

City of Edinburgh - Summer Holiday Food & Childcare Programme - 2022

Introduction and Context

The Scottish Government has made funding available to local authorities for **the targeted provision of a Summer 2022 Holiday Programme offering coordinated access to activities, childcare and food for children age 5-14 from low income families.**

The funding is aimed at school age children age 5-14 from low income households. Around 9 in 10 children living in poverty are from households with one or more of the priority family characteristics identified in the Tackling Child Poverty Delivery Plan, therefore this funding is intended to be targeted at children and young people from the priority family groups below:

Children from Lone Parent Families
Children from Diverse Ethnic Backgrounds
Children from Families with a Disabled Adult or Child
Children from Families with a Young Mother (Under 25)
Children from Families with a Child Under 1 Year Old
Children from Larger Families (3+ Children)
Care Experienced Children & Young People
Young Carers
Children in Need of Protection
Children supported by a Child's Plan
Children with ASN
Children who have undergone significant transitions, for example, starting in ELC, Primary or Secondary

The needs of these targeted groups, their views and priorities, should be considered when planning and delivering your summer holiday provision.

The provision of food is essential, and what is provided must comply with the Healthy Eating in Schools Guidance - www.gov.scot/publications/healthy-eating-schools-guidance-2020/pages/7/

The purpose of the investment is to enhance and expand existing partnerships while building and learning from good practice from previous years.

All activities must adhere to current Scottish Government, CEC and relevant Governing Body Guidelines.

This application **seeks information about your planned activities and what additional activities you may be able to offer targeted groups.**

It also contains a **checklist which you must complete before proceeding with your application.**

The City of Edinburgh's Approach

The City of Edinburgh Council is responsible for the funding, reporting to Scottish Government, and for the safety of the children and young people who access activities. Activities including approaches to Risk Management will be subject to CEC approval.

In line with the Scottish Government Guidance, **Edinburgh's allocation of funding will build on existing provision, planned, and delivered by Council Services and Partner Organisations.** This will include activities such as Physical Activity & Sport, Outdoor Learning, Arts, Creative, Culture & Heritage, Youth & Children's Work and work for early years as well as for children with disabilities and additional support needs.

The allocation of funding to Edinburgh is reduced by just over 40% from last year, and **we expect a high number of submissions.** It is likely that we will not be able to fund everything that is requested. We are therefore **inviting proposals which clearly demonstrate the impact for those in the targeted groups.**

Organisations and council services may submit a proposal for **the funding of one programme, from a minimum of £500, up to a maximum cost of £20,000.**

The distribution of funding to organisations and council services will be decided by an Oversight Group made up of council officers, EVOC and LAYC. Their decision will be final. Decisions will be based on the information provided in this application & checklist, target groups, partnership working and amount of funding available, relative to planned spend. **If a member of the Oversight Group has any questions about your proposal, they may contact you directly to discuss prior to the final allocations of funding being agreed.**

City of Edinburgh's Discover Programme will continue to operate as scheduled throughout the Summer Holiday's. This programme is separately funded, and will not receive monies from this Scottish Government Funding.

PLEASE NOTE: PARTNER ORGANISATIONS ARE ONLY ELIGIBLE IF ONE OR MORE OF THE FOLLOWING APPLY;

- IN RECEIPT OF PUBLIC FUNDS AND/OR**
- COUNCIL GRANTS AND/OR**
- AFFILIATED TO A NATIONAL GOVERNING BODY**

This form is designed to gather information on activities, childcare & food that funding

would enable you to deliver, FREE of charge, for children age 5-14 from low income families.

We appreciate the application turnaround is quick and apologise. City of Edinburgh Council would like to make a decision on the funding of proposals as soon as possible, to allow those successful as much engagement and planning time as possible before the beginning of the holidays.

