

Holiday Food and Fun Greenwich HAF Programme

Information for Applicants



Agenda

- Welcome
- About the programme
- Your questions
- Application process
 - *How to complete the application*
 - *Timelines*
- Assessment process
- Your questions



Welcome

- Name and organisation in the chat
- Questions in the chat during presentation.
- Two slots for open questions.
- Slides will be shared with contacts that booked the session.



Holiday Food & Fun: *Programme Team*



Dot Hodgson, Strategic Partnerships & Grants Lead



Elsie Dede, Commissioning and Grants Development Officer



Scott Guichard, Early Years and Childcare Advisor



Julia Johnson, Wrap Around Lead

Manage the programme.

Conduct training, quality assurance visits and provide quality improvement support.

Email: holiday-programme@royalgreenwich.gov.uk

About the Programme



Holiday Food and Fun: What it's all about ...!

SUMMER 2026...

Total Places Booked:

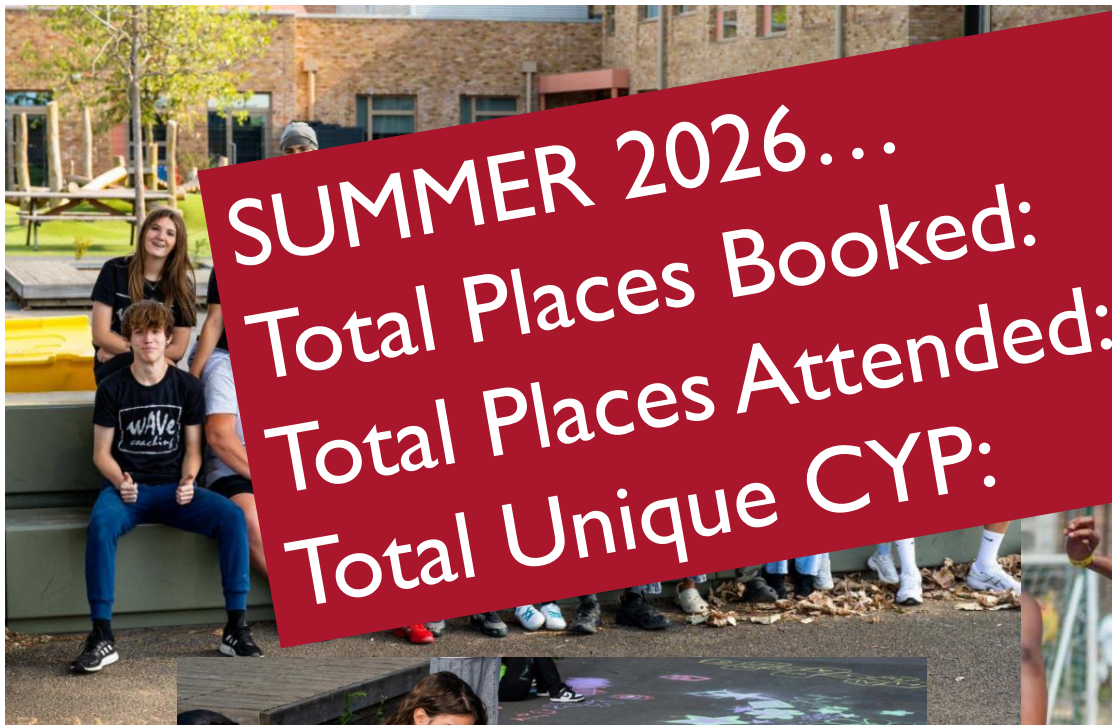
Total Places Attended:

Total Unique CYP:

24,021 (108%)

19,079 (85%)

2,251



Why we do it...

“Thank you to all the team at XX for making this holiday a beautiful one for me.”



“Thank you for providing such a positive programme. My child looked forward to attending and always came home talking about what they had done. The staff were friendly and welcoming.”

“My son has special needs. He is non verbal but the staff at XX make him feel so included while keeping him safe. They took him on multiple trips and made his holidays really enjoyable while feeding him healthy food.”

“Thank you so much for everything you've done over the past few weeks of the summer especially the beach trip today it was fantastic I had booked my daughter in for one day - as I wasn't sure if she would like it, but she loved it so much she asked me if she could keep going back and made lovely friends.”

“A wonderful holiday camp! My son had a great time, enjoyed all the activities, and came home happy every day. The staff were friendly, caring and welcoming. Thank you for giving him such a lovely experience!”

“I can't wait for the next camp to see my new friends again!”

