

## **Southwark's Food and Fun approved provider application form questions and scoring guide**

This document is for reference as the application form has to be completed in one sitting. Please submit your answers at the link below by **11:59pm Friday 8 December 2023** if your organisation would like to be considered for funding this year: <https://forms.gle/M9yZfwFuK3NGXTin8>

Please cross-reference the scoring guide in appendix 1 below when completing your submission.

### **Section one: Email address submission**

*A valid email address is required to receive confirmation of your submission by email*

### **Section two: About your organisation**

**Question 6 is the only scored question in this section**

1. Name of organisation/provider
2. Legal status of organisation (e.g. charitable company limited by guarantee, community interest company, private limited company etc.)
3. Registered company address
4. Registered company number (if applicable)
5. Registered company VAT number (if applicable)
6. Location of head office (if different from registered address)
7. Has your company/programme previously operated under any other names?
8. Address of location the programme will be delivered?
9. What percentage of your organisation's governing body (i.e. Board of Trustees, Directors, Management Committee) identify as Black Asian or ethnic minority?
10. What percentage of your organisation's/holiday programme's senior staff (e.g. management, CEOs, CFOs, etc.) identify as Black Asian or ethnic minority?

### **Section three: Contact details**

*Please submit contact details for enquiries about this application, this should be the main contact in your organisation for the holiday programme. **This section is unscored***

1. Contact Name
2. Contact Number
3. Contact E-mail Address

#### **Section four: Ofsted registration**

Southwark Council will only be allocating funding to hubs who are running or who are linked to Ofsted registered child provision (if required). The requirement for registration (<https://www.outofschoolalliance.co.uk/ofsted>) is if children under 8 years are attending (where their parents/ carers are not on the premises) for more than 2 hours and more than 14 days a year. There is an exemption if the club is registered as an activity-based setting offering not more than two types of activities. The activities could be broad including "sports" and "arts and crafts". The exemption is aimed at clubs which are focussed on a particular activity (e.g. a football camp or drama camp) as opposed to those that are providing childcare with activities included. **Questions 3 and 4 are scored in this section**

1. Please confirm if your setting requires Ofsted registration? **Y/N**
2. If no, please explain why your setting does not require Ofsted registration?
3. If yes, please confirm your setting's Ofsted registration number and date of registration?
4. (Multiple choice ) Ofsted grade: Outstanding, Good, Met, Requires Improvement, Not Met, Inadequate, Not yet inspected
5. Link to latest Ofsted report

#### **Section five: geographical area and venue**

***This section is scored***

1. Do you have any secured permanent venues?  
**If yes**, please list the addresses, postcodes and relationship with the venues (e.g. your organisation is/owns the church where your holiday programme is based)  
**If no**, please provide the addresses, and postcodes of your proposed venues and further details about any relationship with them (e.g. long-term lease) / provisional plans to secure the venue  
Please also list the geographical areas you currently cover around the venues you share the details of and could potentially cover (e.g. Peckham and Camberwell). If you run more than one holiday programme currently, please list all locations and the areas they cover, including anything you have in place to reach the target audience in surrounding areas

#### **Section six: Your holiday programme offer and previous delivery**

***This section is scored***

1. Please detail your organisation's experience delivering holiday activities or other out-of-school programmes and healthy meals for children and young people. **Do not write more than 700 words**
2. Please summarise in a few sentences how your organisation will engage with the community local to your programme to ensure the target beneficiaries

(school children on benefits-related free school meals) are reached? If you haven't been a part of Southwark's Food and Fun programme previously, how have you done this in the past? **Do not write more than 200 words**

3. If you are a **new organisation** to Southwark's Food and Fun programme, have you run HAF provision before? And if so, please list which local authorities you worked with?
4. If you are a **new organisation** that hasn't run a Southwark Food and Fun programme before, please provide the organisation name, lead contact and work email address of two organisations that you have worked with previously that can provide a reference for your work in this area (examples include, faith based groups, schools, local charities). If you've run HAF provision before, you **must** include references from local authorities you've previously worked with. **Personal email addresses will not be accepted.** If you are a returning organisation that has been funded by Southwark council for this programme before, you will be scored based on evidence collected during your organisation's participation in previous Food and Fun programmes.
5. Have you run a Southwark Food and Fun holiday programme before? If yes, you will receive a score out of 6 for this question based on the following points: 1. Previous compliance with data collection 2. Previous attendance at training and provider meetings 3. Timely returns of documents 4. Attendance of target beneficiaries during previous delivery 5. Confidence in data previously received i.e. it reflecting what was witnessed 6. Previous provision meeting programme requirements

