

## Holiday Activities and Food (HAF) 2025 Grant Programme

# Application Form

Email completed application form with supporting documents to: **VSST\_play@sandwell.gov.uk**

**Closing date: Friday 23<sup>rd</sup> May 2025 by 5:00pm**  
**BEFORE completing the application form, please read the Application Guidance.**

This form is in PDF format and should be completed and submitted electronically. Printed or scanned copies will not be accepted.

To fill out this form, select the Fill & Sign option from the Tools menu and choose the box where you need to type. To select or tick a box, use the Fill & Sign option from the Tools menu, double-click, select more options, then choose the tick option. Please make sure to place the tick in the correct box and adjust its size if necessary.





Department  
for Education



## SECTION 1: YOUR ORGANISATION

Unique reference number (office use only)	HAF/25/
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<b>1.1</b>	<b>Details of your Organisation</b>
Organisation Name	
Address	
Post code	
Contact Number	
Website	
<b>1.2</b>	<b>Contact for this Application</b>
Name	
Position	
Contact Number	
Email	
<b>1.3</b>	<b>HAF Programme Delivery Lead (if different)</b>
Name	
Position	
Contact Number	
Email	
<b>1.4</b>	<b>Organisation Designated Safeguarding Lead</b>
Name	
Position	
Contact Number	
Email	
DSL Training Level	

<b>1.5</b>	<b>HAF Delivery Partner (if applicable)</b>
Organisation Name	
Address	
Post code	
Website	
Partner Delivery Lead (Contact Name)	
Email	
Contact Number	



<b>1.6</b>	<b>Tell us what type of organisation you are (your legal status) please select</b>			
	<b>Lead</b>	<b>Partner</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	Private/Independent	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	SMBC Service	<input type="checkbox"/>
<b>1.7</b>	<b>Select if you and your partner organisation have the required documents and policies. By selecting, you confirm they meet the HAF Guidance requirements. Documents and Policies will be reviewed before delivery.</b>			
				<b>Lead</b>
				<b>Partner</b>
	Constitution, Terms of Reference, set of rules or other Governing Documents			<input type="checkbox"/>
	Latest Annual Accounts or Statement of Income and Expenditure			<input type="checkbox"/>
	Public Liability Insurance			<input type="checkbox"/>
	Child Protection & Safeguarding Policy			<input type="checkbox"/>
	Health & Safety Policy/Procedures ( <i>Food Safety, Lockdown and Intruder Procedures</i> )			<input type="checkbox"/>
	Risk Assessments			<input type="checkbox"/>
	Online Safety/Digital Media/GDPR/Data Protection Policy			<input type="checkbox"/>
	Data Sharing Consent Form			<input type="checkbox"/>
	Equality & Diversity Policy			<input type="checkbox"/>
	At least one staff member with a Level 2 Food Safety/Hygiene qualification ( <i>Training should be updated every two years, unless the expiry date indicates otherwise</i> ) must always be on-site			<input type="checkbox"/>
	At least one staff member with a First Aid and Health & Safety qualification ( <i>Training should be updated every two years, unless the expiry date indicates otherwise</i> ) must always be on-site			<input type="checkbox"/>
	Minimum Safeguarding Level 1 Training for all delivery staff and volunteers ( <i>obtained within the last two years</i> )			<input type="checkbox"/>
	Minimum Safeguarding Level 3 Training for the Designated Safeguarding Lead (DSL) ( <i>obtained within the last two years</i> )			<input type="checkbox"/>
	Enhanced DBS checks for all delivery staff and volunteers			<input type="checkbox"/>
	Food Registration Certificate ( <i>this only applies if you are a food business and will be self-catering</i> )			<input type="checkbox"/>
	Partner Delivery Agreement ( <i>if applicable</i> )			<input type="checkbox"/>
	OFSTED Registration			<input type="checkbox"/>
<b>1.8</b>	<b>If the lead organisation is not registered with OFSTED, please specify which exemption applies</b>			
				<b>YES</b>
				<b>NO</b>
<b>1.9</b>	<b>Are you currently delivering activities for children and young people?</b>			<input type="checkbox"/>
<b>1.10</b>	<b>Do you charge parents and carers for this provision?</b>			<input type="checkbox"/>
<b>1.11</b>	<b>Has your organisation previously received funding (grant or contract) from Sandwell Council, Sandwell Children's Trust or Sandwell Public Health? If yes, please provide details (Including HAF)</b>			<input type="checkbox"/>
<b>Name of Funding / Programme</b> List up to the last three years		<b>Council Contact Officer's Name</b>		<b>Successful (Yes/No)</b>
				<b>Amount Awarded (£)</b>



