**The Holiday Activity Fund – Lead Organisation Guidance Document November 2023**

The Holiday Activity Fund is a £200 million country wide programme funded by the Department for Education. The programme aims to provide activities and food for children eligible for Free School Meals during the Easter, summer and Christmas holidays, plus October half term.

For 2023, Nottingham City Council were awarded £1.8 million as part of the programme and we have worked with an amazing variety of local providers across the city to put on holiday activities. In 2023 Nottingham City Council implemented a centralised booking system which specifically targeted children in receipt of free school meals and other targeted criteria. Throughout 2023 holiday activity provisions were attended by over 8500 young people so far this year. This year’s Holiday Activity Fund was delivered by 87 local community and voluntary organisations along with support from primary and secondary schools. The programme has been well received by parents and children alike and the community of delivers we pulled together were similarly positive.

The Holiday Activity Fund is a vital part of supporting Nottingham City to residents tackle the cost of living crisis. Throughout 2023 delivery of the Holiday Activity Fund has supported children and families in receipt of Free School Meals and wider targeted children to ensure that children are supplied with high quality food and activities, who otherwise would be at risk of Holiday Hunger.

In late 2021, the government announced funding for the programme for another three years, from 2022 - 2025, with the funding levels to be confirmed on a year by year basis. Nottingham City Council expects to receive a similar total of funding again for the calendar 2023.

Nottingham City Council are looking for lead organisations to support with the delivery of the Holiday Activity Fund programme across 2024. The bidding process for this will run from 21st  November until 5pm on 26th December 2023. If you have any questions relating to the programme please email [declan.barker@nottinghamcity.gov.uk](mailto:declan.barker@nottinghamcity.gov.uk)

**What is a lead organisation?**

We are looking for lead organisations to run a mass engagement programme, providing high quality enrichment and sporting activities over the Nottingham’s four main school holidays - Easter, summer, October half term and Christmas in 2024. Delivery will be a week at Easter, three weeks in the summer, a week in October and a week at Christmas. (For HAF, the DfE limits the week to 4 days). Successful organisations will work collaboratively, strategically and operationally with other Nottingham based providers to embed a joined up approached to the delivery of the Holiday Activity Fund. Lead organisations should act as supporting mechanism for smaller Holiday Activity Fund providers. Helping to improve policies, procedures and delivery across the programme to add to the legacy effect of the Holiday Activity Fund, enhancing localised community provision for years to come.

The below is a guide of requirements we would like lead organisations to comply with.

1. The school holiday activities must be citywide, with locations in the most deprived areas of the city.
2. Lead Organisations must be a local organisation based in Nottinghamshire only.
3. Lead Organisations must aim to attract circa 1500 - 2000 children per day to their holiday clubs - although we appreciate there may be mitigating circumstances that impact on this.
4. Lead Organisations must use the Holiday Activities Booking System to take and manage bookings.
5. Lead Organisations must list all activities on ASK Lion at least a month before provision starts before each holiday period.
6. Market specifically to families where children are eligible for Free School Meals.
7. Adhere to all of the requirements for the project set out by the DfE
8. Enlist multiple local providers to support with the delivery of the programme
9. Ensure the families who use these sessions are signposted to the services in the city which may be able to support them
10. Ensure children with SEND are supported to attend sessions and families of children with SEND are aware of these sessions
11. Work closely with other HAF providers in the city to mitigate overlap of provision
12. Comply with all monitoring requirements set out by Nottingham City Council and the Department for Education

**How to apply**

If your organisation would like to apply for the position of lead organisation, please:

1. Complete the application form.
2. Complete the HAF Provider Statement and email it to; [declan.barker@nottinghamcity.gov.uk](mailto:declan.barker@nottinghamcity.gov.uk)

**Timeline**

The Lead Partner bidding process will run from 21st November until 26th December 2023. The deadline, by which all application forms must be submitted, is 5pm on 26th December 2023.

**Questions**

If you have any questions relating to the HAF programme or the bidding process please email [declan.barker@nottinghamcity.gov.uk](mailto:declan.barker@nottinghamcity.gov.uk)