**Y/N**

6. If your organisation previously hasn't taken part in Southwark's Food and Fun programme, please submit evidence of your organisation running your holiday programme at the location you are requesting funding to operate from as well as other locations within the past two years. Evidence can include screenshots of dated social media posts, photos of dated programme leaflets etc. This evidence needs to be sent to [HAF@Southwark.gov.uk](mailto:HAF@Southwark.gov.uk) by the application deadline **Friday 8th December 2023**. Late submissions will not be accepted. **If you are new provider, please confirm that you will send this evidence.**

**Y/N/ N/A (our organisation has previously taken part in Southwark's Food and Fun programme)**

7. **Delivery questions. This question will not be scored, it's included to give the holiday programme team more background information into your organisation's provision. (checkboxes)**

Are you intending to actively include parents and carers in your programme?

Are you intending to actively include volunteers in your programme?

Do you offer SEND provision either at a specialist level or can you create places for children with SEND needs at a generalist level of provision?

Do you have a physically accessible site? (e.g. step-free access for wheelchair users and disabled toilets)

## Section seven: Quality assurance

*This section is scored*

1. Please confirm that you'll be able to supply us with the following documents. The council need to receive copies of all the below documents by **Friday 8th December 2023** otherwise your organisation's application to join Southwark's Approved provider list will be incomplete and will not be assessed. Please send these to [HAF@southwark.gov.uk](mailto:HAF@southwark.gov.uk). If you have been funded to run Southwark's Food and Fun programme before you will only need to send the certifications and polices that need to be renewed ahead of **31<sup>st</sup> August 2024**.

*The name on your bank account must match your organisation's name otherwise the council will not be able to award your organisation any grants. Please see the application guidance for more information*

### **(TICK BOX question)**

GDPR/Data protection policy

Confidentiality/privacy policy

Equality and diversity policy

Food safety/hygiene level 2 certification received within the last 3 years (**2 certifications** per site you plan to operate from, renewed every 3 years)

Food Allergens certification received within the last 3 years (**2 certifications** per site you plan to operate from, renewed every 3 years)

In person First Aid certificate (**2 certifications** per site you plan to operate from, renewed every 3 years)

Public liability insurance

Safeguarding policy

Enhanced DBS checks with Children's Barred List information for all staff members working regularly with children (conducted within the last 3 years and renewed every 3 years)

Risk assessment to cover all your programme activities (including mention of general health protection principles including reducing COVID-19 transmission)

Evidence of your organisation's Companies House registration or Charities Commission registration if applicable

Evidence of your organisation's VAT registration number, if VAT registered

A letter sent confirming your registered address, email address, phone number, and bank details. This needs to be on letter-headed paper and sent via email as a PDF.

### **Section eight: Programme/Data compliance**

***This section is unscored however, without accepting these terms, an organisation is unable to receive funding for this programme***

1. Approximately 85% of children attending your programme must be eligible i.e. aged 4- 16 years and in receipt of benefits-related free school meals. Hubs can spend up to a maximum of 15% of their programme funding to provide free holiday club places for children not in receipt of benefits-related free school meals but considered by the programme to be in need of this provision. Please confirm that the service will be free of charge to eligible children/children who fall within the 15% flexible allocation

**Y/N**

2. In accordance with the Data Protection Act, Southwark Council will collect required data from funded partners for evaluation purposes of impact, ongoing improvement, future funding, research and sustainability including capturing participants' voices. Can you confirm that you are willing to collect this data on behalf of the council?

**Y/N**

3. Please confirm you will ask/are willing to ask parents/ carers to sign a Southwark Council consent form allowing photographs and film to be produced in order to promote the programme? (This form will be sent before programme delivery and the terms can be incorporated into your organisation's existing consent form for photographs).

**Y/N**

4. The data you share with Southwark Council may be shared with project partners e.g. the Department of Education (the programme funder) for evaluation purposes. Please confirm that you are happy for the data to be shared with project partners?

**Y/N**

### **Section nine: Declaration for Southwark's approved providers list for the holiday programme**

1. I confirm that, to the best of my knowledge, the information given in this application form (and any supporting information) is correct. I understand that the council will use the information as stated in the application form and guidance documentation to assess my organisation in order to develop an approved list of providers for Southwark's holiday programme.

