



Department  
for Education



## Holiday Activities and Food (HAF) 2024 Grant Programme

# Application Form

Email completed application form with supporting documents to: [VSST\\_play@sandwell.gov.uk](mailto:VSST_play@sandwell.gov.uk)

**Closing date: Friday 19<sup>th</sup> January 2024 by 5:00pm**

**BEFORE** completing the application form, please read the **Application Guidance**.

This form is in PDF format and should be completed and submitted electronically. Printed or scanned copies will not be accepted.

To fill out this form, select the Fill & Sign option from the Tools menu and choose the box where you need to type. To select or tick a box, use the Fill & Sign option from the Tools menu, double-click, select more options, then choose the tick option. Please make sure to place the tick in the correct box and adjust its size if necessary.





## SECTION 1: YOUR ORGANISATION

Unique reference number (office use only)	HAF/24/
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<b>1.1</b>	<b>Details of your Organisation</b>
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Organisation Name	
Address	
Post code	
Contact Number	
Website	

<b>1.2</b>	<b>Contact for this Application</b>
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Name	
Position	
Contact Number	
Email	

<b>1.3</b>	<b>HAF Programme Delivery Lead (if different)</b>
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Name	
Position	
Contact Number	
Email	

<b>1.4</b>	<b>Organisation Designated Safeguarding Lead</b>
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Name	
Position	
Contact Number	
Email	
DSL Training Level	

<b>1.5</b>	<b>HAF Delivery Partner (if applicable)</b>
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Organisation Name	
Address	
Post code	
Website	
Partner Delivery Lead (Contact Name)	
Email	
Contact Number	



<b>1.6</b>	<b>Tell us what type of organisation you are (your legal status) please select</b>	<b>Lead</b>	<b>Partner</b>
	Voluntary and Community (not for profit/CIC)	<input type="checkbox"/>	<input type="checkbox"/>
	Private/Independent	<input type="checkbox"/>	<input type="checkbox"/>
	School/Other educational setting	<input type="checkbox"/>	<input type="checkbox"/>
	SMBC Service	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.7</b>	<b>Select if you and your partner organisation have the following:</b>	<b>Lead</b>	<b>Partner</b>
	Constitution, Terms of Reference, set of rules or other Governing documents	<input type="checkbox"/>	<input type="checkbox"/>
	Latest Annual Accounts or Statement of Income and Expenditure	<input type="checkbox"/>	<input type="checkbox"/>
	Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
	Registered as a food business	<input type="checkbox"/>	<input type="checkbox"/>
	Equality & Diversity Policy	<input type="checkbox"/>	<input type="checkbox"/>
	Child Protection & Safeguarding Policy/Procedures in place	<input type="checkbox"/>	<input type="checkbox"/>
	Online Safety & Digital Media Policy/Procedures/Data Sharing Consent Form	<input type="checkbox"/>	<input type="checkbox"/>
	Health & Safety Policy/Procedures (to include food hygiene/risk assessments)	<input type="checkbox"/>	<input type="checkbox"/>
	Qualified First Aider (on site/present at all times)	<input type="checkbox"/>	<input type="checkbox"/>
	Enhanced DBS checks for all delivery staff and volunteers	<input type="checkbox"/>	<input type="checkbox"/>
	Minimum Safeguarding Level 1 Training for all delivery staff and volunteers	<input type="checkbox"/>	<input type="checkbox"/>
	Partner Delivery Agreement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	OFSTED Registration	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.8</b>	<b>If the lead organisation is not registered with OFSTED please specify why</b>		
		<b>YES</b>	<b>NO</b>
<b>1.9</b>	<b>Are you currently delivering activities for children and young people?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.10</b>	<b>Do you charge parents and carers for this provision?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.11</b>	<b>Has your organisation applied for/received funding from Sandwell Council? (Including HAF Funding)</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Name of Funding / Programme List up to the last three years</b>	<b>Council Contact Officer's Name</b>	<b>Successful (Yes/No)</b>
			<b>Amount Awarded (£)</b>



**SECTION 2: TRACK RECORD** (200-word limit per question)

<b>2.1</b>	<b>Provide details of your delivery track record including recent experience you have working with children and young people</b>
<b>2.2</b>	<b>If you are delivering with a partner, please provide details of the delivery relationship</b>

