

MID TERM AND EASTER HOLIDAY FOOD FUND 2020

GUIDANCE NOTES FOR APPLICANTS

We are seeking local organisations to deliver meals within their community throughout the Mid Term School Holidays 2020 (Monday 17th February 2020 – Friday 21st February 2020) and the Easter Holidays (Monday 6th April 2020 – Friday 17th April 2020). This funding is specifically to provide one substantial, meal per day within the towns and villages in Dumfries and Galloway (we are looking to provide this in every Ward). This funding is specifically aimed at providing children and young people, in Primary 1 to S6, with one meal per day during the school holiday periods.

You should only apply for the number of children/young people that you realistically expect to attend your services (based on your previous experience) and the number that your venue could accommodate safely.

Please note, to ensure consistency in the quality of meal provided for children and young people, £1.95 per head, per meal will be awarded to organisations who are awarded funds.

This fund is aimed at organisations who already deliver services and have connections and relationships within communities. It would also compliment organisations delivering activity based holiday programme aimed at school aged children and young people, although it is open for any community organisation to apply.

All food sessions funded must:

- Be a drop-in session over the course of one hour per day, minimum
- Be FREE for all children and young people up to the age of 18
- Be a universal provision (open to any child or young person irrespective of their family circumstance)

GUIDANCE FOR APPLICANTS

1. The correspondent should be the member of your organisation who will be available for answering possible queries about this application.
2. If this structure does not apply to your organisation please ensure a correspondent is identified.
3. The aims and purposes of the organisation should describe what it is aiming to achieve. Please also include the number of members of your organisation and the main towns and villages from which the membership is drawn.
4. This funding is only for the food costs for Holiday Food Fund programmes for Primary 1 to S6 pupils and will run from Monday 17th February 2020 to Friday 21st February 2020 (5 days inclusive) & Monday 6th April 2020 to Friday 17th April 2020 (12 days inclusive).
We will fund 1 meal per day per child/young person at £1.95 per lunch*
5. The attachments requested are absolutely essential if your application is to be considered fully. Without the attachments, your application may be delayed and possibly rejected for lack of information.

Essential Supporting Papers – Checklist – **HAVE YOU ENCLOSED?**

If you are applying for £1000 or less:

- CONSTITUTION
- ACCOUNTS (AUDITED OR CERTIFIED ACCOUNTS IF ANNUAL TURNOVER IS OVER £100,000)
- PVG CERTIFICATION
- FOOD HYGIENE CERTIFICATION
- FIRST AID CERTIFICATION
- CHILD PROTECTION POLICY

If you are applying for over £1000, additional documents:

- ANNUAL REPORT (if available)
- CONSTITUTION
- DETAILED ESTIMATE OF INCOME AND EXPENDITURE
- PVG CERTIFICATION
- FOOD HYGIENE CERTIFICATION
- FIRST AID CERTIFICATION
- CHILD PROTECTION POLICY

6. If your organisation does not have a Constitution, a member of the Council's staff may contact you once your application has been received to discuss the status of your organisation.
7. Please ensure all appropriate information is supplied. Failure to do so may result in delay in consideration of your application. Remember to sign and date the application on behalf of your organisation.
8. You will be required to report the actual uptake of the Christmas Holiday Food Programme and return any unused money to Dumfries and Galloway Council
9. All successful applicant must attend 1 networking event held by Dumfries and Galloway Council throughout the term of their project
10. Applications will not be accepted in any Ward where the number of recipients is greater than the number of young people receiving free school meals, as detailed below
11. Organisations must only apply to deliver the holiday food programme in areas in which they are already delivering services
12. All meal provision must be free and the child/young person must not be charged and entry free to access a programme where a meal is provided.
13. You will be required to provide receipts for all food purchased.

Information and guidance on nutrition can be found by visiting:

Eatwell

The Eatwell Guide helps us eat a healthy, balanced diet

<https://www.foodstandards.gov.scot/consumers/healthy-eating/eatwell>

Schools (Health Promotion and Nutrition) (Scotland) Act 2007

<http://www.legislation.gov.uk/asp/2007/15/contents>

Ward	Number of children/young people receiving free school meals (as of Aug 2019)
Annandale East and Eskdale	136
Annandale North	207
Annandale South	225
Abbey	131
Lochar	120
Mid & Upper Nithsdale	245
Nith	132
North West Dumfries	427
Castle Douglas & Crocketford	113
Dee and Glenkens	129
Mid Galloway and Wigtown West	230
Stranraer and The Rhins	332