- 93% Parents would register again
- 92% Children said 'I made new friends'
- 78% Children said 'Camp made me feel more happy'
- 98% Children said 'I want to go again'

Holiday Food and Fun: Overview

- This is the name of the Holiday Activity and Food Programme (HAF) In Greenwich
- C.£1.2m annually – DfE – to 31st March 2029
- Winter (4 days), Spring (4 days), Summer (16 days) – during school holidays
- No half terms
- 4 hours per day can be funded
- 85% Children aged 4-16 eligible for targeted benefits-related free school meals
- 15% Concessional places
- Core DfE requirements:
 - *Healthy food provision*
 - *Nutrition education – awareness and understanding of healthy eating*
 - *Signposting and referrals to support parents/carers*
 - *Enrichment activities*
 - *Accessibility and inclusiveness*
 - *Physical activities*

Holiday Food and Fun: *Delivery in Greenwich*

- All children and young people must live or attend school in Greenwich
- Our 15% 'discretionary places' are used for children: *receiving support from social care; highlighted by their school as being in need of support; with other vulnerabilities that mean the programme would be of benefit; are disadvantaged children and young people from low-income families; young carers*
- We use a centralised booking platform – 'Plinth' and you apply through this too. Using this is mandatory.
- We provide training: *Plinth, safeguarding, food hygiene and SEND*
- We conduct quality assurance visits and provide detailed feedback
- We have three 'Categories' you can apply to deliver under:
 - *Standard provision*
 - *Standard provision with specialist SEND (up to 5 places)*
 - *Specialist SEND (this includes 'targeted' and 'specialist' SEND*

Holiday Food and Fun: *Delivery in Greenwich - SEND*



- **Specialist SEND Provision**

CYP with **high levels of need**, that are **likely to be attending specialist schools/provisions** and are likely in receipt of an individual package of care following a social work assessment. These CYP will **likely require high levels of adult support** throughout the provision to keep them safe, e.g. 1:1 support or, in some rare cases, 2:1 support due to their level of need, behaviours that challenge and/or medical/health interventions. We understand that while providers will be expected to be able to accommodate 1:1 support (or 2:1 support in some rare cases) this would be tailored to the CYP, to encourage development of independence where appropriate. Staff will likely need skills around communication needs, understanding and responding to behaviour that challenges and managing personal care.