## SECTION 2: TRACK RECORD *(200-word limit per question)*

Information provided here will be displayed on the HAF website

2.1	<b>Provide details of your delivery track record including recent experience you have working with children and young people.</b> This is an opportunity to promote your organisation and tell us what makes you unique.
2.2	<b>If you are delivering with a partner, please provide details of the delivery relationship</b>

## SECTION 3: YOUR ACTIVITIES / PROJECT PROPOSAL – SUMMER 25

Information provided here will be displayed on the HAF website

3.1	<b>Summer HAF Programme Title</b> Create a catchy, brief, and engaging title that helps parents find you and describes your services.
3.2	<b>Tell us what activities are on offer</b> (Holiday clubs must provide activities that meet the <u>physical activity guidelines</u> daily). <i>(minimum 250-word limit)</i>
3.3	<b>What are the benefits of your provision?</b> This is an opportunity to explain the difference attending your provision can make. <i>(minimum 250-word limit)</i>



**3.4**

**Activity Plan**

Please remember that HAF delivery is based on delivering a minimum of 64 hours over the summer holiday period. **Information provided here will be displayed on the HAF website**

**Example:** Include full address of venue including post code (select the box if the venue has been confirmed, we need to ensure that you have an agreement in place to deliver at this venue prior to funding being released), also add contact details for the delivery lead at the venue for monitoring purposes.

	Monday 21 July	Tuesday 22 July	Wednesday 23 July	Thursday 24 July
Activity	Arts & Craft	Football/Tennis	Clay Modelling	Trip to Dudley Zoo
Venue	Library, High St, West Brom, B70 8DZ	Library, High St, West Brom, B70 8DZ	Library, High St, West Brom, B70 8DZ	Dudley Zoo
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Times	10am-2pm	10am-2pm	10am-2pm	10am-2pm
Contact Details	Name 07000 000 000	Name 07000 000 000	Name 07000 000 000	Name 07000 000 000
NO of places	20	20	20	20

**Week 1**

	Monday 21 July	Tuesday 22 July	Wednesday 23 July	Thursday 24 July	Friday 25 July	Saturday 26 July
Activity						
Venue (Select the box if the venue has been confirmed)						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Times						
Contact Details						
NO of places						

**Week 2**

	Monday 28 July	Tuesday 29 July	Wednesday 30 July	Thursday 31 July	Friday 1 August	Saturday 2 August
Activity						
Venue (Select the box if the venue has been confirmed)						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Times						
Contact Details						
NO of places						



<u>Week 3</u>						
	Monday 4 August	Tuesday 5 August	Wednesday 6 August	Thursday 7 August	Friday 8 August	Saturday 9 August
Activity						
Venue (Select the box if the venue has been confirmed)						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Times						
Contact Details						
NO of places						
<u>Week 4</u>						
	Monday 11 August	Tuesday 12 August	Wednesday 13 August	Thursday 14 August	Friday 15 August	Saturday 16 August
Activity						
Venue (Select the box if the venue has been confirmed)						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Times						
Contact Details						
NO of places						
<u>Week 5</u>						
	Monday 18 August	Tuesday 19 August	Wednesday 20 August	Thursday 21 August	Friday 22 August	Saturday 23 August
Activity						
Venue (Select the box if the venue has been confirmed)						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Times						
Contact Details						
N0 of places						
<u><b>Week 6</b></u>						
	<b>Monday 25 August</b>	<b>Tuesday 26 August</b>	<b>Wednesday 27 August</b>	<b>Thursday 28 August</b>	<b>Friday 29 August</b>	<b>Saturday 30 August</b>
Activity						
Venue (Select the box if the venue has been confirmed)						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Times						
Contact Details						
N0 of places						
<b>3.5</b>	<b>Venue Capacity - how many people can safely be accommodated? Confirm capacity for all venues, ensure this is reflected in your risk assessment.</b>					
	Venue	Venue Capacity	Venue	Venue Capacity	Venue	Venue Capacity
<b>3.6</b>	<b>Tell us how you will implement robust safeguarding arrangements and ensure your provision is a safe and happy place for children</b> (this could include child protection/safeguarding policy, equality and inclusion, risk assessments, etc.) <i>(200-word limit)</i>					



