



FOOD POVERTY GRANT 2020 GUIDANCE NOTES

These supporting guidance notes are to help you understand what the Food Poverty Grant Scheme is about and to help you complete the application form for 2020.

**For all enquiries or advice,
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1. What is the Food Poverty Grant Scheme?

Food poverty is the inability to afford, or have access to, the necessary food for a healthy diet (Department of Health, 2006). It is about the quality of food as well as quantity. It is not just about hunger, but also about being appropriately nourished to attain and maintain health.

The Bridgend County Borough Food Poverty Small Grants Scheme aims to strengthen the infrastructure that addresses food poverty and access to nutritious food in order to support individuals with their social, economic and health needs.

Food can play a vital role in improving individual / population health and wellbeing as well as dealing with some of Bridgend's most pressing social, economic and environmental problems. From obesity and diet-related ill-health to food poverty and waste, climate change and biodiversity loss to declining prosperity and social dislocation, food is not only at the heart of some of the greatest problems, but also a vital part of the solution.

Demand on local food banks has seen a dramatic increase over the last few years with the situation being regularly highlighted by the local media. In response Welsh Government and Bridgend County Borough Council wish to see the Food Poverty Small Grants Scheme build on existing food poverty work and develop partnership support to address wider food poverty issues.

This may include developing the infrastructure e.g. shared sourcing of food, integrated IT systems / databases, offer healthier provision of food parcels including recipes, and support for individuals e.g. equipment, training around cooking skills, strengthen and improve access to advocacy services such as Citizens Advice Bureaus, volunteering. This will enable the 'hand-up' aspect of food banks, rather than just the 'hand out', by improving both the pathway through to support and the amount of support available.

This funding isn't solely for food banks. There are a wide range of organisations working tirelessly to tackle food poverty – this funding provides the opportunity to build on this work, pull stakeholders together and increase the scale and scope of current good practice.

The scheme aims to support some of the most in need communities and individuals across Bridgend County Borough. Food Poverty Grant awards are

likely not to exceed £5,000, however, the panel does have discretion to increase this for strong applications with sound evidence of need of higher funding.

The funding has been made available through the Welsh Government EU Transition Grant.

2. Who can apply – eligibility criteria?

The following criteria will be used to assess all applications:

- Your organisation must be a 'not for profit' organisation;
- Your organisation must have an appropriate constitution;
- Your organisation must be active in Bridgend County Borough;
- If successful, your organisation will be willing to work with other successful applicants to add value and integrate work streams where possible and avoid duplication;
- Each application will be assessed on the detail provided in the application form and against the assessment criteria;
- Each successful organisation will complete the terms and conditions of the award before grant funding can be released;
- If your application for funding is to support working directly with children or vulnerable adults, you will be required to supply your adopted Safeguarding policy and procedure or work with BAVO on this;
- Please note that all activities or services must benefit residents of Bridgend County Borough;
- Each organisation will commit to working collaboratively with BAVO's Community Navigator team.

3. How much funding is available?

- The total grant pot available is £33,767 in capital funding and £10,335 in revenue funding in 2020. Any grant award must be fully spent by **31 October 2020**. Some of this funding has already been committed in a previous round;
- Maximum award is likely to be no more than £5,000 per organisation (panel discretion is allowed to award above this);
- Unless otherwise agreed, 75% of the grant awarded will be paid up front with the remaining 25% being paid upon completion of a final monitoring report and/or case study template. Successful applicants may be expected to provide a simple mid-term progress report.

4. What are we looking to fund – assessment criteria?

The Food Poverty Small Grant Scheme will support applications that will meet the aims of the grant. Projects do not necessarily need to be 'new' or 'innovative' - but they need to be new in aspects such as partnerships, size, scope and/or reach.

Examples of the type of activity we are looking to fund include:

(1) Interventions to strengthen the infrastructure:

- Equipment for providers – shelving, storage, freezers, cooler boxes;
- Sharing sourcing food / excess food;
- Use of locally grown fresh produce and / or support to grow local food;
- Interventions through the school setting;
- Enterprise around employment and making cheap food more accessible;
- Support for food banks around integrated IT systems /databases, centralised accessible information around e.g. contacts, opening times, referral pathways, supporting agencies to work together;
- Training and development for staff and volunteers;
- Training which increases the knowledge/skills of people or groups e.g. training which allows a group to deliver something themselves rather than paying someone externally to do it each time.

(2) Interventions to directly benefit individuals:

- Healthier provision of food parcels working with food banks / food providers / distributors;
- Development of new schemes that tackle food poverty issues to key target groups, or geographical areas - where there is a gap in provision;
- Equipment for organisations providing food/luncheon club schemes etc.
- Opportunities for training, volunteering and ways to maximize or increase personal assets and skills within schemes that are providing food poverty interventions to communities;
- Appropriate eating / cooking skills / cook books and recipes e.g. mobile cooking schools, basic cooking booklets, education on budgeting and cooking skills;
- Information, advice and advocacy to maximise income and benefits to people struggling with food poverty as a result of poor income and connecting them to solutions.

