

Waltham Forest HAF Application Guidance

Winter 2026

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Background Information

Funded by the Department for Education (DfE), HAF provides healthy meals, enriching activities, and free childcare places to school aged children from low-income families, benefiting their health, wellbeing and learning. DfE guidance can be found [here](#).

School holidays are recognised as a pressure point for some families because of increased costs (such as food and childcare) and reduced incomes. For some children that can lead to a holiday experience gap, with children from disadvantaged families:

- less likely to access organised out-of-school activities
- more likely to experience ‘unhealthy holidays’ in terms of nutrition and physical health
- more likely to experience social isolation

The HAF programme is a response to this issue. Evidence shows that free holiday clubs can have a positive impact on children and young people. They work best when they:

- provide consistent and easily accessible enrichment activities
- cover more than just breakfast or lunch
- involve children and parents in food preparation
- use local partnerships and connections, particularly with the VCSO sector

Introduction to London Borough of Waltham Forest Approach

This document provides guidance for applications to deliver HAF provision for the London Borough of Waltham Forest (LBWF)

The council want to work with those who can offer direct face-to-face activities for children and young people (and families, where appropriate) alongside a meal in a school or community setting.

Providers can apply to offer places in existing holiday provision or set-up specific provision during the holidays, but provision must meet the HAF standards framework. The funded places must be free to eligible participants, though wider provision can seek paying families.

With the aim of reaching as many participants as possible and creating an approach that ensures all eligible participants can easily access appropriate, safe, and welcoming provision, the council is particularly interested in provision that:

- provides for those in wards with the highest number of children on targeted FSM
- helps ensure there is sufficient and appropriate provision for all school aged children and young people between the ages of four and 16
- meets the needs of the diverse range of children and young people in the city, including Black and Minority Ethnic (BME) communities, those who with English as an additional language and those with special educational needs and disabilities (SEND)
- can be offered within the budget available.
- can offer additional subsidised paid places for low-income families who are not eligible for targeted FSM

The council is not seeking applications from providers who only wish to offer either activities or food, and not able to deliver a programme covering all the framework standards. However, providers may collaborate to bring together their expertise to achieve the programme outcomes. In these cases, one provider is expected to act as the lead named on the application.

Those interested in delivering food or activities as part of a programme lead by another can email wfholidayactivityprogramme@walthamforest.gov.uk to request an expression of interest form, to have their details and their offer shared with programme provider applicants.

The council is not looking for one provider to cover all children and families and knows that the HAF programme will be a collective effort between numerous providers and will include providers working in partnership. Awarding funding to a range of providers will allow the HAF programme to reach more targeted FSM families, age ranges, and areas of the borough as well as diversify the content.

There is also an option within the main application to apply to deliver an alternative model for providing a HAF provision e.g. evening sessions, building specialist skills, day trips, a unique sport only HAF. This is usually considered with respect to HAF clubs targeting secondary age group categories. We will also consider flexibility around food delivery in these instances. Successful applicants will be expected to work closely with LBWF HAF team and other providers to ensure sessions on offer are not all in the same place at the same time with the same target group. This application process will assess capability of providers to deliver against the national HAF standards.

Key Dates for Winter Application - 2026

Please note, some aspects of the Tender requirements, and timetable below may be subject to change:

Friday 18 th September 2026	HAF Winter 2026 Applications go live
Friday 9 th October 2026	HAF 2026 Funding Applications Deadline
Tuesday 27 th October 2026	HAF 2026 Notification of Awards for Winter 2026
Friday 30 th October 2026	Deadline for Accepting Award Offer
Friday 13 th November 2026	Deadline for providers to submit award letter documents as requested
Monday 23 rd November 2026	Winter 2026 Bookings Go Live
Monday 21 st - Thursday 24 th December 2026	HAF Winter 2026 Delivery Window
Friday 18 th January 2027	All monitoring data to be submitted and booking system to be updated.