3.7	<b>Tell us how you will support children with SEND or additional needs</b> (e.g., staff/resources, reasonable adjustments, carer involvement, and signposting) <i>(200-word limit)</i>
3.8	<b>How does your organisation promote inclusivity, and how will you implement these practices to ensure your provision is accessible to all?</b> <i>Please include details on quiet and changing spaces, staff training in PEG feeding, Makaton, and sign language, as well as your flexibility in supporting individual needs. (200-word limit)</i>
3.9	<b>Tell us how you will enable signposting or referrals to other services that would benefit children and young people who attend your provision.</b> <i>(200-word limit)</i>
3.10	<b>Tell us how your project will contribute to at least <u>one</u> of Sandwell's Strategic Themes as stated in the Council Plan 2024-27.</b> The full version of the Council Plan can be found <a href="#">here</a> <i>(200-word limit)</i>





## SECTION 4: FOOD OFFER

4.1	Will you be outsourcing your food offer to a local caterer?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.2	If you've answered yes, please provide details below					
Company Name						
Address						
Post Code						
Contact Number			Website			
4.3	Do you or the catering provider have a food hygiene rating of at least 4 out of 5?					
YES		<input type="checkbox"/>	NO		<input type="checkbox"/>	
4.4	What will your food offer include? (Select all that apply):					
Breakfast		<input type="checkbox"/>	Lunch		<input type="checkbox"/>	Tea
						<input type="checkbox"/>
4.5	Snacks provided		YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
4.6	How will you ensure your food offer meets the required HAF standards? Please note that your selection will be reviewed both prior to and during delivery (Select all that apply):					
Consider allergies and dietary requirements ( <a href="#">see the allergy guidance for schools</a> )			<input type="checkbox"/>	Accommodate any religious or cultural requirements		<input type="checkbox"/>
All food provided at the holiday club (including snacks) will meet <a href="#">school food standards</a> .			<input type="checkbox"/>	Comply with regulations on food preparation		<input type="checkbox"/>
Provide vegetarian/vegan options			<input type="checkbox"/>	Limit processed foods and sugary snacks/drinks		<input type="checkbox"/>
Offer a variety of fruit and vegetables daily			<input type="checkbox"/>	Encourage children's involvement in food choices and preparation		<input type="checkbox"/>
4.7	What nutritional education initiatives will you implement to enhance children's knowledge of healthy eating? Please note that your selection will be reviewed both prior to and during delivery (Select all that apply):					
Cooking activities			<input type="checkbox"/>	Gardening or growing food activities		<input type="checkbox"/>
Interactive games or activities			<input type="checkbox"/>	Supervised meal preparation and planning		<input type="checkbox"/>
Discussions or lessons on healthy eating			<input type="checkbox"/>	Food tasting sessions to explore new healthy options		<input type="checkbox"/>
Printed or digital educational materials			<input type="checkbox"/>	Visits from nutritionists, Healthy Sandwell, chefs, or food educators		<input type="checkbox"/>
4.8	Tell us the food cost per head per session (e.g., £5 per child, per session)					
Please provide a four-day sample menu						
Day 1		Day 2		Day 3		Day 4