**SECTION 3: YOUR ACTIVITIES / PROJECT PROPOSAL – EASTER 24** (200-word limit)

<b>3.1</b>	<b>Tell us what activities you will provide</b> (Holiday clubs must provide activities that meet the <a href="#">physical activity guidelines</a> daily). (Information provided here will be displayed on the HAF website)			
<b>3.2</b>	<b>Target Audience</b> <b>Please note: New applicants (who have not previously delivered SMBC funded HAF) will be funded for a maximum of 40 places per day. Please consult the Guidance for further details.</b>			
What is the number of <b>unique</b> eligible children and young people expected to attend your provision overall?				
What is the number of <b>unique</b> eligible children and young people expected to attend your provision daily?				
<b>Please provide a breakdown based on your overall figure above</b>		<b>Primary aged</b>	<b>Secondary aged</b>	<b>Total</b>
Benefits related free school meals (FSM) (eligible for HAF funding)				
Education health care plan (EHCP) (SEND)				
Looked after children and young people (LACE)				
No recourse to public funding (NRPF)				
<b>Total</b>				



**3.3** **Activity Plan**  
Please remember that HAF delivery is based on delivering a minimum of 16 hours over the Easter period.  
**Information provided here will be displayed on the HAF website**

**Example: Include full address of venue including post code (select the box if the venue has been confirmed, we need to ensure that you have an agreement in place to deliver at this venue prior to funding being released), also add contact details for the delivery lead at the venue for monitoring purposes.**

	Mon 25 <sup>th</sup> March	Tues 26 <sup>th</sup> March	Wed 27 <sup>th</sup> March	Thurs 28 <sup>th</sup> March
Activity	Arts & Craft	Football/Tennis	Clay Modelling	Trip to Dudley Zoo
Venue	Library, High St, West Brom, B70 8DZ	Library, High St, West Brom, B70 8DZ	Library, High St, West Brom, B70 8DZ	Dudley Zoo
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Times	10am-2pm	10am-2pm	10am-2pm	10am-2pm
Contact Details	Name 07000 000 000	Name 07000 000 000	Name 07000 000 000	Name 07000 000 000
NO of places	20	20	20	20

**Week 1 (Friday 29<sup>th</sup> March - Good Friday)**

	Mon 25 <sup>th</sup> March	Tues 26 <sup>th</sup> March	Wed 27 <sup>th</sup> March	Thurs 28 <sup>th</sup> March	Sat 30 <sup>th</sup> March
Activity					
Venue <small>(select the box if the venue has been confirmed)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Times					
Contact Details					
NO of places					

**Week 2 (Monday 1<sup>st</sup> April - Bank Holiday)**

	Tues 2 <sup>nd</sup> April	Wed 3 <sup>rd</sup> April	Thurs 4 <sup>th</sup> April	Fri 5 <sup>th</sup> April	Sat 6 <sup>th</sup> April
Activity					
Venue <small>(select the box if the venue has been confirmed)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Times					
Contact Details					
NO of places					



<b>3.4</b>	<b>Venue Capacity - how many people can safely be accommodated? Confirm capacity for all venues, ensure this is reflected in your risk assessment</b>				
	Venue	Venue Capacity	Venue	Venue Capacity	Venue
<b>3.5</b>	<b>Evidence how you have identified the need for this provision (200-word limit)</b>				
<b>3.6</b>	<b>Tell us how you will gather feedback from parents and children about the activities you will deliver and how you will record this information? (e.g. questionnaires) (200-word limit)</b>				
<b>3.7</b>	<b>Tell us how you will implement robust safeguarding arrangements and ensure your provision is a safe and happy place for children (this could include child protection/safeguarding policy, equality and inclusion, risk assessments, etc.) (200-word limit)</b>				
<b>3.8</b>	<b>Tell us how you will support children with SEND or additional needs (e.g. staff/resources, reasonable adjustments, carer involvement, and signposting) (200-word limit)</b>				



