		Some attempt has been made to provide information but lacks detail

0	Unacceptable	Does not meet the requirement. Insufficient information provided
---	--------------	--

Table 1b: Assessment and Scoring Template Criterion

Criteria	Weighting (%)
Organisation/Governance	10
Project Development/Delivery	30
Project Outcomes and Impact	40
Organisation and Project Finance	20
Total	100

A maximum score of 5 against all criteria would result in a weighted score of 100, whereas a score of 1 for all criteria would result in a weighted score of 20.

The information provided in your application and subsequent score will be used to make an initial recommendation.

3.9 Timetable

The table below details the timetable for funding decisions:

Application window opens	Friday, 28 April 2023
Applications close	Tuesday, 9 May 2023 at 10am
Assessments	Tuesday, 9 May – Wednesday, 17 May 2023
City Administration Committee	Thursday, 1 June 2023
Award packs issued	Week beginning Monday, 5 June 2023
Payments issued	Week beginning Monday, 12 June 2023

Please note that all decisions made by the City Administration Committee are final and there is no appeal process.

Section 4 – Budget

4.1 Budget template

Please note that some of the cells on the Budget Template are locked. You have access to the cells necessary to provide the required information. When completing the budget template, please take note of the criteria detailed in the following paragraphs.

4.2 Food cost expectations

As the priority of the Fund is providing food, we would expect at least **55%** of the budget requested **would** be for food and ancillary costs. If you are unable to achieve this minimum level there will be provision in the application form to explain why that is the case. Some flexibility can also be given to organisations that are hiring school facilities due to the costs involved – however where possible alternative facilities should be considered.

4.3 Food Costs

Breakfast, lunch, dinner and snack costs will be considered as part of your budget. Please note that these are capped at:

- Breakfast £3
- Lunch £4.50
- Dinner £4.50
- Snack £1

You should note that there is space for 2 lots of breakfast, lunch and dinner on the Budget Template. This is to allow you to show the different costs for each if, for example, you are providing packed lunches for a trip at the cost of £3 and a cooked lunch at the cost of £4.

4.4 Ancillary Costs

This includes the cost of gas/electricity etc. to prepare the meals. The cost of staff required to prepare/serve the food should be included here too. Do not include sessional staff required to run activities in this section.

There is an expectation of a maximum of £2 ancillary costs per child, per meal. If organisations are buying food in for packed lunches, day trips or buying in food and serving, they cannot request ancillary costs – only food costs.

Please note that we would expect food and ancillary costs together should meet at least 55% of the costs of the programme unless that is not achievable and an explanation is provided in the application form.

4.5 Staffing Costs

This should cover sessional staff required to run activities. The fund will not cover existing/permanent staff costs, only additional staff brought in to allow the project to support more children/young people. Please note there is a maximum cap of £11 per hour. The fund will not cover staff training, uniforms or travel costs.

4.6 Volunteer Costs

Volunteers may provide a vital service in supporting the running of the project. You may apply for volunteer travel costs and sustenance (depending on the number of hours spent supporting the project). Please note this is capped at £10 per day per person.

4.7 Activity Costs

The main purpose of the Fund is to provide nutritious food for children/young people during holiday periods. In order to appeal to more children and avoid any stigma that may be associated with “free food” you can apply for the costs to run some activities, as an attraction to children. For all activity costs and items, they must be relevant to the holiday programme you are offering and you must provide a breakdown of what you are requesting.

The Fund will not provide large pieces of equipment/capital items.

You can apply for funding to hire professional organisations for certain activities (arts workers, musicians, cooking demonstrations etc). We are aware that their costs can sometimes be more than £11 per hour, so please provide a breakdown of the costs and this will be considered. This will only be **considered for occasional** activities and not daily/regular activities.

4.8 Transport Costs

Transport costs are available for bus hire, bus/train fares for activity purposes. If you own a bus then you can apply for fuel costs up to £25 per day.

4.9 Day Trip Entry Costs

If you are attending a venue which provides activities that has an entry cost you can apply for funding. This will only be approved for occasional trips, not regular/daily trips.

4.10 Venue Costs

You can apply for venue hire to run the project or an element of it. The Fund will not cover the venue hire if you own the building. In this case you can only apply for a contribution to overhead costs for the duration of the holiday programme, and a breakdown must be provided.

4.11 Management Fee Costs

This cost is to cover any additional management support that may be required to oversee your project. It must include any admin, advertising costs etc.

There is a maximum amount of 5% of the project costs available. This cost is reached by totalling all costs (not including a management fee) and calculating up to 5% of this total. Please note that management fee costs are capped at £5,000 and you cannot apply for both the costs of a staff member to oversee the project in staffing costs as well as applying for the management fee cost.

4.12 Periods of operation

Within the budget template, you will need to tell us how many sessions you are delivering within each holiday period. If you are delivering all day to the same children/young people this would be classed as 1 session however if different children/young people attend in the morning and afternoon then this would be classed as 2 sessions. If you are delivering in multiple venues please ensure all sessions are included.

Section 5: Additional Information

5.1 Data Protection and Freedom of Information

Applicants to this Fund should note that Glasgow City Council, as a Scottish public authority, is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and Data Protection Act 2018.

Therefore, please note that information provided will be held, published and disclosed in accordance with this legislation.

Further information is available on our [website](#) and on the Scottish Information Commissioners [website](#).

5.2 Equalities

The Equality Act 2010 protects people from discrimination in the workplace and in wider society. All organisations that submit an application to the Fund must satisfy themselves that they are compliant with the relevant equalities legislation.

Find out more about [who is protected](#) from discrimination, [the types of discrimination](#) under the law and [what action you can take](#).