



Holiday activities and food for children and young people on benefits-related Free School Meals



Application Guidance

Introduction

This document is to support potential providers to complete their FEAST Application form and budget sheet specifically. Its target audience therefore already has some understanding of FEAST.

For information about FEAST, including who can apply and what provision must include, please review our [Frequently Asked Questions](#).

Some core information is repeated below for clarity.

Target audience

FEAST is a programme for children from Reception to Year 11 inclusive (up to Year 13 if SEND) who receive benefits-related Free School Meals.

Benefits-related Free School Meals (FSM) are available to pupils if their parents are in receipt of one of the qualifying benefits, and have a claim verified by their school or local authority.

Note: All children in Reception, Year 1 and Year 2 in England's state-funded schools receive a free meal under the universal infant free school meals (UIFSM) policy. Infant pupils who receive a free meal under UIFSM must **also** otherwise be eligible for benefits-related FSM to be able to access a free place on the FEAST programme.

Schools, at their discretion, are able to make additional children eligible by exception. For more information, read our Frequently Asked Question on eligibility [here](#).

Aims of the programme

Children who attend FEAST should:

- receive healthy and nutritious meals
- maintain a healthy level of physical activity
- be happy, have fun and meet new friends
- develop a greater understanding of food, nutrition and other health-related issues

- take part in fun and engaging activities that support their development
- feel safe and secure
- get access to the right support services
- return to school feeling engaged and ready to learn

Families can also benefit when FEAST Providers include their needs in planning and delivering their programme. This could be through:

- providing opportunities to get involved in cookery classes
- ensuring they are signposted towards other sources of information and support, such as health services or employment and education opportunities

Equity and Parity

To ensure equity and avoid stigma, we strongly encourage Providers to deliver activities that are open to all children, not just to those who received a place funded by the FEAST programme. We appreciate that this might not always be possible for specialist activity (e.g., SEND).

Those children who attend who are not eligible for FEAST must not be paid for using your grant monies – e.g., they may pay for their place, or you may secure additional funding to accommodate them.

There also must be parity between the experience received by your FEAST-funded participants and your non-FEAST-funded participants. For example, all children should receive the same style, quality and quantity of food, and have access to the same hours of activity.

Length of FEAST session

To provide a substantial positive experience for participants, we expect FEAST sessions to be either 4 or 8 hours long. The length of your session is connected to the value of the grant you can apply for.

We appreciate and can accommodate the need for flexibility regarding session length when meeting the needs of some children (e.g., teenagers, SEND).

Providers are asked to consider the practicality of session times for parents/families, e.g., 10am – 2pm may be difficult for working parents.

HolidayActivities

FEAST uses the HolidayActivities platform to distribute its vouchers to eligible families, for providers to advertise and take bookings for their activities, and to coordinate our monitoring and reporting to the Department for Education.

All providers must list all FEAST activities, and complete all relevant monitoring, on HolidayActivities. HolidayActivities is free to use. You can find out more in our [Frequently Asked Questions](#) and support is available

For guidance on how to complete your FEAST application form, please continue to the next page.

FEAST Application Form

Information about your organisation

Organisation Name

This will go on our website.

If you plan on running separate activities across multiple sites, you need to make individual applications for each setting. If doing so, please differentiate each setting in your Organisation Name, e.g. North Yorkshire Together (Selby) / North Yorkshire Together (Craven).

Organisation Type

We collect this information to better understand the types of providers we're working with. This information may be shared with the DfE.

Choose from one of the below, and if your organisation is more than one (e.g., both a registered charity and a company limited by guarantee), please select the most appropriate (e.g., registered charity).

- Association or Trust
- Community Interest Company
- Company (limited by guarantee)
- Formally constituted club
- Educational Establishment
- Local Authority
- Registered Charity
- Registered CASC
- Self-Employed
- Unregistered Club or Association
- Other

If 'Other', please confirm your organisation type in 'Organisation Description' below.

Organisation Description

This description will be public on our website so write this in a way that is accessible to FEAST-eligible families. The description should demonstrate what you do and who you are as an organisation.