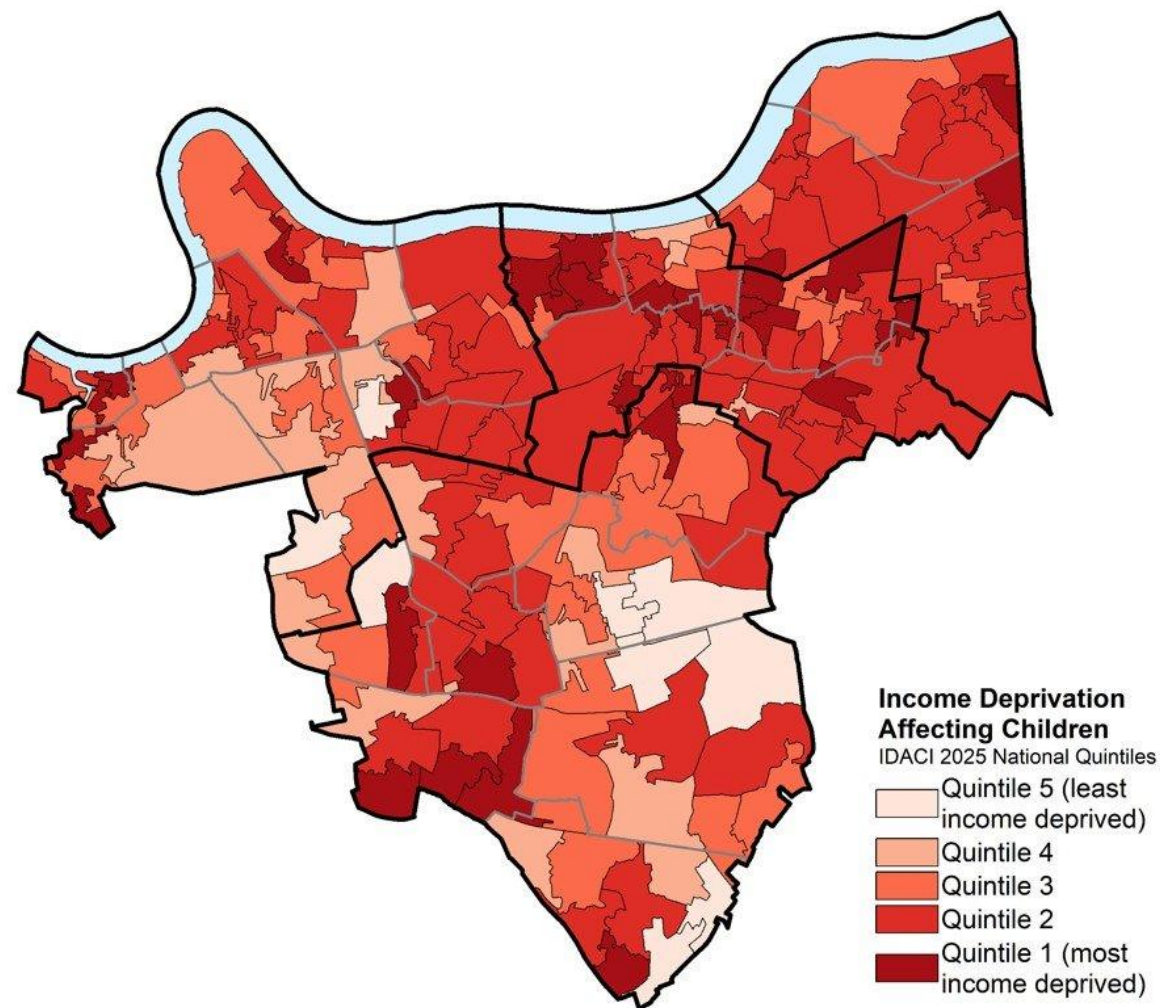
- **Targeted SEND Provision**

CYP with **mild/moderate levels of need** that are likely to be **attending mainstream school**. CYP are likely to be able to **engage in the main provision offer** but **may benefit from some additional support**, e.g. some periods of additional adult support to settle into the provision or engage in activities, short breaks, access to a separate space if needed. This cohort will include CYP with autistic spectrum disorder (ASD), moderate learning difficulties or communication needs. Parents/carers will be asked to provide information about the child's needs so that providers can review this, develop tailored risk assessments and plans where needed and brief staff. Staff may need some specific training to meet the child's individual needs and to respond in cases of emergency.

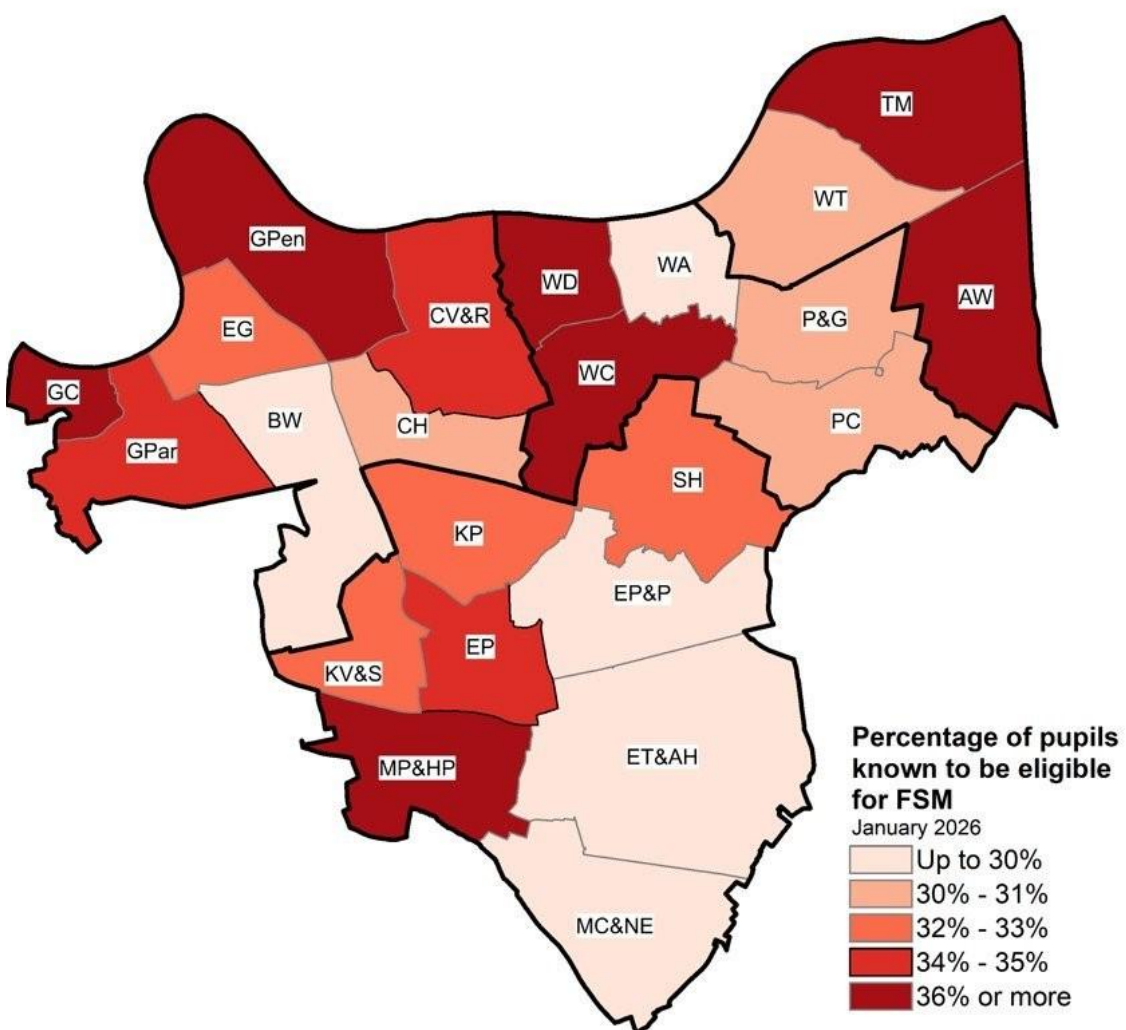
- **Standard Provision**

Provision that does not include specialist SEND provision. There will be some children within the group that have targeted SEND needs.

Holiday Food and Fun: *Delivery in Greenwich – Areas of Need*



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Holiday Food and Fun: *Categories and Costs*

- No additional hours can be funded (max 4 hrs per day)
- Applications for amounts over these caps will be rejected.