<b>3.9</b>	<b>Tell us about your organisation’s inclusive practices and how you will implement this in your delivery to ensure your provision is more inclusive. (200-word limit)</b>
<b>3.10</b>	<b>Tell us how you will enable signposting or referrals to other services that would benefit children and young people who attend your provision. (200-word limit)</b>
<b>3.11</b>	<b>Tell us how your project will contribute to at least <u>one</u> of Sandwell’s six strategic outcomes listed in the Corporate Plan 2021-25. The full version of the Corporate Plan can be found <a href="#">here</a> (200-word limit)</b>

**SECTION 4: FOOD OFFER**

<b>4.1</b>	<b>Will you be outsourcing your food offer to a local caterer?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>4.2</b>	<b>If you’ve answered yes, please provide details below</b>				
Company Name					
Address					
Post Code					
Contact Number			Website		
<b>4.3</b>	<b>Do you or the catering provider have a food hygiene rating of at least 4 out of 5?</b>				
YES		<input type="checkbox"/>	NO		<input type="checkbox"/>



<b>4.4.</b>	<p><b>Please tell us about your food offer and how you will evidence that it meets the expected standards required by HAF. (incl. snacks, hot and cold meals)</b>          You must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must meet <a href="#">school food standards</a>.          All food provided as part of the programme must:</p> <ul style="list-style-type: none"> <li>• Comply with regulations on food preparation</li> <li>• Consider allergies and dietary requirements (<a href="#">see the allergy guidance for schools</a>)</li> <li>• Consider any religious or cultural requirements for food (<a href="#">200-word limit</a>)</li> </ul>			
<b>4.5</b>	<p><b>Tell us the food cost per head per session (e.g. £5 per child, per session)</b></p>			
<b><u>Week 1 Menu (Friday 29<sup>th</sup> March Good Friday)</u></b>				
Mon 25 <sup>th</sup> March	Tues 26 <sup>th</sup> March	Wed 27 <sup>th</sup> March	Thurs 28 <sup>th</sup> March	Sat 30 <sup>th</sup> March
<b><u>Week 2 Menu (Monday 1<sup>st</sup> April Bank Holiday)</u></b>				
Tues 2 <sup>nd</sup> April	Wed 3 <sup>rd</sup> April	Thurs 4 <sup>th</sup> April	Fri 5 <sup>th</sup> April	Sat 6 <sup>th</sup> April
<b>4.6</b>	<p><b>Nutritional education for children and young people</b>          Tell us how you plan to include an element of nutritional education each day aimed at improving the knowledge and awareness of healthy eating for children (<a href="#">200-word limit</a>)</p>			





### SECTION 5: MARKETING AND PROMOTION

<b>5.1</b>	<b>Tell us how you will promote the HAF programme to reach your target audience and encourage booking conversion to attendance (200-word limit)</b>
<b>5.2</b>	<b>Booking information – Please provide booking details (Information provided here will be displayed on the HAF website)</b>
Instructions on how to book (please be clear with instructions)	
Main contact number (for booking activities)	
Email	
Website	
Facebook (if applicable)	
Twitter (if applicable)	
Instagram (if applicable)	

### SECTION 6: FINANCE (To be completed by ALL providers)

<b>6.1</b>	<p><b>In Rows A, B, C, and D of Column 2, tell us the number of eligible children expected to attend your provision daily. Include the number of delivery days in Column 3 (maximum 4) and the total cost in Column 4 against each row.</b></p> <p><b>Please note that the day rate, including food costs (Column 1), represents the maximum funding offer per eligible child</b></p>				
<b>Ensure that the figures in Column 2 correspond with your responses in Section 3, Questions 3.2 and 3.3 above</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		Day Rate including Food Costs	Number of expected children	Number of delivery days (maximum 4)	<b>TOTAL COST</b> Column A x Column B x Column C
<b>A</b>	Children in receipt of benefits related free school meals (FSM)	<b>£25</b>			
<b>B</b>	Children with SEND or Education health care plan (EHCP)	<b>£35</b>			
<b>C</b>	Looked after children (LACE)	<b>£25</b>			
<b>D</b>	Children with no recourse to public funding (NRPF)	<b>£25</b> (Subject to available funding)			
<p><b>Please complete the HAF Grant Application E24 Finance spreadsheet, specifying how the total cost in Column 4 will be allocated.</b></p>					