Your name: The legal name of the person submitting the application

Your email: This should be your organisational email address, if you have one

Your phone number: This should be your organisational phone number, if you have one

Your business address: If you don't have one, please use the address you run your business from (e.g. your home)

About your proposed FEAST activities

FEAST activity name:

Make sure to include here the name your customers know you by, e.g., 'North Yorkshire Together Summer Fun'. Do NOT just use 'Summer Fun', as this will not stand out on your listing on our website.

FEAST project description:

Please write an engaging and accessible description, as this will go on our website and will need to stand out to secure bookings. This should be at least 50 words. You should then use this description on HolidayActivities, so there is clear read across between our website and the booking portal for your activity.

Where will your activity take place?

Select the North Yorkshire district where you will run this activity. If you're running multiple separate activities, you will need to submit separate applications. If your activity takes a trip one day into another district, choose the district where the majority of your activity takes place. The 'Other' option is only to be used if you are applying to do solely an activity that is a trip/visit into another county. This will not apply for the vast majority of providers.

Can children and young people ONLY attend the activity if they already use your service?

The vast majority of applicants should select 'No' to this answer. FEAST activities should be open to a wide range of young people, and meeting new people is a core element of the programme.

However, some specialist provision (e.g. SEND, young carers) may not be appropriate unless the young person is previously known to the activity provider.

We do encourage, wherever feasible, that new entrants to the group are welcomed and inducted before the activity so they can participate.

If yes, please share wording that we can list on our website to support parents/carers to understand this

You should use this same wording on your HolidayActivity listing. This is to stop erroneous bookings, and to mitigate against disappointment when these bookings are not accepted.

What age ranges can attend?

FEAST-eligible young people must be in Reception - Year 11 (or up to Year 13 if SEND).

We appreciate that the ranges listed (4-7, 7-11, 11-14, 14-16, 16-18 [SEND only]) may not align with your activity. Please choose the most appropriate ranges - e.g. '7 - 11' and '11-14' for 8-12 - and make clear in your activity description the age ranges that can attend.

What specific days AND times will your activity run?

Please give as much detail as possible, e.g., Wednesday 27th December 2023, 10am - 2pm, Friday 29th December 2023, 9am - 5pm.

Please avoid unspecific dates, e.g. 'First Weds, Thurs and Fri of holidays', or 'Every weekday'. This information will be listed on our website, so it needs to be as clear and precise as possible.

FEAST activities can only take place in the Easter, Summer and Christmas holidays. The Christmas holidays this year are Friday 22nd December 2023 – Tuesday 9th January 2024 (with some local variations).

Please remember, most activities should be either 4 or 8 hours long.

Name of venue where your activity will take place

If your activity will have a number of locations - e.g., a community centre for four days, with a trip to the beach on one day - please include the most frequently used venue. Only use one venue name. This will be listed publicly on our website.

Address of venue where your activity will take place

Please use the venue's full address, with no contractions or abbreviations, including post code.

Which statement best describes your current venue booking?

We ask this as it helps us mitigate risk across the programme as a whole. Providers who have yet reached out to venues are more likely to encounter challenges with venue hire costs and/or availability.

If you haven't reached out to your proposed venue yet, we suggest you do this as soon as possible.

Your venue will need to be confirmed by the time bookings are launched.

Inclusivity & Accessibility

Are you providing specialist activities for children and young people with SEND?

Specialist activities are likely to ONLY be attended by children and young people with SEND (and/or their family members). Specialist activities are run by specialist organisations, with significant training, resource and specialism in supporting children and young people with SEND.

For specialist provision, which access need can you accommodate?

Here we list broad categories of access needs. We appreciate these terms are broad, which is why we enable you to provide more information in the next question.

If you have any feedback on our use of language, and/or suggestions for additional categories, please get in touch.

For each access need you have selected, give a brief explanation as to your ability to meet these needs - and any limitations you have

Amongst this, you may wish to include information on, for example, one-to-one support provided, specialist facilities and equipment, staff with accredited training/qualifications etc.

If you are NOT providing specialist activities, are you able to facilitate the safe and inclusive involvement of children and young people with SEND?

We would like as many providers as possible to be able to offer this, so if you answer that you would like support, we will reach out to provide this. Not yet being able to offer inclusive activities will not preclude you from receiving funding.

