

SUSTAINABLE FOOD PLACES

DEVELOPMENT GRANTS - NORTHERN IRELAND, SCOTLAND AND WALES

APPLICATION FORM

October 2020

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**Sustainable Food Places is funded by:**

 

# Section 1: Grants Application Guidelines

## Background

Our ambition at Sustainable Food Places is to create a transition to a healthy, sustainable, and more equitable food system. We think that not only does this require strong national policy, but also collaborative action between policy makers, businesses, and society at the local level. We promote a systems approach that involves and connects key actors at all levels and across all parts of the food system. Since 2013, we have helped places across the UK to establish multi-sector food partnerships, develop local food strategies, and implement positive action across a wide range of food issues.

Until now Sustainable Food Places has largely been a network of cities and most our member partnerships have been in England, but this is set to change. A key strand of our work going forward will focus on adapting and extending the model to new places and geographies across all four nations.

Our long-term aim is to support the development of a critical mass of food partnerships working individually and collectively to transform the food system in each of the four nations. To achieve this, we will work closely with groups of food partnerships in each to co-design our programme, membership and award structure to ensure it is relevant and accessible.

We recognise that the greatest learning happens when food partnerships can learn from each other. We will therefore convene a space and facilitate networking, knowledge and skill sharing amongst food partnerships within and between each nation. We will also support places to build and strengthen their food partnerships by offering guidance, advice and small grants.

As a first step we are offering short-term Development Grants to places in Northern Ireland, Scotland and Wales that are interested in, or in the early stages of creating, a food partnership at the geography of a local authority area. Grant recipients will be expected to work closely with the SFP UK team and our national partners during the period of their grant as we test out the best approaches and models for food partnerships and programmes in each nation. This will include online workshops with other grant recipients facilitated by the SFP team. The Development Grants are to be spent over a 6-month period, at the end of which it is expected that places will be on track to apply for SFP membership if they have not yet joined the Network. For more information on membership requirements see our [membership](https://www.sustainablefoodplaces.org/get_involved/become_a_member/) page.

In summer 2021, these Development Grants will be followed by a competitive open application round for a limited number of SFP Coordinator Grants, which aim to support food partnerships in turning their vision for local food system change into reality. These will be £10k per annum grants for 2 years and will require equal match funding.

## Grant Offer

**Development Grants (Northern Ireland, Scotland and Wales):** We are offering up to4 grants of **up to £5,000** each to be spent within 6 months (Jan 2021– June 2021) in each nation. If you can show match funding or in-kind contributions to support your proposed initiative it will add to the strength of your application, but this is not a requirement.

Most of the funds should be for person time, but it is also possible to include some third-party costs (e.g. facilitator fees, travel, room hire etc.). **Note: If you have secured match funding to support this work, we ask you to provide a commitment letter demonstrating this as part of your application.**

## Who can apply?

Any place that is interested in, or in the process of establishing a food partnership, can apply. A key aspect of the Sustainable Food Places model is that it involves local authorities, public health bodies and other institutions working together with voluntary, community and social enterprise partners, businesses and communities to create a healthier, more sustainable food system at a place level. Applicants should therefore be committed to and able to evidence that they intend to work through cross-sector collaboration across a local authority area.

**These development grants are not open to existing members of the Sustainable Places Network** as there are other grant streams that relate to existing members.Partnerships must have a **letter of support** from their local authority which will need to be submitted alongside their application. If they are not involved in leading the development of a local food partnership, it is expected that local authorities willdemonstrate an active involvement with the establishment and work of the food partnership.

We recommend all applicants spend time on the Sustainable Food Places website and become familiar with SFP aims, key issues and awards framework for measuring progress. In particular you may find the [Sustainable Food Places Toolkit](https://www.sustainablefoodplaces.org/resources/food_governance_and_strategy/) helpful when thinking about the early stages of your partnership.

The application must be made by a named, legally constituted organisation, able to manage all legal and financial requirements for any contracts related to this grant. The applicant can be a statutory (including local authority) or third sector organisation. Grants will not be paid to individuals or to businesses.

## Terms, conditions & reporting

The Grant Offer Letter will detail the full terms and conditions we agree with you. This will include a requirement to complete two quarterly progress reports and other details relating to the management of the grant.

To fulfil our due diligence responsibilities on behalf of our funders and programme partners, we must ensure that grant funding is being invested directly into staff capacity (new or existing) that is specifically allocated to the delivery of SFP partnership and programme work as specified in successful grant applications and subsequent grant agreements.

In cases where the work is being delivered by Council staff, funding from us must be used for additional, not existing, activity. We cannot fund anything that is the legal (statutory) responsibility of local and national government or public sector.

Successful applicants will be asked confirm in writing that the grant will be used as outlined in your application and to provide the name and job title of the person who will deliver this work, as well as the average number of days per week they will allocate to this work through the period of the grant funding.

Payment will be made in two instalments, with 80% in advance and 20% on completion of the work **and** submission of a satisfactory final report. The first instalment will be in January 2021 at the earliest and dependent on receipt of a signed Grant Agreement and invoice.

## Support with your application

We recommend that before writing your application you arrange a call with us to discuss your ideas/plans. Please email [tandrews@soilassociation.org](mailto:tandrews@soilassociation.org) to set up your call.

