



# COMMUNITY FOOD GRANTS 2019

## APPLICATION GUIDELINES



Thank you for interest in the Community Food Grants. This scheme has been supporting the development of food activities in Newcastle upon Tyne for over 15 years now; seeking to address food and health related inequalities in our local communities. The Food Grant Scheme is managed by Food Nation and funded through Public Health at Newcastle City Council.

**For 2019 there is a total of £10,000 funding available. Each organisation can apply for up to £2,500.**

The Community Food Grant scheme is aligned to the Newcastle Good Food Plan (NGFP)



NEWC\_GOOD\_FOOD  
\_PLAN.pdf

The NGFP was developed by the Food Newcastle Partnership, including Newcastle City Council and is our blueprint in developing a sustainable food approach for the city. The plan offers a platform to enable statutory, voluntary and commercial sectors to respond to issues around food, health and diet related inequalities in a coordinated and effective partnership approach.

The NGFP is based on the Sustainable Food Cities Network's 6 key issues as follows:

1. Diet-related ill health and access to food
2. Good food for all – tackling food poverty
3. Building community food knowledge, skills, resources and projects
4. Strengthen the local sustainable food economy
5. Transforming catering and food procurement
6. Environmental sustainability – reducing waste and the ecological footprint of the food system

We are particularly keen to encourage applications that seek to **increase food skills and knowledge**.

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 is an important development opportunity for any project, which can then 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 is expected by July 2020 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 our use on receipt of the application.

The closing date for applications is **16 May 2019 (12:00hrs)**. Late applications will not be accepted.

If submitting the form via email, please send a read-only e.g. PDF version to ensure the settings and content do not change. You will receive an email with confirmation of receipt on submitting your application.

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. We only award grants to non-profit organisations.

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 can be easily contacted throughout the funding application process and be able to provide any additional information required. Ideally, the main contact person should be someone who is directly involved in the delivery of the project. The telephone number and email address should be that of the main contact person. The main contact person will also be the person responsible for providing progress updates, monitoring and evaluation.

### Title of work to be funded

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

## **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 proposed project aimed at or who will benefit from the work? For example: 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 what you hope your project will achieve. Please answer in a maximum of 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 include:

- Increase children's weekly green vegetable consumption by 50% (in a project promoting the 5 a day message to children)
- Increase awareness of the Eat Well plate and healthy food options by 50% in your 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:

- o 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.
- o Food related projects based within communities according to need or as part of developing community engagement.
- o 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.
- o Food related projects that address other factors affecting 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? 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.

2.4 Timescale. A timescale indicating estimated dates for planning, preparation, delivery and completion of the duration of the work from September 2019 to May 2020 (9 months). Give a brief description of the planned work month by month.

2.5 Working in partnership. Tell us if you will be working with any other projects, organisations or schools in the delivery of the funded work. How will they be involved? If you are, please identify the name of the main contact.

2.6 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.

2.7 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 July 2020 or earlier depending on the project end date. If your application is successful, an evaluation template, specific to your project, will be provided.

### **Section 3: Costs**

3.1 Breakdown of funding requested. Please provide a detailed budget breakdown of the funding requested, providing as much detail as possible through itemising e.g. ingredients, cooking utensils, seeds, fruit bushes, fruit trees, compost and gardening equipment e.g. garden spades, forks, trowels, gloves etc.

Funding for larger equipment will also be considered. Examples include a cooker, shed, greenhouse or 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 on occasionally granted as the Community Food Grant is considered a 'small grant' provider (up to £2500).

If your total project costs are higher than the Community Food Grant requested, you will need to tell us where the rest of the funding is will come from. Please state the source of funding, and whether or not you have already secured it. Other sources of funding can include match funding or contributions in kind.

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

**For advice** please contact:

Nicola Cowell

Community Food Engagement Coordinator

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:

**Community Food Grants**

Food Nation

28 Hawthorn House, Heaton Road

Byker, Newcastle upon Tyne

NE6 1SD

**April 2019**

**Food Grant Process begins**

Application Form & Guidance  
Notes available at  
<http://www.foodnewcastle.org/what-we-do/theme-3-increasing-food-skills-knowledge/>



For additional advice or  
support in applying contact  
Nicola Cowell or Vicki Soulsby

0191 276 0595

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



**Deadline for receipt of completed  
applications**

**Thursday 16th May 2019**  
**(12noon)**

Post or email to:

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

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



Applications reviewed

Identify projects meeting defined  
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 28/05/19



**Applicants informed by letter  
(successful and non- successful  
applicants) - June 2019**

Agree measurable  
outcomes/evaluation tools &  
timescales (July/August 2019)

Arrange 1:1 meeting (July/August  
2019)

Grant Agreement signed  
(August/September 2019)

First payment issued  
(by September 2019)