Application Guidance

- Applications are being accepted for Winter provision 2026

Important Dates

- Application form(s) and any required documents must be submitted online by **5pm Friday 9th October 2026**

- Successful applicants shall be communicated in writing via email by Tuesday 27th October 2026
- All unsuccessful applicants shall be notified in writing by email on or after this date

Quality of Application

- Please ensure all sections of the application(s) is complete. Incomplete or applications received after the deadline will not be considered.
- Where it is deemed that there are one or more errors or inconsistencies in applications, we may require further information to clarify.
- Failure to submit any missing/incomplete information or documentation requested, or to respond to a request to clarify or amend any part of an application, may lead to the rejection of an application.

SEND Offer

- For specialist SEND only provision please complete the SEND specialist application form
- All HAF providers receiving DfE funding are required to offer inclusive provision and make reasonable adjustments under the Equality Act 2010.
- **This is the default expectation for mainstream HAF clubs and the application should include the number of SEND places on offer based on the level of need**
- All staff to have basic SEND awareness training.

Funding Information

- All HAF providers need to submit a budget form within the application. Failure to submit a budget or all elements of the budget will result in the application not being considered.
- Please complete the budget for the cost of HAF places only. HAF funding cant not be used to subsidise any costs associated with paid places eg (venue, staffing, equipment)
- Funding costs should be entered in pounds sterling and exclusive of Value Added Tax
- Funding submitted should be fully inclusive of all costs, obligations, liabilities and risks which may be incurred in meeting the requirements of the Contract. We will not consider claims from Contractor/s for additional payments on grounds of want of knowledge.

Any queries regarding the application process must be directed to the LBWF. Contacts are provided at the end of this document and provided on the application forms.

Minimum operating standards

The council is open to all suggestions and proposed plans that meet the HAF aims and framework standards, with applications expected to demonstrate how they will meet the minimum operating standards presented in this section below.

Target audience and eligibility

Eligibility for a HAF funded place is reserved for school aged children and young people, aged four-to-16-years-old, who receive targeted free school meals (FSM).

- The council will check a child's eligibility for **targeted FSM** when parents apply for a place with them via a booking system check. Children and young people not eligible for targeted FSM can also be invited to attend provision, where the cost can be covered by their parents or other sources of funding.

- Providers do not need to accommodate the complete age range of four-to-16-years-old. HAF activities must be age appropriate.
- Following previous provision, the council has a particular interest in provision that caters specifically for children and young people within the following categories:
 - Special Educational Needs and Disabilities (SEND)
 - Young people aged 14-to-16-years
- The council are particularly seeking applications from providers operating in wards with the highest number of children on FSM and working directly with schools with high levels of FSM

Delivery dates and Duration of Sessions

Expectations on length of sessions:

- Four-to-16-year-olds should be offered a minimum of four hours per day, for a minimum of four days per week.

National HAF programme framework of standards

Food

At least one meal a day (breakfast, lunch or tea/dinner), with all food provided (including snacks) meeting [school food standards](#). The expectation is that most of the food served by providers will be hot, however, the council acknowledge that there will be occasions when this is not possible and that a cold alternative should be used.

To ensure that all children receive a high quality and stigma free experience, if a provider is open to both HAF-funded and non-HAF-funded places, it is vital that all of the children attending are provided with an identical food offer and that HAF funded children are treated equally.

Alternatively, for providers who provide meals on-site, they could consider making the same healthy food available to all children, but with an additional charge for those non-HAF funded places.

All food provided as part of the HAF programme must:

- comply with regulations on food preparation
- take into account allergies and dietary requirements (see the [allergy guidance for schools](#))
- take into account any religious or cultural requirements for food

There is flexibility in the design of the food provision which should always be tailored to ensure that all food meets the dietary needs of the children and families who attend. The food served should also be appropriate for the nature of the session, for example, offering cold packed lunches for parks or outdoor venues or for day trips.

Register as a Food Business

A requirement of the DfE grant is that all providers who provide or supply food as part of HAF would need to register as a food business.