Category	Name	Description	Max. funding per child per hour	Max. funding per child per day
1	Standard HAF provision	The provision of planned HAF services for school aged children 4-16 years, who are in receipt of benefits-related FSM. This provision must be able to accommodate CYP who have targeted SEND requirements. This provision is not for CYP who have identified specialist SEND needs.	£7.50	£30
2	Standard HAF provision with 1-5 spaces for specialist SEND	The provision of planned HAF services for school aged children 4-16 years, who are in receipt of benefits-related FSM. This provision includes primarily standard HAF provision (as above), but the organisation has capacity and skill to accept 1-5 CYP who have specialist SEND requirements	£7.50 Specialist SEND: £25	£30 Specialist SEND: £100
3	HAF provision for CYP with SEND, in particular specialist SEND needs.	The provision of planned HAF services for school aged children 4-16 years, who are in receipt of benefits-related FSM and who have SEND requirements, in particular, specialist SEND needs. This provision only accepts CYP who have targeted and specialist SEND needs. This provision would not accept any CYP who have no identified SEND. This provision is for a maximum of 20 spaces per session.	Targeted SEND: £7.50 Specialist SEND: £25	Targeted SEND: £30 Specialist SEND: £100

Holiday Food and Fun: *Key Performance Indicators*

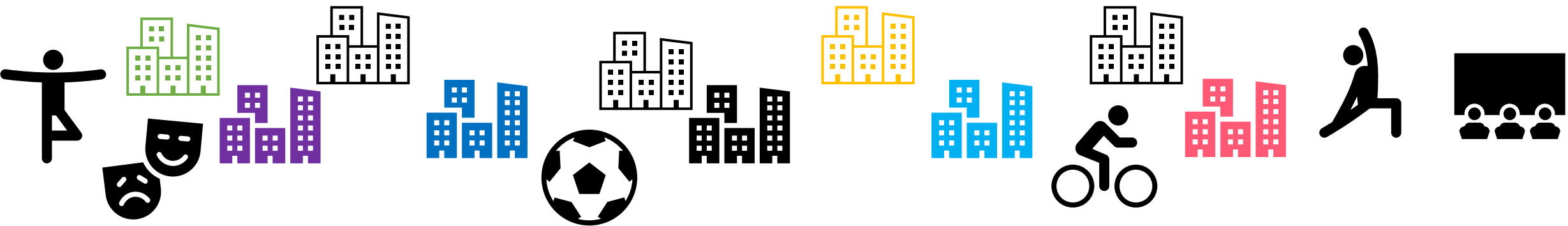
No	Performance Measure	What is measured	Target
1	Minimum of 1 staff member attending and engaging in HAF mandatory training. Mandatory training includes using Plinth, safeguarding, SEND and food safety	Attendance	100%
2	A minimum of 1 staff attending network meetings (where provided) before programme delivery	Attendance	100%
3	Percentage of allocated spaces booked	Data from each programme collected via Plinth	90%
4	Children and young people attending programme are eligible and in receipt of benefit related FSM	Eligibility of bookings as collected via Plinth	85%
5	Minimum percentage attendance per programme	Participant attendance at programmes marked on Plinth	80%
6	Case study at the end of programme	Case study Positive outcomes described	1 case study per programme
7	Feedback from participants and their families or carers collected in the RBG template provided (or an equivalent, adapted process in the case of SEND provision)	Proportion of attendees who provided feedback	20%

Holiday Food and Fun: Commissioning Process

Apply for the 'APL'
Due diligence & compliance
Quality questions

Approved Provider List

3 years. December 2026-31st March 2029



Apply for holiday delivery
What you want to deliver
How you will do it & cost

Apply for holiday delivery
What you want to deliver
How you will do it & cost

Winter Delivery
4 days x 4 hrs per day

Spring Delivery
4 days x 4 hrs per day

Summer Delivery
16 days x 4 hrs per day

Holiday Food and Fun: *Commissioning Process*

- The Approved Provider List is a register of providers that have successfully completed due diligence checks and provided evidence through scored quality questions that demonstrates their ability to safely and effectively deliver the programme.
- This will be used between **September 2026 and the end of March 2029** (with the potential to extend for up to 3 years) to award grants for delivery during holiday periods.
- Organisations on the APL will be contacted and asked to complete a short delivery form prior to the holiday periods, setting out what they want to deliver, how they will do it and the cost.
- **Joining the APL does not guarantee that an organisation will be awarded a grant to deliver. Organisations on the APL do not have to apply to deliver for a holiday period.**
- Prior performance and quality will be part of the assessment process for each holiday delivery period. E.g. if a provider has 35% attendance in one holiday, this will inform the decision.
- We will 'open' the Approved Provider List intermittently as needed (and no more than once per year) to enable new organisations to join, for example, if there is need to widen the range of expertise or capacity within the pool of providers to meet the needs of children and families.

Holiday Food and Fun: *Key Changes*

Eligibility criteria – ‘targeted’ benefits-related free school meals

DfE stipulates that at least 85% of children must meet the FSM eligibility.

From September 2026 FSM eligibility is changing, with the introduction of two categories: **Targeted FSM** and **Expanded FSM**.

