

Glasgow Children's February Holiday Fund 2019

Frequently Asked Questions

Eligibility Criteria

Q. Is there a budget form?

A. Yes, this can be found on the webpage and clicking the link in the 'how to apply' section. You can also click the link to the spreadsheet on the application form. This can be found on top of page 4 in the budget section.

Q. What is the difference between REHIS and FHIS?

A. **REHIS** (The Royal Environmental Health Institute for Scotland) relates to food hygiene training. Staff who undertake food hygiene training will receive a REHIS certificate to confirm they have passed their training successfully.

FHIS (Food Hygiene Information Scheme) certificate relates to the registered food business and indicates that the business is registered with environmental health. It will also state the rating of the business, of which there are four possibilities: Pass, Improvements Required, Exempt Premises or Awaiting Inspection. Click [here](#) for more detail.

If you have provided us with an FHIS certificate or evidence of registration with Environmental Health Department and your food provisions have not changed, you do not need to send us the evidence again. Just tick the box in section 5 confirm you have this governance in place.

Q. Do I need an FHIS certificate?

A. You can still be eligible for funding without an FHIS certificate. These certificates tend to be given to more established businesses such as cafes, restaurants, day centres that provide food etc. that receive inspections from the environmental health department.

Q. What if I don't have an FHIS certificate?

A. If your project already has an FHIS certificate then you are required to provide this to us. If you don't have one, but are doing any of the following, then you must register with Glasgow City Council Environmental Health Department (GCC EHD):

- Preparing food;
- Buying food in from a shop/café etc then storing it in fridges/cool bags until it is served;
- Reheating any food bought in from a shop/café etc.

Although the food hygiene risks are low in some of these situations, there are still elements of food handling and storing at the correct temperatures, so GCC EHD require you to be registered.

Instead of submitting an FHIS certificate, you will need to provide evidence that you have registered with GCC EHD. At this section on the application form, please upload a word document confirming that you have registered or are in the process of registering (you may also be able to upload evidence that you have registered). You may wish to upload a word document stating that you will register if your application is successful. If this is the case, and your application is successful, you will receive an in principle condition to provide evidence of registration before we can release any funds to you. How you are providing food will determine the level of risk and what level of involvement EHD will have with your project. In many cases, inspections are not required as the projects are deemed as low risk.

- Q. How do I register with Glasgow City Council Environmental Health Department?
A. The quickest and most simple way to register is doing it online. Online registration is very quick and free to do. There are details on our webpage, but here is the link. Click [here](#) to access the registration form. Below is some guidance on how to register:

Once you have clicked the link to the registration form, on the side of the webpage, about half way down, under the heading 'related documents', click the PDF 'register for a food business'. This document is a short one page form to fill in. In the section about type of food business, select other, and highlight it is the school holiday food programme and the types of food being provided eg sandwiches/hot meals.

When submitted, you will then receive a confirmation email that it has been received. Then another email that says your application has been sent to the appropriate person in the department. It is the **third** email that you receive that we require to see – this email will say at the top 'please take this email as confirmation you have registered'. It can take about 5mins to fill the form in, and often you will have received the third email back within 30mins.

- Q. What if I am using an external café/food provider?
A. If you are using another food provider on a regular basis for the whole length of the project, you can provide a copy of their FHIS certificate. You can upload a photo or scanned copy of the certificate, or go online to a website such as www.scoresonthedoors.org.uk and input the food provider's details. The page will then show a note of their FHIS certificate and rating status. You can take a screenshot of this webpage and upload this as evidence.

- Q. How many staff require the REHIS training?
A. There must be at least one designated REHIS trained member of staff present while food is being prepared, served etc. This person must take responsibility to ensure food safety and cleaning regulations are followed. If other staff are carrying out these duties, they must oversee that they are following regulations and that all paperwork is completed and carried out. You do not require to submit copies of staff REHIS training certificates unless we specifically ask to see them.

- Q. What do you mean by the area Glasgow City Council Local Authority?

- A. To be eligible, you must run your project within the highlighted area on this map. Click [here](#) to access the map.
- Q. My organisation is registered outside Glasgow City Council area, can I apply?
A. You can apply if your organisation is registered outside Glasgow City Council, but the eligibility criteria is that you must have an existing operational base in Glasgow and be applying for funding to benefit Glasgow City Council residents only.
- Q. Could you confirm the age group for this funding?
A. This fund is for all children from the age of 0 to 18.
- Q. What is the minimum and maximum amount that will be funded?
A. For the February 2019 holiday there is a minimum amount of £100 and a maximum amount of £10,000. Applications for more than £10,000 may be considered, but you must contact VAF to discuss your proposal **before** you apply to see whether your proposal meets requirements.

