



Croydon HAF Programme 2025 - Application Form (Summer & Winter 2025)

Croydon Council is actively looking for local partners, such as charities, schools, children's centres, sports providers, leisure centres, and others, to participate in delivering the Holiday Activities and Food (HAF) Programme during the Summer and Winter holiday periods in 2025.

Interested parties must complete this online application. Before filling out the form, each applicant must carefully review the Holiday Activities and Food (HAF) Programme Service Specification and the HAF Frequently Asked Questions (FAQs).

Organisations can apply to deliver the programme during one or both holiday periods through a single submission of this form. The application process will not be reopened later on in the year.

For 2025, organisations will have the opportunity to apply for a maximum of £30,000 for Summer 2025, and up to £7,500 for Winter 2025. **These are the maximum grant amounts available for the total application for each holiday period and cannot be exceeded.**

Funding limits are based on the length of delivery as follows:

- 1 week (4 days): up to £7,500
- 2 weeks (8 days): up to £15,000
- 4 weeks (16 days): up to £30,000

To facilitate the submission, a PDF version of the online application form is available. However, only online submissions will be accepted. Organisations are encouraged to prepare their answers in advance of completing the online form. Applications must be submitted through the online form, and the required supporting documentation should be emailed to HAFprogramme@croydon.gov.uk.

The deadline for submitting applications and supporting documents is **23.59pm on Sunday 18th May 2025**.

The estimated time to complete the survey is approximately 45 minutes to 1 hour, with prepared answers. Croydon Council will host a HAF Prospective Applicants Engagement Event on Wednesday 30th April 11am-12pm to provide support for the application process and answer any questions. The session will be recorded and available upon request.

Details about your Organisation

1. Organisation Name *

2. Type of Organisation *

Please select the most suitable category to your organisation

- ☐ Registered Charity
- ☐ School
- ☐ Voluntary Organisation
- ☐ Community Group
- ☐ Private Business
- ☐ Other

3. Organisation Registered Address *

4. Organisation Website *

5. Organisation Email Address *

6. Organisation Contact Number *

The value must be a number

7. About Your Organisation *

Please provide a summary of the overall aims of your organisation and the activities/services you deliver

8. Registered Charity Number

(if applicable)

9. Ofsted Registration Number

We expect organisations interested in delivering a HAF programme in Croydon to be on the voluntary Ofsted register unless you are exempt.

Lead Contact Details

Please enter the details of the contact at your organisation who is the lead for the HAF programme

10. Full Name *

11. Role *

12. Email Address *

13. Contact Number *

The value must be a number

Summer 2025: About your Proposed Holiday Club(s)

For the Summer programme, your holiday club/s must operate for four days per week, across a 1, 2 or 4 week period (must be consecutive weeks).

'New' organisations, or organisations which have not delivered within the past 4 holiday periods can only apply for a maximum of 35 daily spaces.

14. Are you applying to deliver a programme at Summer 2025? *

☐ Yes

☐ No

15. Please state the **total** number of HAF spaces across all venues/sessions that you will offer at Summer (e.g. 16 days x spaces per day) *

The value must be a number

Summer 2025: Holiday Club 1 Details

In this section, please provide details of Holiday Club 1.

(If you are delivering more than one session at the same venue (e.g. AM and PM sessions) this would be considered two holiday clubs, and you will be required to additionally input the second session detail in the section marked "Holiday Club 2".)

16. Venue Address, including post code *

17. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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- ☐ Waddon
- ☐ West Thornton
- ☐ Woodside

18. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

19. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

20. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

21. Please select the week/s you intend to run your programme: *

For the Summer programme, your holiday club/s must operate for four days per week, across a 1, 2 or 4 week period (must be consecutive weeks). You may opt to run your holiday from either Monday –Thursday or Tuesday – Friday.

Week 1: Monday 28th July to Friday 1st August
Week 2: Monday 4th August to Friday 8th August
Week 3: Monday 11th August to Friday 15th August
Week 4: Monday 18th August to Friday 22nd August
Week 5: Tuesday 26th August to Friday 29th August

(All clubs running in Week 5 must operate from Tuesday-Friday due to the bank holiday on Monday 25th August).

The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

Please select at most 4 options.