HAF eligibility will remain aligned to **Targeted FSM NOT Expanded FSM**.

- **Targeted FSM** is based on the existing threshold, covering pupils who are in households in receipt of Universal Credit with annual household income of £7,400 or less
- **Expanded FSM** is a new category covering pupils who are in households receiving Universal Credit with annual household income of more than £7,400. **CYP in this category will not be eligible for HAF.**
- It is possible that the DfE will update eligibility following FY26/27. Royal Greenwich will inform providers on the APL of any changes.

Holiday Food and Fun: *Key Changes*

Funding

We will continue to award 70% funding at the start of delivery and 30% after delivery

If the provider has below 90% bookings at the programme's end (Plinth DfE report) we will reapportion the grant in line with the proportion of bookings and any shortfall will be deducted from the final 30% payment, up to a maximum of 30%.

E.g.

Grant: £100,000

Payment 1 (70%): £70,000

Payment 2 (30%): £30,000

Booking rate: 80% of places allocated in grant
across all programmes

Total grant reduced to 80% in line with bookings: £80,000

Adjusted Payment 2: £10,000

Why?

Previously deducted funds from Payment 2 based on attendance (providers with attendance below 80%).

More supportive approach. Understand providers incur costs aligned to bookings not attendance.

Understand that despite best efforts some children will not attend. Ensuring providers not out of pocket.

More in line with other boroughs.

This summer this would only apply to 4 out of 23 organisations. Average booking rate was 108%

Holiday Food and Fun: *Key Changes*

Eligibility Checking Process

- We will produce eligibility codes
- We will send these to schools
- We will ask them to send them to eligible families – **targeted FSM only**
- We will also have override codes
- We will supply these to families through our Inbox if they can demonstrate eligibility (screenshot from website below).
- We will supply these to you.
- We will also contact all 2,000 families on Plinth and direct them to their school for the codes.
- Plinth will only enable families with a code to book.

PARENTS/CARERS CAN CHECK ELIGIBILITY HERE

<https://fsm.lgfl.net/>

IT STATES '**TARGETED**' OR '**EXPANDED**'

Why?

We need to ensure that we have 85% eligible children and families.

Previously there were c. 14,000 children eligible.

This will reduce.

Schools will be identifying which children are 'targeted' and which 'expanded' FSM this term.

NOTE! Some families who were eligible previously will not be eligible!

Holiday Food and Fun: *Find out more*

- Please read the full **Prospectus** which will be on our website from next week.
- <https://www.royalgreenwich.gov.uk/children-young-people-and-families/parenting-and-family-support/holiday-food-and-fun>
- holiday-programme@royalgreenwich.gov.uk



Questions

Application Process



Holiday Food and Fun: *Application Process*

STEP 0

Register on Plinth

Link will be on our website [here](#) from 28.09.26
If already used no need to re-register

STEP 1

Apply for the APL

1. Organisational Details
2. Compliance and Due Diligence – submission of key policies
3. References x 2 (if new to Greenwich)
4. Quality questions

Approved Provider List

3 years. December 2026-31st March 2029

STEP 2

Apply for Winter 2026 and Spring 2027 delivery

1. Compliance confirmation
2. Key programme info Winter 26
3. Key programme info Spring 26
4. Quality questions

Winter '26 Delivery

4 days x 4 hrs per day

Spring '27 Delivery

4 days x 4 hrs per day



STEP 0

REGISTER ON PLINTH

- Plinth is the platform we use for bookings and we are now using it for applications.
- It will speed up applications and assessment.
- If you have used it previously you don't need to register again.
- A link to Plinth will be on our website [here](#) from 28.09.26
- Tower Hamlets, Hammersmith and Fulham and Camden plus many other boroughs across the UK use Plinth



plinth

Step 1: Apply For The APL



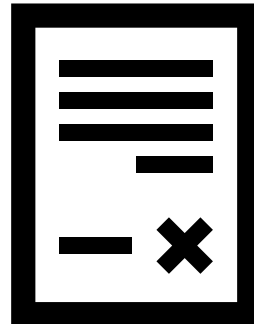


APPLY FOR THE APL

Section 1 – Organisational details

Section 2 – Compliance and due diligence

- Confirm pay London Living Wage
- Info about trustees
- UPLOAD: Last 2 years audited / independently examined accounts
- UPLOAD: Key policy documents:
 - ☐ Equality and Diversity Policy
 - ☐ Safeguarding Policy and Procedures
 - ☐ Health and Safety Policy
 - ☐ Whistleblowing Policy
 - ☐ Data Protection Policy and Procedure
 - ☐ Public Liability Insurance £5m
 - ☐ Employer's Liability Insurance £5m



How this is assessed:

RAG Rating

Policies should be reviewed within 12 months and be relevant, clear and robust

What to watch out for:

- Policies have been **reviewed within the last 12 months** and are dated and signed.
- Policies clearly state who is responsible, their role and how to contact them.
- Policies clearly set out the procedures.
- Insurance documents are in date and show the amount of cover.

!