A food business is defined as anyone doing the following with food:

- preparing
- cooking
- storing
- handling
- distributing

- supplying
- selling

Full details of how to do this can be found here <https://www.gov.uk/guidance/food-business-registration>

London Borough of Waltham Forest: <https://www.walthamforest.gov.uk/businesses/food-safety-and-health-and-safety/register-food-business>

Enriching Activities

Fun and enriching activities that provide children and young people with opportunities to develop new skills or knowledge, to consolidate existing skills and knowledge, or to try out new experiences. This could include but is not limited to

- physical activities including sports.
- creative activities such as putting on a play, junk modelling, drumming workshops.
- outdoor experiences such as a nature walk, visiting a city farm etc
- Free Play (freedom to relax and enjoy themselves)

We expect all HAF 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.

Physical activities

All provision should ensure there is a minimum of one hour of physical activity within a session. This is to meet the [physical activity guidelines](#). In particular, the programme should meet the following criteria:

- Children and young people engage in moderate-to-vigorous intensity physical activity for an average of at least 60 minutes per day across the week. This can include all forms of activity such as physical education, active travel, after school activities, play and sports
- Children and young people should engage in a variety of types and intensities of physical activity across the week to develop movement skills, muscular fitness and bone strength.
- Children and young people should aim to minimise the amount of time spent being sedentary and when physically possible should break up long periods of not moving with at least light physical activity.

Meeting the physical activity requirement does not have to be in the form of a structured and focussed physical activity session, but might include active travel, free play and sports.

Increasing awareness of healthy eating, healthy lifestyles, and positive behaviours

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 HAF activities creates stigma free opportunities to support children and young people in learning about healthy lifestyles and exercise.

Signposting and referrals

HAF providers should be able to offer information, signposting or referrals to other services and support, that would benefit the children who attend their provision 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.

Policies and Procedures

All organisations delivering the HAF programme must be able to demonstrate that they have in place relevant and appropriate policies and procedures for:

- Safeguarding Policy designed with reference to [Working Together to Safeguard Children](#) Guidance. This must include the recruitment of staff and volunteers.
- Food Safety
- Health and Safety
- Risk Assessments
- Relevant insurance policies
- Levels of staff qualifications
- Accessibility and Inclusiveness, covering how they manage delivery of activities to promote the full involvement of participants with Special Educational Needs and Disabilities (SEND).

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. We want every HAF club to be a safe and happy place for children, and for parents, carers and families to feel confident that their child is well looked after and that robust safeguarding arrangements are in place.

As set out in [working together to safeguard children](#), safeguarding is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action if you identify children to be at risk of harm

As a minimum, providers must demonstrate that their safeguarding policy has been reviewed within the last 12 months and is informed by:

- [Working Together to Safeguard Children 2026](#)
- [Keeping Children Safe in Education \(KCSIE\) 2026](#)

Providers should ensure that staff and volunteers are aware of their safeguarding responsibilities and understand current guidance relating to:

- Early identification of safeguarding concerns and appropriate referral pathways
- Mental health and emotional wellbeing
- Online safety and emerging digital risks
- Child-on-child abuse and harmful behaviours
- Exploitation, abuse and neglect
- Anti-discriminatory practice, inclusion and prejudice-based harm
- Safer recruitment and the management of staff and volunteers

Providers are required to submit safeguarding policies and evidence of staff training as part of the HAF application, quality assurance and contract monitoring process.

[Holiday clubs in school settings](#)

We know that schools are safe places and have safeguarding arrangements in place.

Where activities are provided by the governing body or proprietor of a school, under the direct supervision or management of their school staff the school's child protection policy will apply.

Where the activities are provided separately in the school but by another body, the governing body or proprietor should seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedure in place.

We recommend that anyone involved in the delivery of a holiday club in school settings is familiar with part 1 of [keeping children safe in education](#).

[Holiday clubs in out of school settings](#)

By out-of-school settings we mean organisations or individuals that provide tuition, training, instruction or activities to children in England without their parents' or carers' supervision, but are not:

- schools
- colleges
- education settings providing alternative provision
- 16 to 19 academies
- providers caring for children that are registered with Ofsted or a childminder agency

These settings generally provide tuition, training, instruction or activities outside normal school hours (for example, evenings, weekends, school holidays), although some settings are run part-time during school hours to help meet the needs of those in home education.

