

# COMMUNITY FOOD INITIATIVE

## APPLICATION GUIDELINES

# FOOD GRANTS 2016

Thank you for interest in the Community Food Initiative Food Grants. The Food Grants have been supporting the development of food activities in Newcastle upon Tyne for over a decade; addressing food and health in the local communities.

The Food Grant Scheme is managed by Food Nation and funded through Newcastle City Council Public Health.

For 2016 there is a total of £10,000 funding available and each organisation can apply for up to £2,500.

These guidelines will give further information on what is required to complete the application form. Demonstrating the role that community food initiatives can have in improving the health and wellbeing of individuals is important to us; which is why we have a strong focus on evaluation from beginning to end.

If you are successful, a Food Grant Agreement will be formed based on the evaluation methods and tools that are applicable to the funded project; you will receive support to identify the key outcomes to measure, in order to evaluate the success of the project and the impact it has had.

Building evaluation into the project from the start helps to identify the areas of success, areas of development and change, and where further opportunities for the project lie. Identifying and understanding what works well and what doesn't work so well is an important development opportunity for any project, which can also be shared with others.

The support will be offered on a one-to-one basis; with regular contact maintained throughout the funded period.

An evaluation report will be expected by the end of July 2017 or earlier depending on the duration of the funded work.

### **Completing the form**

*Please leave the 'reference number' and 'date received' blank as this is for office use on receipt of the application.*

The closing date for applications is **Thursday 19 May 2016, by 12 noon**. Late applications will not be accepted.

If submitting the form via email, please send a read-only copy to ensure the settings and content do not change.

A flowchart depicting the food grant process is located on the final page of the guideline document.

About your organisation, body or school

Please provide us with the name of your organisation and its full postal address.

Food Grants are not awarded to individuals or profit-making organisations, except those that are non-profit taking.

The organisation applying for a grant must be the same organisation that will receive and be responsible for the funding.

Main contact person

Please ensure that the main contact person for the project can talk about your project and can be easily contacted throughout the funding application process to provide any additional information required for decision making (between May/June 2016). Ideally, the main contact person should be someone who is directly involved in the delivery of the project. The telephone number and the email address should be that of the main contact person. The main contact person will also be the person responsible for providing progress updates and monitoring and evaluation.

Title of work to be funded

The title of the work to be funded will be the name of the project. This name will be used in any grant correspondence and any publicity generated by the Food Grants. It should be different to that of the organisation and should be representative of the work.

You can apply for up to £2,500.

**Section 1: Project Eligibility**

1.1 Indicate if the project is new, on-going (funding would enable the continuation) or development of an existing project (funding would enable progression).

1.2 Wards

Identify which Newcastle local authority ward/s you will deliver the planned work in. Funding will be prioritised for wards which are more disadvantaged in terms of health/socio-economic factors.

Wards are listed below:

Castle	Walker	Fenham	Walkergate	South Heaton
Woolsington	Kenton	Denton	Benwell	South Jesmond
Newburn	Wingrove	Fawdon	Scotswood	North Jesmond
Parklands	Elswick	Westerhope	West Gosforth	
Dene	Westgate	North Heaton	Ouseburn	
Lemington	Byker	Blakelaw	East Gosforth	

1.3 Target population – who is the work aimed at or who will benefit from the work, such as: young people; families; certain wards/residential estates; older people; adults; early years/under 5s; primary school aged children; people facing particular life issues e.g. drugs and alcohol recovery etc.

## **Section 2: Your Project**

You must be able to identify a clear need to deliver the planned work, particularly in terms of low income areas or areas of a particular need.

2.1 Overall aim – this asks you what you want to achieve overall as a result of this work in maximum 3 sentences.

2.2 Planned outcomes – identify between one and three outcomes your project seeks to achieve. The outcomes are the changes that will happen as a result of the project, in order to bring about the overall aim.

Examples might include: Increase children’s weekly green vegetable consumption by 50% (in a project promoting the 5 a day message to children) or increase awareness of the Eat Well plate and healthy food options by 50% of workforce (in a project to promote healthy eating in the workplace).

The approach of previously funded work in addressing food related health inequalities can be categorised as follows:

- Supporting people to have healthier diets and lifestyles through – providing food skills interventions; food growing activities; improving access to food where physical access or affordability is an issue to some.
- Food related projects based within communities according to need or as part of developing community engagement.
- Food related projects which either cross generational boundaries or focus on a particular group in the community or city e.g. BME communities, workplaces, older people, children, families, young people or as a means of enhancing the recovery journey or developing life-skills of groups experiencing particular issues e.g. addiction, homelessness.
- Food related projects which address other factors affecting health and health inequalities including food poverty, food access, food waste and food safety.

2.3 Description of project – what do you plan to do and how are you going to do it.

Give more details, outlining the structure of activities to be funded.