Which access need do you feel you can accommodate?

Here we list broad categories of access needs. We appreciate these terms are broad, which is why we enable you to provide more information in the next question.

If you have any feedback on our use of language, and/or suggestions for additional categories, please get in touch.

For each access need you have selected, give a brief explanation as to your ability to meet these needs - and any limitations

Amongst this, you may wish to include information on, for example, one-to-one support provided, specialist facilities and equipment, staff with accredited training/qualifications etc.

Your policies and procedures

You must tick each box to commit to having these in place prior to your FEAST activities:

- GDPR
- First Aid, including training, staffing and procedures
- Food Safety procedures
- Health & Safety
- Inclusion and/or diversity policy
- Risk Assessment
- Safeguarding, including DBS certificates

You will upload copies of these to your Provider Folder as part of our due diligence process once you have been offered a grant.

Please identify any key risks of delivering your FEAST activities and ways you will mitigate these

A response is required in **every** box. Applications that do not complete each box will not be considered.

Larger risks such as accidents and incidents, safeguarding, health and safety, first aid, managing allergies / medication need to be captured and mitigated against in your **risk assessment and other policies**, which you will provide separately if successful.

Staff (incl. contractors/freelancers and volunteers): *For example, how will you ensure activity can still go ahead if your intended staff become unavailable.*

Lack of take up: *What will you do to make sure that your activities are well advertised and well attended? North Yorkshire Together is not responsible for the uptake of your activities.*

Facility/venue hire: *What can you do to make sure your proposed venue is available and within budget? What will you do if this changes?*

Food: *If you are relying on an external food provider, what can you do if they withdraw? You do NOT have to demonstrate here how you will meet the FEAST food requirements - this is covered later on in the application.*

Ratios at your activity

FEAST activities must adhere to the **lowest** of the following that applies to your activity:

- The ratio required by the participants' access needs (SEND)
- The ratio set out by your National Governing Body (or similar), if relevant, for your type of activity (e.g., 1:10 for Gymnastics) - **not exceeding** a maximum of 1:12. You MUST use this, or lower, if it applies to your activity.
- A minimum of 1 adult (over 18) to a maximum of 12 children (under 18)

If per access needs or National Governing Body (or similar), please specify

For example, "National Governing Body for Gymnastics (1:10)" or "1:3 due to access needs".

What level of insurance cover do you hold?

As a minimum, this should be Public Liability and Employers Liability insurance.

Please give the name of your Safeguarding Officer

This should be their legal first and last name.

Advertising and booking

All FEAST activities are listed on HolidayActivities, a platform that parents/carers directly book onto activities (even those only open to specialist groups).

Activity providers are responsible for creating and managing this listing.

North Yorkshire Together lists your activity on our publicly available website, but **does not manage enquiries or bookings on your behalf.**

We will also undertake ad-hoc marketing and celebration of providers, but this is not to be relied upon to generate bookings. North Yorkshire Together provides marketing resources and templates for you to use.

How will you market your FEAST activities to maximise take up of AND attendance at funded places?

If you have previously used HolidayActivities, include here any ways of using the system (waiting lists, 'overbooking', manual acceptance etc.) that you will use to maximise bookings and attendance, alongside what non-platform methods (e.g., social media, posters, schools visits etc.) you will use.

Please provide an alternative phone number and email for non-HolidayActivities based bookings

This is for parents/carers with language barriers, access needs etc. The vast majority of bookings will be taken via HolidayActivities. You will need to manually add email or phone bookings to HolidayActivities.

You must accept booking requests of this type as part of FEAST commitment to accessibility and inclusion.

If you will also advertise your FEAST activities on your own webpage, please provide a link

We may use this in our ad-hoc provider marketing and celebration, and list it on our own website. Please do let us know if this changes!

What are your organisation's social media handles?

Instagram, Facebook, Twitter etc. This is so we can provide ad-hoc promotion and celebration of our FEAST activities providers. This may also be listed on our website.

Put N/A if you do not have them. Do not list personal accounts.

Food & Nutrition

You must provide **at least one meal per 4 hour session** (breakfast, lunch or tea) to FEAST-funded participants. All food provided at your FEAST activities (including snacks) must meet School Food Standards. **FEAST can only fund food for eligible children.**

We expect the majority of food served at your FEAST activities to be **hot**. However, we acknowledge that there will be occasions when this is not possible, and cold food should be used where appropriate.