☐ Week 1 (Monday – Thursday)

☐ Week 1 (Tuesday – Friday)

☐ Week 2 (Monday – Thursday)

☐ Week 2 (Tuesday – Friday)

☐ Week 3 (Monday – Thursday)

☐ Week 3 (Tuesday – Friday)

☐ Week 4 (Monday – Thursday)

☐ Week 4 (Tuesday – Friday)

☐ Week 5 (Tuesday – Friday)

22. Holiday Club Start Time *

23. Holiday Club End Time *

24. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

Summer 2025: Holiday Club 2 Details

In this section, please provide details of Holiday Club/Session 2.

25. Are you planning to deliver a second holiday club/session at Summer? *

☐ Yes

☐ No

26. Venue Address, including post code *

27. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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28. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

29. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

30. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

31. Please select the week/s you intend to run your programme: *

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☐ Week 2 (Tuesday – Friday)

☐ Week 3 (Monday – Thursday)

☐ Week 3 (Tuesday – Friday)

☐ Week 4 (Monday – Thursday)

☐ Week 4 (Tuesday – Friday)

☐ Week 5 (Tuesday – Friday)

32. Holiday Club Start Time *

33. Holiday Club End Time *

34. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

Summer 2025: Holiday Club 3 Details

In this section, please provide details of Holiday Club/Session 3

35. Are you planning to deliver a third holiday club/session at Summer? *

- ☐ Yes
- ☐ No

36. Venue Address, including post code *

37. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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38. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

39. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

40. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

41. Please select the week/s you intend to run your programme: *

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Please select at most 4 options.

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☐ Week 3 (Monday – Thursday)

☐ Week 3 (Tuesday – Friday)

☐ Week 4 (Monday – Thursday)

☐ Week 4 (Tuesday – Friday)

☐ Week 5 (Tuesday – Friday)

42. Holiday Club Start Time *

43. Holiday Club End Time *

44. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

Summer 2025: Holiday Club 4

In this section, please provide details of Holiday Club/Session 4

45. Are you planning to deliver a fourth holiday club/session at Summer? *

☐ Yes

☐ No

46. Venue Address, including post code *

47. Which ward is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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48. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

49. Please state the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

50. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

51. Please select the week/s you intend to run your programme: *

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The dates selected here are final and you cannot deviate from these dates this without approval from the HAF team.

Please select at most 4 options.

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☐ Week 3 (Monday – Thursday)

☐ Week 3 (Tuesday – Friday)

☐ Week 4 (Monday – Thursday)

☐ Week 4 (Tuesday – Friday)

☐ Week 5 (Tuesday – Friday)

52. Holiday Club Start Time *

53. Holiday Club End Time *

54. Please state the total number of HAF places you will offer at this club (16 days x spaces per day)

For example: 16 days x 30 places per day = 480 total spaces *

The value must be a number

Summer Cost

55. Please confirm the total amount of funding you are requesting from HAF for Summer 2025: *

Organisations looking to deliver for 1 week (4 days) can apply for up to £7,500. Organisations looking to deliver for 2 weeks (8 days) can apply for up to £15,000. Organisations looking to deliver for 4 weeks (16 days) can apply for up to £30,000.

Please enter a number less than or equal to 30000

56. Please enter your cost per child per day for Summer 2025 (total amount of funding ÷ total number of HAF spaces across all clubs/sessions) *

57. Estimated venue costs for Summer *

58. Estimated staff costs for Summer *

59. Estimated food costs for Summer *

60. Estimated activity costs for Summer *

61. Estimated admin/operational costs for Summer *

62. Any other costs for Summer *

Winter 2025: About your Proposed Holiday Club(s)

It is expected clubs will deliver across four days of the holidays between Monday 22nd December 2025 and Friday 2nd January 2026

These dates have been selected due to the school holiday dates. In exceptional circumstances, Croydon's HAF programme team may ask specific clubs to slightly deviate from this where school holiday dates differ. The selected dates of delivery are final and you cannot deviate from these dates without approval from the HAF team.

For now, please continue with your application based on the dates above.

'New' organisations, or organisations which have not delivered within the past 4 holiday periods can only apply for a maximum of 35 daily spaces.

63. Are you applying to deliver a programme at Winter 2025? *

☐ Yes

☐ No

64. Please state the **total** number of HAF spaces across all venues that you will offer at Winter (4 days x spaces per day)

For example:

Club 1: 20 places per day

Club 2: 20 places per day

4 days x 40 places per day = 160 total spaces *

The value must be a number

Winter 2025: Holiday Club 1 Details

In this section, please provide details of Holiday Club 1

(If you are delivering more than one session at the same venue (e.g. AM and PM sessions) this would be considered two holiday clubs, and you will be required to additionally input the second session detail in the section marked "Holiday Club 2".)