The guidance for providers running out-of-school settings on [keeping children safe during community activities, after-school clubs, and tuition](#) covers advice on what policies and procedures providers should have in place for:

- health and safety
- safeguarding and child protection
- staff suitability
- governance

Volunteers and DBS checking

All staff who are employed by holiday club providers funded through the holiday, activities and food programme should be subject to an enhanced DBS check with barred list information.

Part 3 of [keeping children safe in education](#) sets out a clear process for safe recruitment. We recommend holiday clubs providers follow this best practice when recruiting volunteers.

We know that in some settings, volunteers can play an important role in the delivery of holiday clubs.

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Ofsted Guidance

Holiday clubs may need to legally register with Ofsted depending on the provision they offer, they may also be eligible to register with Ofsted on the voluntary register or they may be exempt from registration entirely.

To support the raising of quality and to better meet the safeguarding needs of children and young people, certain providers can choose to [register with Ofsted](#) even if they do not have to.

One of the direct benefits to children and families of providers being Ofsted registered is that families may be eligible for tax free childcare or the childcare costs element of Universal Credit. Through this families may be able to claim back up to 85% of their childcare costs if they are attending and paying for extra childcare at Ofsted registered settings.

Both clubs and providers that would require registration with Ofsted, and those that are exempt, can participate in the HAF programme

It is the responsibility of individual HAF providers to understand whether they are required by law to be Ofsted registered and to continue to review their status as and when the provision they are offering changes.

Ofsted Registration

All providers accepting children under 8 years old for more than two hours a day will need to be registered on Ofsted's compulsory childcare register.

You will also be required to register for Ofsted at the location you will be delivering the HAF programme, if you are providing a service for children under 8 years old, for more than two hours a day and more than 14 days per year in the same location.

Ofsted Exemption

Exemption from Ofsted registration applies when:

- Provide tutoring or coaching in either one or two of the following activities to children aged 3 and over:
 - school study support or homework support
 - sports
 - performing arts
 - arts and crafts
 - religious, cultural or language studies

This exemption does not apply if children under the age of 5 attend the childcare, including the activity, for more than 4 hours in any one day. Children aged 5 and over can attend for longer than 4 hours.

In order to be exempt from registration, the activity must be the main focus of what you offer. Any childcare must happen because of that activity. For example, time spent at the provision picking up and dropping off children or at breaktimes when children are eating and drinking is permitted.

- Temporary provision for less than 14 days

You do not have to register if you:

- look after children under 8 from one place for 14 days or less in any year
- [let Ofsted know in writing](#) at least 14 days before starting the service. We could take action against you if you fail to do so
- If you offer event-based childcare, such as mobile care at events or exhibitions, if possible, you should let us know in writing your intention for care you plan to provide for the year ahead, and at least 14 days before starting the service. It is your responsibility to track the number of days you provide care in any one location. You do not have to notify us if this changes, if it does not exceed 14 days in any one year.

Guidance on Ofsted registration exemption is set out [here](#)

Collaborative delivery

Working in collaboration with other local community activity and food providers is valued to meet the interests and needs of participants. The council must be advised of all delivery partners and the council reserve the right to question the status of these partnerships and activity at any point. It is important to understand where accountability falls:

- It is the responsibility of the lead provider to ensure any delivery partners also align to their own ethos and standards, as well as those laid out in this document.
- All staff must be appropriately qualified and/or experienced to carry out their delivery, with clear lines of reporting.
- The lead provider is accountable for ensuring each delivery partner either has sufficient policies and procedures or is covered by their own.
- The delivery partner will be required to hold an activity risk assessment, which the lead provider should review.

- While the council supports providers approaching local commercial partners for further financial and in-kind support, any association with the HAF programme must be approved by LBWF in advance.
- Only the lead provider is permitted to use the associated programme brand assets when promoting involvement in the HAF programme, which include the DfE, London Borough of Waltham Forest and Waltham Forest HAF logos.

Special educational needs and disabilities

The Local Authority must strategically plan support for children with special educational needs and/or disabilities (SEND) to meet the needs of all children in their local area as per the Special Educational Needs and Disability code of practice: 0 to 25 years (January 2015).

