

## Form B - Holiday Activity Grant Activity/Location details

Organisation

District

For which holiday period are you requesting funding?

Target ages

Please confirm that all information provided for **Form A** are still correct and policies & cover are in date:


### Location

Venue address	
Premises type* (e.g. leased, owned, rented)	

\* If the above premises are hired (included gifted or not charged), please provide written confirmation from the premises' owner that your organisation has consent to use the premises for the purpose of providing the activities described in this application. This could be in the form of an email attached to your application email

### Staff contacts

<b>Main Contact for the location:</b>	
Name	
Phone	
<b>Safeguarding Lead for the location:</b>	
Name	
Phone	
<b>Monitoring collection for the location:</b>	
Name	
Email	

### Information for parents and guardians

<b>Information for activity listing</b>	
Email enquiries	
Phone enquiries	
Booking page	
Postcode (for arrival)	

## Activity description (Location/ Activity/ Cohort)

Please describe the activity for which you are seeking funding.

Please include the dates and times of the delivery.

Please also state if you are providing existing places in an existing club, new places in existing club, new places in new club, priority area, rural area, other.

**Sessions-** Providers who would like to deliver to two separate cohorts of children per day, for example 4 hours activity in the morning, a joint lunch and 4 hours activity in the afternoon to a different cohort, please provide these as separate sessions in the table below. If more rows in the table are needed, please contact your local authority to discuss.

No of sessions (A)	Activity name (if applicable)	Date (B)	Times	Duration (hrs)
Session 1				
Session 2				
Session 3				
Session 4				
Session 5				
Session 6				
Session 7				
Session 8				
Session 9				
Session 10				
Session 11				
Session 12				
Session 13				
Session 14				
Session 15				
Session 16				

Total No. Sessions (A)	
Total No. Dates (B)	

## Available places

No. of Free School Meal places per session (C)	
No. of other places per session ** (D)	
Total places per session (C) + (D) = (E)	

Total number of session places (E) total places per session x (A) sessions = (F)	
Total number of Free School Meal session places (C) FSM places x (A) sessions = (G)	

\*\* These places should not be funded using the grant. Costs of places for non-FSM children should be recovered through charges to parents/carers (some of these fee-paying parents may be eligible for government support through Tax Free Childcare.)

## Food costs

<b>Cost of food per meal</b> One place one day (H)	
<b>Total cost of FSM meals</b> ++ (H) meal cost x (G) FSM session places = (I)	

## Activity delivery costs

**Please provide a breakdown of the activity costs** - for example venue hire, staff, insurance etc. We understand that this may not add up to the total eligible cost provided below (L), however, is needed to understand what funding is used for. These costs should be split across all places and not just covered by HAF funded places.

Item	Units	Unit cost	Subtotal
<b>Total</b>			

**Total HAF funding request-** The funding requested per a head should be the same as a fee-paying individual (plus the cost of food if not normally provided). Please speak to the local authority if the costs will be different.

<b>Cost per place (J)</b>	
<b>Total cost of FSM places</b> ++ (J) Cost per place x (G) Total FSM places = (K)	

<b>Total eligible costs</b> (I) FSM meal costs + (K) FSM activity delivery cost= (L)	£
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++eligible costs

## **General Data Protection Regulation**

All your information will be processed in accordance with the General Data Protection Regulations and may also be used by us and our partners to deliver and improve this service. We will not disclose any personal information to any other third parties unless required to do so by law. For more information on how this is done, please contact the relevant borough or district council prior to submitting personal information.

By submitting this form, you consent to relevant activity and contact details being published for Holiday Fund subsidised sessions. No financial information will be published.

**Please complete an additional Form B if you plan to deliver at other locations.**