## SECTION 5: MARKETING AND PROMOTION

Information provided here will be displayed on the HAF Website

<b>5.1</b>	<b>Tell us how you will promote the HAF programme to reach your target audience and encourage booking conversion to attendance (Select all that apply and provide examples. Evidence of your marketing selection will be reviewed prior to and during delivery. 200-word limit)</b>							
Website & Social Media Campaigns	<input type="checkbox"/>	School Partnerships & Promotion	<input type="checkbox"/>	Community Outreach	<input type="checkbox"/>	Direct Messaging	<input type="checkbox"/>	
Local Press and Radio	<input type="checkbox"/>	Taster Sessions and Open Days	<input type="checkbox"/>	Word-of-Mouth & Parent Ambassadors	<input type="checkbox"/>	Phone & In-Person Support	<input type="checkbox"/>	
Multi-Language Support/ Promotion	<input type="checkbox"/>	HAF Takeovers	<input type="checkbox"/>	Distribute flyers in Public Spaces	<input type="checkbox"/>	Inclusive Marketing	<input type="checkbox"/>	
Local Food Banks & Support Services	<input type="checkbox"/>	Parent Support Networks	<input type="checkbox"/>	Specialist Outreach via SENCOs	<input type="checkbox"/>	In-Person Enrolment Events/Sessions	<input type="checkbox"/>	
Community & Faith Groups Engagement	<input type="checkbox"/>	Youth Outreach & Activities	<input type="checkbox"/>	Reminder System & Targeted Follow-Ups	<input type="checkbox"/>	Other	<input type="checkbox"/>	
<b>5.2</b>	<b>Could the planned activities be unsuitable for certain individuals? If yes, please provide details.</b>							
<b>5.3</b>	<b>Booking Instructions</b> Please provide clear booking instructions, use this section to outline any specific requirements. For example, children are required to wear certain clothing or footwear. Parents/carers should complete an additional booking form by a specified deadline (please include a link if applicable). Furthermore, specify any requirements, such as age limits or eligibility (e.g., Children with HAF codes only).							
<b>Booking Contact Phone Number</b>								
This will be used for any inquiries parents may have regarding activity bookings.								
<b>Email</b>								
(This will be used for any inquiries parents may have regarding activity bookings).								
<b>Website</b> (This link will be added to your page)								
<b>Facebook (if applicable)</b> (This link will be added to your page)								
<b>Twitter (if applicable)</b> (This link will be added to your page)								
<b>Instagram (if applicable)</b> (This link will be added to your page)								



<b>5.4</b>	<b>Please submit three testimonials from parents or children.</b> If there's a pre-existing page on the HAF website with testimonials, enter "N/A". Please complete if you wish to update or replace the testimonials on your HAF page.		
<b>Testimonial 1</b>			
<b>Testimonial 2</b>			
<b>Testimonial 3</b>			
<b>5.5</b>	<b>We may add or change information to help make your page consistent, and appeal to parents. Please let us know if you agree to this</b>		
<b>I agree</b>	<input type="checkbox"/>	<b>I disagree</b>	<input type="checkbox"/>

### SECTION 6: FINANCE (To be completed by ALL providers)

<b>6.1</b>	<b>In Rows A, B and C of Column 2, tell us the number of eligible children expected to attend your provision daily. Include the number of delivery days in Column 3 (maximum 16) and the total cost in Column 4 against each row.</b> <b>Please note that the day rate, including food costs (Column 1), represents the maximum funding offer per eligible child.</b>				
<b>Ensure that the figures in Column 2 correspond with your responses in Section 3, Question 3.4</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		Day Rate including Food Costs	Number of expected children	Number of delivery days (Maximum 16)	<b>TOTAL COST</b> Column 1 x Column 2 x Column 3
<b>A</b>	Children receiving benefit-related free school meals (FSM), LACE, and those with NRPF	<b>£30</b>			
<b>B</b>	Children with SEND or Education health care plan (EHCP)	<b>£40</b>			
<b>C</b>	Universal Children (maximum 20% of the total expected number of children)	<b>£30</b>			
<b>Please complete the HAF Grant Application S25 Finance spreadsheet, specifying how the total cost in Column 4 will be allocated.</b>					

### SECTION 7: WINTER DELIVERY EXPRESSION OF INTEREST

<b>7.1</b>	<b>Select to receive Winter funding updates.</b>	<input type="checkbox"/>
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## SECTION 8: DATA PROTECTION

The Data Controller for any personal information held for this purpose is Sandwell Metropolitan Borough Council, Council House, Freeth Street, Oldbury B69 3DB.

The Data Protection Officer can be contacted at the above address and through email at:  
[info\\_management@sandwell.gov.uk](mailto:info_management@sandwell.gov.uk).

