



Glasgow Children's Holiday Food Programme

June 2022 – April 2023

Fund Guidance

April 2022

CONTENTS

Page

Section 1 – Glasgow Children’s Holiday Food Programme

- 1.1 Introduction 3
- 1.2 Aim of the Programme

Section 2 – Policy and Food Handling Compliance

- 2.1 Environmental Health & Food Hygiene Criteria 5
- 2.2 Food Allergies 5
- 2.3 Sustainable Delivery 5

Section 3 – Applying to the Programme

Eligibility

- 3.1 Who can and can’t apply? 6
- 3.2 What can and can’t be supported? 6

Budget

- 3.3 How much is available? 7
- 3.4 How much can we apply for? 7
- 3.5 How many years funding can we apply for? 7

Application

- 3.6 Required documentation 7
- 3.7 How many applications can we submit? 8
- 3.8 How do we access the Application Form and Budget Template? 8
- 3.9 Submitting your Application Form and Budget Template 8

Assessment

- 3.10 How we assess your application and make funding decisions 8
- 3.11 When will funding decisions/recommendations be approved? 9
- 3.12 When will we hear if our application has been successful? 9
- 3.13 How will the grant be paid? 9

Section 4 Budget Criteria

- 4.1 Food Costs 10
- 4.2 Ancillary Costs 10
- 4.3 Staffing Costs 10
- 4.4 Volunteer Costs 10
- 4.5 Activity Costs 11
- 4.6 Transport Costs 11
- 4.7 Day Trip Entry Costs 11

4.8	Venue Costs	11
4.9	Management Costs	11

Section 5 Additional Information

5.1	Data Protection and Freedom of Information	12
5.2	Equalities	12

Section 1 – Glasgow Children’s Holiday Food Programme

1.1 Introduction

Eliminating food poverty is recognised as a priority and listed as one of the Scottish Government’s Key Sustainable Development Goals. *“By 2030, end hunger and ensure access by all people, in particular the poor and people in vulnerable situations, including infants, to safe, nutritious and sufficient food all year round.”* Numerous academic studies have shown that food insecurity affects school children’s academic performance, health and social skills. A nutritious and well-balanced diet is vital for healthy growth and development, supporting learning and social skills, and encouraging continuation of healthy eating later in life. For many children across Glasgow, free school meals are the only nutritious, balanced meal they can rely on each day. Many low income families are unable to afford additional food costs incurred during school holidays.

The Glasgow Children’s Holiday Food Programme (herein after the Fund) was launched in summer 2018 to address Children’s Holiday Hunger.

1.2 Aim of the Fund

The Fund is informed by the Glasgow City Council Strategic Plan and enables community organisations to provide nutritious food to children/young people using their services during school holiday periods. The Fund is for children/young people 0-18 years of age.

Section 2 – Policy and Food Handling Compliance

2.1 Environmental Health & Food Hygiene Criteria

Please note that all applicants must comply with Food Hygiene requirements. Guidance is provided below with links for further information.

REHIS (The Royal Environmental Health Institute for Scotland) relates to food hygiene training. Staff who undertake food hygiene training will receive a REHIS certificate to confirm they have passed their training successfully.

There must be at least one designated REHIS trained member of staff present while food is being prepared, served etc. This person must take responsibility to ensure food safety and cleaning regulations are followed. If other staff are carrying out these duties, the trained member of staff must oversee that they are following regulations and that all paperwork is completed and carried out.

FHIS (Food Hygiene Information Scheme) certificate relates to the registered food business and indicates that the business is registered with environmental health. It will also state the rating of the business, of which there are four possibilities: Pass, Improvements Required, Exempt Premises or Awaiting Inspection. Click [here](#) for more detail.

You can still be eligible for funding without an FHIS Certificate. These certificates tend to be given to more established businesses such as cafés, restaurants, day centres that provide food etc. that receive inspections from the Environmental Health Department. If your project already has an FHIS Certificate then you are required to provide a copy of this to us.

