



Summer 2024 – Spring 2025
Glasgow's Holiday
Programme
Guidance Notes



CONTENTS

Section 1 – Glasgow’s Holiday 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?
- 3.7 Submitting your Application Form h

Assessment

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

Section 4 - Criteria

- 4.1 Periods of operation
- 4.2 Food cost expectations
- 4.3 Food and Ancillary costs
- 4.4 Food parcels
- 4.5 Staffing costs
- 4.6 Volunteer costs
- 4.7 Activity costs
- 4.8 Transport costs
- 4.9 Day trips and entry costs
- 4.10 Periods of operation
- 4.11 Venue costs
- 4.12 Management Fee costs
- 4.13 Ward coverage

4.14 Glasgow Communities Fund

Section 5 - Additional Information

5.1 Data Protection and Freedom of Information

5.2 Equalities

5.3 Headline Monitoring Information

Section 1 – Glasgow’s Holiday 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.

Glasgow’s Holiday Programme (hereinafter called the Programme and formerly known as the Children’s Holiday Food and Activity Programme) was launched in summer 2018 to address what was referred to as ‘Children’s Holiday Hunger’.

1.2 Aim of the Programme

The Programme 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.

The Programme aims to support the delivery of holiday provision for children/young people 0-18 years of age across every Council Ward in Glasgow.

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 since you last submitted a copy to Glasgow City Council for this Programme or if you have not had funding from this Programme previously.**

- A copy of your Child Protection Policy. **This only requires to be submitted if it has changed since you last submitted a copy to Glasgow City Council for this Programme or if you have not had funding from this Programme previously.**
- A copy of a recent Bank Statement (within 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.

1.4 Completing the application form

The application form is completed using SmartSurvey. The link is available on the Council's website and relevant documents to download are available on the Council's website [here](#).

The Programme will be publicised using the Council's social media platforms, previous providers will be signposted to the link and a request will be made to GCVS to promote using their networks.

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** option.

When you press the **Save and Continue Later** option, 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. The REHIS training should have taken place **within the last 3 years**.

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.

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 delivery can be reflected in your programme. Some examples that you may wish to consider are:

- 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 Programme

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?

This Programme is open to Community and Third Sector organisations who deliver locally within Glasgow and are able to offer food as part of their holiday activity provision.

We will accept applications from the following types of organisation:

- Company Ltd By Guarantee
- Scottish Charitable Incorporated Organisation (SCIO)
- Community Interest Company (CIC)
- Unincorporated Organisations
- Social Enterprise
- Housing Associations

We will also accept Consortium Bids supported by a Partnership Agreement. The Partnership Agreement Form can be accessed on our [Webpage](#) and must be signed by all partners.

Please note that if you have been awarded Playscheme funding from the Council's Area Budget for 2024/25 you are not eligible to apply to this Programme.

We will not accept applications from the following:

- Individuals or Sole Traders
- Organisations that generate profit for private distribution
- Statutory/Public Bodies such as Glasgow City Council and its Arm's Length External Organisations, NHS, Police Scotland etc
- Organisations where Governing Body membership is not quorate

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.

Budget

3.3 How much can we apply for?

The total amount available in the Programme for allocation is £2m.

There is no minimum or maximum award levels, however, please bear in mind the Programme covers 46 days in total and demand is likely to be high.

You can apply for 1 years funding for 2024/25. The holiday periods are:

Summer 2024 Thursday, 27 June – Friday, 9 August **(32 days)**

October 2024 Monday, 14 October – Friday, 18 October **(5 days)**

Spring 2025 Monday, 7 April – Thursday, 17 April **(9 days)**

Please note that Public Holidays and weekends are not covered by the Programme.

Application

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:

- 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 since you last submitted a copy to Glasgow City Council for this Programme or if you have not had funding from this Programme previously.**

- A copy of your Child Protection Policy. **This only requires to be submitted if it has changed since you last submitted a copy to Glasgow City Council for this Programme or if you have not had funding from this Programme previously.**
- A copy of your latest bank statement (within 3 months).
- Proof of registration with Glasgow City Council Environmental Health Department/copies of REHIS and/or FHIS Certificates, as appropriate. **Please note that REHIS training should have been undertaken within the last 3 years.**
- Partnership Agreement, if submitting a Consortium Bid

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?

