



# Small grant scheme 2011 guidance notes

Please read these notes before you fill in the application form.

## Closing date for application forms

We must receive your form by 5pm on Friday 12 August 2011. We will not accept faxed, emailed or late applications. Make sure that when you post your form you use the correct stamp for the size and weight of the envelope; otherwise it might arrive late. You might want to consider sending your form by the Royal Mail's Special Delivery Service if you post your form close to the closing date.

## How much money can you apply for and when does it have to be spent?

You can apply for any amount between £500 and £3,000. We expect you to finish spending the money by September 2012.

## Who can apply?

You can apply for funding from us if you:

- are part of a group or agency that works with people in a low-income community. 'Community' can mean a group with a common interest (such as a gardening group or an older people's group), or people living or working in the same geographic area
- are a new or existing group
- are new to community food activities, or have carried them out in the past, or are currently involved in them
- have applied for money from us before – whether you succeeded or not.

We prefer to fund:

- **community groups, voluntary organisations or social enterprises**; but we will consider applications from other agencies such as the NHS, schools or other local authority organisations, if they work closely with community groups
- groups or agencies that are (or plan to be) linked with other agencies or groups in their area to deliver local, national or regional policies.

## Who can't apply?

Individuals or private companies.

## What you can apply for

Your form must show the following three things:

1. You are planning to work with and within Scotland's low-income communities to improve their access to, and take-up of, a healthy, varied and balanced diet.
2. You will tackle one or more of the following barriers to low-income communities taking up a healthy balanced diet: **skills, availability, affordability** and **culture**. Here are some examples of activities you could do to tackle these barriers:
  - Cookery or food-preparation **skills** workshops, including weaning **skills** workshops with parents
  - Increasing the **availability** of **affordable** healthy foods or meals by selling them near where people live or work
  - Building the **skills** of staff or volunteers (or both) to prepare or sell healthier foods
  - Building the **skills** of staff or volunteers (or both) to provide healthy-eating activities, such as cookery
  - Increasing the **availability** and **affordability** of foods by growing fruit and vegetables
  - Promoting a healthy-food **culture** in your organisation.

The special grants edition of our newsletter includes more ideas from some of last year's small grant recipients about how you can tackle these barriers.

### 3. How you know your planned food activities are needed and wanted by those who will take part in them.

#### Your planned activities must be one or more of the following:

- A new activity
- Developing or improving an existing activity
- Extending the range or scale of a food-related activity that you already do – such as offering your activities in a new area or with a different type of group
- Helping to develop your activities to sustain them in the long term – such as training staff or volunteers (or both) to provide food-related activities or buying new equipment that you will use well into the future
- A pilot or feasibility study.

#### We prefer to fund groups or agencies that:

- can show in their applications that they have thought about how they could continue some or all of their activities in the future after the grant money has been spent
- can show how their planned food activities fit in with local, national or regional policies relevant to their work.
- can show how their food activities will benefit other areas of their work. For example, they could support other health activities, such as physical activity or mental health, or build other skills, such as budgeting, team skills or parenting skills.

### What can you spend the money on?

#### Here are a few examples of what a grant can pay for:

- Equipment or materials for a café, lunch club, cookery course, food co-op or garden
- Training for staff, volunteers or participants
- Sessional workers
- Venue hire
- Crèche costs
- Tutor costs
- Food costs for a cookery course
- Vegetable plants or seeds for a gardening project
- Materials for promoting or evaluating your work

All costs must clearly link to your food-related activities.

### What we won't fund

#### We won't fund:

- the same or a similar activity that we have funded before for the same group in the same area
- the same or a similar activity that has previously been funded by someone else
- regular running costs to continue things you are doing already, such as paying regular staff or administration costs, rent, utility bills
- regular food purchases, for example snacks or meals that your group or agency already provides or would be expected to provide. However, we will consider funding food purchases if these contribute to long-term plans to improve the availability and take-up of healthier meals or snacks
- activities that you have already paid for or ordered before you receive our letter telling you whether your application succeeded.