**Y/N**

## Section 10: Summer application form

*This section is unscored and does not influence the scoring of an organisation's application to join the Approved Providers List. It's included here so that organisations can fill out one application ahead of summer 2024 delivery. If you wish to become an approved provider but don't want to apply to run a holiday programme for summer 2024, please write N/A for the questions.*

*The council anticipates that the funding level per child will be a minimum of £20 per child per day for the summer period. Please note that the grant funding is a contribution and may not cover all costs associated with operating your programme; in which case the council encourages hubs to seek additional funding elsewhere.*

1. If your organisation wishes to submit bids for more than one holiday programme location, please write the programme location name and address (as submitted in section 5, question 1) that this bid relates to here. Follow the link in the application confirmation message once you've submitted this form for subsequent bids. *Please write no if you wish to submit a bid for only one programme location*
2. Which dates do you plan to run your programme over the holiday period)?  
Holiday clubs can only operate between Monday 29th July – Wednesday 28th August in the summer holidays. Please note the council may have to cap each holiday programme at a maximum of 4 days per week for 4 weeks (16 days total), however, please indicate if you would like to operate for more in case the council are able to fund this. **Grid tick box**

Week 1: Monday 29th July – Friday 2nd August

Week 2: Monday 5th August – Friday 9th August

Week 3: Monday 13th August – Friday 16th August

Week 4: Monday 19th August – Friday 23rd August

Week 5: Monday 26th August – Wednesday 28th August

3. How many days in total will your programme operate over the above period?
4. How many hours a day do you plan to run your programme?
  - Up to 2 hours
  - 2-4 hours
  - 4-6 hours
  - 6 hours +
5. What times do you intend to operate each day (e.g. 10am-2pm)? These times can be outside 9am-5pm depending on the needs of those you are catering for. For example teenagers may prefer a 4pm-7pm session.  
*Free text*

6. How many HAF funded/eligible children can attend your programme each day?  
(Please include a **whole number** rather than 20-30, or 30+)  
*Free text*
7. What is the age range of the children attending your programme (school children aged 4-16 years are eligible for this funding)?  
*Free text*
8. How many individual/unique children do you intend to engage with during the programme? For example, some providers can offer places for 100 children a day for 4 weeks but might choose to split their programme and work with 100 children for 2 weeks and 100 different children for the remaining 2 weeks. They therefore will be engaging with 200 children.  
*Free text*
9. Delivery aims: - The programme requires one hour of structured physical activity to be provided every day. Please give examples of the resources you have and how you will achieve this?
10. Delivery aims: - The programme requires food skills or nutrition activities to be provided every day. Please give examples of the resources you have and how you will achieve this?
11. Do you provide SEND provision? (multiple choice) **Yes – I am a SEND provider, Yes- I can create places for children with SEND needs at a generalist level of provision, No**
12. If you are **returning provider** what have you learnt from the feedback received from parents/young people of previous programme cycles and from the council to improve your delivery for this holiday period?
- If you are a **new provider**, what have you learnt from your previous work with the target beneficiaries in order to make your programme meet their needs?
13. Would you like us to signpost you to a network of approved meals suppliers?  
(Please note you'll have to pay any meals suppliers you work with directly within their specified timeframes)  
**Y/N**
14. If you answered no to the above, do you plan to (**multiple choice**):
- Prepare meals onsite
  - Make your own arrangements for a local organisation to prepare meals for your programme

c. Other

15. A promotional flyer will be created to advertise the holiday programme to eligible families. Please confirm the following details for your organisation for the flyer (this can be changed closer to the programme, in May the council will be in contact to re-confirm these details):

- i. Organisation programme name
- ii. Programme location (including postcode)
- iii. Contact number (for bookings)
- iv. Contact email address (for bookings)
- v. Website link

16. Ambassador programme- Southwark Council has launched a Community Health Ambassadors Network to help share important health protection messaging and to empower and support local Southwark residents to stay up to date with the latest and most accurate advice: <https://www.healthwatchsouthwark.org/community-health-ambassadors-network>. As part of the funding agreement, Southwark requires each programme to recruit one person associated with your HAF programme to be your organisation's ambassador. Do you agree to allocate one person within your organisation to be trained as an ambassador?