STEP 1

APPLY FOR THE APL

Section 3 – References

- If you have not delivered the Holiday Activity and Food (HAF) Programme in Greenwich before we will ask you to provide two references.
- Referees should have a knowledge of your work - e.g. funders or commissioners you have worked with before or key contacts in local authorities you are connected to.
- We will take up references if you are successful in joining the APL, receive a delivery grant and have not delivered HAF in Greenwich before.

How this is assessed:

Not assessed at this stage
Taken up if successful and successful for delivery of holiday period.
Would then inform 'prior performance' rating.

What to watch out for:

- Email is correct and doesn't bounce back
- Relevant referee – e.g. commissioned work that is similar



STEP 1

APPLY FOR THE APL

Section 4 – Quality Questions

- There are 9 questions
- Prompts are provided for the questions.
- Maximum word counts are provided.
 - *Organisation – 5%*
 - *Experience – 15%*
 - *Feedback and Impact – 15%*
 - *Local Knowledge and Understanding – 10%*
 - *Children and yp voices – 10%*
 - *Inclusive approaches – 10%*
 - *Social Value – 10%*
 - *Complaints – 10%*
 - *Safeguarding – 15%*

How this is assessed:

- Scored
- Percentage weighting against each question

What to watch out for:

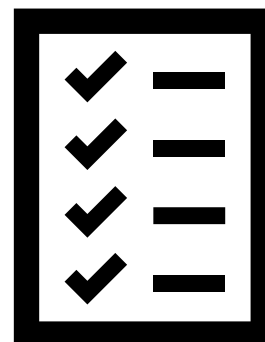
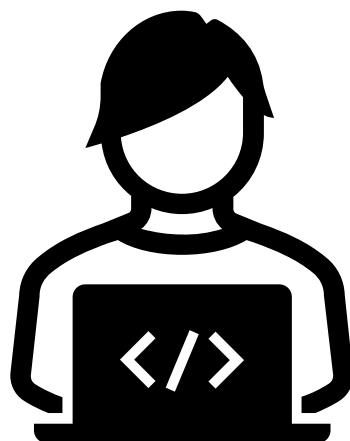
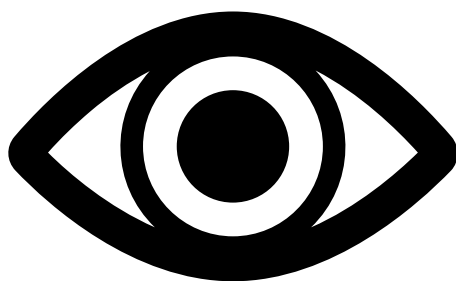
- All questions completed
- Use the prompts to help structure the question
- Don't assume we know about the organisation here – some assessors may not

STEP 1

APPLY FOR THE APL

Let's take a look!

<https://app.plinth.org.uk/application/UqPDShMYSmakwtN9dR/a>



You can save and close your work at any time.



HAF Approved Provider List – Application Form

for Greenwich HAF

Thank you for your interest in applying to be part of Greenwich's Approved Provider List for the Holiday Activity and Food Programme. Please read the information below before you begin.

This application process is for organisations that want to deliver **Royal Greenwich Together: Holiday Food and Fun** in Greenwich by joining Greenwich's Approved Provider List 2026–2029. Holiday Food and Fun is the name for the Department for Education's **Holiday Activity and Food Programme (HAF)** in Greenwich.

An **Approved Provider List** is a register of providers that have successfully completed due diligence checks and provided evidence through scored quality questions that demonstrates their ability to safely and effectively deliver the programme. This will be used between **September 2026 and 31st March 2029** (with the potential to extend for up to 3 years) to award grants for delivery during holiday periods.

Entry to the Approved Provider List does NOT guarantee that grant funding will be awarded to an organisation. Organisations on the Approved Provider List will be invited to apply for rounds of delivery during holiday periods and will need to submit an application form for each round. Rounds may include more than one holiday period – e.g. Winter 2026 and Spring 2027.

Application Form Guidance

- You can save your progress at any time and return later.
- If you have problems with the platform (Plinth) please use the blue speech bubble to make a query. This is a live chat function.
- If you have a wider query about Greenwich HAF contact holiday-programme@royalgreenwich.gov.uk

Next

Step 2: Apply For Holiday Delivery





STEP 2

APPLY FOR HOLIDAY DELIVERY

Section I – Delivery Compliance

Quick tick section confirming compliance against key requirements:

How this is assessed:

RAG Rating

What to watch out for:

- Ensure all are ticked.
- Provide an explanation in the comments box if you are not able to confirm any elements

STEP 2

APPLY FOR HOLIDAY DELIVERY

Section 2 – Key Programme Info Winter '26

For each
Programme

Category of delivery:

Venue address:

Number of children and young people:

Specialist SEND numbers (if any):

Total number of children and young people

Age range of children and young people:

Number of staff:

Number of days:

Max 4

Number of hours per day:

Max 4

Dates of delivery:

Must be in Greenwich
Christmas Holidays

Time of delivery:

How this is assessed:

Reviewed but not scored.

