**Community Food Projects**

**Grant Application Form 2023/2024**

The closing date for applications is 23:59 on **Tuesday 7 February 2023**. Late applications will not be accepted. The grant allocation timeline can be found on page 8.

The grants for community food projects are funded by North Somerset Council.

Grants will be allocated to existing and upcoming community food projects in North Somerset. We welcome applications from projects that encourage healthy eating and improve knowledge, access to and consumption of nutritious, and affordable food.Projects should also focus on the social, cultural, and dietary needs in the population that they aim to reach. Projects for all age-groups will be considered.

Grants of up to £10,000, out of a total fund of £30,000, will be distributed. The information you supply will be sent to an evaluation panel to be assessed. Evaluation forms will be expected to be returned once the funded project ends or 9 months after the start deadline (1 March 2024). Evaluation forms can be found on the [community food project’s grant webpage](https://www.n-somerset.gov.uk/communityfoodprojectsgrant).

If you would like to make any adjustments to how the grant is used after it has been awarded, you must notify the Community Food Project’s Grant Team at [cfpgrant@n-somerset.gov.uk](mailto:cfpgrant@n-somerset.gov.uk).

If you require further information on the application and decision-making process, or wish to discuss your application before you apply, please contact the Community Food Projects Grant team: [cfpgrant@n-somerset.gov.uk](mailto:cfpgrant@n-somerset.gov.uk).

**Minimum requirements**

Before evaluating your application, we need to ensure that you meet our minimum requirements for funding. Please answer the following questions:

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| **Name of Organisation** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact Name** |  |
| **Phone** |  |
| **Email** |  |
| **Website** *(if applicable)* |  |
| **Project Title** |  |
| **How much are you applying for?**  (Maximum £10,000) |  |
| **Signature and Date:** |  |

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| **Compliancy Questions** | **‘Yes’ or ‘No’** |
| **Equality and Diversity**  *For more details on equality and diversity requirements please* [***click here.***](http://www.n-somerset.gov.uk/council-democracy/equalities/equality-policies-reports/equality-objectives-policies) |  |
| Does your organisation have an Equality and Diversity policy? |  |
| Have you provided this with your application? |  |
| Please confirm that you shall comply with all legislation, official guidance and codes of practice relating to equal opportunities. |  |
| **Safeguarding**  *For more details on safeguarding please* [***click here.***](https://www.northsomersetsafeguarding.co.uk/) |  |
| Does your organisation have a Safeguarding policy? \*required if working with under 18s, or vulnerable adults |  |
| Have you provided this with your application? |  |
| Please confirm that you shall comply with all legislation, official guidance and codes of practice relating to safeguarding? |  |
| **Insurance:** |  |
| Will your organisation have Public Liability Insurance (PLI) no less than £5 million in place before your project begins? |  |
| **Referee**  *The referee should know the work of the applicant organisations in a professional capacity but not be directly involved in this work. (e.g., previous funder, registered charitable organisation, statutory body)* |  |
| Have you provided a reference with your application to demonstrate that you can deliver your project? |  |

**Please send your completed application form and all additional documents to:**

[cfpgrant@n-somerset.gov.uk](mailto:cfpgrant@n-somerset.gov.uk)

The deadline for returning your completed application form is 23:59 **Tuesday 7 February 2023.**

The information and data collected from this application form will be processed by North Somerset Council in accordance with the terms and conditions of the 2018 Data Protection Act and Council policy. If you have any questions or concerns about the way we process your personal data, contact our Data Protection Officer at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk), or visit our [website](https://www.n-somerset.gov.uk/council-democracy/privacy-cookies/privacy-notices-data-protection) for further information.

*Please refer to the Grant Guidance notes on the* [*community food projects grant webpage*](https://www.n-somerset.gov.uk/communityfoodprojectsgrant) *before completing this application.*

**Application**

**1. Name of community organisation or group:**

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**2. Referee contact details:**

The referee should know the work of the applicant organisations in a professional capacity but not be directly involved in this work.