Please confirm which of the following you intend to provide:

Select all that are applicable.

The DfE require FEAST-funded children to have access to an identical overall food offer to any children who pay to attend.

For example, non-FEAST-funded children must also have access to food during your activity. This can be brought from home, if you do not wish to provide food for them.

However, if non-FEAST-funded children can bring a packed lunch, you must ensure that FEAST-funded participants have access to a packed-

lunch style option, prepared and paid for by you. This is so that FEAST-funded participants aren't clearly eating different food.

Under no circumstances should the food offer provided to FEAST-funded participants be of a lesser quantity or quality than food offered to non-FEAST funded participants.

Are you also providing food to children NOT eligible for FEAST?

Please select one appropriate answer.

ALL children must have access to food during the activity, and this offer should be consistent across FEAST-funded and non-FEAST-funded participants.

If any answer except 'Yes - as standard', please share how you will ensure a positive and equal food offer for all children

We appreciate that for some providers offering food as standard to non-funded children is not feasible.

This is acceptable as long as measures are put in place to remove stigma, and wherever possible any visible difference, between the food experience of funded and non-funded participants.

For example, where paying children bring their own packed lunch, you may make up packed-lunch style food for FEAST-funded children.

All food provided at FEAST activities must meet DfE requirements, including:

- complying with regulations on food preparation
- taking into account allergies and dietary requirements
- taking into account any religious or cultural requirements for food
 - NOTE: Wherever possible, vegetarian/vegan options should not be the sole alternative option to a meat a participant can't eat due to religious/cultural reasons

The below links provide you with information and guidance about these.

- [School Food Standards](#)
- [Allergy guidance for schools](#)
- [Food information regulations - Natasha's Law](#)

- [Food Business Registration](#) - You must ensure that any external food providers you work with are registered as a food business, and have an acceptable food hygiene rating. This provides reassurance that food safety standards are being met.

Please detail how you will meet the requirements above, and how you will collect essential information around children's food allergies and intolerances

In your answer, we want to understand:

- What plans you have in place to provide high quality and nutritious food?
- How will you ensure that the food served will meet the school food standards?
- How will you collect, store, manage and action information around allergies, intolerances, and cultural/religious requirements?
- Have or will you talk to children and families about the food you plan to serve?

Information about allergies and intolerance can be captured directly on HolidayActivities, however you must have a way of checking and applying this information before any food is distributed - e.g., confirming requirements with parents/carers on/prior to the first day.

How will you meet the requirement to increase participants' awareness of healthy eating, healthy lifestyles and positive behaviours at every session?

Preparing food on site can provide an opportunity to engage children and families in food preparation and nutrition. Providers have reported that when children are involved in designing menus and the preparation of food, they are more engaged and more willing to try new and healthier food.

We expect providers to incorporate helping children to understand more about the benefits of healthy eating and nutrition into their programme. These do not need to be formal learning activities. This could include:

- getting children involved in food preparation and cooking
- growing fruit and vegetables
- taste tests
- discussing food and healthy eating during mealtimes

- including food and nutrition in other activities

Offering positive learning and development through FEAST activities creates stigma-free opportunities to support children and young people in learning about healthy lifestyles and exercise. This could cover, for example, the use of vapes, cigarettes, drugs, and how this can lead to issues including economic, social, personal safety, exploitation and/or criminality.

These more complex issues should **only** be tackled by those with the relevant industry-standard knowledge and/or qualifications where relevant.

Physical Activity

How will you meet the physical activity requirements of the FEAST programme?

All FEAST activities must meet the following physical activity guidelines on a **daily** basis.

All participants should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day. [Click here for more information](#).

This does not have to be in the form of a structured activity session, but can include active travel, free play and sports. Participants should engage in a variety of types and intensities of physical activity.

Providers should aim to minimise the amount of time participants spend being sedentary, and when physically possible should break up long periods of not moving with at least light physical activity.

Enrichment Activity

How will you meet the enrichment requirements of the FEAST programme?