## Grant submissions

Applications will need to be submitted by **9am on 7th December 2020.** Applicants will be informed of the grants panel decision week beginning 21st December 2020.

Successful applicants will ideally start work soon after notification of their grant and must have begun work by 31st January 2021 and completed it by 30th June 2021. If you are not completely confident of being able to begin delivering your proposed programme before the end of January, please do not apply.

You will find the application form below. Please keep to the word limit for each question and **DO NOT SUBMIT ADDITIONAL MATERIALS,** as they will not be considered.

## Sending us your application

Use the form below to apply for a grant. Fill in the relevant sections and return this document to us. The first section is contact and eligibility information. The second section is for the detail of your application for a SFP Development Grant.

**Email your application to** [**sfcgrants@soilassociation.org**](mailto:sfcgrants@soilassociation.org)by **9am Monday 7th December 2020**.

## How we will deal with your application

You will receive an email from us confirming that we have received your application. Applications are assessed by the Sustainable Food Places Programme Management Board and all decisions are final. We may ask you for further information. We aim to deal with all applications in a friendly and efficient fashion. If we fall short of these aims, please let us know. We can provide limited feedback upon request to unsuccessful applicants.

## Timeline

**26 October 2020** Applications open

**9am 7th December 2020** Deadline for applications

**w/c 14 December 2020** Final decision by SFP Grants Panel

**w/c 21 December 2020**  Comms to successful & unsuccessful applicants

**January 2021** Funded development work begins

**By 31 January 2021** Agreements signed & invoices sent

Dates for the progress reports will be set once the agreements have been signed off.

Contact: If you have questions relating to the submission of your application please email [tandrews@soilassociation.org](mailto:tandrews@soilassociation.org)

# Section 2: Grant Eligibility Form

## Contact & eligibility information for applicants

|  |  |
| --- | --- |
| Local authority area covered by food partnership (*note the food partnership should cover the whole area, not just one district or town within it).* |  |
| Name of person writing this bid |  |
| Email |  |
| Phone number |  |
|  |  |
| Name of host organisation for the development work |  |
| Host organisation contact name |  |
| Host organisation contact email |  |
| Host organisation contact phone |  |
| Host organisation legal status (CIC, Local Authority, Charity etc.) |  |
| Who will manage the work? |  |
|  |  |
| Has any match funding been secured? (this is not a requirement). | Yes / No |
| How much match funding has been committed to? (if any) |  |
| Who/what is the source of this funding? |  |
| Have you submitted a letter of commitment from your match funding source? | Yes / No |
| Have any in-kind contributions been secured? (give details) |  |
| Have you submitted a letter of support from your local authority? | Yes / No |

# Section 3: Grant Application Form

Please answer the questions below:

**Q1. What have you achieved so far?**

Please provide us with a brief overview of any work to date on which you will build as you develop your food partnership and plan (this could include details of any meetings held, background research, discussions with local authorities, consultations, surveys, or events bringing stakeholders together). ***(maximum 300 words)***

**Q2. Who has been involved so far?**Please list stakeholders that have been engaged and the nature of that engagement (e.g. attends regular meetings / working group, one-off discussion, attended event etc.)

|  |  |  |
| --- | --- | --- |
| ***Stakeholder organisation*** | ***Job title*** | ***Nature of involvement*** |
|  |  |  |
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**Q3. How do you know that there is a broad interest and ambition to work collaboratively on creating a healthier, more sustainable and equitable food system locally** (evidence that there is interest in all 6 SFP key food issues and any letters of support from key stakeholders to demonstrate this breadth of interest will strengthen your application). ***(maximum 150 words)***

**Q.4What are your priorities for the next 6 months?***(****maximum 150 words****)*

**Q5. What do you plan to spend the money on? If this is person time give details of the activities that will be undertaken.** *(****maximum150 words****)*

**Q5 What are the key objectives, actions and targets you hope to deliver over the next 6 months?** *(****maximum 250 words*** *or y*ou can use a table like the example below*)*

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Action** | **Target** |
| e.g. To build broad engagement from stakeholders | e.g. Meet 1:1 with key stakeholders | e.g. 10 key stakeholders’ meetings held |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Q6 Budget**

Please complete Table 1, Table 2 (if appropriate) and Table 3 below. Some third-party costs can be included in the overall budget e.g. resources, publicity, facilitation.

**Table 1: SFP Development Grant - Staff Costs.**

*Please fill in all shaded sections. If zero please state*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requested Funding Up to £5,000 | Match Funding | Total |
| Development work person time plus on-costs\* |  |  |  |
| Source | SFP Grant |  |  |

\*Inclusive of Employers National Insurance and pension contributions

**Table 2: SFP Development Grant - 3rd Party Costs\***

If you are including 3rd party costs, please provide a headline breakdown below

|  |  |  |
| --- | --- | --- |
| Item | Unit Cost | Total |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*Resources, venue hire, facilitation costs etc.

**Table 3: SFP Development Grant - Start / Finish Dates.** *Please fill in all shaded sections*

|  |  |
| --- | --- |
| Proposed Development Work Start Date\* |  |
| Proposed Development Work End Date\*\* |  |

\* Must be by 31st January 2021

\*\* Must be completed by 30th June 2021.