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| **Name:** |  |
| **Role:** |  |
| **Organisation:** |  |
| **Relationship to the applicant:** |  |
| **Phone number:** |  |
| **Email:** |  |

**3.What is the legal structure of your community organisation or group?** *(e.g., Unincorporated Association, Charitable Trust, Community Interest Company, Company limited by guarantee, Ofsted Registered Educational Setting, Academy Trust, CQC Registered Care Provider)*

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**Please state your organisations registration/reference number or companies house number:** *(e.g., Charity registration number, Ofsted unique reference number, CQC unique organisation number)*

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**Please tell us about your proposal:**

**4. How much would you like to apply for?**

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| **£** |

**a) Please give as much detail as possible of the costs you would like this grant to meet:**

*This should include training, resources, venue hire, crèche, staffing or volunteering costs, transport, or other running cost, where appropriate.*

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| **Item** | **£** | **p** |
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**5. Please describe the project including:**

**a) The project name:**

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**b) Project Activities**

**Please describe:**

* **What you plan to do**
* **How you are going to do it**
* **Where (venue) you are going to do it**
* **How you will recruit participants to your project**

*(max. 500 words)*

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**c) How many people are you anticipating will benefit from this project?**

**How many interactions or number of sessions are you expecting to hold?**

**Please explain how you came to these numbers, providing any evidence you feel is necessary to support this estimate:** *(max. 200 words)*

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**d) Who are the people/groups in the community who will benefit directly from the project?** *(max. 200 words)*

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**e) How have you involved, or how will you involve, the community in developing the project?** *(max. 200 words)*

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**f) When will the project start and finish?**

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| --- | --- |
| **Start:** | **Finish:** |

**6. Please explain how your project will achieve one or more of the following outcomes:**

* Increased access to nutritious, affordable, and appropriate food
* Increased healthy cooking and food skills
* Improvements in dietary behaviour

*(Evaluation guidance and templates can be found on the* [*community food projects webpage.*](https://www.n-somerset.gov.uk/communityfoodprojectsgrant)*)*

*(max. 500 words)*

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**7. Outline any evidence or track record that demonstrates your project will deliver the outcomes you have committed to in question 6:** *(max. 400 words)*

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**8. Are you working with partner organisations in planning or delivering the project, if so, which ones?** *(Partnership working can help maximise the use of resources) (max. 200 words)*

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**9. This grant is only for one year, please outline any plans on how this project can be sustained beyond this period?** *(e.g., using volunteers, charges, funding from other sources, negotiate rates etc.) (max. 300 words)*

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**I have read and followed the Guidance Notes (please tick box)**

I undertake that any grant awarded will be used solely for the purpose outlined in this application. I understand that North Somerset Council reserves the right to withhold payment of the whole or part of the grant or to require repayment of the grant where conditions of the grant have not been complied with or where the information is subsequently discovered to be false. **NB.** A condition of receiving the grant is that you return a completed evaluation form to the Community Food Projects Grant Team at [cfpgrant@n-somerset.gov.uk](mailto:cfpgrant@n-somerset.gov.uk).

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| **Your name:** | **Date:** |

**Application Timeline**

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| **Date** | **Action** |
| 3 January 2023 | Open applications |
| 3 Jan – 7 Feb 2023 | If you would like feedback or additional advice on your application, please get in touch with the Community Food Projects Team at [cfpgrant@n-somerset.gov.uk](mailto:cfpgrant@n-somerset.gov.uk). |
| 7 February 2023 | Deadline for applications (23:59 Tuesday 7 Feb 2023) |
| 8 – 27 February 2023 | Panel to review applications |
| 28 February 2023 | Applicants notified about grant results |
| 1 – 7 March 2023 | Due diligence and reference checks complete |
| From 8 March 2023 | Successful applicants to send back confirmation letters and bank details. Payments processed and funded to programmes. |
| 1 April 2023 | Projects to start within 3 months |
| 1 April 2023 – 1 March 2024 | Support available for project monitoring and evaluations |
| 1 March 2024 | Project evaluations completed and received |