**Y/N**



## Appendix 1: Scoring Guide

Section and Question	What we are looking for	Possible Score	Score criteria
2. About your organisation	Organisation details Name of organisation, legal status, registered company address, company number and VAT (if applicable)	N/A – will not be scored	
2.3/6 About your organisation	Is the organisation's head office in Southwark? Is their head office in the neighbouring boroughs of Lewisham or Lambeth?	2	2 – Southwark based; 1 – neighbouring; 0 – elsewhere *Organisations founded and having head office in Southwark historically form better connections and delivery with target beneficiaries
2.7 About your organisation- previous organisation name	Unscored but if it's found out that an organisation changed names after their previous HAF provision was prematurely ended by the funding local authority due to a serious safeguarding concern which should have been prevented by appropriate measures or was not resolved adequately, the council may not include them in the approved providers list.	N/A – will not be scored	
3. Contact details	Name, phone, mobile, e-mail	N/A – will not be scored	
4. Ofsted registration	Are they Ofsted registered? If yes, do they have a rating of good or outstanding?	2	2 – Ofsted registered and have a good or outstanding rating; 1 – Ofsted registered; 0 – Not Ofsted registered

5. Geographical area	Is their venue in a place with high levels of deprivation according to the Income Deprivation Affecting Children Index (IDACI)? Have they explained their reach to neighbouring areas including areas of high deprivation and anything they have in place or are doing already to reach the target audience?	2	2 – venue(s) is/are in top 3 most deprived deciles according to IMD IDACI ranking; 1 – venue(s) is/are next to an area of high deprivation and the reach to neighbouring deprived areas/communities is explained; 0 – Not in the top 3 most deprived deciles area and their reach to neighbouring areas/communities is not explained
5. Venue	Do they have a secured venue(s) (e.g. the organisation owns or details of the lease/agreement they have for the location to cover future holiday periods)? If they don't own their venue, have they provided sufficient details about their long term relationship with the venue they use?	1	1 – They own the venue their holiday programme will take place in or have evidenced their long term relationship with the venue; 0 – They do not own their proposed venue and have not evidenced their long term relationship with it
6.1 Experience	The organisation will be scored based on sufficiency in addressing the following points 1. Experience of offering a range of activities both venue and community based that supported CYP? 2. Have they given examples and information about previous experience including the age range and demographics of the CYP they work with? 3. Have they given examples of the types of	5	5 – They address all points identified for scoring. The information for each point is exceptional or exemplary in relation to the ask and the service requirements of this programme. evidence of understanding clear and consistent throughout the proposal. Proposal submitted provides strong evidence that the specified requirements can be met. Added value

activities they've offered?  
4. Evidence of using parental and CYP feedback to inform service development?  
5. Have they demonstrated how they have previously met the requirements to offer healthy meals to school food standards as specified in the guidance documents?  
(Bonus point) Do they have experience of skills development which support a wide range of CYP?  
***Do not write more than 700 words***

is demonstrated including with their response to the bonus point;  
4 – They address at least 4 points identified for scoring. The information exceeds normal expectations. The proposal submitted provides good evidence that the service requirements can be met. Full and robust responses given for the points responded to;  
3 – They address most of the points identified for scoring with enough detail to fulfil the normal service requirements;  
2 – The response shows some understanding of the service requirements but does not adequately address the scoring criteria. The detail provided is not enough to effectively demonstrate their experience of delivering out of school activities to the target age range;  
1 – The response shows a very poor understanding of the service requirements and objectives, provides insufficient or contradictory evidence. The detail provided is insufficient to demonstrate the service requirements can be met;

			<p>0 – No response received or the response does not address the questions posed</p> <p>*Answers which do not demonstrate previous experience of providing meals to the standard required will be capped at a score of 3 points</p>
6.2 Engagement with target beneficiaries	<p>Is their relationship with the target beneficiaries (school children aged 4-16 years on benefits-related FSM) explained and their plan to ensure participation is defined. <b>Do not write more than 200 words</b></p>	2	<p>2 – the target beneficiaries/ communities they engage with in Southwark and near their proposed programme are listed and how they continually engage with these groups is explained in detail;</p> <p>1 – No current relationship with the target beneficiaries in the area, their plan to engage with the communities mentioned is explained in detail;</p> <p>0 – relationships and engagement with target communities are not explained or evidenced</p> <p>*For new organisations that are applying, the relationship with the communities mentioned in the answer to this question will be checked</p>
6.4 References	<p><b>New organisations:</b> referees confirm evidenced relationship with target beneficiaries and provide positive feedback of previous programme delivery (max 2 points per reference)</p>	4	<p><b>New organisations (per reference):</b></p> <p>2 – the reference confirms the organisation’s relationship with target beneficiaries (either in or out of</p>

If they've run HAF provision before, the references must be from local authorities they've previously worked with. If their previous HAF provision was prematurely ended by the funding local authority due to a serious safeguarding concern which should have been prevented by appropriate measures or was not resolved adequately, the council may not include them in the approved providers list.