FEAST activities must be fun and enriching and provide children with opportunities to:

- Develop new skills or knowledge
- Consolidate existing skills and knowledge
- Try out new experiences
- Have fun and socialise

This could include but is not limited to:

- Creative activities, for example putting on a play, junk modelling or drumming workshops
- Experiences, for example a nature walk or visiting a city farm.
- Free play, for example fun and freedom to relax and enjoy themselves

We expect all FEAST providers to provide a **balanced programme**. For providers whose primary focus is set around a specific activity or sport, we expect them to ensure that children attending their provision benefit from a **holistic and varied experience**.

Signposting and Support

How will you meet the requirements to provide parents and families with signposting to other sources of information and support?

FEAST providers must be able to offer information, signposting or referrals to other services and support, that would benefit the children who attend their activities and their families. Other services and support could include:

- Citizens Advice
- school nurses, dentists, or other healthcare practitioners
- family support services or children's services
- housing support officers
- Jobcentre Plus
- organisations providing financial education
- early years and childcare, including help to pay for childcare (for example, Tax-Free Childcare)

There are many ways that providers can meet this element of the programme, for example, through trained and knowledgeable staff engaging with families during drop-off and pick-up times, or specific sessions for parents, carers and families.

These sessions could provide advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the increasing awareness and understanding of healthy eating aspect of the programme, for example, by inviting children and their families to prepare and eat a meal together at a FEAST session.

There are alternative ways of delivering this, for example, by providing participating children with ingredients and recipes to take away and try at home with their families.

Wherever possible, we encourage this to be active and engaging - e.g., not overly reliant on flyers.

Please include any training staff will receive to be able to support families.

Your FEAST budget & targets

There is no lower or upper limit for the size of application, however to ensure an equitable spread of provision across North Yorkshire, we may offer you a grant below the amount you applied for.

We are aware that each opportunity will incur different costs dependant on location, target participant group and type of activity being delivered. However, we are providing the following guidelines that relate to the average cost per head that has been achieved by delivery partners since the programme started in Summer 2021.

- Primary age: £15.00 per child per session (4 hours)
- Mixed age: £18 per child per session (4 hours)
- Secondary age: £20 per child per session (4 hours)

If you can deliver your programme for less than this amount, you should apply for this. This programme has limited resources, and we want to enable as many young people as possible benefit from access to free holiday activities and food. Applications that we deem disproportionately expensive, in relation to similar other provision, will not be successful.

Grant monies can only contribute towards the costs of places for FEAST-eligible young people.

Which of the holidays are you applying for a FEAST grant for?

The ability to apply for multiple holiday periods works on a calendar basis, e.g. You can apply for Easter, Summer and Christmas in at the Easter application stage, for Summer and Christmas at the Summer application stage, but for Christmas only at the Christmas application stage.

You can also apply individually at each holiday period if that suits you better.

FEAST 2023 Budget Spreadsheet

For your application to be deemed as completed correctly, and therefore be eligible for assessment, you **must** complete the [FEAST 2023 budget](#) spreadsheet fully.

You then need to upload this Excel spreadsheet onto your application AND transfer key elements of the spreadsheet onto the online application form.

These costs should be for your WHOLE delivery, not just FEAST-funded participant costs (excepting Row 29).

ALL inputs onto the spreadsheet must use a **formula**, e.g. $=X * X * X$, not just the total. This is so we can fully understand how you have arrived at your proposed expenditure.

Column F in the spreadsheet provides specific guidance to each questions. Some of this is replicated below. There is also a completed example budget on the spreadsheet.

Question	Guidance
Number of sessions you will deliver in each holiday	A session is 4 hours. You can do two 4 hour sessions in a day, if your delivery will be 8 hours.
Number of places per session	This is the total number of young people who could attend your session.
FEAST places per session	This is the number of FEAST eligible children you plan to attend each session. You will need to reach at least 75% of this amount to avoid experiencing grant clawback.
Expenditure type	<p>In the relevant Columns (Easter, Summer and/or Christmas), input itemised project spend, e.g. $=(15*4*4*5)+50$, not £1250. In Column F, explain your working, e.g. £15 per hour x 4 hours x 4 staff x 5 days, plus £50 volunteer costs.</p> <p>All expenditure needs to be categorised across:</p> <ul style="list-style-type: none"> • Workforce costs (including freelancers, contractors and volunteer costs) • Facility hire • Equipment & Materials • Other Enrichment • Nutritional Information • Support & Signposting • Marketing • Workforce Training • Participant Transport • Admin/Management • Other