65. Venue Address, including post code *

66. Which ward(s) is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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67. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

68. Please indicate the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

69. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

70. Holiday Club Start Time *

71. Holiday Club End Time *

72. Please state the **total** number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 20 places per day = 80 total spaces

*

The value must be a number

Winter 2025: Holiday Club 2

In this section, please provide details of Holiday Club 2

73. Are you planning to deliver a second holiday club/session at Christmas? *

☐ Yes

☐ No

74. Venue Address, including post code *

75. Which ward(s) is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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76. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

77. Please indicate the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

78. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

79. Holiday Club Start Time *

80. Holiday Club End Time *

81. Please state the total number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 20 places per day = 80 total spaces

*

The value must be a number

Winter 2025: Holiday Club 3

In this section, please provide details of Holiday Club 3

82. Are you planning to deliver a third holiday club/session at Christmas? *

☐ Yes

☐ No

83. Venue Address, including post code *

84. Which ward(s) is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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85. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

86. Please indicate the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

87. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

88. Holiday Club Start Time *

89. Holiday Club End Time *

90. Please state the total number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 20 places per day = 80 total spaces

*

The value must be a number

Winter 2025: Holiday Club 4

In this section, please provide details of Holiday Club 4

91. Are you planning to deliver a fourth holiday club/session at Christmas? *

☐ Yes

☐ No

92. Venue Address, including post code *

93. Which ward(s) is your venue located in? *

If you are unsure please refer to this map: <http://maps.croydon.gov.uk/aya/pages/aya/aya.html> by entering your holiday club venue post code in the 'set your home address' section.

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94. Please describe the venue you are proposing to deliver in, detailing the facilities you plan to utilise (e.g. playground, classroom, on-site kitchen etc.) *

95. Please indicate the age range you are targeting for your proposed provision: *

This must be between 4 - 16 years old (e.g. 5-8 years old)

96. Please confirm the ratio of staff to children at this club: *

(e.g. 1 staff: 5 children)

97. Holiday Club Start Time *

98. Holiday Club End Time *

99. Please state the total number of HAF places you will offer at this club (4 days x spaces per day)

For example: 4 days x 20 places per day = 80 total spaces

*

The value must be a number

Winter Cost

100. Please confirm the total amount of funding you are requesting from HAF for Winter 2025: *

Please enter a number less than or equal to 7500

101. Please enter your cost per child per day for Winter 2025 (total amount of funding ÷ total number of HAF spaces across all clubs/sessions) *

102. Estimated venue costs for Winter *

103. Estimated staff costs for Winter *

104. Estimated food costs for Winter *

105. Estimated activity costs for Winter *

106. Estimated admin/operational costs for Winter *

107. Any other costs for Winter *

HAF Programme Standards

In this section, you will be asked to provide detail on how your programme will meet the HAF programme standards. Please refer to the service specification for information about the HAF programme as well as the guidance published by the Department for Education: <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021>

The quality of your submission will form 25% of your overall score. Please ensure you are answering each question in **full sentences with as much detail as possible**. We recommend that you write at least 150 words in each section.

Please provide details for all holiday periods which you are submitting an application for.

108. Please describe, **in detail** how you will provide the physical activity at your holiday clubs, including the type of activity, and your experience at delivering them with children and young people. *

109. Please describe, **in detail** how you will provide enriching activities at your holiday clubs, including the type of activity and your experience at delivering them with children and young people. *

110. Please describe **in detail**, the food arrangements you will provide at your holiday club(s), referencing how meals will be prepared/delivered, and how your food will meet school food standards. *

111. Please describe, **in detail** how you will deliver nutritional education for children, aimed at improving their knowledge and awareness of healthy eating *

112. Please describe **in detail**, how you will signpost parents and families to relevant services. *

SEND/Additional Needs Provision

All holiday clubs are expected to cater for children with Special Educational Needs and Disabilities (SEND), and this should be assessed on a child by child basis. The Council's expectation is that all providers will be able to support children with low to medium levels of need.

113. What level of support are you able to offer children with SEND? *

- ☐ We are delivering a specialist SEND provision, where at least 85% of our spaces will be available for children with SEN/additional needs
- ☐ We are delivering a mainstream HAF provision, where children with low-medium levels of SEN and/or disability and children will be accommodated on a case-by-case basis

114. Please **detail** your arrangements for supporting children with SEND/additional needs on your programme, referencing the adjustments you will make to accommodate children and the level of support/staffing you can deliver.

