

YOUNG HARROW FOUNDATION (YHF)

Details of Proposed Programme Planning and Delivery. Holiday Activities and Food (HAF) Programme

Organisation Suitability and Experience

YHF is a relatively new organisation (5 years old) and in a short time has become a well-respected, trusted delivery partner working with and across all sectors to ensure the best opportunities for our children, young people and their families.

In this time YHF has been responsible for raising, facilitating and distributing over £4 million in funding, administering small grant programmes and in particular holiday schemes. We work closely and are funded by John Lyon's Charity one of the key funders in Harrow and in supporting school holiday provision locally.

We work with a range of strategic partners including Harrow Council, Public Health and the business sector.

Most importantly we have just over 200-member organisation who deliver direct provision and specialist support to children and young people and their families.

We champion local services for local people and aim to support smaller, local charities with a wealth of knowledge and local experience of the communities they work with to receive the funding the need to do this.

YHF has been working closely with Harrow Council to determine the best way to ensure the DfE funding reaches those who most need it and ensure a successful roll out of delivery, innovation and results.

We would like Harrow Council to consider us to deliver this programme based on our track record and experience in the borough, our knowledge of holiday/provision for children and young people, our existing partnership links and working connectivity and our direct access to both our membership and a range of potential local providers.

Programme Co-ordination and support will include:

- Developing and Producing Guidance and Application materials.
- Grant Administration.
- Grant Management – including support and sign off on: Safeguarding, Risk Assessment, Programme Design (in line with COVID-19 requirements) and changes/backup service where needed.
- Monitoring Requests and Reporting Requirements.
- Activities Portal and Communication – this will be embedded in the Young Harrow Foundation Website.

All programmes will be encouraged and supported to be on the YHF Website with a designated link and page with these opportunities for easier advertisement and marketing. There is also potential for a separate communications page on our website to champion the success of our work together over the next year.

- Mapping - YHF has over 200 Members/Associate Members who can potentially deliver on this programme, with access through our partnership work to over 60 schools and the Early Support Team at Harrow Council. All planning will be agreed through the joint Programme Steering Group.
- Sponsors – through HelpHarrow we can identify connections with local supermarkets, local businesses and social enterprises who provide low food.
- Communications – filming of sessions (with permissions) and short promotional and tutorial videos/clips and develop and maintain strong Social Media presence for Harrow.
- Facilitate and Organise Core support partners involved in Parenting and Nutrition workshops and material.
- Coordinate and Produce reports in line with the DfE requirements.

Additional Support and Delivery

Harrow would like to be seen to be taking a proactive approach to the programme and to ensure the best delivery for children and children and young people locally. Two elements of the programme, Nutritional Education and Parental Support that not all providers of activities will have experience in these areas, so we plan to commission the support of local provider/services to ensure all providers are able to fully meet the DfE requirements in these areas.

This will include partnering with Watford Sports and Community Education Trust to develop a Nutritional Support Packs and with four local charities, Centre for ADHD and Autism, HOPE, Harrow Parent Forum and Harrow (Young Carers) all of whom have extensive experience of engaging and supporting parents/carers to develop specialised webinar sessions that can easily be accessed throughout programme delivery periods. This will also aid signposting to other services as required.

Shared Learning and Support.

Following each holiday programme, we will co-ordinate a shared learning webinar to include everyone involved in planning and delivery to learn from areas that were less successful during roll-out and to build on programme successes.

FOOD

There will be providers who are qualified and experience in either cooking with or for children ensuring a nutritional, balanced, healthy meal. To ensure a wider reach we have identified two delivery partners, The Akshaya Patra Foundation and Harrow School (for Easter but plan to develop this further with additional partners for Summer) who can supply at minimal cost, the required food types in both hot and cold form which will support the varying needs of those delivering programmes (either face to face or online).