To apply to Glasgow's Holiday Programme for Summer 2024 – Spring 2025, you need to access the Application Form via the SmartSurvey link through our [webpage](#).

To help you prepare and complete your application, the following documents are available to download:

- [Word Version of the SmartSurvey Application Form](#)
- [Glasgow's Holiday Programme Guidance Note](#)
- [Partnership Agreement Form](#)
- [Ward and Neighbourhood Information](#)

3.7 Submitting your Application Form

Applications and required documentation (see 3.4 above) should be submitted using the online application form. Applications must be submitted no later than:

Wednesday, 3 April 2024 at 5pm

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

It is your responsibility to submit a fully completed application form and required documents by the date provided above. **Applications submitted after this date cannot 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 to score applications in an objective manner using the information provided in your Application Form. Please note that a high scoring application will not necessarily result in a successful application. The assessment process will also take account of local service provision, geographical spread and demand.

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, and 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.

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 assessment score will be considered alongside geographical spread and demand factors

3.9 Timetable

The table below details the timetable for funding decisions:

| | |
|--|--|
| Application window opens | Monday, 11 March 2024 |
| Applications close | Wednesday, 3 April 2024 at 5pm |
| Assessments | Wednesday, 3 April 2024 to Friday, 26 April 2024 |
| City Administration Committee | Thursday, 23 May 2024 |
| *Award packs issued | Week beginning 27 May 2024 |
| Payments issued (once grant has been accepted) | From week beginning 3 June 2024 |

*subject to Committee approval

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

Section 4 – Criteria

The sections below provide suggested minimum and maximum amounts applied to certain costs. When completing your application, please consider these suggested levels. In some circumstances, there could be reasons why these levels need to be exceeded or cannot be met. The application form provides an opportunity for you to provide an explanation at Q42 and Q43.

4.1 Periods of operation

You will need to tell us how many sessions you are delivering within each holiday period at Q23 in the application form. Please tell us the number of hours you will deliver a service each day, how many sessions will be delivered and the total number of spaces available each day.

Sessions should be calculated on the basis of when you register the children and young people, for example:

- If you register attendances in the morning and the child/young person stays all day and participates in various activities, this would count as 1 session.
- If you register children/young people in the morning and again in the afternoon, this would count as 2 sessions. These could be the same or different children/young people.

At the end of each holiday period section the totals should be provided.

The session spaces expected to be filled should represent the number of attendances expected over each holiday and can therefore include the same child if they attend more than one session.

The anticipated total number of individual children should be the total number of individual children/young people you expect will attend. You should only count each child/young person once even if they attend more than one session.

We appreciate at the moment that these will be estimated figures. The actual numbers will be captured at the end of the holiday periods in the monitoring returns.

4.2 Food cost expectations

There is an expectation that a minimum of at least **45%** of the funding requested **would be for food and ancillary costs**. If you are unable to achieve this minimum level there is provision at Q42 in the application form to explain why that is the case, for example, where vegetarian food is provided which is cheaper to buy. 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 and Ancillary costs

Food costs

Breakfast, lunch, dinner and snack costs will be considered as part of your budget. Please note that the suggested maximum level is as follows:

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

If your food costs require to be higher than these suggested levels, there is provision at Q43 in the application form to explain why.

Ancillary costs

This includes the cost of gas/electricity, paper plates 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 a suggested maximum of £2.50 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 total at least 45% of the grant requested. If this is not achievable an explanation should be provided in the application form at Q42.

4.4 Food parcels

There is an expectation that the food provided will be consumed during your holiday programme operating hours. We recognise that in some cases this will not always be possible. The Programme will not routinely fund food parcels, only in limited circumstances, for example the avoidance of food waste or where a child/young person chooses not to eat at the programme.

If part of your programme includes cooking skills, any food made and taken home by the children/young would not be regarded as a 'food parcel'.