It is expected that the food costs requested will be higher than the other direct project costs

There MUST be a split of 60% food costs and 40% other direct project costs.

- Q. What is included in Total Food Cost?
A. The Total Food Costs should include all food costs and ancillary costs:
- Food costs – all meals, snacks and drinks. There is a maximum of £5 per child, per meal. The costs of snacks must be included in this £5 cost.
 - Ancillary costs – This includes the cost of gas/electricity etc. to prepare the meals. The cost of staff required to prepare/serve the food should be included here too. Do not include sessional staff required to run activities in this section. There is a maximum of £2 ancillary costs per child, per meal.
 - In total, there is a maximum of £7 per child, per meal.

There MUST be a split of 60% food costs and 40% other direct project costs.

- Q. What is included in the Other Direct Project Costs?
A. The following costs can be requested in this section of the fund:
- Sessional staff - this is the cost of staff who are required to run activities. The fund will not cover existing/permanent staff costs, only additional staff that are being brought in to allow the project to support more children. Please note there is a maximum cap of £15 per hour. The fund will not cover staff training or travel costs.
 - Venue hire – to run your project or a new element to your project, you may require to pay for the cost of the venue.
 - Activity costs – in order to appeal to more children and encourage them to attend, you can apply for the costs to run certain activities. This may be art materials, sports equipment, inclusive communication technology etc. This fund will not provide large pieces of equipment/capital investment items. It is expected that this type of cost will be quite low this time, given the previous investment.

- Admission costs – if you will be attending an activity venue that will encourage more children to attend, and the venue has an entry costs, you can apply for funding. This will only be approved for occasional trips, not regular/daily trips.
- Transport costs – if you go on a day trip and require to hire transport, you can apply for funding. This will only be approved for occasional trips, not regular/daily trips.
- External activity providers – You can apply for funding to hire professional organisations for certain activities (animal therapists, storytellers, musicians or for cooking demonstrations etc.). We are aware that their costs can be more than £15 per hour, so please provide their costs and this will be considered. This will only be considered for occasional activities and not daily/regular activities.
- There is a column within the activity cost budget section called 'other'. Use this to request anything else not noted above.

As outlined on the application form/budget spreadsheet, please provide a breakdown of your other direct project costs on the application form (section 4.2) where relevant.

There MUST be a split of 60% food costs and 40% other direct project costs.

Q. Can I request costs to pay for staff training or to get PVG checks for staff?

A. No, this fund will not cover either of these costs.

Q. Can I request costs to cover residential away days during the holiday?

A. No, residential activities are not covered by this fund.

Q. What is the Management cost?

A. This cost is to cover any additional management support that may be required to oversee your project. There is a maximum amount of 5% of the project cost, with a maximum limit of £5000 - whatever amount is lower. This is reached by combining the 'total food costs' and 'other direct project costs' and adding (a maximum of) 5% of this total. This will result in your 'total fund requested'. You cannot apply for both the costs of a staff member to oversee the project in the 'other direct project' costs as well as applying for the management cost.

Q. We do not yet have a bank account in the name of the organisation. Can we still apply?

A. If you do not yet have an account set up in the name of the applicant organisation, VAF are unable to consider your application. The bank account should be in place at the point of application.

Form Completion

Q. I have saved the form but can't log back in

A. An email containing a link to your partly completed form will have been sent to you from an automated email address. Please check your spam or junk mail folder and follow the link.

Q. In the multiple choice question, it is not saving my answer

A. Depending on the question and your internet browser, you may still be able to see all the other options however the one you have selected will be recorded.

Q. I think the work I have done on my application form today has not been saved.

- A. To save your work on the application form you **MUST** click on “**Save my progress and resume later**” in the on-line application and then follow the instructions to input an email address and password, and then click the “**Save**” button.
This will generate an emailed link for re-accessing your application form from an auto response email address.

If you don't follow the steps above and just exit the page, **your recent work will be lost**. You will receive a warning saying that data will be lost before you leave the page.

- Q. I am unable to find the Guidance notes on the website for this fund.
A. The guidance notes for completing the application are contained as pop-up guidance and written notes within the application form itself.

Please follow the link to the Application Form found on our webpage.