

Annual Development Funding 2016



community
food and health
(scotland)

Guidance notes

Annual development fund (£500 to £2000)

This fund is suitable for groups and agencies that can develop, recruit for and complete food and health activities by the end of September 2017.

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

Guidance for annual development funding applicants

Please note that CFHS has one other funding opportunity in 2016: the capacity-building fund. Please read the information about this to make sure that you apply for funding that fits with your needs.

Closing date for application forms:

We must receive your form by 5pm on Friday 5 August 2016. We will not accept faxed or late applications. You can send your application to us by email or post.

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

You can apply for any amount between £500 and £2000. We expect you to finish spending the money by September 2017.

Can you apply for both of the CFHS funding opportunities?

Yes. You can also apply for the CFHS capacity building funding if you plan additional food and health activities that meet its criteria.

Who can apply?

You can apply for development 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 mental health support 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, 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 agencies such as the NHS, schools or other local authority organisations if they work closely with community groups.

Who can't apply?

Individuals or private companies.

What you can apply for

Your application form must show how your planned activities will meet the following three aims:

- 1 To support Scotland's low-income communities to improve their access to, and take-up of, a healthy, varied and balanced diet.
- 2 To develop food activities that are needed and wanted by those who will take part in them.
- 3 To make a difference to people's lives by contributing to one or more of the aims of the three main food and health policies or two main programmes.

Below are summaries of these policies and the programmes, and examples of community food and health activities that could contribute to their aims.

The policies

Preventing Overweight and Obesity in Scotland: A Route Map Towards Healthy Weight (2010) and Route Map Action Plan (2011). This policy, recently reviewed, aims to change our environment to make it easier for people to make healthier food choices and be more physically active. It also suggests cooking skills activities for adults.

Examples of activities that could make a difference include:

- increasing cooking skills by running cookery skills workshops
- building the skills and knowledge of your staff and volunteers to help them improve food-related activities.

Improving Maternal and Infant Nutrition: A Framework for Action (2011). This policy aims to improve nutrition for pregnant women and families with babies or children under the age of four. The policy also aims to increase people's awareness and use of the Healthy Start voucher scheme. Pregnant women and families eligible for free vouchers can spend these on milk, infant formula and fresh or frozen fruit and vegetables. For more information about Healthy Start see: www.healthystart.nhs.uk

Example of activities that could make a difference include:

- running activities that help promote the availability and take-up of Healthy Start to improve maternal and infant nutrition
- workshops to improve weaning skills with parents.

Scotland's **National Food and Drink Policy: Becoming a Good Food Nation** aims to develop a nation that appreciates and has access to healthy and sustainably produced food. The policy aims to counter the perception that caring about food should only be for those who can afford to do so.

Examples of activities that could make a difference include:

- growing fruit and vegetables and selling these at affordable prices to increase consumption
- increasing the availability of affordable healthy foods in your community by opening a fruit barra or food co-op.

The national policies can be found at www.gov.scot

The programmes

The **healthyliving award** is a national award available for the food service sector in Scotland, including community cafés and lunch clubs. The main aim of the award is to work with the sector to make changes to catering practices and ingredients. www.healthylivingaward.co.uk

How to make a difference: register your community café or lunch club for the award, then run activities that will help you achieve the award so you are serving healthier food in your community.

The **Scottish Grocers' Federation Healthy Living Programme (SGFHLP)** is a programme to support convenience stores to promote healthier foods in low-income areas. It also works with CFHS to support community shops, co-ops or fruit and veg barras. More information about this can be found on our website at

www.communityfoodandhealth.org.uk/2012/work-with-retailers

www.scottishshop.org.uk/sgfhlp

How to make a difference: aim to increase sales of fruit and vegetables by taking part in SGFHLP training and buying equipment or materials that will help improve how you display them.

We prefer to fund groups or agencies that:

- can show how their planned food activities fit in with additional local, regional or national policies, or how they plan to work in partnership or make links with other organisations or agencies relevant to their work
- can show how their food activities will benefit other areas of their work or benefit participants in other ways. For example, they could support health activities such as taking physical exercise or improving mental health, or build other skills such as budgeting, team skills and parenting skills
- 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 funding has been spent.

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.

What can you spend the money on?

Here are a few examples of what funding can pay for:

- equipment or materials
- training for staff, volunteers or participants
- sessional workers
- venue hire
- crèche costs
- tutor costs
- food costs for a cookery course
- vegetable plants or seeds
- materials for promoting or evaluating your work
- marketing materials to promote your involvement with the healthyliving award or the Scottish Grocers' Federation Healthy Living Programme.