If you don't have an FHIS Certificate, but are doing any of the following, then you **must** register with Glasgow City Council Environmental Health Department (GCC EHD):

- Preparing food
- Buying food in from a shop/café etc then storing it in fridges/cool bags until it is served
- Reheating any food bought in from a shop/café etc

Although the food hygiene risks are low in some of these situations, there are still requirements related to food handling and storing at the correct temperatures, so GCC EHD require you to be registered.

Instead of submitting an FHIS Certificate, you will need to provide evidence that you have registered with GCC EHD. You can register with GCC EHD [here](#) and it is free. When you register you will receive an email indicating that your application has been received, then another email indicating that your email has been sent to the appropriate person in the department. The **third** email that you receive is the documentation that you should submit with your application form. The email will state “please take this email as confirmation you have registered.”

If you are using another food provider on a regular basis for the whole length of the project, you should provide a copy of their FHIS Certificate. You can submit a copy of the Certificate or go to www.scoresonthedoors.org.uk and input the food provider's details. The page will then show a note of their FHIS Certificate and rating status. You can take a screenshot and submit this as evidence along with your Application Form.

2.2 Food Allergies

There is flexibility in the design of the food provision which should be tailored to ensure that all food meets the dietary needs of the children and families who attend. Further information in relation to allergies can be found using the links below:

- [Food Standards Agency](#)

2.3 Sustainable delivery

You are encouraged to consider how sustainable development can be reflected in your programme. Some examples that you may wish to consider are:

- Minimising the use of single-use plastics
- Where possible, using locally sourced food and ingredients
- Making use of food surplus organisations
- Encouraging children to engage with environmental issues and take a leading role in sustainable practices

Section 3 – Applying to the Fund

Eligibility

Please note that if you fail to meet the eligibility criteria your application will not be considered.

3.1 Who can and can't apply?

This Fund is open to Community and Third Sector organisations who deliver locally within Glasgow and are able to offer food as part of their holiday activity provision.

We will accept applications from the following types of organisation:

- Company Ltd By Guarantee
- Scottish Charitable Incorporated Organisation (SCIO)
- Community Interest Company (CIC)
- Unincorporated Organisations
- Social Enterprise
- Housing Associations

We will also accept Consortium Bids supported by a Partnership Agreement. The Partnership Agreement Form can be accessed on our [Webpage](#) and must be signed by all partners.

Please note that applying to the Children's Holiday Food Programme exempts you from applying to the Area Budget Playscheme grant.

We will not accept applications from the following:

- Individuals or Sole Traders
- Organisations that generate profit for private distribution
- Statutory/Public Bodies such as Glasgow City Council and its Arm's Length External Organisations, NHS, Police Scotland etc
- Organisations where Governing Body membership is not quorate

3.2 What can and can't be supported?

We will fund:

- Food costs
- Ancillary costs – capped at £2 per beneficiary per meal (utility costs, cutlery, chef costs)
- Sessional staff costs
- Volunteer costs
- Venue costs
- Activity costs

- Transport costs
- Entry costs (for day trips)
- Management Fee costs

We will not fund the following:

- Capital costs
- Residential costs
- Food for residentials (funded from elsewhere)
- Costs already funded by someone else
- Costs incurred before the activity starts

Please note that this list is not exhaustive.

Budget

3.3 How much is available?

The total amount available in the Fund has been agreed as £2 million per annum.

This is subject to confirmation of the Council Budget each year.

3.4 How much can we apply for?

There is no minimum or maximum, however, please bear in mind the fund is for a maximum of 48 days in total and there is a growing number of applicants interested in submitting a proposal.

3.5 How many years funding can we apply for?

You can apply for 1 year's funding 2022-2023. The holiday periods are:

- Summer** 27 June 2022 – 12 August 2022 (35 days)
- October** 17 October 2022 – 21 October 2022 (5 days)
- February** 13 February 2023 – 15 February 2023 (3 days)
- Spring** 3 April 2023 – 14 April 2023 (10 days)

Please note that weekends are not covered by the Fund.

