

Annual Development Fund 2016



community
food and health
(scotland)

Application form (type-into PDF)

Please read the guidance notes before filling in the form.

There are also notes next to each question to help you. Please type your answers in the boxes. A printable version for filling in by hand is available on our website. A large-print version is also available; please call us for a copy.

Not enough space on this form for your plans? You can include one extra page of a Word document containing text or images with your application.

1 Your group or agency

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

The contact person must 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

Telephone

Email

Website

Contact person

Position or job title

Address and postcode of contact person
(if different from your group or agency's address)

Telephone

Email

2 About your group or agency

Please tell us briefly:

- about the **main activities** of your group
- **who** benefits from its work
- **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 or growing.

Please tell us briefly about your group or agency

3 Paperwork and management

Please tick the relevant boxes to show what procedures your group or agency has, or intends to have:

	Has	Intends
Constitution or governing document	<input type="checkbox"/>	<input type="checkbox"/>
Bank account (this is required)	<input type="checkbox"/>	<input type="checkbox"/>
Steering group, management committee or similar	<input type="checkbox"/>	<input type="checkbox"/>
Minutes of meetings	<input type="checkbox"/>	<input type="checkbox"/>
Financial procedures	<input type="checkbox"/>	<input type="checkbox"/>
Final evaluation of this work	<input type="checkbox"/>	<input type="checkbox"/>

4 About the food and health activities you are planning

Please give us a short title of your project.

What is the name of your planned work?

Tell us briefly about the people who will take part in this work. This could include volunteers and staff, as well as people who use your services.

Who will benefit from this work?

How many people might benefit from this work? (Please try not to overestimate – we value quality work with smaller numbers of people as much as larger-scale projects.)

If you receive funding from us, what **food and health activities** will you set up? Tell us how you will develop or deliver the work. If you have told us in Q2 about any existing food-related activities, please tell us about any plans you have to develop them.

Please give a brief description of this planned work.

We expect you to spend the money by September 2017.

When do you plan to spend the money?

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.

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

5 Making a difference

Please indicate which of the following national food and health policies and programmes your planned activities will contribute to:

(please tick as many boxes as you wish)

The guidance notes tell you more about these policies and programmes.

Preventing Overweight and Obesity in Scotland
Route Map and Route Map Action Plan

Improving Maternal and Infant Nutrition
Framework

Becoming a Good Food Nation

healthyliving award

The Scottish Grocers' Federation Healthy
Living Programme (SGFHLP)

- Tell us how your planned work could help contribute to the policies and programmes you have ticked above

For example:

- Your planned cooking course might contribute to the aims of the Preventing Obesity Route Map by increasing the cooking skills of people attending cooking workshops.
 - Your planned work might contribute to the aims of Becoming a Good Food Nation by selling a wider range of affordable fruit and vegetables near where people live or work.
- Tell us if your planned work might bring benefits beyond food and health to your organisation, the community and/or participants.

For example: cooking skills sessions for families might aim to improve parenting skills.

- Tell us if your planned work fits in with any additional policies.

How will your planned food activities contribute to the aims of the development fund?

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

How do you know this work is needed and wanted?

Tell us how you plan to learn from, monitor or evaluate the activities. For example:

- for cooking skills you might observe and take notes on how people develop their vegetable chopping skills
- for a food co-op you might keep a record of fruit and vegetable sales
- for a group activity you might ask people informally how their confidence to take part in social activities has changed

How will you find out if your planned activities have made a difference?

6 Money

Try to give an accurate breakdown of costs. 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?

The total amount must be between £500 and £2000.

Total

7 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 funding.

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

Yes

No

If yes, please give details

8 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 or health promotion specialist. We will follow up all references for successful applicants.

Name of referee

Position or job title

Address and postcode

Telephone

Email

Have you included an extra one-page Word document?

Yes

No

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

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

Community Food and Health (Scotland) produces a free newsletter, Fare Choice, and a monthly 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 the latest publications.

I would like to receive Fare Choice.

I would like to receive the e-bulletin.

I would like to receive publication alerts.

Please return to:

Community Food and Health (Scotland)
NHS Health Scotland
Meridian Court
5 Cadogan Street
Glasgow G2 6QE

Emailed applications must be sent to:
nhs.HealthScotland-CFHS@nhs.net

Tel: **0141 414 2890**

www.communityfoodandhealth.org.uk