Provide an outline of planned activities, including what the activity is, where are you going to do it, how many courses/sessions will be delivered, what ‘messages’ will be delivered and numbers expected to participate.

A timescale would be useful indicating estimated dates for planning, preparation, delivery and completion of the duration of the work from September 2016 to May 2017 (9 months).

Please limit to 200 words maximum.

2.4 Partnerships – tell us if you will be working with any other projects, organisations or schools in running this project. How will they be involved? Please identify the name of the contact.

2.5 Knowledge / experience – describe any previous experience in delivering similar activities and any skills or knowledge that your organisation (including workers/volunteers) has which equips your organisation to do this.

2.6 Evaluation – how do you intend to evaluate this project; indicate on the application form by ticking one of more of the examples given or if ‘other’; describe what it is and how it is to be used.

An evaluation report of the project will be required by the end of July 2017 or earlier depending on project duration. If your application is successful, an evaluation template, specific to your project, will be provided.

2.7 Other sources of funding – indicate if you have secured or identified other sources of funding which will increase the success of the project. Describe how the additional sources of funding will be used e.g.

support the delivery on a larger scale, increase the longevity of the project or enhance the delivery. Other sources of funding can include match funding or contributions in kind.

2.8 Sustainability and continuation plans – indicate if you anticipate that the project will continue in the future or if it is a one-off. If it is to continue, will it be sustainable (partially/completely) – for example through selling produce, participant contributions, etc or reliant on further funding. This does not influence decision making with the food grant allocations but gives an idea of what further support might be required in the future.

### **Section 3: Costs**

3.1 Breakdown of funding requested – provide a detailed budget breakdown of the funding requested giving as much detail as possible to indicate how the funding will be spent.

Previous applicants have requested funding for ingredients, cooking utensils, seeds, fruit bushes, fruit trees, compost and gardening equipment e.g. garden spades, forks, trowels, gloves.

Funding for larger equipment will also be considered for example – cooker, fridge, shed, greenhouse, polytunnel. Equipment costs will only be considered as part of the requirement to deliver a programme of work.

Other costs such as sessional worker costs and crèche costs will also be considered but are rarely granted as the Food Grant Fund is considered a ‘small grant’ provider (up to £2500).

If your total project costs are higher than the Food Grant funding requested, you will need to tell us where the rest of the funding is coming from. Please state the source of funding, and whether or not you have already secured it.

Food Newcastle – is a group of ‘like-minded’ partners from the city council, universities, the NHS, food producers and providers, businesses and voluntary and community sector organisations; all working together to promote healthy and sustainable food. The Newcastle Food Charter has been developed to help achieve this. The Newcastle Food Charter is a set of principles and goals all relating to healthy and sustainable food practices in the city. It is designed to promote and develop the city’s food culture and gives recognition to any individual or organisation in Newcastle or who works in Newcastle - for the new and existing work they do in this area. It is free to sign up and all Food Grant recipients will be expected to become a Food Newcastle signatory. To find out more visit [www.foodnewcastle.org](http://www.foodnewcastle.org)

**Signature** – the main contact person is required to sign and date the application form.

**For advice** please contact Nicola Cowell, Community Food Initiative Co-ordinator

T: 0191 276 0595 or

E: [nicola@foodnation.org](mailto:nicola@foodnation.org)

Please return completed application form by email (see above) or post to:

**Food Grants**

**Newcastle Community Food Initiative**

Food Nation

28 Hawthorn House, Heaton Road, Byker, Newcastle-upon-Tyne NE6 1SD

**April 2016**

**Food Grant Process begins**

Application Form & Guidance  
Notes available at  
[www.foodnation.org/community-food-grants/](http://www.foodnation.org/community-food-grants/)



For additional advice or  
support in applying contact  
Nicola Cowell  
0191 276 0595



**Deadline for receipt of completed  
applications**

**Thursday 19 May 2016 (12noon)**

Post or email to:

**Food Grants  
Newcastle Community Food  
Initiative**

Food Nation  
28 Hawthorn House  
Heaton Road  
Byker  
Newcastle-upon-Tyne  
NE6 1SD

[nicola@foodnation.org](mailto:nicola@foodnation.org)



CFI (FN) review applications and  
identify projects meeting defined  
criteria and those not meeting  
criteria, using marking scheme.



**Food Grant  
Decision Process**

Recommendations report  
circulated to Food Panel

Food Panel meet to agree & advise  
on projects to be funded 08/06/16



CFI (FN) notifies successful and  
unsuccessful applicants by end of  
June 2016

Agree measurable  
outcomes/evaluation tools &  
timescales (June/July 2016)

Arrange 1:1 meeting (June/July  
2016)

Grant Agreement signed  
(July 2016)

First payment issued  
(August/September 2016)