3.6. Required Documentation

To help us consider your application, we need you to submit the following documents:

- Glasgow Children's Holiday Food Programme Application Form
- Glasgow Children's Holiday Food Programme Budget Template
- A signed and dated copy of your Governing Document (e.g. Constitution, Mem & Arts, other formal document)
- Copy of your Child Protection Policy
- A copy of your latest bank statement (within last 3 months)
- Proof of registration with Glasgow City Council Environmental Health Department/copies of REHIS and/or FHIS Certificates, as appropriate
- Partnership Agreement, if submitting a Consortium Bid

3.7 How many applications can we submit?

It is anticipated that the demand for funding will be high therefore you can only make one application per organisation.

3.8 How do we access the Application Form and Budget Template?

The Application Form and Budget Template can be accessed through our [webpage](#).

3.9 Submitting your Application Form and Budget Template

Applications and required documentation should be submitted to the Community Empowerment Services Grants mailbox cesgrants@glasgow.gov.uk by **Sunday 8 May 2022**.

You will receive an automated email acknowledging receipt of your application.

It is your responsibility to submit a fully completed application form and required documents by the date provided above. **Late applications will not be considered.**

Please note that due to the number of applications we expect to receive, we will not contact you for further information. We will make an assessment based on the information in the application you submit.

Assessment

3.10 How we assess your application and make funding decisions

Officers will use an assessment tool, based on the application form and budget template, to score applications in an objective manner using the information provided in your Application Form and Budget Template.

All eligible applications will be scored and assessed using the criteria and scoring levels outlined below:

- Organisation/Governance – this includes an assessment of the governance to ensure the organisation can support delivery with a clear indication of the aims of the organisation and a supporting Child Protection Policy.
- Project Development/Delivery – this includes an assessment of identified gaps and evidence of need, involvement of communities in design and development and ongoing plans for involvement as well as the project aims including who will benefit, that the project plans are credible, any evidence of joint or partnership working
- Project Outcomes and Impact – this includes an assessment of the intended outcomes, how these will be measured and the difference the project will make
- Organisation and Project Finance – this includes an assessment of the budget and whether the project costs appear reasonable/realistic as well as the organisation’s financial stability.

Tables 1a and 1b show the score key used by Assessing Officers for each assessment criteria and the score weighting given to each assessment criteria.

Table 1a: Score Key Assessment Tool

Score	Score Key Assessment	Interpretation
5	Excellent	Satisfies and demonstrates exceptional understanding of criteria required. Response identifies factors that will offer potential added value
4	Good	Satisfies the requirement with minor additional benefits
3	Acceptable	Satisfies the requirement with no reservations
2	Minor reservations	Satisfies the requirement with minor reservations and limited evidence to support the response
1	Serious reservations	Some attempt has been made to provide information but lacks detail
0	Unacceptable	Does not meet the requirement. Insufficient information provided

Table 1b: Assessment and Scoring Template Criterion

Criteria	Weighting (%)
Organisation/Governance	10
Project Development/Delivery	30
Project Outcomes and Impact	40
Organisation and Project Finance	20
Total	100

A maximum score of 5 against all criteria would result in a weighted score of 100, whereas a score of 1 for all criteria would result in a weighted score of 20.

3.11 When will funding decisions/recommendations be approved?

Funding decisions will be made by the Council's City Administration Committee. It is anticipated that a report with specific grant recommendations will be submitted to the Council's City Administration Committee in **June 2022**. The report and recommendations will be published on the Council's website one week prior to the meeting taking place. **Further information on the exact timescales will be made available in due course.**

Please note that all decisions made by the City Administration Committee are final and there is no appeal process.

3.12 When will we hear if our application has been successful?

Following approval at City Administration Committee, it is our intention to confirm awards and to outline the practical and administrative arrangements in June 2022. Unsuccessful applicants will also be notified.

3.13 How will the grant be paid?

Subject to compliance, we will aim to release the Grant to your bank account at least 2 weeks in advance of the relevant holiday period.

Section 4 – Budget Criteria

As the priority of the Fund is providing food, at least **55%** of the budget requested **must** be for food costs (food and ancillary). A little flexibility will be given to organisations that are hiring school facilities due to the costs involved – however where possible alternative facilities should be considered.

