

Bromley's Holiday Activities and Food Programme - Easter & Summer Specification 2023

1. Introduction

We welcome proposals for provision via our Expression of Interest form: <https://forms.office.com/e/75AZLsELAp> for the Easter and Summer programme 2023. Please note that we are looking for specific provision that aligns with our programme specification, as outlined below to fill the gaps in our current programme schedule. Please ensure you have read the specification in full to inform your proposal.

It is not a requirement to apply for both holiday periods, however, should you choose to only put yourself forward for one of the holiday periods, you may be unable to make amendments to your provision following the submission of your proposal.

2. Easter 2023

The London Borough of Bromley's Easter HAF programme will run from the **3rd – 14th April 2023**. Potential providers should put forward for 4 days of provision for at least 4 hours per day (4 days in total only).

3. Summer 2023

The London Borough of Bromley's Summer Holiday, Activities and Food programme will run from the **24th of July – 1st September 2023**. Potential providers should put forward for 4 days of provision for 4 weeks, for a minimum for 4 hours per day (16 days in total only).

4. Programme Specification

- Provision must run between the dates noted above and outside of term time for Bromley schools.
- Provision must be based in the London Borough of Bromley and aimed at eligible children and young people living within the London Borough of Bromley.
- The location of provision should be within the Copers Cope, Clock House, Crystal Palace, Bromley Common, Plaistow, or Orpington ward. Please see below a picture representation of the Bromley wards on page 4.
- Locations must be suitable, with risk assessments in place, and locations must be secured in advance of the Grant Agreement being signed and returned.
- Provision must be for children and young people in receipt of **benefit related Free School Meals (FSM) only** – this means not all children on pupil premium are eligible. Providers are responsible for confirming eligibility with parent/carers at the booking stage.
- Provision must meet all five of the core programme requirements noted in our programme requirements document.

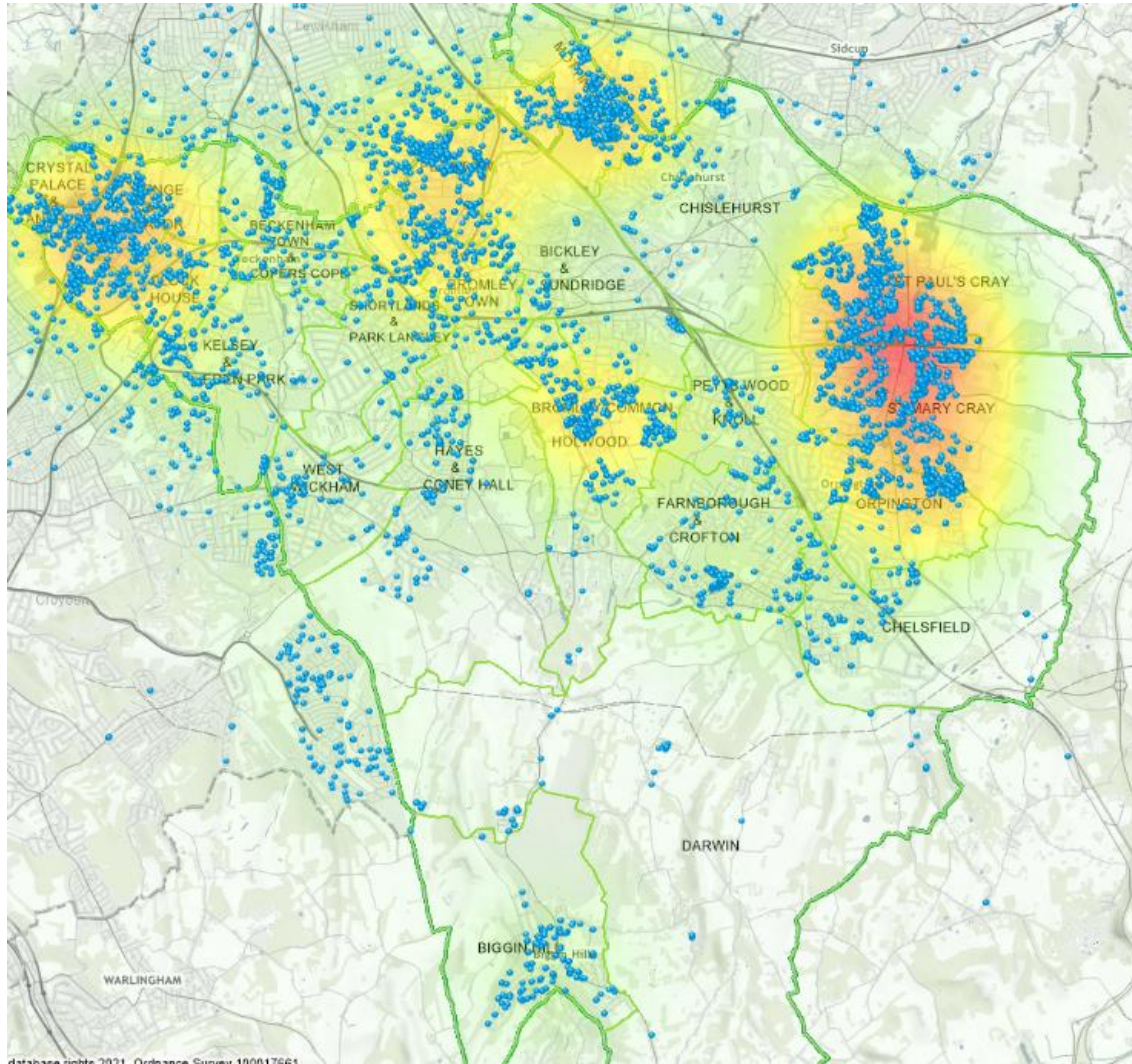
- Provision must evidence good value for money.
- We are seeking applications targeting our secondary school cohort of children (11-16 years of age) but will also consider applications for primary school age.
- We welcome applications offering our children and young people new and exciting experiences, to ensure variety. Examples may include music, dance, drama, arts and crafts, and environmental groups.

5. Application process

To apply for a grant, please complete the following process:

- A. Complete and submit the Expression of Interest Form in full, ensuring you have included as much detail as possible regarding your organisation and proposal:
<https://forms.office.com/e/75AZLsELAp>
- B. Do not leave any sections or boxes blank unless you do not have the information requested. Please provide sufficient information to ensure complete answers.
- C. Please complete the form by **Friday 10th February 2023 11:59pm**, with results expected by **Friday 24th February 2023**. Any applications submitted after this date and time will be automatically rejected.
- D. You will receive confirmation via MS Forms once your application has been submitted.
- E. If you are successful in your application, the next stage in the process will include a 1:1 proposal meeting with a member of the HAF team to discuss the details and practical arrangements relating to your proposal.

1. Representation of Free School Meal eligible children in the borough via blue dots:



5. Representation of the breakdown of wards within the borough:

