



# Falkirk Food Futures

## Application Guidance

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### About the fund

The Falkirk Food Futures Fund, is part of a Falkirk wide investment package from UK Government called the Community Renewal Fund. Forth Environment Link is the lead partner in delivering this programme of support. Amongst our partners are Falkirk Council, NHS Forth Valley and CVS Falkirk.

The aim of the Falkirk Food Futures Fund is to help community organisations to address food insecurity in Falkirk and build a fairer resilient and sustainable food future.

This grant funding aims to support to enable local organisations who can reach the populations within Falkirk facing the greatest challenges in relation to access to sustainable and dignified food.

### Fund Criteria;

The Falkirk Food Future Fund welcomes applications that deliver on a minimum of four outcomes as follows;

Your proposal **must** meet outcome one.

1. Improve access to both dignified, nutritious, affordable and sustainable food in Falkirk communities

Your proposal must also meet **at least three** of these outcomes below

2. Build capacity and/or capability within community organisations staff or volunteer teams
3. Improve health and wellbeing via improvements in our food system and food environment.
4. Provide opportunities for communities to cook, grow and eat together.
5. Increase availability and use of seasonal, locally grown and produced food
6. Support the local food economy
7. Redistribute acceptable surplus food
8. Reduce food waste
9. Improve access to and awareness of digital networks and platforms
10. Develop community reuse/climate hubs which promote net zero lifestyles

The Falkirk Food Future Fund allocation will fund both revenue and capital projects. The revenue grant allocation is £246,000.00 and the capital grant allocation is £54,000.00; a combined total of £300,000.00.

Organisations can apply for grants of between £5,000 and £30,000. The minimum grant size is £5000 and the maximum grant size is £30,000.

Example of expenditure for revenue grants include staff costs, volunteer costs, activity costs, training costs and project equipment.

Example of capital grants include cost of upgrading a community building or external community space for example creating a community kitchen or community garden.

The capital grant allocation is small, this means it will be highly competitive and also may only part fund your total project cost.

**Please note that an organisation may only make one application for a one project, not multiple projects. However, an organisation may also be involved in or named as a partner in another project bid.**

**Who can apply;**

- voluntary and community organisation
- constituted group or club
- registered charity
- Scottish charitable incorporated organisation (SCIO)
- not-for-profit company
- community interest company (CIC)
- Community Council
- Community Trust

**We also recognise that lots of new or small organisations whom were involved in supporting the emergency pandemic response. If you are one of these and not listed above, please get in touch with our team for a conversation about your application.**

**We can't accept applications from:**

- individuals
- sole traders
- organisations based outside Falkirk Local Authority area

## **What we don't fund**

- Proposals that do not fit the fund criteria and outcomes
- Events, activities, that take place out with the period of the fund
- Proposals from organisations out with Falkirk Local authority area

## **Project Delivery**

March 2022 – June 30<sup>th</sup> 2022, this means all activity and expenditure must be delivered within this time period. Funds cannot be allocated or carried over beyond the 30<sup>th</sup> of June.

## **Help with completing the application**

This guide will take you through filling in the application form.

### **Section 1**

In this section 1a- 1j We ask information about your organisation, for example name, address, key contacts. We also ask for charity number if you are a charity, for a company number if you are a company, and what your annual turnover is. Note that if this is your first year as an organisation, for example you started because of the pandemic, then an indicative figure is acceptable.

In Section k and l, we want to know what the purpose of your organisation is (why do you do what you do), what your organisation does and how your organisation is managed. We ask you to tell us about this.

### **Section 2**

In section 2, we ask you to give us detail about the project you are seeking funding for. Please note if your project cannot be completed by June 30<sup>th</sup> 2022, then we cannot process the application any further. By completed, we mean all project funds spent, project completed and project evaluation completed.

We ask you for the project costs. If you are looking to Falkirk Food Futures to part fund your project, that is ok, but please tell us the total cost of your project and how much you are looking for from Falkirk Food Futures.

Section 2f to 2h is about you telling us what your project is, who will it benefit and why it is needed. There are short word counts for these, give us the basics, use bullet points if you like. We are really just interested in the facts, keep it short and simple, this is because we understand that funding applications can take time away from delivering your day-to-day services.

### **Section 3**

In section 3a, we ask you to tell us which of Falkirk Food Futures outcomes (the purpose of this fund) your project will help to achieve. **Outcome 1 is mandatory, this means your project must achieve this outcome, that being to improve dignified access to nutritious, sustainable, acceptable, affordable food. Your project must also achieve a minimum of three other outcomes, in addition to outcome 1, so four outcomes in total** Please bear in mind that we will ask you to be able to report on all the outcomes you have selected.