Please note that some of the cells on the Budget Template are locked. You have access to the cells necessary to provide the required information.

4.1 Food Costs

Breakfast, lunch, dinner and snack costs will be considered as part of your budget. Please note that these are capped at:

- Breakfast £3
- Lunch £4.50
- Dinner £4.50
- Snack £1

You should note that there is space for 2 lots of breakfast, lunch and dinner on the Budget Template. This is to allow you to show the different costs for each if, for example, you are providing packed lunches for a trip at the cost of £3 and a cooked lunch at the cost of £4.

4.2 Ancillary Costs

This includes the cost of gas/electricity etc. to prepare the meals. The cost of staff required to prepare/serve the food should be included here too. Do not include sessional staff required to run activities in this section.

There is a maximum of £2 ancillary costs per child, per meal. If organisations are buying food in for packed lunches, day trips or buying in food and serving, they cannot request ancillary costs – only food costs.

Please note that food and ancillary costs together should meet at least 55% of the costs of the programme.

4.3 Staffing Costs

This should cover sessional staff required to run activities. The fund will not cover existing/permanent staff costs, only additional staff brought in to allow the project to support more children/young people. Please note there is a maximum cap of £11 per hour. The fund will not cover staff training, uniforms or travel costs.

4.4 Volunteer Costs

Volunteers may provide a vital service in supporting the running of the project. You may apply for volunteer travel costs and sustenance (depending on the number of

hours spent supporting the project). Please note this is capped at £10 per day per person.

4.5 Activity Costs

The main purpose of the Fund is to provide nutritious food for children/young people during holiday periods. In order to appeal to more children and avoid any stigma that may be associated with “free food” you can apply for the costs to run some activities, as an attraction to children. For all activity costs and items, they must be relevant to the holiday programme you are offering and you must provide a breakdown of what you are requesting.

The Fund will not provide large pieces of equipment/capital items.

You can apply for funding to hire professional organisations for certain activities (arts workers, musicians, cooking demonstrations etc). We are aware that their costs can sometimes be more than £11 per hour, so please provide a breakdown of the costs and this will be considered. This will only be **considered for occasional** activities and not daily/regular activities.

4.6 Transport Costs

Transport costs are available for bus hire, bus/train fares for activity purposes. If you own a bus then you can apply for fuel costs up to £25 per day. **Please note that transport costs will not be considered for the February 2023 holiday.**

4.7 Day Trip Entry Costs

If you are attending a venue which provides activities that has an entry cost you can apply for funding. This will only be approved for occasional trips, not regular/daily trips. **Please note that day trip costs will not be considered for the February 2023 holiday.**

4.8 Venue Costs

You can apply for venue hire to run the project or an element of it. The Fund will not cover the venue hire if you own the building. In this case you can only apply for a contribution to overhead costs for the duration of the holiday programme, and a breakdown must be provided.

4.9 Management Fee Costs

This cost is to cover any additional management support that may be required to oversee your project. It must include any admin, advertising costs etc. There is a maximum amount of 5% of the project costs available. This cost is reached by totalling all costs (not including a management fee) and calculating up to 5% of this total. Please note that management fee costs are capped at £5,000 and you cannot apply for both the costs of a staff member to oversee the project in staffing costs as well as applying for the management fee cost.

Section 5: Additional Information

5.1 Data Protection and Freedom of Information

Applicants to this Fund should note that Glasgow City Council, as a Scottish public authority, is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and Data Protection Act 2018.

Therefore, please note that information provided will be held, published and disclosed in accordance with this legislation.

Further information is available on our [website](#) and on the Scottish Information Commissioners [website](#).

5.2 Equalities

The Equality Act 2010 protects people from discrimination in the workplace and in wider society. All organisations that submit an application to the Fund must satisfy themselves that they are compliant with the relevant equalities legislation.

Find out more about [who is protected](#) from discrimination, [the types of discrimination](#) under the law and [what action you can take](#).