Guidance

- We call delivery at one site a 'Programme'. You will need to fill out this info for each programme you are proposing to run.
- You will need to do your budget to fill this out as you need costs.
- You will need to include venues proposed.
- Max 4 hours over 4 days. Do not need to be consecutive.
- Must be between Mon 21st Dec and Fri 1st Jan.
- Category 2 – Max 5 'Specialist SEND'
- Category 3 – All SEND. Can include Specialist (£100 pd) and Targeted (£30 per day) Max 20 cyp.

What to watch out for:

- The number of children in your budget **MUST MATCH**
- Lower numbers more sensible – less engagement over Christmas likely.
- Consider whether venues closed on bank holidays (Fri 25th, Mon 28th Dec & Fri 1st Jan)

STEP 2

APPLY FOR HOLIDAY DELIVERY

Section 3 – Key Programme Info Spring '27

For each
Programme

Category of delivery:	
Venue address:	
Number of children and young people:	
Specialist SEND numbers (if any):	
Total number of children and young people	
Age range of children and young people:	
Number of staff:	
Number of days:	Max 4
Number of hours per day:	Max 4
Dates of delivery:	Must be in Greenwich Easter Holidays
Time of delivery:	

How this is assessed:

Reviewed but not scored.

Guidance

- The same as Winter 2027 but in Greenwich school Easter holidays: Friday 26th March to Sunday 10th April.

What to watch out for:

- The number of children in your budget **MUST MATCH**
- Consider whether venues closed on bank holidays (Fri 26th March, Mon 29th March)



STEP 2

APPLY FOR HOLIDAY DELIVERY

Section 4 – Quality Questions

- There are 14 questions including DfE requirements
- Prompts are provided for the questions.
- Maximum word counts are provided.
 - *Overview description – 0%*
 - *Food offer – 10%*
 - *Nutrition education– 10%*
 - *Enrichment– 10%*
 - *Physical activity– 10%*
 - *Inclusive approaches – 10%*
 - *Signposting– 5%*
 - *Venues – 10%*
 - *Inclusion – 5%*
 - *Safeguarding and risk – 10%*
 - *Performance and quality – 15%*
 - *Recruitment & retention – 5%*
 - *Contingency plans – 5%*
 - *Budget – 5%*

How this is assessed:

- Scored
- Percentage weighting against each question

Guidance

- Use the prompts provided

What to watch out for:

- All questions completed
- Use the prompts to help structure the question
- Don't assume we know about the organisation – some assessors may not

BUDGET TEMPLATE

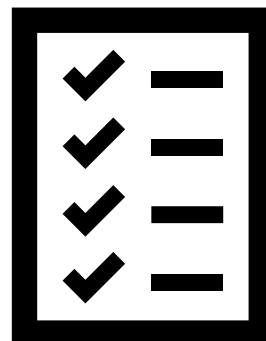
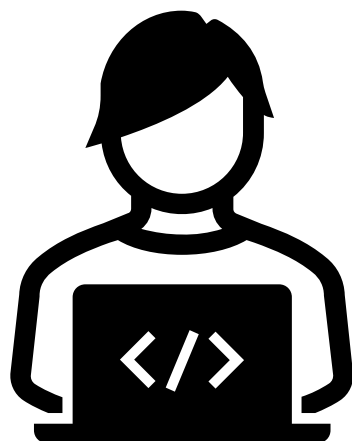
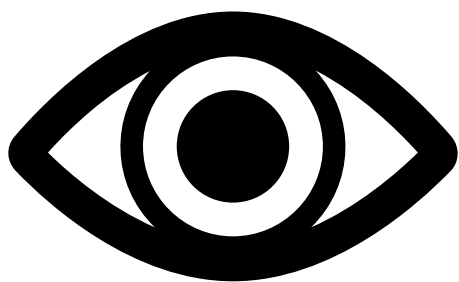
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STEP 2

APPLY FOR HOLIDAY DELIVERY

Let's take a look!

<https://app.plinth.org.uk/funder/forms?formsFor=organisations>



You can save and close your work at any time.



Winter 2026 and Spring 2027 – Application Form

for Greenwich HAF

Thank you for your interest in applying for funding to deliver activities for Winter 2026 and Spring 2027 as part of the Greenwich HAF Programme. Please read the information below before you begin.

This application process is for organisations that want to deliver **Royal Greenwich Together: Holiday Food and Fun** in Greenwich. Holiday Food and Fun is the name for the Department for Education's **Holiday Activity and Food Programme (HAF)** in Greenwich.

You must have submitted an application to the Greenwich HAF Approved Provider List to apply for this delivery funding.

The delivery period this relates to is: Winter 2026 and Spring 2027. We can fund four days of delivery (4 hours per day) in Winter 2026 and 4 days of delivery in Spring 2026 and these must take place during the Greenwich school Christmas and Easter holidays respectively.

Organisations that have been successfully admitted to the Greenwich HAF Approved Provider List will have their applications reviewed. Please ensure you refer to both Winter and Spring delivery in your responses.

Application Form Guidance

- You can save your progress at any time and return later.
- If you have problems with the platform (Plinth) please use the blue speech bubble to make a query. This is a live chat function.
- If you have a wider query about Greenwich HAF contact holiday-programme@royalgreenwich.gov.uk

Application Process - use of AI

We appreciate that AI is a tool that might be able to save you some time, however, **please ensure that you always check the accuracy and relevance** of any part of your response that is AI assisted.