**SECTION 7: HAF 24 SUMMER & WINTER DELIVERY  
EXPRESSION OF INTEREST**

<b>7.1</b>	<b>Select to express interest for Summer HAF 24 Delivery (64 hours)</b>	<input type="checkbox"/>
<p>Successful Easter HAF Applicants will receive a Summer HAF Activity &amp; Finance S24 Proposal in May 2024.</p>		
<b>7.2</b>	<b>Select to express interest for Winter HAF 24 Delivery (16 hours)</b>	<input type="checkbox"/>
<p>Successful Easter &amp; Summer HAF Applicants will receive a Winter HAF Activity &amp; Finance W24 Proposal in October 2024.</p>		

**SECTION 8: DATA PROTECTION**

The Data Controller for any personal information held for this purpose is Sandwell Metropolitan Borough Council, Council House, Freeth Street, Oldbury B69 3DB, Tel 0121 569 2200.

The Data Protection Officer can be contacted at the above address and through email at: [dataprotection\\_officer@sandwell.gov.uk](mailto:dataprotection_officer@sandwell.gov.uk).

Any personal information on this form/section where you have given us consent to use, will ONLY be used for the purpose stated and for no other. For unsuccessful applications, personal data will only be kept for maximum of 12 months. For successful applications, in accordance with financial regulations data will be retained for a maximum of 7 years in line with our Document Retention procedures. Where you have not provided us with consent that information will not be used by the Council.

Any personal information provided under consent will only be used and shared for the purposes outlined on this form, however when a legal duty is placed upon the Council then the Council will consider the sharing of your information in accordance with that duty (e.g. police, etc.).

You have the right to withdraw your consent at any time, should you wish to do so please contact: [VSST\\_play@sandwell.gov.uk](mailto:VSST_play@sandwell.gov.uk).



## SECTION 9: CONDITIONS OF FUNDING

Please note that an organisation may forfeit its right to receive any further funding from the Council if these conditions are not complied with.

- 1 Applications will be considered from private sector/independent organisations, schools/educational settings, grassroot projects, sports clubs, not for profit voluntary and community organisations. Details of eligibility of voluntary and community organisations can be found at – [Definition of voluntary and community Sector](#).

Programme beneficiaries must meet the following criteria:

- 2
  - All children and young people must receive benefits-related free school meals (FSM), reside in Sandwell, or attend a school in Sandwell, and be between reception and Year 11.
  - There may be some children who are not eligible for benefits-related FSM but have protected characteristics (e.g. children with no recourse to public funding, have an EHCP or are a looked after child in education), we are still able to allocate the 16-digit code for these children and young people.

- 3 To be eligible for funding, organisations must provide services within Sandwell and ensure that they benefit children, young people, and families residing in Sandwell. It is important that these services are accessible to children and young people from all ethnic backgrounds.

- 4 Beneficiaries should not be charged to access the services provided.

- 5 You must declare on your application form if you are delivering with other partner organisations, failure to do so will result in a withdrawal of your grant.

- 6 Applications received after the closing date/time will **NOT** be considered for funding.

- 7 The Council will **NOT** consider applications for funding in retrospect and no funding will be approved for anything not detailed on the application.



- 8 Prior to the start of project delivery, all staff and volunteers are required to have undergone recent (within 24 months) safeguarding/child protection training. We will verify this by referencing Appendix 3 and during subsequent monitoring visits. See link to access free online training: [Sandwell Children's Safeguarding Partnership Training Courses](#)
- 9 All project staff and volunteers are required to possess enhanced DBS certificates before the commencement of project delivery. We will verify this by referencing Appendix 3 and during subsequent monitoring visits. (DBS must be carried out within the last 3 years).
- 10 Funded projects must submit a detailed breakdown of their expenditure by completing an income and expenditure form, which should be retained for a minimum of 2 years after the project concludes. As part of the monitoring process, the Council will verify and request the submission of receipts for examination, including those related to venue hire, food, transport, and other activities that make up 30% of the total grant awarded. Invoices or receipts for review should be a minimum of £100 or more. Failure to submit by the deadline will impact future holiday period funding. Any unspent funding must be returned to Sandwell Council, and overspent funds will not be reimbursed without prior approval.
- 11 Council funding should not be utilised as "personal spending money" for children, young people, staff, volunteers, or for any items unrelated to project activities.
- 12 Any assets acquired with the assistance of the funding cannot be sold or otherwise disposed of, without the Council first being informed.
- 13 Organisations receiving funding from the Council are responsible for ensuring the safety of their provision. This includes having appropriate Health and Safety policies/statements, child protection/safeguarding policies and procedures, accessibility and inclusiveness measures, risk assessments, online safety procedures, adequate staff/volunteer ratios, relevant insurance coverage, and enhanced DBS certificates for all staff/volunteers. These requirements should be in place throughout the duration of the project.
- 14 The Council will monitor all projects in receipt of council funding **any time over the funding period**. It is therefore important that the Council is notified of changes to the project timetable and number of children expected to attend.
- 15 All promotional materials must include the Holiday Activities and Food (HAF), Department for Education and the Sandwell Council logos. Logos will be sent to successful organisations.