Other Enrichment	This is for bought-in services (e.g., circus skills) and costs associated to trips and visits.
Nutritional Information	This does NOT include the cost for feeding your FEAST eligible participants. This includes, for example, resources to provide nutritional education to children and their families.
Participant Transport	This can be for regular transport to pick up participants who could otherwise not engage, and/or transport for day trips (particularly for those targeting secondary ages). FEAST can also arrange and provide free transport for participants if they request it.
Admin / Management	This can be no more than 10% of total costs, itemised wherever possible. Examples include petrol, planning time, attendance at FEAST Provider Development Day etc.
INCOME	You should ONLY include income here if you would like to lower your cost per head (and therefore grant) by offsetting against other grant or earned income.
Food for FEAST eligible participants	Unlike all other rows, this cost should NOT be for all participants; only those who are FEAST-funded. A minimum of 1 meal per 4 hours is required. This can be increased (e.g., breakfast and lunch), and provision of healthy snacks is encouraged.
Cost per head	Cells in Row 30 will go green when the cost per head for each holiday period is within our guideline funding levels. If your cost per head exceeds the guideline amounts, please detail why e.g., SEND provision

When you have completed your budget and uploaded it onto the application, you will be asked to transfer the following data form the spreadsheet onto the application:

- Number of sessions (Row 7)
- Total number of places across all sessions (Row 10)
- Total number of FEAST places across all sessions (Row 13)
- Cost per head for your activities (Row 30)
- Total funding requested for your activities (Row 31)

Please confirm that you will adhere to the following:

- You will not charge FEAST more per head than paying parents/carers (where paid-for places are offered)
- That where it is offered, you will enable FEAST young people to participate in early drop-off and late pick-up at no extra cost
- That there will be no charges passed onto FEAST parents whatsoever – e.g., late collection fee, additional snacks etc.

This is to ensure a truly equitable and free experience for our FEAST-funded participants.

We reserve the right to independently review your adherence to these principles. Any activity provider found to be breaching them will not be eligible to continue participating in FEAST.

Additional Information

Do you and/or your staff require training in any of the below?

Here you can choose from a range of training offers available via North Yorkshire Together. Sharing this with us helps us to deliver FEAST and should not be a barrier to you successfully receiving a grant.

Please detail any other support or training not listed above that you and/or your staff would benefit from

If you think we've missed something, write it in here so we can consider what support we can provide.

Do you agree to undertake additional training if required?

This is a non-negotiable condition of your application. The 'if required' will be assessed by North Yorkshire Together.

I understand that if successful, funding is conditional on attending one of the below Provider Development Sessions

Choose the date and location that best suits you. We hope that by providing this a number of months in advance, your diary can accommodate this.

The dates and locations for the **Christmas 2023 Provider Development Sessions** are:

23rd November in Ryedale AM
29th November in Harrogate PM

Each round of successful applications, North Yorkshire Together hosts Provider Development Sessions. These sessions provide vital guidance, training and support with all things FEAST related – from marketing to monitoring, School Food Standards to safeguarding. It's also an opportunity to meet our team and other FEAST Providers to share opportunities, successes and challenges.

A senior representative from your team **must** attend a Provider Development Session for **each round of applications you are successful in**. Guidance for the programme changes frequently, so attendance at a previous holiday period's session does not negate the need to attend a new session.

We will ask your feedback at every session so we can make sure these are as positive and useful as possible. These rotate in location to ensure fairness across our geography.

I confirm that the information I have provided in this application is true and correct to the best of my knowledge. I confirm that I understand that any grant monies awarded may be withheld or clawed-back in the event that any substantial information is found to be untrue.

This is a non-negotiable condition of your application.

I confirm that I understand that grant monies may be withheld or clawed-back should I fail to reach my agreed targets, and/or if I do not provide accurate monitoring information to North Yorkshire Together

This is a non-negotiable condition of your application.