

**LONDON BOROUGH OF LEWISHAM SUMMER HOLIDAY ACTIVITIES AND FOOD PROGRAMME 2021**

London Borough of Lewisham is looking for providers to prepare and distribute meals as part of the Holiday Activities and Food Programme.

Providers must provide at least one meal a day (breakfast, lunch or tea) and all food provided at the holiday club (including snacks) must meet [school food standards](http://www.schoolfoodplan.com/actions/school-food-standards/).

Our expectation is that the majority of food served by providers will be **hot lunches**. However, we acknowledge that there will be occasions when this is not possible and a cold alternative may be used.

All food provided as part of the programme must:

* comply with regulations on food preparation:
* take into account allergies and dietary requirements (see the [allergy guidance for schools](https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools))
* take into account any religious or cultural requirements for food

Submissions will be shared with successful HAF activity providers to form partnerships for the HAF programme.

Application forms must be submitted online by **Monday 28th June at 12.00 Hours**

**SECTION 1: Provider information**

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| **Organisation name:** |  |
| **Registered address:** |  |
| **Organisation phone number:** |  |
| **Website (if applicable):** |  |
| **Type of organisation (charity, community interest company etc.):** |  |
| **Charity/Company name and number (if applicable):** |  |
| **Lead contact name:** |  |
| **Lead contact number:** |  |
| **Lead contact email address:** |  |

**SECTION 2: Food provision**

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| **Are you registered as a food business?** | Yes  No |

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| **Which meals do you intend to offer each day (please select all that apply)?** | Breakfast  Lunch (hot)  Lunch (cold)  Dinner/Tea  Snacks  Food parcels/recipe boxes to take home |

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| **Will all meals be in line with** [**School Food Standards**](https://www.gov.uk/government/publications/standards-for-school-food-in-england)**?** | Yes  No |

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| **Do you have a functional kitchen onsite?** | Yes  No |

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| **Please confirm you will be able to prepare a range of meals to meet specific dietary requirements including (but not limited to) vegan, vegetarian, halal, kosher, coeliac, lactose intolerant etc.** | Yes  No |

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| **Please confirm you will be able to supply us with:** | |
| **Risk assessments (up to date, and including COVID-19)** | Yes  No |
| **Health and Safety Policy** | Yes  No |
| **Confidentiality/ privacy policy** | Yes  No |
| **Data protection/ GDPR policy** | Yes  No |
| **Public liability insurance** | Yes  No |
| **Food safety/hygiene level 2 certification within the last 3 years (1 certification per site you’re operating from)** | Yes  No |
| **Food Allergens certification within the last 3 years (1 certification per site you’re operating from)** | Yes  No |

**SECTION 3: Delivery information**

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| **Which weeks would you be able to prepare and distribute meals?** | 26th July – 30th July  2nd August – 6th August  9th August – 13th August  16th August – 20th August  23rd August – 27th August |

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| **What days would you be able to prepare and distribute meals?** | Monday  Tuesday  Wednesday  Thursday  Friday |

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| **Please indicate which ward/(s) you will be able to deliver meals in:** | | | | |
| Bellingham  Blackheath  Brockley  Catford | Crofton Park  Downham  Evelyn  Forest Hill | Grove Park  Ladywell  Lee Green  Lewisham Central | New Cross  Perry Vale  Rushey Green | Sydenham  Telegraph Hill  Whitefoot |

|  |  |
| --- | --- |
| Do you have appropriate facilities to safely store and deliver food? | Yes  No |

**SECTION 4: Costings**

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| **How many meals do you intend to prepare and deliver each day?** |  |

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| **What is the maximum cost per meal per day?** |  |

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| **Please provide a breakdown of the costs:** | |
| **Delivery area** | **Amount** |
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**SECTION 5:**

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| In accordance with the Data Protection Act, London Borough of Lewisham will collect required data for evaluation purposes - including impact, improvement, future funding opportunities, research and sustainability.  Can you confirm that you are willing to collect this data on behalf of the programme? | Yes  No |
| The information you share with Lewisham Council will be shared amongst project partners, including the funder (Department of Education). Please confirm that you are happy for the data to be shared with project partners? | Yes  No |
| The information you have submitted as part of this proposal will including contact details will be shared with activity providers. Please confirm you are willing for this information to be shared? | Yes  No |