- 16 Successful organisations will be featured in the HAF directory on our website, providing Free School Meal families with access to details about your activities and food offer.
  
- 17 Successful organisations must obtain consent from parents to share information of children with Sandwell Council on behalf of HAF.
  
- 18 Successful organisations must ensure that they update their activity information on the Holiday Activities (E-vouchers) platform prior to each HAF holiday to enable parents to book activities.

You will be required to complete a self-monitoring form at the conclusion of each HAF holiday period. This form allows you to reflect on and provide comments regarding your delivery. Additionally, you will be required to update your E-voucher attendance on the day of each session you deliver.

- 19 In cases where the delivery occurs off-site and you do not have an internet connection, it is necessary to update the attendance record within 24 hours of the session being delivered. Failure to comply with the submission deadlines of the self-monitoring form and E-voucher attendance records will affect the next holiday funding period.
  
- 20 All providers are required to attend two post-delivery meetings per year, which are scheduled for the month following each holiday period. Attendance at these meetings is mandatory for all providers.
  
- 21 All providers must attend a Holiday Activities (E-Voucher) training session prior to the delivery of their services. These training sessions will be scheduled in the month preceding the holiday period during which the delivery will take place. Attendance at these sessions is mandatory for all providers.
  
- 22 All providers must attend the annual HAF Conference meeting, scheduled to take place in November 2024. Invitations will be sent out closer to the date of the Conference. Attendance at this meeting is mandatory for all providers.



**SECTION 10: Independent Referee (schools excluded)**

Independent Referee				
Title				
First Name				
Surname				
Employer				
Occupation				
Email				
Contact				
How long have you known the organisation that is applying?		Years		Months

**How do you know the organisation that is applying?**

I know this organisation and I support this request for funding. I am willing to be contacted to discuss this application and comment on any grant awarded. I confirm I am independent from this organisation.

<b>Signature</b>		<b>Date</b>	
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### SECTION 11: DECLARATION OF RELATIONS

Please note: Should you provide any information under this section; it will only be used for the sole purpose of grant administration for this programme only.

Please include the name and details of any:

- Sandwell Council officer
- Councillor
- Relative
- Close associate of any Sandwell Council officer or Councillor who:
  - Is a member of your managing body or paid staff.
  - Is (to your knowledge) a relative or close associate of any of your management members or senior staff.
  - Is (to your knowledge) likely to derive any direct personal benefit or advantage either financial or in kind from the award of this funding.

**Please give names and details if relevant:**

Name	Nature of involvement

#### Declaration

<b>I confirm that to the best of my knowledge and belief (select one):</b>	
<input type="checkbox"/>	I have listed above the names of Sandwell Council Officers or Councillors with an involvement in this project or grant application
<input type="checkbox"/>	No Sandwell Council Officers, or elected members have any involvement in this project or application



### SECTION 12: DECLARATION OF SIGNATORY (LEAD)

I confirm that the organisation named in Section 1.1 of this application form has authorised me to sign this agreement.

I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

I understand that any offer of grant funding will be subject to the grant conditions and we confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.

I have not altered or deleted the original wording and structure of this application form as originally provided or added to it in any way.

I give consent to Sandwell Council holding and sharing of any personal data provided for the sole purpose of grant administration.

<b>Print Name</b>	
<b>Position in Organisation</b>	
<b>Signature</b>	
<b>Date</b>	

### SECTION 13: DECLARATION OF SIGNATORY (PARTNER)

I confirm that the organisation named in Section 1.5 of this application form has authorised me to sign this agreement.

I certify that the information given in this application is true and confirm we will be partnering with the organisation named in Section 1.1 to deliver HAF 24 Easter Activities.

I have not altered or deleted the original wording and structure of this application form as originally provided or added to it in any way.

I give consent to Sandwell Council holding and sharing of any personal data provided for the sole purpose of grant administration.

<b>Print Name</b>	
<b>Position in Organisation</b>	
<b>Signature</b>	
<b>Date</b>	





### SECTION 14: APPENDIX 1

#### School Food Standards checklist for HAF meal provision

<b>Name of Organisation</b>	
<b>Name of External Caterer (if applicable)</b>	

This checklist covers the most important parts of the school food standards. All food provided as part of the HAF programme must meet these standards. Use the checklist below to plan or assess your menus. If you are contracting an external food provider, it is your responsibility to review the agreed menu with your provider against this checklist and make any changes necessary. For more detailed information you can consult [the nutrition criteria of the Government Buying Standards for Food and Catering Services](#), which you will receive along with this document.

<b>Starchy Food</b>		
<b>Please select one or both columns if the standard has been met.</b>	<b>Part of hot main meal</b>	<b>Snack or other meal</b>
One or more portions of food from this group every day	<input type="checkbox"/>	<input type="checkbox"/>
Three or more different starchy foods each week	<input type="checkbox"/>	<input type="checkbox"/>
One or more wholegrain varieties of starchy food each week	<input type="checkbox"/>	<input type="checkbox"/>
Starchy food cooked in fat or oil no more than 2 days each week (applies to food served across the whole school day)	<input type="checkbox"/>	<input type="checkbox"/>
Bread - with no added fat or oil - must be available every day	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fruit and vegetables</b>		
<b>Please select one or both columns if the standard has been met.</b>	<b>Part of hot main meal</b>	<b>Snack or other meal</b>
One or more portions of vegetables or salad as an accompaniment every day	<input type="checkbox"/>	<input type="checkbox"/>
One or more portions of fruit every day	<input type="checkbox"/>	<input type="checkbox"/>
A dessert containing at least 50% fruit 2 or more times each week	<input type="checkbox"/>	<input type="checkbox"/>
At least 3 different fruits, and 3 different vegetables each week	<input type="checkbox"/>	<input type="checkbox"/>



<b>Meat, fish, eggs, beans, and other non-dairy sources of protein</b>		
<b>Please select one or both columns if the standard has been met.</b>	<b>Part of hot main meal</b>	<b>Snack or other meal</b>
A portion of food from this group every day	<input type="checkbox"/>	<input type="checkbox"/>
A portion of meat or poultry on 3 or more days each week	<input type="checkbox"/>	<input type="checkbox"/>
Oily fish once or more every 3 weeks	<input type="checkbox"/>	<input type="checkbox"/>
For vegetarians, a portion of non-dairy protein 3 or more days a week	<input type="checkbox"/>	<input type="checkbox"/>
A processed meat or poultry product (manufactured or homemade and meeting the legal requirements) no more than once a week in primary schools and twice each week in secondary schools, (applies across the whole school day)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Milk and dairy</b>		
<b>Please select one or both columns if the standard has been met.</b>	<b>Part of hot main meal</b>	<b>Snack or other meal</b>
A portion of food from this group every day	<input type="checkbox"/>	<input type="checkbox"/>
Lower fat milk and lactose reduced milk must be available for drinking at least once a day during school hours	<input type="checkbox"/>	<input type="checkbox"/>
<b>Foods high in fat, sugar, and salt</b>		
<b>Please select one or both columns if the standard has been met.</b>	<b>Part of hot main meal</b>	<b>Snack or other meal</b>
No more than 2 portions a week of food that has been deep-fried, batter-coated or breadcrumb-coated (applies across the whole school day)	<input type="checkbox"/>	<input type="checkbox"/>
No more than 2 portions of food which include pastry each week (applies across the whole school day)	<input type="checkbox"/>	<input type="checkbox"/>
No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat (applies across the whole school day)	<input type="checkbox"/>	<input type="checkbox"/>
Savoury crackers or breadsticks can be served at lunch with fruit or vegetables or dairy food	<input type="checkbox"/>	<input type="checkbox"/>
No confectionery, chocolate, and chocolate-coated products, (applies across the whole school day)	<input type="checkbox"/>	<input type="checkbox"/>
Desserts, cakes, and biscuits are allowed at lunchtime. They must not contain any confectionery	<input type="checkbox"/>	<input type="checkbox"/>
Salt must not be available to add to food after it has been cooked (applies across the whole school day)	<input type="checkbox"/>	<input type="checkbox"/>
Any condiments limited to sachets or portions of no more than 10 grams or one teaspoonful. (applies across the whole school day)	<input type="checkbox"/>	<input type="checkbox"/>