The Provider must ensure all staff members are aware of their duties in relation to the SEND Code of Practice and the Equality Act 2010.

The Provider must have arrangements in place to support children with special educational needs and/or disabilities (SEND).

SEND level-based support structure

Providers should clearly detail the level for support they can offer. Below are details of the local area support levels:

Level 1 - Universal/Mainstream (Low-Level Need)

This level is for children whose needs can be met with some additional support and reasonable adjustments within a standard holiday club environment.

Characteristics:

- The child's needs do not prevent them from participating in general activities with peers.
- Requires only minor adaptations to the physical environment or activities (e.g., a designated quiet space).
- May benefit from a slightly increased staff presence but not dedicated one-to-one assistance.
- No significant challenging or risky behaviours.

Provider Expectation: All HAF providers receiving DfE funding are required to offer inclusive provision and make reasonable adjustments under the Equality Act 2010. **This is the default expectation for mainstream HAF clubs.** All staff to have basic SEND awareness training.

Level 2 - Targeted Support (Moderate Need)

An intermediate level for children who need more consistent help than typical mainstream support. They may require 121 support but do not require the highly specialised setting of a dedicated SEND club.

Characteristics:

- Requires more consistent, targeted support from staff who may need specific training (e.g., in communication methods or managing specific conditions).
- Dedicated quiet spaces: Availability of a calm area for children who need a break from sensory input.

- Dedicated quiet spaces: Availability of a calm area for children who need a break from sensory input.
- Adapted activities: Activities and physical spaces are specifically adapted to meet diverse physical or sensory needs.
- The child may or may not have an Education, Health and Care Plan (EHCP), but their needs are clearly identified and documented.

Provider Expectation – All HAF providers are who are able to offer a targeted support via their mainstream provision are required to build funding for additional SEND staff at point of application. Additional funding for 121 staff at point of booking will be provided in exceptional circumstances and **case-by-case basis**. (Booking numbers/suitability of venue and club activities).

Funding for 121s where agreed for the hourly rate of a School SEN TA to a maximum of £90 per day.

Level 3 - Specialist/Dedicated SEND Provision (Complex/Severe Need)

This level is for children with the most significant and complex needs, who would be unable to attend or benefit from a universal setting, even with additional support.

Characteristics:

- Often attends a specialist school and is likely to have an EHCP.
- Requires a high level of individualised support, often one-to-one, to manage health, personal care, or significant behavioural challenges.
- Needs a specifically designed environment with appropriate facilities and highly trained specialist staff.
- May demonstrate challenging behaviours (harm to self or others) that need expert management protocols.

Provider Expectation: These are dedicated HAF clubs with higher funding rates that specifically cater to these needs, often working with local short breaks teams and parent carer forums to ensure the provision is suitable.

Requirements and funding for SEND Support

The expectation that the provider contacts all parent/carers before delivery to be clear about child's **support needs** e.g. EHCP, 121s

The LA expects that all providers have a **SEND Risk Assessment** for individual children with 1:1's. SEND should be built into the provisions main risk assessment.

It is expected that children who attend mainstream school and do not require a specialist SEND 1:1 are supported within **allocated staff that is built into the providers budget for SEND provision**.

Funding for 121 staff will be provided in exceptional circumstances and **case-by-case basis**. (Booking numbers/suitability of venue and club activities) LBWF will fund 121s where agreed for the hourly rate of a School SEN TA to a maximum of £90 per day.

Attendance

Providers will be responsible to ensure that all children who have booked and do not attend are contacted to see if the space will be taken up for the rest of the week. The provider will need to ensure any spaces made available are offered to eligible children. The Eequ booking system used by both councils offers a waiting list system where parents are invited to apply in the case of cancellations. We also expect providers to be pro-active in this regard.

Booking systems

LBWF use Eequ booking system and it is required that all providers use this booking system or any other centralised booking system as determined by the council. All providers will be provided with a login and initial training. Providers will be required to upload and manage all bookings for their holiday delivery via Eequ.

