

# Food Network Grant Scheme 2023/2024



## Guidance notes for applicants

The voluntary food network face increased demand from residents. As fuel costs escalate and food prices, particularly for staple foods continue to increase, low-income households are increasingly turning to food banks for essentials. Yet at the same time, the food network of food banks and larders are seeing a decrease in supply. This is due to a drop in donations from individuals and companies and supply disruption. Many food banks are having to buy essential supplies which are no longer coming through the surplus food companies and of course are faced with the same rising fuel and food costs as the residents they seek to help. This grant scheme is designed to provide financial support to assist the voluntary food network who play a vital role supporting residents, many of whom were already disproportionately impacted by the pandemic financially and in terms of their health.

### How much is available per application?

- £2,500 to assist with the purchase of food, fuel and other essential supplies.

### Who is eligible?

Constituted and not for profit community and voluntary organisations, community interest companies or non-profit organisations who are based in the district and assist residents with food support in the district.

- Food banks
- Community fridges
- Food larders
- Food organisations who redistribute surplus food across South and Vale

### Who is not eligible?

- Individuals
- Profit-based businesses (private businesses)
- Political parties and lobbying groups
- Religious bodies where the monies will be used for religious purposes or religious buildings
- Town and Parish Councils
- Community groups not formally constituted

- Groups who are not food banks, larders or networks.
- Groups whose main aim and purpose is not the provision of food for residents in financial need
- Groups who do not support residents in the district.

These lists are not exhaustive, and the council's decision is final.

## **What can we fund?**

### **Capital expenses**

- Purchase of food supplies and essential supplies such as household cleaning products, toiletries, consumables either for distribution to residents or for use by the organisation to ensure the safe provision of goods to residents.
- Purchase of additional equipment to store and supply food

### **Revenue**

- Energy bills at the premises of the food larder/bank
- Travel costs for distributing food supplies

Please note we can also fund eligible retrospective costs from December 2022 onwards

## **What we will not fund.**

- Provision of food not through a food bank or larder or community fridge
- Statutory activities/requirements that either the council or another public-sector organisation is responsible for delivering
- Lost income
- Projects that specifically benefit private businesses
- Political activities, lobbying or campaigning
- Loan payments
- Revenue costs such as lease of property, equipment or salary costs (excluding energy bills)
- Travel and subsistence costs for staff/volunteers
- Insurance, vehicle or building repairs and maintenance

## **Application process**

1. The Grant scheme opens 17 May 2023 and will close at midday 28 June 2023.

2. Organisations apply using the council's online grants management system ('the system'), accessible from our website [www.whitehorsedc.gov.uk/grants](http://www.whitehorsedc.gov.uk/grants)

This MUST include the following information:

3. The name of the group/organisation

- A formal constitution or similar governing document
- The geographical area they are representing
- The latest bank statement in the organisations name who is applying – no more than 2 months old
- A description of the support or activity the group/organisation will provide with the funding
- Details of how that spend will be monitored and due diligence carried out
- Confirmation that if awarded the funds will be spent by 31 August 2023

4. The council will aim to reach a decision within three weeks of the grant scheme closing.

5. Council officers will check the eligibility of the application (including the additional checks if required) and liaise with the applicant, if necessary, to establish eligibility.

6. If eligible, officers will prepare a short summary of the applications for approval by the Head of Policy and Programmes.

7. If an application is not eligible the community hub team will discuss the issues with the applicant and return the application to them for resubmission once the issues are resolved. If the issues cannot be overcome, they will reject the application on eligibility grounds and notify the applicants accordingly.

## Award Process

1. The community hub team will record the outcome of all applications on the grants system and either;
  - a. send a grant offer letter to the applicant that will include our standard (and any special) conditions and a grant acceptance form they must complete and return
  - b. inform the applicant that they were unsuccessful.
2. The applicant must sign and return the acceptance form to the community hub team, confirming they will meet all our conditions and give the bank details for their organisation.
3. On receipt of the acceptance form the community enablement team will release the grant payment in line with the offer letter, following approval from the relevant head of service. **All payments must be made by BACs to an account in the name of the organisation making the grant application.**

## Monitoring and Reporting

- The district council will request an end of project monitoring form from funded groups to ensure compliance to the grant.
- Ensure timely return of any request for information to the district council to ensure prompt returns to funding bodies and partners.
- Failure to provide these details by the deadlines requested may result in funding being withdrawn.

## Standard conditions

- Organisations/groups must only use the funding for initiatives, work or items covered by this grant policy
- to submit a monitoring form on our grants system when the project is finished to update us on the project
- to mention the council in any publicity of the project. Please contact us at [communications@southandvale.gov.uk](mailto:communications@southandvale.gov.uk) for quotes, logos, press release feedback
- Monies must be spent by the end of the grant scheme (31 August 2023)
- The grant recipient shall keep a financial record of the spending of the grant and retain a copy of any appropriate invoices and receipts and submit these to the district council/ Magnox (if applicable) if requested.
- Organisations/groups are responsible for considering where their initiatives need to take account of safeguarding children, young people and vulnerable adults, and subsequently complying with the relevant legislation.
- Organisations/groups acknowledge that the council accepts no responsibility or liability for the services/activities the groups deliver with the funding, now or in the future.
- Organisations must confirm if they have received any Minimal Financial Assistance (MFA) in this financial year and/or the previous two financial years, in excess of £315,000. This may also have been called De Minimus State aid if you received it prior to 1 January 2021.
- We will pay the grant upon receipt of a completed acceptance form.