### Where to find out more

#### Policy and practice

To find out more about what is going on in food and health in your local area, visit your local authority and local NHS Board websites. You can also find out about your local Community Health Partnership (or Community Health and Care Partnership) and local Community Plan from these websites. You may also be able to get information about these at your local library.

Please see the special grants edition of Fare Choice to find out about current food-related policies.

#### Healthy eating information

It is important to provide consistent food and health messages to those you work with. Dietitians and health improvement or health promotion staff at your local NHS Board will be able to help you with resources or advice. Some areas also have community food workers or healthy living centres.

Accurate information is also available free online:

The Government's 'take life on' website includes information on improving your diet, including the eatwell plate:

[www.takelifeon.co.uk](http://www.takelifeon.co.uk)

The British Nutrition Foundation has tips on healthy eating for all age groups and includes information about the eatwell plate:

[www.nutrition.org.uk](http://www.nutrition.org.uk)

### About us

Community Food and Health (Scotland) was set up in 1996 as the result of recommendations in the 'Scottish Diet Action Plan'. Our overall aim is to improve Scotland's food and health by supporting work with and within low-income communities that improves access to, and take-up of, a healthy diet. We are funded by the Scottish Government. We have information and a range of publications on food and health activities on our website:

[www.communityfoodandhealth.org.uk](http://www.communityfoodandhealth.org.uk)

## How do you apply?

**1. Read these guidance notes** to make sure that:

- your organisation can apply
- the small grant scheme is suitable for your activity
- you can spend a grant before September 2012, and
- your application form can reach us by the closing date.

**2. Decide who will be the main contact person for the form.** We will contact this person in September 2011 to let them know whether your application has succeeded. If it has, the main contact person will be responsible for making sure that:

- grant-funded activities are carried out, and
- we receive an update on your activities when we write and ask for this in February 2012.

**3. Decide who will be your referee: you will need to give us their name and contact details and they must sign your form.** The referee must not be a member of your group or agency. Choose someone who knows about your work and your grant application. He or she could be a community dietitian, community worker, local councillor, health promotion specialist, etc. If your application succeeds, we'll write to your referee in September 2011. Make sure your referee will be available to write your reference at about this time; otherwise your grant will be delayed.

**4. Get advice and information:** Please read these guidance notes and the special grants edition of our newsletter before filling in the form. If you have any questions, please contact us by phone, email or letter. Phone 0141 226 5261, email [cfh@consumerfocus.org.uk](mailto:cfh@consumerfocus.org.uk), or write to Community Food and Health (Scotland), c/o Consumer Focus Scotland, Royal Exchange House, 100 Queen Street, Glasgow G1 3DN.

You can also get help from other organisations, such as your local NHS health promotion agency, community development team or Council for Voluntary Services (CVS).

**5. Fill in the form:** applications can be handwritten (clearly in black ink) or typed. A Word version is available to download from our website [www.communityfoodandhealth.org.uk](http://www.communityfoodandhealth.org.uk) if you would like to type directly into an electronic document. Once you have completed the electronic document, please save it and print it before sending it to us by post. A large-print version of the form is also available. There are notes in the margin to help you.

**6. Make sure you answer all the questions:** we won't be able to consider incomplete forms.

**7. We base our decision only on what you put on the form.** We won't contact you for more information to help us decide or to check information. We won't use any information about your work that you have told us previously, for example if you have contacted us for advice.

**8. Please don't send any other documents with your application form.** You can include one extra A4 sheet (one side only) if you need more space on the form to tell us about your plans.

**9. Your referee must sign the form.**

**10. The main contact person must sign the form.**

**11. Please keep a copy of your completed form and these guidance notes for your own reference.**

**12. Send us the form.**

**13. To check that we have received your form,** fill in and send us the reply card in this pack or email [alice.baird@consumerfocus.org.uk](mailto:alice.baird@consumerfocus.org.uk) with the name and contact details on your form. We will return cards and answer emails within one week of receiving them.

