

Provider Checklist

APPLICATION

- Read the Application Guidance
- Draft your application using our Word template
- Complete your budget on our Excel template
- Upload your application and budget onto our online system
- Submit!**

DUE DILIGENCE *

- Access your online Provider Folder
- Upload the following policies: Health & Safety, Safeguarding Inclusion and/or diversity, Data protection
- Upload proof of Risk Assessment, First Aid procedures, Food Hygiene (where appropriate) and Insurance
- Complete the FEAST Safeguarding Checklist
- Read North Yorkshire Council 'Payment Terms and Conditions'
- Read, complete and sign your grant agreement ('SLA')
- Review our Marketing Toolkit and any other resources
- Receive your first payment

DECISION

- Provide any additional information required during the decision process
- If successful, review and agree proposed grant targets
- If unsuccessful, request feedback

DELIVERY

- Plan your activities
- List them on HolidayActivities
- Attend a Provider Development Session
- Advertise and take bookings
- Deliver your activities!**

MONITORING

- Send survey links to participants and their families
- Ensure all data is correct on HolidayActivities
- Complete self-reflection
- If targets are met, receive final payment

** Due Diligence may be simplified if you've been a FEAST provider before and your previous documents are still in date*