**Returning organisations:** evidence collected during previous Food and Fun programmes shows a high attendance of and successful engagement with target beneficiaries from communities local to the programme

Southwark- depending on the referee) and has provided positive feedback on previous programme delivery for 4-16 year olds;

1 – the reference satisfies one of the above points;

0 – relationships are not confirmed and positive feedback is not received or reference cannot be obtained due to lack of contact details provided.

**Returning organisations:**

4 – consistently high attendance witnessed and evidenced during previous programme delivery and continuous engagement throughout the year (including outside the holiday programme) with the target beneficiaries has previously been evidenced through the organisation's wider work;

2 – averagely good attendance witnessed and evidenced during previous programme delivery and engagement with target beneficiaries for holiday programme evidenced;

0 – poor attendance of target beneficiaries regardless of previous engagement

<p>6.5 Previous Southwark Food and Fun delivery</p>	<p>Based on the evidence collected by the council's previous Food and Fun programmes. The organisation will be scored based on the following points</p> <ol style="list-style-type: none"> <li>1. Previous compliance with data collection</li> <li>2. Previous engagement with programme i.e. attendance at training and provider meetings</li> <li>3. Timely returns of documents</li> <li>4. Attendance of target beneficiaries during previous delivery</li> <li>5. Confidence in data previously received i.e. the data reflecting what was witnessed on quality assurance visits by council staff and by wider partners.</li> <li>6. Previous provision meeting programme requirements</li> </ol>	<p>6</p>	<p>The holiday programme team will score every organisation the council has funded for this programme previously. 1 point can be received for each of the 6 identified points for scoring. Evidence collected during previous programme cycles including visits to holiday clubs during delivery will inform this scoring.</p>
<p>6. New provider, previous holiday programme delivery</p>	<p>Have they provided dated live social media posts (Instagram, Twitter Facebook, etc.) blog posts or articles confirming previous delivery at the location they're requesting funding for?</p>	<p>2</p>	<p>2 – the evidence confirms multiple periods of programme delivery at the location they're requesting funding to operate from;  1 – the evidence confirms one period of programme delivery at the location they're requesting funding to operate from or their evidence confirms multiple periods of delivery at other out of borough locations;  0 – No evidence received to confirm previous programme delivery or the evidence sent is not live or dated</p>

			*Organisations that have not run holiday provision before, or those who have not provided sufficient evidence of running holiday provision will not be funded
7. Quality assurance	<p>How many of the required policies and procedures have they submitted evidence for via email? If they haven't submitted a document, have they given a reasonable explanation?</p> <p><b>Returning organisations</b> that have been funded since Winter 2022 will not have to send all these documents again as they are on file. They only have to submit renewals for expiring policies/certifications as well as the second food (x2) and first aid certifications if they have previously sent the council one of each.</p>	14	<p>1 point will be received for each correct and sufficient document received (out of 11 document types). GDPR/confidentiality information can be within the same policy/document for 2 points. 3 possible additional points if providers have more than one food hygiene level 2, food allergens and first aid certifications. Only in person first aid certifications will be accepted. Please reference the application guidance document for more details</p> <p>*Organisations that have not run holiday provision before, or those who have not provided sufficient evidence of running holiday provision will not be funded</p>
8. Programme/Data compliance	Unscored, in order to receive funding organisations must collect data for this programme so that the council and the Department for Education can evaluate the	N/A – will not be scored	

	programme's success and identify areas for improvement.		
9. Summer programme bid	This section is included for organisations to apply for funding to run their summer 2024 programmes. Only the bids from those who are successful in their applications to become approved providers will be considered. If you wish to become an approved provider but do not want to submit a bid for funding to operate this summer, please write N/A in this section.	N/A – will not be scored	
<b>Total possible score</b>		<b>34 for new organisations, 38 for returning organisations</b>	