Any personal information on this form/section where you have given us consent to use, will ONLY be used for the purpose stated and for no other. For unsuccessful applications, personal data will only be kept for maximum of 12 months. For successful applications, in accordance with financial regulations data will be retained for a maximum of 7 years in line with our Document Retention procedures. Where you have not provided us with consent that information will not be used by the Council.

Any personal information provided under consent will only be used and shared for the purposes outlined on this form, however when a legal duty is placed upon the Council then the Council will consider the sharing of your information in accordance with that duty (e.g., police, etc.).

You have the right to withdraw your consent at any time, should you wish to do so please contact:  
[VSST\\_play@sandwell.gov.uk](mailto:VSST_play@sandwell.gov.uk).

## SECTION 9: CONDITIONS OF FUNDING

Please note that an organisation may forfeit its right to receive any further funding from the Council if these conditions are not complied with.

- 1 Applications will be considered from private sector/independent organisations, schools/educational settings, grassroot projects, sports clubs, not for profit voluntary and community organisations. Details of eligibility of voluntary and community organisations can be found at [Shared Definition of the Voluntary and Community Sector](#).

Programme beneficiaries must meet the following criteria:

- 2
  - All children and young people must receive benefits-related free school meals (FSM), reside in Sandwell, or attend a school in Sandwell, and be between reception and Year 11.
  - There may be some children who are not eligible for benefits-related FSM but have protected characteristics (e.g., children with no recourse to public funding, have an EHCP or are a looked after child in education), we are still able to allocate the 16-digit code for these children and young people.
  - For HAF 2025, providers can engage Universal Children from low-income working families who do not meet the above eligibility criteria. However, these children must not account for more than 20% of your daily places. At least 80% of your beneficiaries must meet the eligibility criteria, with the remaining 20% reserved for Universal children who are considered in need of this provision.

- 3 To be eligible for funding, organisations must provide services within Sandwell and ensure that they benefit children, young people, and families residing in Sandwell. It is important that these services are accessible to children and young people from all ethnic backgrounds.



- 4 Beneficiaries should not be charged to access the services provided.
- 5 You must declare on your application form if you are delivering with other partner organisations, failure to do so will result in a withdrawal of your grant.
- 6 Applications are reviewed and scored by a grants panel, and there is no appeal process. The decision of the grants panel is final.
- 7 The Council will **NOT** consider applications for funding in retrospect and no funding will be approved for anything not detailed on the application.

Before project delivery begins, all staff and volunteers must meet the following training and qualification requirements:

- All delivery staff and volunteers must have completed at least Safeguarding Level 1 Training within the last two years.
- The Designated Safeguarding Lead (DSL) must have completed Sandwell Core Working Together Level 3 Training within the last two years.
- 8 • At least one on-site staff member must have completed the following qualifications. Training should be updated every two years, unless the expiry date indicates otherwise:
  - Level 2 Food Safety/Hygiene
  - First Aid
  - Health and Safety

We will verify these qualifications by referencing Appendix 3 (Delivery Staff Details) and through subsequent monitoring visits. See link to access free online training: [Sandwell Children's Safeguarding Partnership Training Courses](#)

- 9 All project staff and volunteers are required to possess enhanced DBS certificates before the commencement of project delivery. We will verify this by referencing Appendix 3 and during subsequent monitoring visits. (DBS must be carried out/renewed within the last 3 years).

- 10 Funded projects must submit a detailed breakdown of their expenditure by completing an income and expenditure form, which should be retained for a minimum of 2 years after the project concludes. As part of the monitoring process, the Council will verify and request the submission of receipts for examination, including those related to venue hire, food, transport, and other activities that make up 30% of the total grant awarded. Invoices or receipts for review should be a minimum of £100 or more. Failure to submit by the deadline will impact future holiday period funding. Any unspent funding must be returned to Sandwell Council, and overspent funds will not be reimbursed without prior approval.



- 11 Council funding should not be utilised as "personal spending money" for children, young people, staff, volunteers, or for any items unrelated to project activities.
- 12 Any assets acquired with the assistance of the funding cannot be sold or otherwise disposed of, without the Council first being informed.  
  
