SFC NETWORK MEMBERSHIP APPLICATION CHECKLIST





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| **Item**  | **Included**  |
| * **Named lead person** for your food partnership. This will be the main contact between SFC and your food partnership.
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| * **Terms of reference** document – this should include:
	+ Name of your food partnership
	+ List of stakeholders (name the organisation or public sector department). This must include representatives from public and third sectors; and from private sectors if possible. **Note:** If there are no private sector representatives then your action plan will need to clearly show how you intend to engage them.
	+ Outline of your vision (could be bullet point list or summary paragraph). **Note:** It needs to be clear that you intend to work across all 6 key areas of SFC.
	+ Decision making process for appointment of food partnership chair.
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| * **Minutes from last 2 partnership meetings** (these are used to evidence that you have a cross sectoral partnership that is actively meeting).
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| * **Copy of your action plan**
	+ Must cover period of next 12 months
	+ This can be in draft form if you are still consulting on it.
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