PLEASE ENSURE YOU COMPLETE THIS FORM BY NO LATER THAN MIDNIGHT ON SUNDAY 5th JUNE 2022

Should you have any questions, please email;

SchooolsandLifelongLearning.BusinessSupport@edinburgh.gov.uk

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Pre Application Checklist

Before proceeding with this form, please answer the questions below.

These outline the **criteria that your proposed delivery must meet** in order to continue.

Should you answer **no** to any of these questions, please **consider if your planning and delivery can be adjusted** to fit the criteria, before continuing.

1. Does your proposal plan to target children aged 5 - 14 from low-income families? *

☒ Yes

☐ No

2. Does your proposal target children in one, or more, of the target groups listed in the above guidance? *

☒ Yes

☐ No

3. Can you evidence the need for your proposal? *

☒ Yes

☐ No

4. Are you confident you have the mechanisms and/or partnerships in place to reach your target group? *

☒ Yes

☐ No

5. Will the delivery you are proposing be free of charge to children in the target groups? *

☒ Yes

☐ No

6. Does your proposal include the provision of free food for targeted children? *

☒ Yes

☐ No

7. Does your proposal add additional provision for the target groups? *

☒ Yes

☐ No

8. Are you confident you have the mechanisms in place to evidence the impact of your proposal? *

☒ Yes

☐ No

About Your Organisation/Club

General Details & Contact Information

9. Service/Organisation/Club Name *

TEST

10. Please give a Brief Description of your Service/Organisation/Club's Vision/Mission *

(Less than 200 words please)

TEST

11. Organisation's Online Presence Details *

(Website, Facebook, Twitter etc - Please include the link to the webpage)

TEST

12. Contact Forename *

TEST

13. Contact Surname *

TEST

14. Contact Email *

TEST

15. Contact Mobile Number *

TEST

16. Please confirm you consent to the above name, contact email and website being made public on The City of Edinburgh Council's Webpage, if relevant. (we are aware your proposal may have identified participants, and in this case not publishing details would be preferable) *

Should your proposal be successful

- ☒ I agree
- ☐ I disagree

17. Please confirm you consent to the above contact number being made public on The City of Edinburgh Council's Webpage, if relevant. (we are aware your proposal may have identified participants, and in this case not publishing details would be preferable) *

Should your proposal be successful

- ☒ I agree
- ☐ I disagree

18. Are You a; *

- ☐ City of Edinburgh Council Service
- ☒ Partner Organisation / Club

19. Which Sector Best Describes the Area in which your Service/Organisation/Club Provides Activities for the Majority of the Time; *

- ☒ Early Years
- ☐ Youth or Children's Work
- ☐ Out of School Care
- ☐ Arts, Culture, Heritage
- ☒ Sport, Physical Activity & Outdoor Learning
- ☐ Children with a Disability and/or ASN
- ☐ Children in Need of Protection
- ☐ Other

20. In which City of Edinburgh Locality do you mostly operate? *

- ☐ North East
- ☐ North West
- ☐ South East
- ☐ South West
- ☒ Citywide
- ☐ North
- ☐ South
- ☐ East
- ☐ West

21. Is your Organisation/Service/Club funded by The City of Edinburgh Council *

- ☐ Fully
- ☐ Partially
- ☒ No

22. Which Governing or Regulated Body are you affiliated with? *

TEST

23. Does your Organisation/Club Receive Public Funding? *

☒ Yes

☐ No

24. From Which of the Following Do You Receive Public Funding *

Please select all that apply

☐ City of Edinburgh Council

☐ Creative Scotland

☒ sportscotland

☐ Charitable Trust or Foundation

☐ Other

About Your Summer Holiday Proposal

25. Is the Key Contact for the Proposal Different from The Contact Information Submitted in the Previous Section *

☒ Yes

☐ No

26. Contact Forename *

TEST

27. Contact Surname *

TEST

28. Contact Email *

TEST

29. Contact Mobile Number *

TEST

30. Tell us why? - What evidence do you have that demonstrates the need for your proposal? *

(Less than 300 words please)