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

What 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 and utility bills
- regular or ongoing food costs, such as:
 - food items for food banks or other emergency food aid activities
 - ongoing fruit or veg giveaways
 - any other snacks, meals or foods that your group or agency already provides or would be expected to provide.

However, **we will consider funding food costs** if your application shows how these contribute to long-term plans to improve the availability and take-up of healthier meals, snacks or foods.

- activities that you have already paid for or ordered before you receive our letter telling you whether your application has succeeded.

How we assess your application form

Unfortunately, we do not have enough funds to support many worthwhile projects. Last year around one in four 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
- could make a **long-lasting difference** to those who will take part in them
- will promote **accurate, consistent** and up-to-date information about nutrition or healthy eating
- are well **planned** – for example, you have shown you have thought about 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 or other resources that might be available to assist you.

What happens after you send your form?

Members of a funding 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 to let them know which groups have been successful or unsuccessful in their area. This can help link groups with potential sources of help.

When will you hear our decision?

We will let all applicants know by October 2016.

What happens if your application succeeds?

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

We'll send your funds only after receiving these two things. **If we don't receive them by 31 December 2016, 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 funding in October 2016.

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

In February 2017 we'll send you an evaluation form so that you can let us know how you are getting on with funded activities. A sample form is available on our website. We might ask for another, final report from you around September 2017 if necessary.

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 email.

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.

Nutrition information and resources

It is important to provide consistent food and health messages to those you work with. There is plenty of information available. 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:

Food Standards Scotland **www.foodstandards.gov.scot**

The Scottish Government's EatBetterFeelBetter website provides a range of costed recipes **www.eatbetterfeelbetter.co.uk**

Support with finding out the difference your work makes

Evaluation Support Scotland has a range of free guides and toolkits that can help you plan how to evaluate your work:

www.evaluationsupportscotland.org.uk

Our website

The Community Food and Health website has a wealth of resources to help you get started, including guides and toolkits for setting up gardening projects, community cafés, food co-ops and cooking courses.

www.communityfoodandhealth.org.uk

Checklist

Before you fill in your form, make sure you have:

Read information about the capacity-building fund and these guidance notes to make sure your organisation is eligible to apply and this funding is suitable for your planned activity.

Decided who will be the main contact person for the form. We will contact this person in October 2016 to let them know whether your application has succeeded. The contact person will be responsible for making sure that funded activities are carried out.

Decided who will be your referee. The referee must not be a member of your group or agency. Choose someone who knows about your work and your funding application. If your application succeeds, we'll write to them in October 2016. Make sure they will be available to write your reference around this time, otherwise your funding will be delayed.

Got advice and information about what you can apply for. Please read these guidance notes before filling in the form. There is also information about the work of a selection of last year's funding recipients in the supplement of the June edition of our newsletter, Fare Choice. If you have any questions, you are welcome to contact us by phone, email or letter. Our contact details are at the end of these guidance notes.

Found out about where you could get help with your activities. This might include: your local NHS health promotion or health improvement agency, community learning and development team or Council for Voluntary Services (CVS).

Once you start filling out the form, please remember:

We have several types of application form available. Choose a form that is compatible with your computer system and that you can save. You are welcome to print off the form and write into it (in black ink) if you prefer, or you can contact us to ask for a copy of the form to write into.

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.

To make sure you have answered all the questions. We won't be able to consider incomplete forms.

To fill in the monitoring information form. This helps us find out who the development fund is reaching. We will not use this information to assess your application form.

Once you are ready to send the form:

Please don't send any other documents with your application form and monitoring form. You can include one extra page of a Word document containing text or images with your application (one side only) if you need more space for your plans.

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

We must receive your form by 5pm on Friday 5 August 2016. We will not accept faxed or late applications. You can send your application to us by email or post.

We will acknowledge receipt of your form within one week.

Send your application and monitoring form to:

Email:

nhs.HealthScotland-CFHS@nhs.net (please send your forms to this email address only).

Do not send to other CFHS email addresses, as we cannot guarantee that we will receive these before the closing date.

Post:

Community Food and Health (Scotland)

NHS Health Scotland

Meridian Court

5 Cadogan Street

Glasgow G2 6QE

We must receive your form by 5pm on Friday 5 August 2016.

www.communityfoodandhealth.org.uk

Tel: 0141 414 2890