In section 3b, we ask you to complete the table, to tell us a bit more about who your project is for, who it will help. This might be a range of people, or a specific group of people. Beneath the list of groups, there is a section called other; please use this to tell us about your group/beneficiaries if it is very specific and not listed above.

Tell us how many people will benefit from your project, it's okay to make an estimate if exact numbers are not known.

Tell us how you plan to understand if your project has achieved its outcomes and provided benefit to your groups/people. How will you know if your project has been successful? What evidence will you collect. There are range of ways to evaluate your project, if you would like help with this, please indicate by answering yes or no.

#### Section 4

Here we ask you to tell us about your experience of running projects/services in the past. This is about helping us to understand your organisational capacity and how you manage your activity.

#### Section 5

In section 5a we ask you to fill in the budget table, indicating what your project will cost, what you will spend the funds on, your total project cost, and the amount you are seeking from the Falkirk Futures Fund, for example;

Description of Expenditure	Cost £
Project staff. 1 full time equivalent (February - June)	12,000.00
Cooking equipment for community kitchen	1200.00
Volunteer training and expenses	800.00
Marketing and promotion	350.00
<b>Total Project Cost</b>	<b>14350.00</b>
<b>How much are you applying for from Falkirk Food Futures</b>	<b>14350.00</b>

#### In section 5b we ask you to fill in more information about finances and your bank details

We ask if your project is revenue or capital or both. Revenue refers to projects that are looking for funding to deliver or support project/service activity, types of expenditure typical of revenue-based projects are things like;

Staff Costs

Office/Space costs

Events/Activities related costs

Marketing/Media costs

Digital costs

Volunteer costs

Travel costs

Training costs

Equipment purchases or hire

Capital refers to projects that are looking to change/create infrastructure, types of expenditure typical of capital- based projects are things like;

Installation of a community kitchen

Installation of a community garden

Change of use of land or premises

**It is unlikely that this fund alone will be sufficient to pay for a capital project solely, but could contribute to a wider funding package that would help you deliver your project. This is because capital projects tend to be costly by nature. Also, it is worth bearing in mind that only 54k of the 300k available is for capital grants.**

### **Other funding**

This section we would like to know if you have applied to other funders to help fund your project, also if you have secured any funding already or have resources in kind (by this we mean things like you have a commitment of hours of volunteer time, or some kind of support that is offered freely). It is not necessary that you have secured any funding or in-kind resources, but it helps us to understand the scope of your project.

### **Bank details**

Please provide us with your bank details, this means if your project is successful, we can process grant payments.

### **Section 5c**

This section is a to give us an indication of your plan and timescale for delivering your project, essentially, it's a summary action plan. Give us the key things you will do and by when to deliver your project. For example, it might be recruiting a member of staff, deliver staff training, deliver community service or events, install raised beds. There is no need to create a huge table of actions, just give us the key actions you will deliver.

### **Section 5d**

This section is about your partners that will help you deliver your project, this might be another organisation you work closely with to deliver your service or activity, it might also be a more strategic partner such as the council that support some of your current and planned activity. Just list your key partners.

### **Section 5e**

This section we ask you to describe what your project for the purposes of any media/PR that we carry out to announce funding. You are limited to 150 words, the key things are; who you are, why your project is needed and what your project is.

### **Information you will need to help you complete this application**

Please include the following supporting documents with your grant submission

Constitution

Minutes of last AGM

Most recent audited accounts or management accounts for smaller organisations

Most recent 3 bank statements

Public Liability Insurance

Note: If you are working with children or vulnerable adults, we will need to see your safeguarding policy

**If your project has capital costs, we will contact you depending on the nature of your capital costs for further evidence if needed, this may include**

Maps or plans

Leases for community garden development

Permission in writing from site owner

More detailed project budget

Project plans, drawings, photographs, specifications, etc.

Relevant business plan

Written itemised quotes from contractors and/or suppliers

Legal documents relevant to your project.

Declaration

In this section, please read the declaration and sign. If you have questions about this section, please ask us. Note: Scanned signatures are accepted.

The Forth Environment Link team, encourage you to get in touch to discuss your application. Please contact Emily Harvey to arrange a time to talk, email [emily@forthenvironmentlink.org](mailto:emily@forthenvironmentlink.org) or call 07545247489

*Falkirk Food Futures is funded by the UK Government through the UK Community Renewal Fund.  
The UK Community Renewal Fund is a UK Government programme for*

*2021/22. This aims to support people and communities most in need across the UK to pilot programmes and new approaches to prepare for the UK Shared Prosperity Fund. It invests in skills, community and place, local business, and supporting people into employment. For more information, visit <https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus>*