TEST

31. What would you like to call your proposal?

TEST

32. What are the intended outcomes of your proposal? *

(Please be specific with your outcomes and ensure they relate to the criteria, and the need for your programme)

TEST

33. Who will your proposal benefit? *

Please select groups within your local community that you intend to target

- ☒ Children Aged 5-14 from Low Income Households
- ☐ Children from Lone Parent Families
- ☐ Children from Diverse Ethnic Backgrounds
- ☐ Children from Families with a Disabled Adult or Child
- ☐ Children from Families with a Young Mother (Under 25)
- ☐ Children from Families with a Child Under 1 Year Old
- ☐ Children from larger Families (3+ Children)
- ☐ Care Experienced Children & Young People
- ☐ Young Carers
- ☐ Children in Need of Protection
- ☐ Children Supported by a Child's Plan
- ☐ Children with ASN
- ☐ Children who have Undergone Significant Transitions (e.g. Starting ELC, Primary or Secondary)

34. Tell us how you will deliver? - Please detail your proposal and it's activities (less than 300 words) *

Please reference any organisations you intend to work in partnership with to deliver your proposal

TEST

35. Please detail how you will engage with your intended target group (less than 300 words) *

Please reference anyone you intend to work in partnership with to engage the target group

TEST

36. Please detail how your proposal will include the provision of free food for targeted children (less than 300 words) *

Please reference anyone you intend to work in partnership with to provide food for targeted children

TEST

37. Please detail how you intend to evidence the impact of your proposal (less than 300 words) *

Please reference anyone you intend to work in partnership with to evidence the impact of your proposal

TEST

38. Please list the partners you will work with to deliver your proposal *

TEST

39. Start Date *



40. End Date *



41. Time(s) of Delivery *

42. Venue(s) You Plan to Use *

43. Is Your Planned Activity; *

☐ Outdoor☐ Indoor☒ Both

44. Age Range your Proposal is Suitable for; *

45. Please record any further comments regarding your activity

e.g. We do not wish this activity to be advertised as we already have a waiting list of targeted families

TEST

Costs & Capacity

Details of Your Costs & Capacity of your Proposal

46. Name of Proposal *

TEST

47. Previous to now, have you received payment/monies from City of Edinburgh Council? *

☒ Yes

☐ No

48. What is the total amount of funding you wish to apply for? *

The minimum you can apply for is £500. The maximum that can be applied for is £20,000

TEST

49. Please breakdown the spend of the amount you are applying for *

Please include all spend (e.g. staffing, facility hire, transport, equipment, food, etc)

TEST

50. How many participants would this amount allow you to provide for? *

TEST

51. Please confirm your proposal (that this funding would allow you to advertise and deliver) will be FREE of charge to targeted participants *

- ☒ I Agree
- ☐ I Do No Agree

Risk, Governance and Reporting

52. Please state which Scottish Government/City of Edinburgh Council/Governing Body Guidance your programme adheres to; *

TEST

53. Checklist *

- ☒ We have an up to date Risk Assessment in place for this proposal/activity
- ☒ We have an Infection Control Risk Assessment in place
- ☒ Our Risk Assessment & Infection Control Risk Assessment is updated and shared regularly with key stakeholders, The City of Edinburgh Council & Staff
- ☒ We will keep a register of all participants every day of activity delivery - this will include contact details and will be managed within General Data Protection Regulation (GDPR)
- ☒ We will submit registers to City of Edinburgh Council on request
- ☒ We agree to submit a report to City of Edinburgh Council so CEC can report to Scottish Government

54. Are you a City of Edinburgh Council Service? *

☐ Yes

☒ No

55. Checklist Continued (Non-CEC Service) *

- ☒ We will work with City of Edinburgh Council to ensure the organisations risk management arrangements are suitable and sufficient for the service being delivered
- ☒ We are insured to carry out this activity
- ☒ Our staff are suitable skilled, experienced and qualified to undertake this activity
- ☒ We will spend any funding allocated to us for the intended purpose

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