Healthy drinks (applies across the whole school day)		
Please select one or both columns if the standard has been met.	Part of hot main meal	Snack or other meal
Free, fresh drinking water at all times	<input type="checkbox"/>	<input type="checkbox"/>
<p>The only drinks permitted are:</p> <ul style="list-style-type: none"> <li>• plain water (still or carbonated)</li> <li>• lower fat milk or lactose reduced milk</li> <li>• fruit or vegetable juice (max 150mls)</li> <li>• plain soya, rice or oat drinks enriched with calcium; plain fermented milk (for example yoghurt) drinks</li> <li>• combinations of fruit or vegetable juice with plain water (still or carbonated, with no added sugars or honey)</li> <li>• combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk, all with less than 5% added sugars or honey</li> <li>• tea, coffee, hot chocolate</li> </ul> <p>Combination drinks are limited to a portion size of 330mls. They may contain added vitamins or minerals, and no more than 150mls fruit or vegetable juice. Fruit or vegetable juice combination drinks must be at least 45% fruit or vegetable juice</p>	<input type="checkbox"/>	<input type="checkbox"/>



## SECTION 15: APPENDIX 2 HAF APPLICATION CHECKLIST

Before submitting, ensure that you have answered all questions and signed relevant sections. Use this checklist to confirm that all necessary documents are included: Save the documents in the specified order and format within a zip folder, numbering and titling each appropriately with your Organisation's name.

For example, **1. HAF 2024 - Constitution/Governance Document – Organisation Name.**

Document Number	Documentation required	Included	
		Lead	Partner
1	Constitution, Terms of Reference, set of rules or other Governing documents (schools exempted)	<input type="checkbox"/>	
2	Latest Annual Accounts or Statement of Income and Expenditure (schools exempted)	<input type="checkbox"/>	
3	Public Liability Insurance (covering delivery period) (schools exempted) (other insurance)	<input type="checkbox"/>	<input type="checkbox"/>
4	Child Protection and Safeguarding Policy	<input type="checkbox"/>	<input type="checkbox"/>
5	Health & Safety Policy (to include food hygiene)	<input type="checkbox"/>	<input type="checkbox"/>
6	Risk Assessment (to include all delivery venues and all aspects of project delivery)	<input type="checkbox"/>	<input type="checkbox"/>
7	Online Safety/Digital Media/GDPR/Data Protection Policy	<input type="checkbox"/>	<input type="checkbox"/>
8	Data Sharing Consent Form	<input type="checkbox"/>	<input type="checkbox"/>
9	Equality & Diversity Policy	<input type="checkbox"/>	<input type="checkbox"/>
10	HAF Grant Application Form including the School Food Standards Checklist (Appendix 1) & Appendix 2	<input type="checkbox"/>	
11	Appendix 3 Delivery Staff Details	<input type="checkbox"/>	
12	Attached HAF Grant Application E24 Finance Spreadsheet	<input type="checkbox"/>	
13	OFSTED Registration (if applicable) (schools exempted)	<input type="checkbox"/>	<input type="checkbox"/>
14	Food Registration Certificate	<input type="checkbox"/>	
15	Partner Delivery Agreement (if applicable)	<input type="checkbox"/>	
16	Minimum of 3 photographs for Marketing purposes (photographs will be used on the HAF Sandwell Website)	<input type="checkbox"/>	