Marketing & Promotion

The councils will arrange for generic promotional materials to be distributed to potential participants. Delivery organisations will also undertake promotional efforts that will be more targeted to their particular provision.

All providers are required to share their social media handles. All providers are expected to use a provided communications toolkit to post on social media such events as: promoting their offer and booking process, good news stories, promote any associated campaign items and share programme outcomes. All posts should include the national programme hashtag.

Quality assurance

In addition to the lead providers own quality assurance procedures, it is expected that they will engage in council lead development and feedback workshops. The council will also undertake monitoring reviews, where providers are expected to share key learnings to support the continued development of the HAF programme and support for low-income families both locally and nationally.

Reporting & Monitoring Visits

Lead Providers will be required to record all attendance data on the booking system. At the end of the programme attendance data must be added and returned. In addition to attendance data, lead providers will be required to submit additional reporting in line with DfE requirements. Failure to submit data and monitoring reports could result in funding being held until this has been completed.

The council will arrange for monitoring visits of the providers to be made while they are in operation. The visits will be undertaken by the council.

Funding available

The council aims is to reach as many targeted FSM eligible children as possible. The funding needs to be stretched to enable this. In accordance with DfE guidance applications are welcomed from organisations which can draw upon other sources of funding to support HAF activities.

Funding levels are dependent on the type of provision on offer, the number of children you are supporting and if you are delivering a specialist club such as SEND.

Within the application bidders are required to provide a total cost per place which should be reflective of the overall funding amount stated. The application also requires the completion of a breakdown of the budget is required, as well as providing a simple explanation of how you came to costs. The funding you request should cover your costs. The funds can be used to pay for the costs of:

- Hiring and running venues;
- Wages;
- Providing food;
- Activity materials;
- Hiring people to deliver activities;
- Day trips;
- Management and co-ordination;
- Promotional materials and efforts;
- Reasonable and directly attributable equipment costs;
- Insurance;
- Other directly attributable expenditure.

Please note: Funding cannot be spent on food vouchers.

Please complete the budget for the cost of HAF places only. HAF funding cannot be used to subsidise any costs associated with paid places e.g venue, staffing and equipment.

Additional funding will be available for support for children with SEND requirements. To access this please contact the LBWF HAF Team.

The selection process will consider the cost per child's place per day of the proposed provision. The value for money of the provision will be assessed and considered in the selection process.

This is public funding and so we will be held accountable for how we spend the funding and we need to ensure that we show value for money. This funding is not to be used to make profits for delivery partners.

Payment terms

Final funding levels will be dependent on the successful completion of contract and the final attendance of provision and bookings undertaken. 50% of agreed funding will be paid up front, however the final funding payment will be based on booking and attendance of provision.

The funding model will be as below:

Booking and Attendance	% to be paid
90% > booked and 70% > attended	100%
80% - 89% booked and 60% - 69% attended	90%
70% - 79% booked and 50% - 59% attended	80%

60% - 69% booked and 40% - 49% attended	70%
50% - 59% booked and 30% - 39% attended	60%
<49% booked and < 29% attendance	50%

Please note that high booking levels alone will not result in full funding being paid. Attendance is weighted more heavily within the funding model as it demonstrates actual participation and delivery of outcomes for children and families. For example, if a provision achieves 100% booking levels but only 49% attendance, the payment awarded would be 70% of the agreed funding.

This means that if 100% booked but only 49% is attended you will be paid 70% of your funding.

We expect providers to plan provision in line with confirmed bookings and to review booking levels regularly before activities commence. Where bookings are significantly lower than anticipated, providers should notify the HAF team by no later than two weeks before delivery so that appropriate support can be offered and, where necessary, delivery costs such as staffing, catering costs and other variable costs can be reevaluated to reflect demand.

Scoring and assessment of applications

Applications will be assessed by an evaluation panel. Applicants should ensure that they answer each question on the application form as part of their submission and upload any documents specified ensuring they meet the required standards. Applications that fail to provide all requested information cannot be assessed.

Applications will be scored initially according to the following criteria, based on the information given the application form.