Projected Allocation of FUNDING for Delivery of programmes to Children and Young People

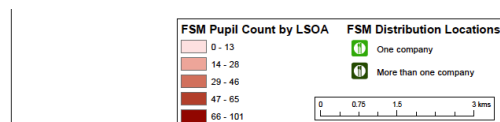
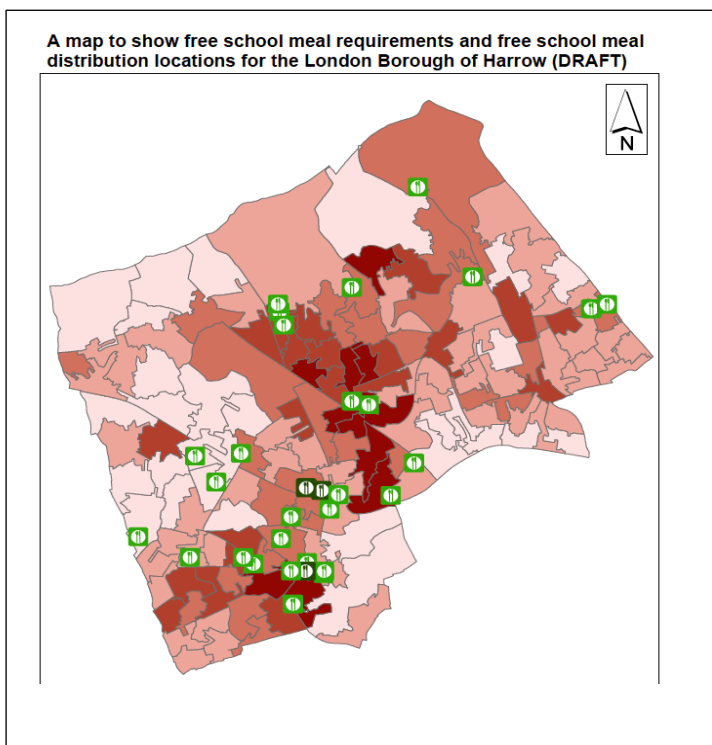
Easter - £60,000 - £100,000 for the Easter programme we envisage grant allocations of between £1,500 and £8,000 and predict between 15 and 25 delivery organisations being awarded. There are obvious restrictions to Easter delivery in relation to Covid but and we envisage that summer and Christmas grants and reach will significantly increase.

Summer - £300,000 - £400,000 for the Summer programme we envisage grant allocations of between £3,000 and £22,000 and predict between 40 and 60 delivery organisations being awarded. If possible, we will be encouraging and prioritising face to face delivery in-line with Covid Guidelines in place at the time.

Christmas - £40,000 - £100,000 for the Christmas programme we envisage grant allocations of between £1,500 and £8,000 and predict between 15 and 25 delivery organisations being awarded. Christmas programmes are historically low, and we plan to to negotiate with the DFE to allow for October Half term to be included where possible.

Match Funding

Young Harrow Foundation are committed to supporting all Children and Young People who need nutritional meals and not just those in receipt of free school meals. To ensure this happens we are committed to raise a further £20,000 to allow non-FSM pupils support and meals through the services included in the programme. Currently this includes a partnership of Harrow School, Hyde Housing Foundation and two local companies. Additional meals will be distributed in the geographic areas with the highest numbers of families on FSM as indicated on the heat map below.



YHF Proposed Programme Delivery Costings

Role / Description	Hours/Timescale	Cost
HAF Programme Grant Lead	16 hours a week for 56 weeks	£13,368
Digital Communications Co-ordinator	16 hours a week for 56 weeks	£13,368
Grants Administration	125 hours of support	£2,418
Website Platform and Support		£2,800
Financial Management	4 hours a Week	£4,000
YHF Oncosts		£4,046
TOTAL COSTS		£40,000

Core Partner Delivery		Cost
Nutrition Packs to support delivery and meet Programme Delivery Requirements	Watford FC	£3,000
Easter Parenting Workshops	4 x Online Workshops	£1,200
Summer Parenting Workshops		£4,800
Christmas Parenting Workshops	16 hours a week for 56 weeks	£1,200
TOTAL COSTS		£10,200

Joint Funding between Harrow Council and YHF		Cost
Joint YHF and Harrow Council Management, Communications, Training and M&E		£10,000
TOTAL COSTS		£10,000

Activities and Food

CYP Activities and Food Delivery	Approximate number of delivery organisations	Cost
Easter	25 Delivery Partners delivering to at least 500 CYP	£60,000-£100,000
Summer	60 Delivery Partners delivering to at least 3000 CYP	£350,000 - £400,000
Christmas	25 Delivery Partners delivering to at least 500 CYP	£60,000-£100,000
TOTAL COSTS		£560,000

- **Projected Timetables – Appendix 1**

APPENDIX 1

HAF PROGRAMME Projections/PLANNING TIMETABLE

Jan – March School Holiday Dates: EASTER/SPRING Holiday Thursday 1 April -Friday 16 April - ONE WEEK PROVISION (minimum)