Q21 provides an opportunity for you to explain in what circumstances, if any, food parcels would be provided.

4.5 Staffing costs

This should cover sessional staff required to run activities. The Programme will not cover existing/permanent staff costs, only additional staff brought in to allow the project to support more children/young people. Funding may be applied for to cover **additional** hours for existing staff but not for their core hours of work. **Please note there is a maximum cap of £13 per hour.** The programme funding will not cover staff training, uniforms or travel costs.

Q26 in the application form asks you to provide details of how your project will be staffed. You should include the total number of staff/hours across the whole holiday period.

There is provision for you to detail any additional staff required to meet the needs of children/young people with Additional Support Needs (ASN).

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 Programme 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 Programme will not provide large pieces of equipment/capital items.

You can apply for funding to hire specialist support for certain activities (sports, arts workers, musicians, cooking demonstrations etc). We are aware that their costs can sometimes be more than £13 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 and bus/train fares for activity purposes however, you are encouraged to support young people to apply for the Free Bus Travel for Under 22's to allow your trips to use public transport at no cost to the Programme.

If you own a mini-bus then you can apply for fuel costs. The suggested maximum level to apply for is £35 per day.

4.9 Day trips and entry costs

Day trips can form part of the holiday programme. You can apply for funding for 1 trip per week as part of your programme costs. We understand that some day trips will involve an entry cost. These will be considered only on an occasional basis. Details of these trips should be provided at Q28.

If your programme covers various age groups and trips need to be split, you can apply for more than one trip per week. Please provide details of any additional trips at Q29.

For example:

| | |
|--------|--|
| Week 1 | Trip to Park (transport costs only for bus hire) 25 children/young people |
| Week 2 | Trip to Museum (transport costs only for bus hire) 15 children aged 8-12 |
| Week 2 | Trip to Beach (transport costs only for bus hire) 25 young people aged 13-15 |
| Week 3 | Trip to a venue with an entry fee (transport costs and venue entry costs) 30 children/young people |

We understand that at this stage it may be difficult to provide exact details on trips as this may be dependent on consultation with your service users. You should provide the anticipated number of trips that you plan to take. We appreciate it may also be difficult to estimate costs for trips in advance however an estimated cost should be included within your budget.

4.11 Venue costs

You can apply for venue hire to run the project or an element of it. The Programme 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.

4.12 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.

4.13 Ward coverage

Q34 in the application form ask you provide estimated details on the number of anticipated service users. Wards can be identified by postcodes using the link below:

[Council Ward postcode checker](#)

4.14 Glasgow Communities Fund

Q47 asks you to detail how any Glasgow Communities Funding will be used to support the delivery of this programme. You should provide details of how this would be used e.g. staff costs to deliver activities, premises costs, management costs.

Funding should not have been requested for any of these costs within this application as you already have the funding in place to support these costs.

Section 5 - Additional Information

5.1 Data Protection and Freedom of Information

Applicants to this Programme 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 Programme 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](#).

5.3 Headline monitoring information

Successful applicants to Glasgow's Holiday Programme will be required to report back on their programmes after each holiday period. To allow organisations to collect the appropriate information on their programmes, listed below are the main areas that information will be sought on.

| | |
|-------------------|---|
| Service Provision | <ol style="list-style-type: none">1. How many meals were provided?2. What type of food was provided?3. Were food parcels provided?4. What type of activities were delivered?5. Information on any trips undertaken.6. A description of the provision including what impact the programme had |
| Operation | <ol style="list-style-type: none">7. What venues did you use?8. How many days did you operate?9. How many hours did your programme operate?10. How many sessions did you deliver? |
| Service Users | <ol style="list-style-type: none">11. How many children attended each session? |

| | |
|----------|--|
| | <p>12. How many individual children attended overall including ward information?</p> <p>13. The age of service users</p> <p>14. Information on target groups</p> |
| Finance | <p>15. Financial breakdown on spend</p> <p>16. Match funding details</p> |
| Feedback | <p>17. Quotes from service users, parents, staff</p> <p>18. A case study</p> <p>19. Photos</p> |