Scored questions will be assessed by the evaluation team, which will agree on a single moderated score for each question. Scored questions will carry a weighting, as indicated in each question.

Following scoring, award decisions will be made based on a combination of the below considerations:

- the score achieved by the application
- ensuring provision offered matches the location of children and young people with FSM in the borough
- the value for money offered by each application
- children and young people with SEND can access provision
- as many children and young people as possible can access the programme, including both primary and secondary age
- there are a range of organisations across the borough.

The council reserves the right to use its discretion in awarding funding. There may be instances where lower scoring applications are awarded funding to ensure a mixed offer that meets council priorities.

Evaluation criteria and sub-criteria.

Criteria	Criteria weighting	Sub-criteria	Maximum weighted score
Price	40%	Price	40%
Quality	60%	Method Statement Question 1	20%
		Method Statement Question 2	20%
		Method Statement Question 3	20%

The sub-criteria weightings represent the maximum scores (hereafter referred to as ‘maximum weighted scores’) that can be attained in relation to each of the corresponding sub-criteria.

Evaluation of price

The evaluation of price will be based on the cost per child per day quoted.

The lowest price will be allocated the maximum weighted score of 40%. The other costs submitted will be scored in relation to the lowest price follows — (lowest Quotation price ÷ other Quotation price) x maximum weighted score

The council will also consider in our selection process whether there is sufficient funding allocated to proposed HAF provision, so please provide as much information as you can regarding your cost allocations in the budget section.

The LBWF reserves the right to use its discretion in awarding funding. There may be instances where lower scoring applications are awarded funding to ensure a mixed offer that meets council priorities.

Evaluation of quality

The evaluation of quality will be based on the responses submitted to the Method Statement Questions set out in the application (‘Method Statements’). Method Statement Questions will be evaluated according to the following scoring methodology:

Score	Description	Rationale
5	Excellent	Proposal meets requirements in full
4	Good	Proposal meets requirements in almost all respects; some minor omissions when compared with an “excellent” response

3	Satisfactory	Proposal meets requirements to a basic standard; satisfies basic/fundamental requirements only
2	Poor	Proposal fails to meet requirements in full; indicates that basic/fundamental requirements would be met only partially
1	Very poor	Proposal significantly fails to meet requirements; contains significant shortcomings
0	Unacceptable/ no response	Completely fails to meet requirements or does not provide a proposal at all

For example, an application attaining a score of 5 for any Method Statement Question will therefore attain the maximum weighted score for that question. Scores of less than five will result in weighted scores calculated as follows: (maximum weighted score ÷ 5) x score

Any application attaining a score of 0 for any Method Statement question will be rejected without further evaluation. Failure to provide a response to any Method Statement question will result in the Council allocating a score of 0 for that question. Please ensure all application questions are answered.

Final evaluation scores

The final overall score for each Bidder will be calculated by adding their final weighted Price score to their final weighted Quality score to give an overall combined score (expressed as a percentage).

The Council will also assess responses provided, with respect to the minimum HAF requirements, budget costs, and the needs of the HAF programme.

Conditions of Contract

Bidders must fully satisfy themselves as to the requirements of the Contract prior to submitting application.

Bidders must not, prior to any such time as the Contract is awarded, disclose to any person other than the Council the price or approximate price of their proposed Quotation, except where such disclosure, in confidence, is necessary to obtain insurance premium quotations or other undertakings necessary for the preparation of their Quotation.

The Contract, and all purchase orders raised by the Council, shall be subject the Conditions of Contract appended to this Guidance. Bidders shall not make or propose any amendments to the Conditions of Contract. Any queries regarding the Conditions of Contract must be raised with the Council prior to the Submission Date.

Bidders must meet the minimum insurance requirements set out in the ('Supplier Suitability') section of application. Bidders who do not already meet these requirements must provide a statement confirming that they shall do so in the event that their application is successful. Contracts will not be issued to providers without evidence of sufficient insurance.

Bidders must not make any alterations to any part of the application document, except where expressly permitted.

Key contacts:

London Borough of Waltham Forest – wfholidayactivityprogramme@walthamforest.gov.uk