Organisations receiving funding from the Council are responsible for ensuring the safety of their provision. Providers must have all necessary policies and procedures in place (throughout the duration of the project) to meet the requirements outlined in the HAF Guidance, including:
  - o Relevant insurance coverage
  - o Adequate staff/volunteer ratios**Policies & Procedures:**
  - o Child protection/safeguarding procedures
  - o Health and Safety measures (Food safety, Lockdown and Intruder Procedures)
- 13
  - o Risk assessments
  - o Online safety protocols
  - o Equality and diversity policy
  - o GDPR consent forms

The provider's policies and documents will be assessed prior to the delivery of the programme.  
Additional Requirements:

  - o Catering providers must have a FSA rating of at least 4 out of 5.
  - o Providers must comply with staff and volunteer training requirements.
  - o If delivering in partnership with another provider, a partner delivery agreement must be in place.
- 14 The Council will monitor all projects receiving council funding at any time during the funding period. Providers must inform the Council of any changes to project delivery, timetables, staffing, or the expected number of children attending.
- 15 All promotional materials must include the Holiday Activities and Food (HAF), Department for Education and the Sandwell Council logos. Logos will be sent to successful organisations.
- 16 Successful organisations will be featured in the HAF directory on our website, providing Free School Meal families with access to details about your activities and food offer.
- 17 Successful organisations must obtain consent from parents to share information of children with Sandwell Council on behalf of HAF.



- 18** Successful organisations must ensure that they update their activity information on the Holiday Activities (E-vouchers) platform prior to each HAF holiday to enable parents to book activities.
- 19** All providers are required to complete a self-monitoring form at the conclusion of each HAF holiday period. This form allows you to reflect on and provide comments regarding your delivery. Failure to comply with the submission deadlines will impact eligibility for the next holiday funding period.
- 20** All providers must display the HAF QR code at every delivery venue in a visible location for parents and carers to scan and provide feedback. Additionally, providers are required to share the Parent Feedback QR code via email to ensure feedback is captured from beneficiaries.
- 21** All providers must update E-Voucher attendance on the day of each session delivered. If delivery takes place off-site without an internet connection, attendance records must be updated within 24 hours of the session. Failure to meet submission deadlines for the E-Voucher attendance records will impact eligibility for the next holiday funding period.
- 22** All providers are required to attend two post-delivery meetings per year, which are scheduled for the month following each holiday period. Attendance at these meetings is mandatory for all providers.
- 23** All providers must attend a Holiday Activities (E-Voucher) training session prior to the delivery of their services. These training sessions will be scheduled in the month preceding the holiday period during which the delivery will take place. Attendance at these sessions is mandatory for all providers.
- 24** All providers must attend the annual HAF Conference meeting. Invitations will be sent out closer to the date of the Conference. Attendance at this meeting is mandatory for all providers.
- 25** As part of our commitment to being a child-friendly borough, we must demonstrate that we are actively gathering feedback from children to shape service delivery. Providers are required to collect feedback from children during each HAF period and submit at least three completed feedback forms. Additionally, providers must show how this feedback has been used to enhance both current and future provisions through the Monitoring Form.  
If you need support in developing feedback resources to effectively capture children's voices, please email Karen Greenfield: [karen\\_greenfield@sandwell.gov.uk](mailto:karen_greenfield@sandwell.gov.uk).
- 26** Applications received after the closing date/time will **NOT** be considered for funding.





## SECTION 10: Independent Referee (*schools excluded*)

### To be completed by the Provider named in Section 1.1

Leaving this section blank will delay your application. Schools are exempt from completing this section.

#### Who Needs to Provide an Independent Referee?

If you are a not-for-profit, voluntary or community sector organisation, private, or independent organisation, you must provide details of an independent referee.

#### Your referee must:

- Hold a professional or public position that can be verified.
- Be completely independent of your organisation.
- Have knowledge of your organisation and the project for which you are requesting funding.

We will contact your referee as part of your application assessment. Please ensure the referee you nominate has access to the email address provided during the assessment timeline of your application. For further guidance and examples of suitable referees, please refer to the attached HAF Guidance.