*

Safeguarding

115. How will you safeguard children on your programme?

*

Please enter at most 1000 characters

116. Describe the practical safeguarding measures you use to protect children during your programme?

*

Please enter at most 1000 characters

117. What safeguarding training will you be providing to staff and volunteers in the lead up to your programme?

*

Please enter at most 1000 characters

118. How do you prevent one-to-one unsupervised situations between staff and children during your programme?

*

Please enter at most 1000 characters

119. What is your process for reporting a safeguarding concern in the local area?

*

Please enter at most 1000 characters

Outreach and Promotion

The Holiday Activities Booking platform will be used by all providers to administer HAF bookings. Providers delivering the HAF programme are expected to share and promote their programme to eligible children and families.

120. Please **detail** your strategy for encouraging children and families on benefits-related Free School Meals to attend your programme, making reference to your successful track record of delivering the numbers of places you are promising and how you will attract new families who have not accessed HAF previously.

*

References

All applicants require a reference as part of their application. If you have previously delivered the HAF programme in Croydon during or after Summer 2022, Croydon Council will act as a reference on your behalf.

Where the organisation has not delivered the programme before in Croydon, we will seek a reference from another local HAF provider (if the programme has been previously delivered elsewhere) or another reputable organisation who can inform us on your previous delivery of the programme.

If the provider has not delivered HAF before, we will seek a reference from an external evaluator of other programmes run by the organisation in relation to children's work/food provision.

121. Has your organisation previously delivered HAF in Croydon during or after Summer 2022? *

☐ Yes

☐ No

122. Please provide the name/organisation of your referee *

123. Please provide the email address of your referee *

124. Please provide the contact number of your referee *

125. Please provide a short description of the previous delivery (i.e whether you delivered a HAF programme, or other children/food related services) *

Community Value

We are keen to know the added value that your programme will bring to the ward which you are delivering in, and how this will support eligible children attending and their families.

126. Please **detail** how your programme will add value to the community (**ward**) which you intend to deliver in, making references to how your programme will meet the needs of the local area. *****

Monitoring/Reporting

All successful providers will be required to submit attendance data and monitoring information to enable the Local Authority to report back to Department for Education (as detailed in the specification).

127. Please confirm the following: *****

- ☐ I confirm that my organisation is GDPR compliant
- ☐ I confirm that, if successful, we will provide the required monitoring information such as attendance data, record of activities, participant feedback, case studies, as required

Marketing and Promotion

Croydon Council uses a centralised booking platform named 'HolidayActivities'. All successful providers will have access to the platform in order to advertise their programme and for parents/young people to book HAF spaces using a voucher system.

If successful in your grant application, Croydon Council will support with advertising your programme to our local schools. The details provided in this section will be shared in our marketing materials, which parents and families will have access to, so please ensure they are accurate.

In this section, please provide the exact text/contact details that you are happy to be shared with the public.

128. Please provide a short (max 150 word) summary of your HAF programme, referencing the activities on offer for children and young people *

129. Please provide a telephone contact number for HAF enquiries/bookings

130. Please provide an email address for HAF enquiries/bookings

Supporting Documentation

We expect all provision to be supported by relevant and up to date policies and procedures that are adhered to by all staff who will be involved in the delivery of HAF provision.

Please note: if you are a Croydon maintained school or academy, you only need to submit the following supporting documents from the above checklist along with your funding application:

- Programme Risk Assessment
- Food Handling Policy (if using alternative caterers to normal school provision)

All required supported documentation should be emailed to: HAFprogramme@croydon.gov.uk ahead of the deadline at 23.59 on the 18th May 2025.

131. I confirm I have attached all the required supporting information in place to submit to Croydon Council *

- ☐ Copy of Public Liability Insurance documentation
- ☐ Copy of Employer Liability Insurance documentation
- ☐ Safeguarding Policy
- ☐ Recruitment Policy
- ☐ Health and Safety Policy including Food Handling Policy
- ☐ Equality and Diversity Policy
- ☐ Privacy Policy/GDPR Policy
- ☐ Venue Risk Assessment
- ☐ Programme Risk Assessment

Declaration

Please ensure that a person who is authorised to act on behalf of your organisation completes the following declaration:

132. I confirm that the information provided in this application is accurate and true. *

☐ Yes

133. Full Name *

134. Role in Organisation *

135. Date *

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