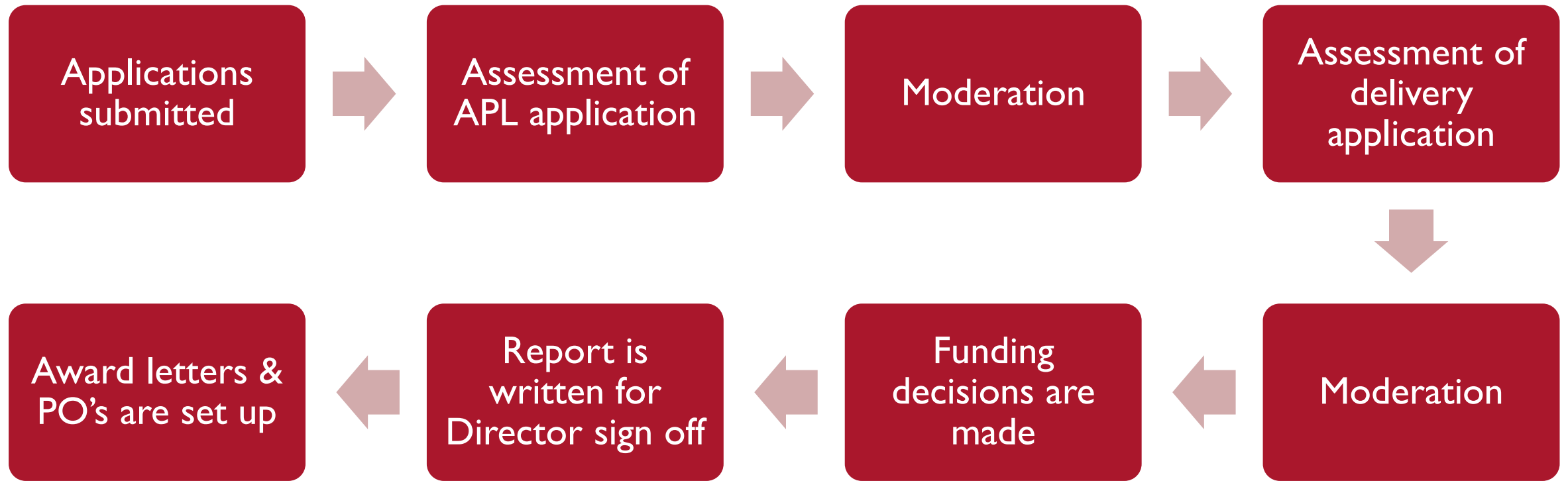
While AI tools might help you get your application started, they don't necessarily capture **the work you do and what makes your bid stand out.**



Assessment Process



Assessment process



Key Dates

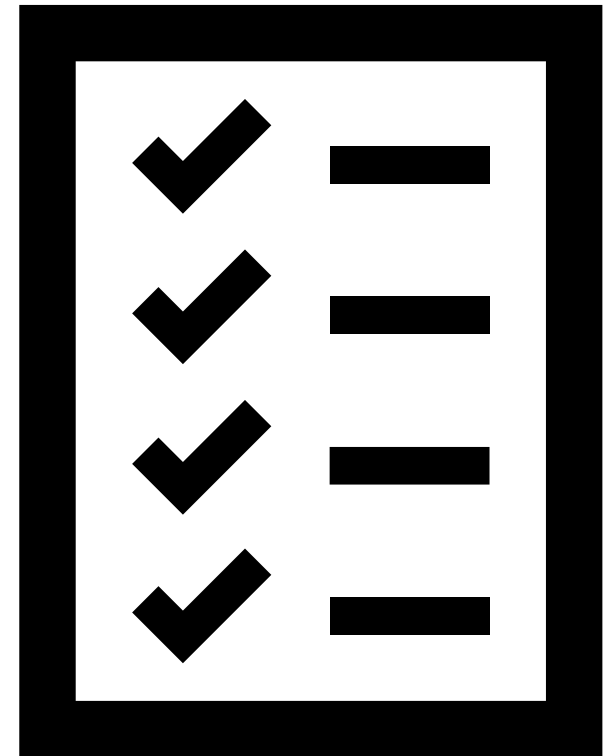
HAF APL & Winter 2026 Spring 2027: Key Dates

Information session	Tues 22 nd Sept
Applications open	Mon 28 th Sept
Closing date for applications	Sun 11 th October at 11:59pm
Assessment & decisions	W/c 12 th October – W/c 16 th November
Outcome letters	c.W/c 23 rd November
Mobilisation	30 th Nov – 20 th Dec
Delivery	21 st Dec – 1 st January 2027

Checklist

- ✓ Go to our website here on 28th September:
<https://www.royalgreenwich.gov.uk/children-young-people-and-families/parenting-and-family-support/holiday-food-and-fun>
- ✓ Read the Prospectus
- ✓ Complete application for APL
- ✓ Complete application for Winter & Spring Delivery
- ✓ Submit by Sunday 11th October at 11:59pm

holiday-programme@royalgreenwich.gov.uk



Questions?