## What happens after you send your form?

Members of a grants panel will read the completed forms that meet the criteria in these notes. They will discuss the forms in more detail and decide which applicants will receive funding.

We will contact NHS Boards and local authority health improvement officers to let them know which groups have been successful or unsuccessful in their area. This can help link groups with potential sources of help.

### How we assess your application

Unfortunately, we do not have enough funds to support many worthwhile projects. Last year around one in five applications were successful. We are more likely to award funding if your form shows that your planned activities:

- meet all the **criteria** in these notes
- fall within the types of activity that we say we prefer to fund
- will have a strong **impact** on those who will take part in them
- will promote **accurate, consistent** and up-to-date information about healthy eating
- are well **planned**; for example, you have shown you have planned for any relevant issues, such as planning permission, venue hire, staffing, food hygiene, or health and safety
- show **value for money** – this is not the same as running activities cheaply. It is about asking only for what you need and getting the most out of any local resources that might be available to assist you.

### When will you hear our decision?

We will let all applicants know by late September 2011.

## What happens if your application succeeds? If it succeeds:

- you need to sign and fill in the grant acceptance form to show that you agree to our grant conditions – a sample of these is included in the pack and is also on our website
- we will write to your referee and ask for a reference.

We'll send your grant only after receiving these two things. **If we don't receive them by 31 December 2011, we may withdraw our offer of funding.**

We will inform local media about successful applicants in their area.

### When will you get the money?

If you meet the requirements above, we aim to send the grant by October 2011.

### We will need to hear about how you are getting on with your grant-funded activities

In February 2012 we'll send you an evaluation form so that you can let us know how you are getting on with grant-funded activities. A sample form is in your pack and is available on our website.

We're always happy to hear about how you are getting on with your grant-funded activities. You are welcome to send us reports, newspaper cuttings or photos at any time. We welcome articles for our newsletter Fare Choice. Please contact us or visit our website to find out how you can contribute to Fare Choice.

### What happens if your application is unsuccessful?

If you want to know why your application was unsuccessful, we're happy to provide brief feedback by telephone or email.



**community  
food and health**

(scotland)

Community Food and Health (Scotland), c/o Consumer Focus Scotland  
Royal Exchange House, 100 Queen Street, Glasgow G1 3DN  
Tel: 0141 226 5261 Fax: 0141 221 9695 [cfh@consumerfocus.org.uk](mailto:cfh@consumerfocus.org.uk)  
[www.communityfoodandhealth.org.uk](http://www.communityfoodandhealth.org.uk)



# Small grant scheme 2011 application form



community  
food and health

(scotland)



**Please read the guidance notes before filling in the form.**

There are also notes next to each question to help you. Please write clearly in black ink or type. A Word version of the form (that you can download and type directly into) is available from [www.communityfoodandhealth.org.uk](http://www.communityfoodandhealth.org.uk).

A large-print version is also available or call us for a copy.

## 1 Your group or agency

Please tell us the name and full address of the group or agency that will receive the grant if your application succeeds.

The person should be reasonably easy for us to contact and must be directly involved in the proposed work.

**Name of your group or agency** .....

**Address and postcode** .....

.....

**Tel** ..... **Email** .....

**Web** .....

**Contact person** .....

**Position or job title** .....

**Address and postcode** (if different from your group or agency's address)

.....

.....

**Tel** ..... **Email** .....

## 2 About your group or agency

Please tell us briefly:

- about the **main activities** of your group
- **who** benefits from its work and
- **how** your group is managed.

Please include information about any **food-related activities** you already provide, such as snacks or meals, cookery classes, food co-ops.

**Please tell us briefly about your group or agency**

.....

.....

.....

.....

.....

.....

.....

.....



Tell us how you know there is a **need** for this. This could include information you have gathered from speaking to people who already use, or might use your services.

Tell us **why** you think this work is important to those who will benefit from it.

Tell us how your planned food activities support your **other work**; this could include health issues such as weight management, or developing skills such as parenting, budgeting or life skills.