Date w/b	Task	WHO?	Status
FEBRUARY			
Monday 1	TBC dependent on sign off Recruitment? Interviews?	YHF	
Monday 8	Sign off Application Pack? *Dependent on the level of information being shared by DfE	YHF/Council	
Monday 15 Feb Half Term	Delivery Model to be submitted to DfE. Friday 19 for approval. Work on food partnerships and sponsorships	YHF/Council	
Monday 22	Launch/Publicise and invite applications. This gives applicants just over 3 weeks to apply/short turn-around. Work on food partnerships and sponsorships	YHF	
MARCH			
Monday 1	Promotion on application/opportunities.	YHF	
Monday 15	Application DEADLINE Thurs 11 March applications reviewed/prep for scoring. PANEL Wed 18/ Thur 19 need to AGREE who will sit on the Panel. Inform applicants on FRIDAY 19 March.	YHF YHF/Council	
Monday 22	Preparations/Payments/Plans /Mapping of services	YHF	
Monday 29	SPRING/Easter holiday starts on THURSDAY 1 April -Friday 16 April		
APRIL			
Monday 19	Send out reminder for M and E with DEADLINE of Monday 17 MAY (giving 4 weeks to complete)	YHF	
MAY			
Monday 3			
Monday 10			
Monday 17	M and E – Deadline - M and E to be submitted and reviewed.	YHF/Council	
Monday 24	Send out invite to Shared Learning/Best Practice and Summer Planning Webinar for providers/food related partners.	YHF	

HAF PROGRAMME PLANNING TIMETABLE

June -September 2021 **SUMMER** Holiday Mon 26 July – Tuesday 31 August – FOUR WEEKS

PROVISION (minimum)

Date w/b	Task	WHO?	Status
JUNE	31 May -4 June is half term		
Monday 7	Agree date this week for the Shared Learning/Best Practice and Summer Planning Webinar for providers/food related partners. Launch/Publicise and invite applications for Summer. This gives applicants 4 weeks to apply	YHF YHF	
Monday 14	Work on food partnerships and sponsorships	YHF/Council	
Monday 21 & 28	Promotion	YHF	
JULY			
Monday 5	Application DEADLINE Mon 5 JULY applications reviewed/prep for scoring. PANEL Wed 8/Thur 9 need to AGREE who will sit on the Panel. Inform applicants on FRIDAY 10 July.	YHF YHF/Council	
Monday 12	Preparations/Payments/Plans	YHF	
Monday 26	SUMMER HOLIDAYS begin Mon 26 July – Tuesday 31 August DELIVERY		
AUGUST			
Holiday period	Visits, videos, comms etc....	YHF	
SEPTEMBER			
Monday 6	Send out reminder for M and E with deadline of MONDAY 4 OCTOBER (giving 4 weeks to submit	YHF	
Monday 13	Shared learning webinar/good practice/discussions with providers and food partners on summer roll out.	YHF	
OCTOBER			
Monday 4	M and E deadline - to be submitted and reviewed.	YHF	

HAF PROGRAMME PLANNING TIMETABLE

Oct 21 -FEB 22 CHRISTMAS Holiday – Mon 20 Dec -Mon 3 Jan 2022 - ONE WEEK PROVISION
(minimum)

Date w/b	Task	WHO?	Status
OCTOBER cont.			
Monday 11	Possible follow up shared learning/best practice webinar(tbc)	YHF	
Monday 18	Launch/Publicise and invite applications for Christmas. This gives applicants 5 weeks to apply	YHF	
Monday 25	October half term 25-29		
NOVEMBER			
Monday 1	Promotion/publicity	YHF	
Monday 22	Application DEADLINE Mon 22 applications reviewed/prep for scoring. PANEL Wed 24/ Thur 25 need to AGREE who will sit on the Panel. Inform applicants on FRIDAY 26 March.	YHF YHF/Council	
Monday 29	Preparations/Payments/Plans/Mapping		
DECEMBER			
Monday 6	Promotion/Mapping	YHF/Council	
Monday 13	Promotion/Prep	YHF	
Monday 20	Holiday period - delivery		
JANUARY 2022			
Monday 3	Send out reminder for M and E with DEADLINE of Monday 31 Jan (giving 4 weeks to complete)	YHF	
Monday 31	M and E Deadline		
FEBRUARY			
Monday 7	Agree all monitoring/evaluation requirements for final report. Deadline tbc	YHF / Council	