<b>Title</b>				
<b>First Name</b>				
<b>Surname</b>				
<b>Employer</b>				
<b>Occupation</b>				
<b>Email</b>				
<b>Telephone</b>				

<b>How long has the referee known your organisation?</b>		<b>Years</b>		<b>Months</b>
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**In what capacity does the organisation know this referee?**

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## SECTION 11: DECLARATION OF RELATIONS

Please note: Should you provide any information under this section; it will only be used for the sole purpose of grant administration for this programme only.

Please include the name and details of any:

- Sandwell Council officer
- Councillor
- Relative
- Close associate of any Sandwell Council officer or Councillor who:
  - Is a member of your managing body or paid staff.
  - Is (to your knowledge) a relative or close associate of any of your management members or senior staff.
  - Is (to your knowledge) likely to derive any direct personal benefit or advantage either financial or in kind from the award of this funding.

Please give names and details if relevant:

Name	Nature of involvement

### Declaration

<b>I confirm that to the best of my knowledge and belief (select one):</b>	
<input type="checkbox"/>	I have listed above the names of Sandwell Council Officers or Councillors with an involvement in this project or grant application
<input type="checkbox"/>	No Sandwell Council Officers, or elected members have any involvement in this project or application



## SECTION 12: DECLARATION OF SIGNATORY (LEAD)

I confirm that the organisation named in Section 1.1 of this application form has authorised me to sign this agreement.

I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

I understand that any offer of grant funding will be subject to the grant conditions, and we confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.

I have not altered or deleted the original wording and structure of this application form as originally provided or added to it in any way.

I give consent to Sandwell Council holding and sharing of any personal data provided for the sole purpose of grant administration.

<b>Print Name</b>	
<b>Position in Organisation</b>	
<b>E-Signature</b>	
<b>Date</b>	

## SECTION 13: DECLARATION OF SIGNATORY (PARTNER)

I confirm that the organisation named in Section 1.5 of this application form has authorised me to sign this agreement.

I certify that the information given in this application is true and confirm we will be partnering with the organisation named in Section 1.1 to deliver HAF Activities.

I have not altered or deleted the original wording and structure of this application form as originally provided or added to it in any way.

I give consent to Sandwell Council holding and sharing of any personal data provided for the sole purpose of grant administration.

<b>Print Name</b>	
<b>Position in Organisation</b>	
<b>E-Signature</b>	
<b>Date</b>	

## SECTION 14: APPENDIX 2 HAF APPLICATION CHECKLIST

Before submitting, ensure that you have answered all questions and signed relevant sections. Use this checklist to confirm that all necessary documents are included: Save the documents in the specified order and format within a zip folder, numbering and titling each appropriately with your Organisation's name. For example, **1. HAF 2025 - Latest Annual Accounts – Organisation Name.**

Document Ref	Documentation required to be submitted	Included	
		Lead	Partner
<b>1</b>	Latest Annual Accounts or Statement of Income and Expenditure (schools exempted)	<input type="checkbox"/>	
<b>2</b>	Public Liability Insurance (covering delivery period) (schools exempted) (other insurance)	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	HAF Grant Application Form	<input type="checkbox"/>	
<b>4</b>	Delivery Staff Details	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	HAF Grant Application S25 Finance Spreadsheet	<input type="checkbox"/>	
<b>6</b>	A minimum of 3 photographs for Marketing (these will be used on the HAF Sandwell website; ensure parental consent has been obtained).	<input type="checkbox"/>	
<b>The following documents are NOT required for submission but will be reviewed before delivery.</b>			
<b>A</b>	Constitution, Terms of Reference, set of rules or other Governing documents (schools exempted)		
<b>B</b>	Child Protection and Safeguarding Policy		
<b>C</b>	Health & Safety Policy (to include Food Safety, Lockdown and Intruder Procedures)		
<b>D</b>	Risk Assessment (to include all delivery venues and all aspects of project delivery)		
<b>E</b>	Equality & Diversity Policy		
<b>F</b>	Data Sharing Consent Form		
<b>G</b>	Online Safety/Digital Media/GDPR/Data Protection Policy		
<b>H</b>	Food Registration Certificate		
<b>I</b>	Partner Delivery Agreement (if applicable)		
<b>J</b>	OFSTED Registration (if applicable) (schools exempted)		