Tell us if you have any ideas or plans about how you could **continue** some or all of the activities after spending the money we provide.

Tell us about any ideas or plans you have to learn from, monitor or **evaluate** the work.

**Please continue on a single A4 sheet (one side only) if you need to, and attach it securely to your form.**

**How do you know this work is needed and wanted?**

.....  
.....  
.....  
.....

**What difference will this work make to those you work with?**

.....  
.....  
.....

**Will your activities make a difference in other areas of your work?**

.....  
.....  
.....

**Do you have any long-term plans for the future of this work?**

.....  
.....  
.....

**How will you find out what you have learnt from your work?**

.....  
.....  
.....

Have you attached another sheet? Yes  No

## 5 Money

Try to give an accurate costing. Find out the going rate for goods or services. If you need money to buy food, please tell us what food you plan to buy.

**How much money do you want from us?  
Please give us a breakdown of costs.**

.....  
.....  
.....  
.....

**The amount must be between £500 and £3,000. TOTAL .....**

## 6 Help from others

Please include **advice** and **support** from other organisations or partners as well as **money** or **help in kind** (such as staff time, equipment, facilities, crèche). Tell us if this help depends on you receiving this grant.

Do you intend to get help from anyone else for this work?

Yes  No

If yes, please give details.

.....  
.....  
.....

## 7 Referee

Your referee should be someone who has a good understanding of your application and your group, but who is not part of your group or agency. He or she could be a community dietitian, community worker, local councillor, health promotion specialist, etc.

We will follow up all references for successful applicants.

Name of referee .....

Position or job title .....

Address and postcode .....

.....

Tel ..... Email .....

Referee's signature .....

Date .....

## 8 Your signature

Contact person's signature

Signature .....

Date .....

**Closing date: Friday 12th August, 5pm.**  
**Faxed, emailed or late applications will not be accepted.**

Please return to:  
**Small Grants Scheme**  
**Community Food and Health (Scotland)**  
**c/o Consumer Focus Scotland,**  
**Royal Exchange House**  
**100 Queen Street, Glasgow G1 3DN**

Tel: 0141 226 5261

[www.communityfoodandhealth.org.uk](http://www.communityfoodandhealth.org.uk)

**Do you want to sign up to hear about food and health work?**

Community Food and Health (Scotland) produces a free quarterly newsletter called Fare Choice and an e-bulletin, which can help you keep up to date with current food policy, what other food and health projects are doing, funding opportunities, events and latest publications.

Tick here if you would like to receive Fare Choice.

Tick here if you would like to receive our e-bulletin.

# Small grant scheme 2011 monitoring information



community  
food and health

(scotland)

To help us find out who the small grant scheme is reaching,  
please complete and return this form with your application form.

**We will not use this information to assess your application form.**

## 1. Tell us the ethnic background of the people you work with: (tick as many boxes as you wish)

### White

- British  
(including Scottish, English and Welsh)
- Irish
- Any other white background

### Mixed

- Mixed ethnic background

### Asian or Asian British

- Asian British  
(including Asian Scottish)
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

### Black or black British

- Black British  
(including black Scottish)
- Caribbean
- African
- Any other black background

### Other ethnic background

- Chinese British  
(including Chinese Scottish)
- Chinese
- Any other Chinese background
- Other ethnic group

## 2. What is the gender of the people you work with? (tick one box only)

- Males and females
- Male
- Female

## 3. What is the age of the people you work with? (tick as many boxes as you wish)

- All ages
- 0 to 4 years
- 5 to 11 years
- 12 to 24 years
- 25 to 49 years
- 50 to 69 years
- 70 +

## 4. Are most of (more than half) the people you work with disabled?

- Yes  No

## 5. Are most of (more than half) the people you work with lesbian, gay, bisexual or transgender?

- Yes  No

## 6. Are most of (more than half) the people you work with of a specific faith? (Christian, Muslim, Hindu, etc)

- Yes  No

