**Community Food Provider – Small Grant Application**

Fife Council have allocated funding to help support voluntary sector organisations, community groups and community food providers to alleviate financial and food pressures that many households may experience over the winter period. Financial assistance is being made available through a small grants scheme to constituted community groups and organisations across Fife, to support increased demand for food related support. Eligible projects are food banks, food pantries/larders, community fridge projects, community cafés or lunch groups.

**Which of the 7 Fife Council Areas will your Project take place in?**

|  |  |  |  |
| --- | --- | --- | --- |
| Cowdenbeath | Dunfermline | Glenrothes | Kirkcaldy |
| Levenmouth | North East Fife | South West Fife | Fife-wide |

**What is your organisation’s name and address?**

|  |  |
| --- | --- |
| **Name** |  |
| **Email Address** | *This address will be used for any correspondence* |

**Who is the main contact for this application?**

|  |  |
| --- | --- |
| **Name** |  |
| **Position in Organisation** |  |
| **Email Address**  **(if different from above)** |  |
| **Contact Telephone Number** |  |

**Grant Support is available in the following areas. Please indicate the grant support you are applying for. If you wish to apply for more than one category, please submit separate applications as we are required to report on the headings stated.**

**Volunteer Support**: to enhance volunteer training and development opportunities. Grants of up to a maximum of £1,000 are available.

**Running Costs**: to help with general running costs, e.g. costs associated with buildings/venues, fuel costs for food collection and distribution. Grants of up to a maximum of £5,000 are available.

**Equipment Costs**: to replace inefficient/ageing equipment, to purchase new storage/display equipment. Grants of up to a maximum of £5,000 are available.

**Food Costs:** to help meet the costs of purchasing essential food supplies for distribution to services users. Grants of up to a maximum of £5,000 are available.

|  |  |  |  |
| --- | --- | --- | --- |
| Volunteer Support | Running Costs | Equipment Costs | Food Costs |

|  |
| --- |
| **What project or activities do you want us to fund? (Max. 250 words)**  Please be specific about:     * how you have identified the need * what you will do * how you will do it * what you will spend the monies on * how many people it will help * how you will ensure the food provided meets the healthy eating guidelines (if the application is for food costs) - [Eatwell Guide - Food and nutrition | NHS inform](https://www.nhsinform.scot/healthy-living/food-and-nutrition/eating-well/eatwell-guide-how-to-eat-a-healthy-balanced-diet#:~:text=Scotland%27s%20Service%20Directory%20Home%20Healthy%20living%20Food%20and,Dairy%20and%20alternatives%206.%20Oils%20and%20spreads%207.) |

Please state how much the project/activity will cost:

£

Please provide a breakdown of each item or activity cost (include all costs connected to this project/activity):

|  |  |
| --- | --- |
| **Item or Activity** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Cost** |  |

|  |
| --- |
| Are you applying to any other external funder for this project OR applying to/receiving any other Fife Council funding for this activity? If so, please provide details: |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Eligible groups MUST be constituted and provide a copy of their constitution on submission of the application form**. | | | | |  | | |
| How many people are on your organisation’s management committee? | | | | |  | | |
|  | | | | |  | | |
| How many regular volunteers are involved in your organisation, **NOT** including committee members stated above? | | | | |  | | |
|  | | | | |  | | |
| Do you have a Service Level Agreement with Fife Council or a Community Planning partner? | | | No | |  | Yes |  |
|  | | | | |  | | |
| If yes, who is the SLA with? (If Fife Council, which Service?) | | | | |  | | |
|  | | | | |  | | |
| Please provide details of the bank account into which we would pay the money | | | | | | | |
| Name of Bank | |  | | | | | |
|  | |  | | | | | |
| Account Name | |  | | | | | |
|  | |  | | | | | |
| Sort Code |  | Account No. | |  | | | |
|  | |  | | | | | |
| Building Society Roll Ref. | |  | | | | | |

How many committee members are signatories on the bank account?

Please state which office bearers are signatories on the bank account.

|  |  |
| --- | --- |
| ***To be completed by applicant***  **I (the nominated applicant) have read and agree to comply with the Terms and Conditions and confirm the information given is correct. (Electronic signature with confirmation email is acceptable.)** | |
| Signed:  Position in the Organisation: | Date: |

Completed grant applications should be submitted, no later than **FRIDAY 11 NOVEMBER 2022** to:

Claire Williamson, Policy Officer - [claire.williamson@fife.gov.uk](mailto:claire.williamson@fife.gov.uk)

Successful grant applications will be notified week beginning 28 November 2022, with payment made that week. A summary report on the project being funded will be required week beginning 28 August 2023, or at the end of the project, whichever is earliest. (See terms and conditions 9)

**Terms and Conditions**

1. Organisations must provide proof of match funding where applicable.
2. The monies must only be used for the purpose stated above and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
3. The project must not start before the monies are awarded except in exceptional circumstances
4. The applicant may not transfer any part of the monies to any other organisation or individual, unless specified in the application form and agreed with Fife Council.
5. No aspect of the activity being funded should be party political in intention, use or presentation.
6. At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.
7. Community Organisations are required to have a constitution or other appropriate governance.
8. The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
9. It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after six months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks may also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/ Monitoring Form is received by Fife Council.
10. All organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
11. All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
12. Fife Council may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.

13. The information provided by you on this form will be used by Fife Council in order to process your application. It will be shared with FVA, NHS Fife and other local authority services or external funders and information will be obtained from your application. Further information on how your information is used and why can be found by contacting Fife Council’s Data Protection Officer at: dataprotection@fife.gov.uk.