



## Welcome to the Big Norfolk Holiday Fun application pack!

We are delighted you want to support this programme and are here to give you all the support you need to get you up and running as a provider.

Before you fill in the application form, gather your documents and your ideas together- it will save time when you complete the form.

### You will need:

- Public liability Insurance
- Health and Safety Policy
- Safeguarding Policy
- Inclusivity/EDI Policy
- Risk Assessments - for each activity/venue if you have more than one you will be working in
- Safe mobile phone policy
- Level 2 Food and Hygiene certificate (if planning on handling food)
- To use a registered food provider with a rating of 3 or more stars. This may mean your organisation if you are to provide the food yourself. To find out more about food registration, please see here: <https://www.food.gov.uk/business-guidance/getting-ready-to-start-your-food-business>
- **Staffing** (*at least 1 per 10 attendees, or 1 per 8 attendees for 8-year-olds or younger, with a minimum of 2 staff to run the activity regardless of the number of attendees*). Early years providers must abide by OFSTED guidance.
- A session plan that considers all three of the provision elements: an hour of activity; good food- ideally hot; and nutritional education- helping the children and their families to think about healthy eating choices.
- A plan to get the children to come to your activity

You can't edit the form once you have sent it, so please download and complete the handy Application Template first, so you can just transfer all the answers from there straight onto the form. [Application Template](#).

**Please Download and read the Standard Terms and Condition for Funding [HERE](#)**

Support and information on sorting any of the training or supporting documents you need can be gained from:

- [Momentum](#): Support for all voluntary Norfolk organisations working with young people
- [Adult Learning](#): A great range of free introductory training to help get you feeling confident you have the skills to apply. For funding information on courses click [here](#)
- [Safeguarding Partnership](#): To give you all the help and training you need to keep you up to date on the latest safeguarding regulations and support.
- **Safer Programme**: An excellent low cost option to get training and help from the Norfolk County Council' safeguarding team [NSCB Safer Programme \(norfolkscb.org\)](https://www.facebook.com/groups/saferprogrammenorfolk/)  
<https://www.facebook.com/groups/saferprogrammenorfolk/>

## [LINK](#) to the Application Form

### The Application Process

1. Ensure your form is completed by the application deadline.
2. Your supporting documents need to be emailed to us at [bnhf@norfolk.gov.uk](mailto:bnhf@norfolk.gov.uk) at the same time with Your Organisation Name and **'Supporting documents'** in the subject line.
3. Most providers should expect to know if they have been accepted with two working weeks of applying.
4. First time providers may also have to complete a Finance Form, so we can set you up to be paid. Once these has been completed and returned you will receive your funding agreement and may invoice for your first payment.

### Please note

- You cannot change your form once it is submitted.
- New providers or providers that are applying for funds that are in the top 15% of application costs, will go to a panel for consideration prior to any agreement. Any clarifications or amendments required to your application will be communicated to you afterwards.
- Acceptance of a grant for one holiday period, does not automatically ensure funding for any other holiday periods requested in the application form. Instead, contracts

will be extended only after the BNHF team agree the quality assurance visit and the attendance level to be acceptable.

## Payments

- Costs should be calculated on a sessional basis. Include a detailed breakdown of your session costs and timings in the application form. A session is a minimum of 4 hours a day.
- The % of your first payment will be determined by your take up of our central Everymove website. 50% for using Everymove, 20% if you cannot. We strongly encourage using Everymove as it enables parents to be able to access the Big Norfolk Holiday Fun offer across the county in one place. Both paid and unpaid/funded places can be booked this way. It will also make returning your attendance information much simpler, see below.
- The final payment will be made on receipt of your completion of the Provider Survey and when we have received your final attendance data. Attendance data can be obtained via Everymove, you simply update your registers. For those that do not use Everymove, the document to complete is a spreadsheet which will be sent to you before provision starts. This information is required by our Department of Education funders, so must be completed.

## Additional Considerations

**Staffing** (*at least 1 per 10 attendees, or 1 per 8 attendees for 8-year-olds or younger, **with a minimum of 2 staff to run the activity regardless of the amount of attendees***). Early years providers must abide by OFSTED guidance. NB The BNHF has a higher-than-average number of SEND children attend. HOWEVER, we know from experience that parents can fail to disclose behavioural or 121 needs when they apply, or they may just drop in. With this in mind it, is prudent to mitigate these issues by having additional staff on call wherever possible.

- Where parents have disclosed their child having 121 or transport needs, additional support may be available. Once you have had a conversation with the parent, please contact us on [bnhf@norfolk.gov.uk](mailto:bnhf@norfolk.gov.uk) to seek agreement to add additional costs to your payment.

## A problem shared...

For further advice and support, please email the BNHF team on [bnhf@norfolk.gov.uk](mailto:bnhf@norfolk.gov.uk) and ensure you come to our regular monthly drop ins, on-line for training and advice- as well as support from other providers. You will be invited to these once you have your funding agreement in place.

We look forward to seeing your application!

Big Norfolk Holiday Fun Team