Applications will need to demonstrate, and will be assessed against, the following criteria:

- The 'added value' they bring to programme delivery;
- The need for the project/activity;
- How they target the most in need;
- The scope and scale of the project;
- The sustainability of the project;
- Strengthen and build on assets through working together;
- Projects that can be delivered by 31 October 2020 from the date of our offer;
- Quality of the intervention;
- How they demonstrate multi-agency working. There is an expectation that programs will work with existing services (e.g. befriending, food banks and voucher schemes. Fair share, CAP (faith based local programme), health providers, community navigators, veteran services, homelessness charities champions etc.) to avoid duplication, build support and referral networks and integrate the system;
- Whether match funding is provided (match funding is not essential, but will be looked on favourably).

5. What we will not fund

- Projects which start before this funding has been formally approved and confirmed in writing;
- Projects that promote political or religious beliefs;
- Applications that do not sufficiently evidence a need for the proposed project in the county borough;
- Costs of food parcels themselves;
- Projects which duplicate existing services, or work in isolation.

6. Requirements

6.1 Insurance

The provider will need the necessary public/employer's liability insurance to carry out the service.

6.2 Safeguarding Policy

If an application is for funding to support work directly with children and/or vulnerable adults, then an organisation must be able to provide the following:

- a copy of its safeguarding policy and procedure that complies with current good practice guidance and is regularly reviewed (See All Wales Safeguarding guidance) and
- written confirmation statement from your organisations Senior Manager or Board that it has the appropriate Disclosure and Barring Service checks in place and clearance for **all** persons involved with the project where required by law to do so. (We do not expect to see individual certificates /correspondence from the DBS)

7. What will happen once we receive your application?

Once submitted, applications will be assessed against the eligibility criteria (p.2) to ensure the applicant is eligible. Eligible applications will be presented before an Assessment Panel which will assess applications against the assessment criteria (p.3) and make recommendations for funding.

8. Timescales

The dates below are provided to give applicants an **approximate indication** of the timescales involved and may be subject to internal changes.

Approximate dates	Grant Stage
Applications are considered on a first come first served basis. However, the scheme will close on 8 September 2020.	
Week commencing 26/10/2020	Final deadline for reports and receipts

9. Monitoring of grants

We need to make sure that any grants that we give out have been spent in accordance with the guidance and for the activity outlined in the original application. We will request information from you about what the money has been spent on and how the activities/services that you said you would provide have gone and what difference they have made to people.

You will need to keep all receipts and documentation relating to the project for at least seven years after receipt of the grant and allow authorised representatives of Bridgend County Borough Council to inspect them at any time. All successful

applicants will be required to complete a report form and case study on their project once it is completed.

Once the project is complete, we will send you a letter requesting:

- a copy of all receipts/invoices;
- if requested, a copy of the group's bank statement showing the invoices have been paid;
- details of the beneficiaries, outcomes and impact from the grant;
- a short case study or statement from someone who benefitted from the service the grant supported.

In addition, we may request:

- photographs of the project;
- copies of any press or promotional materials produced; and

We may also ask for additional evidence and may come to visit you. All requirements will be set out in the offer letter and agreement form. Once the monitoring criteria has been satisfied the project file will be closed, you will receive a letter confirming this.

10. Publicity of grants

From time to time we will want to publicise the types of projects funded from the Food Poverty Grants. As a condition of the grant, BAVO, WLGA and BCBC reserve the right to publicise your project in the local media.

If you, the applicant, intend to publicise the grant yourself you must consult with BAVO prior to making any public statement relating to the service this grant is funding. Any public statement must acknowledge the funders. A standard template of logos is available electronically from BAVO. They are BCBC, WG and WLGA.

The accounts of voluntary organisations receiving funding should clearly indicate the level of financial support provided and organisations are asked to acknowledge such support in annual reports and other similar publications.

11. Returning your application form

**Applications are considered on a first come first served basis.
However, the scheme will close on 8 September 2020.**

Please remember to keep a copy for your file.

All Food Poverty Grant applications and relevant supporting documents should be returned electronically to: fionaburlingham@bavo.org.uk

If for any reason your organisation cannot complete and return an electronic application and / or supporting documents, please post a hard copy to:

Grants Administrator

BAVO

112-113 Commercial Street

Maesteg

CF34 9DL

The earlier your application is received, the better. We cannot accept applications received after the deadline. We will **always** acknowledge receipt of your application, if you have not heard from us, please get in touch to ensure we have received your application.