

Essex ActivAte 2022-2023 Application FAQs

A guide on how to register and apply for the Essex ActivAte HAF programme – Easter, Summer, Winter (this application does not include Half Terms). Please ensure you have watched our 2022 information webinar before starting the application – [Click here to watch](#)

Registering/Setting up your account

Problems accessing ProContract – link to a how to guide and helpdesk [here](#)

Keywords to match the categories relating to your organisation when registering – Activity, Children, Sports, Holiday Club etc

Applying for HAF programme

Once registered you can apply for the holiday activity programme.

- Under the organisation section you can select Essex County Council to find the application
- The programme is called Holiday Activity Fund (**DN597313**)

This application will then appear on the list of activities on your portal. Once you click open it will present you with a list of documents that need to be completed.

The documents you will see are -

- Technical questions
- Pricing schedule
- Data protection
- FOI
- Bidders' guidance
- Specification

Step 1

You will need to download all of these documents and save in a folder on your desktop. You can now start your application!

Step 2

Please read (but do not be put off by) the bidders guidance and specification.

Step 3

Start with the technical questions. The first 15 pages are guidance notes for completing the questions. The questions start on page 16.

- Section 1 is about the delivery of the programme
- Section 1.1 – you must confirm YES you have read the Active Essex guidance notes
- Questions 1.2 to 1.4 are asking you to upload documents. At this point you do not need to upload them to the ProContract system, you need to save them in the folder you have created on your desktop. Ensure you know the names of these documents and write them in the question document.
- Question 1.5 asks you to confirm staff are DBS checked. This is current and future staff. Please make sure this is reflected in risk assessment and safeguarding policy.
- Question 1.7 requires you to highlight or mark a cross next to all of the types of provision you plan to provide. If you are providing Primary sessions, please include the age range.
- Question 1.9 requires you to highlight or mark a cross next to all of the elements of the programme that apply and you would like to deliver.
- The next few questions are self-explanatory
- Question 1.17 – please list all activities you have costed to deliver
- Section 2 is about the technical aspect
- Question 2.1 – Department for Education guidelines clearly state that we must provide provision to young people throughout the holidays, therefore in the event of circumstances within your organisation changing/covid restrictions/earthquake etc we need an outline of your contingency to ensure provision of food and activity is provided to these young people. **You will have already saved your full contingency document to your desktop folder ready for upload later.**
- Section 3 is about discretionary questions

Step 4

Pricing Schedule – this is an excel document in which you need to give a full breakdown of your costings at each venue for all holidays you plan to deliver in.

Step 5

- Data protection – if you do not have an ICO registration number already or do not know if you are eligible for one, please follow this [link](#)

- FOI – please fill out the freedom of information request form. Should Essex County Council receive a freedom of information application they may be required to share details of this process so please state if there is any sensitive information you do not wish to be shared.

Step 6

At this point you have completed all the required information and should now upload it all to the ProContract system. This can either be done by uploading the individual documents or as one compressed folder. The documents need to be added in the 'response documentation, files and links' section.

Once this is done you will find a 'submit response' box at the bottom right-hand side.