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**Sustainable Food Cities Phase 2**

**Grant Application Form Round 1**

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**Section 1: Grants Application Guidelines**

BACKGROUND

With the ongoing support of the Esmee Fairbairn Foundation, Sustainable Food Cities (SFC) has begun Phase 2 of the programme. In Phase 2 our focus will be on supporting **places** (SFC Network Members) to significantly progress their Sustainable Food Cities journey. The two grants we are launching have been created with this in mind and with the additional aim of supporting progress against the SFC Award criteria.

GRANT OFFER

Two different grants are being offered:

**Coordinator Grant:** to support the employment of a Sustainable Food Cities Coordinator, adding capacity to undertake additional strands of work. We are offering a total of approximately 30 Coordinator grants of **up to £10,000 each** over a number of rounds. This is round 1. The coordinator grants will need to be at least equally match-funded to provide SFC coordinator time. This should be inclusive of salary, Employers National Insurance and pension contributions. The **total** employment costs for the SFC coordinator for 1 year should be SFC grant + equal match-funding. This grant will be offered to employ a local SFC coordinator for **one year** to deliver against the priorities set out by the Local Food Partnership and relates to the SFC framework. Applicants will need to show that the grant is contributing to additional capacity and additional work being delivered. Continuation of an SFC coordinator if current funding has ended is considered creating additional capacity. **We will require a commitment letter from any match funding source(s) as part of this application.**

**Campaigns Grant:** to support Local Food Partnerships to take part in our annual thematic campaigns in the form of person-time though the application may include some resource funding. The first of these thematic campaigns is Sugar Smart www.sugarsmartuk.org. We are offering grants of **up to £5,000 each** over a number of rounds (this is round 1) and we strongly encourage match funding. **The campaign activity should last 12 months but the grant spend does not have to cover the whole of the campaign period.** For example, applicants may wish to deliver a 1 to 3 month set-up period without funding then employ a campaigns coordinator to deliver Sugar Smart locally. The majority of funds should be for person time but it may also be possible to include some third party costs (e.g. campaign materials, publicity). Applications are more likely to be successful where match-funding has been secured. **We will require a commitment letter from any match funding source(s) as part of this application.**

WHICH GRANT IS FOR US?

**Network Members can apply for both grants and apply for more than one round. However, we have a responsibility for equitability across the SFC Network and will aim to support as many places as possible.** Ultimately funding decisions will be made on the basis of the quality of the application and the impact that the grant is likely to have. We are expecting more applications than we can reasonably support. Your Local Food Partnership knows the sustainable food needs and aspirations of your area well and is in the best position to make a decision as to which grant to apply for. It is possible to apply for subsequent grant rounds regardless of applying for Round 1. We recommend all applicants spend time on the SFC website and become familiar with our aims, Key Issues and successful SFC Award applications.

FINANCIAL ARRANGEMENTS

All claims should be invoiced and made to the Soil Association.

Payment will be made in two instalments, with 80% around the start of your programme and 20% on completion of the work **and** submission of the final report.

Both grants are to employ a paid worker. An employer will need to agree to this application being submitted and be willing, and have all legal and financial arrangements in place, to manage an employee. We expect the strategic steer of that person’s work to come from the Local Food Partnership.

TERMS, CONDITIONS & REPORTING

The Grant Offer Letter will detail the full terms and conditions we agree with you. This will include a requirement to complete a pro-forma quarterly progress report (financial quarters), a budget including evidence of match funding and other details relating to the management of the grant. Please see full terms and conditions at the end of this document. Financial reporting will be managed by the Soil Association with non-financial reporting for the campaigns managed by Sustain.

GRANT SUBMISSIONS

Applications for Round 1 will need to be submitted by **20th February 2017 5pm** with successful applicants able to **begin** work between 5th April 2017 and 23rd June 2017. Please use the form below if applying for one or both of the grants. You may apply for both grants on one form. Keep to the word limit for each question and **DO NOT SUBMIT ADDITIONAL MATERIALS, other than match funding commitment letters,** as they will not be considered.

WHO CAN APPLY

The Sustainable Food Cities grants are for **Local Food Partnerships** based in the UK that are members of the Sustainable Food Cities Network. All SFC members are listed on our website. If the Local Food Partnership cannot be the employer then they must agree to jointly apply with an organisation that can manage the employment of an SFC coordinator or campaigns coordinator. This employer must also be ready to receive the grant into their bank account and manage all legal and financial requirement of that employment. The Local Food Partnership will steer the delivery of work.

SENDING US YOUR APPLICATION

Use the form below to apply for one or both grants. Fill in the relevant sections and return this document to us. The first section is contact and eligibility information for all applicants to fill in. The second section is for the SFC coordinator grants and the third section is for the campaigns grants. **If applying for both grants please fill in ALL sections.**

When your application form is complete email your application to sfcgrants@soilassociation.org by **5pm** **Monday 20th February 2017**. Please specify in the subject line which grant(s) you are applying for and the name of your partnership.

HOW WE WILL DEAL WITH YOUR APPLICATION
You will receive an email from us confirming that we have received your application. Applications are assessed by the Sustainable Food Cities Programme Management Board and the decision will be final. We may ask you for further information. We aim to deal with all applications in a friendly and efficient fashion. If we fall short of these aims, please let us know. We can provide limited feedback upon request to unsuccessful applicants.

TIMELINE

23rd January 2017 Round 1 applications open

5pm 20th February 2017 Deadline for applications

6th March 2017 Final decision by SFC Programme Management Board

w/b 13th March 2017 Communication to successful & unsuccessful applicants

5th April to 30th June 2017 Successful applicants to recruit & commence work

14th July 2017 Quarterly progress report to be submitted

13th October 2017 Quarterly progress report to be submitted

12th January 2018 Quarterly progress report to be submitted

13th April 2018 Final quarterly progress report to be submitted

CONTACT

If you have questions relating to the submission of your application, email sfcgrants@soilassociation.org specifying which grant your query relates to.

**Section 2: Grant Eligibility Form**

**Contact & Eligibility Information for Applicants**

**All applicants must fill in this section**. This section helps assess the eligibility of your application.

|  |  |
| --- | --- |
| Name of Local Food Partnership  |  |
| SFC Network Member | Yes / No |
| Name of person writing this bid |  |
| Email |  |
| Phone Number |  |
|  |  |
| Name of intended employing organisation of the SFC Coordinator*Can be the* Local Food Partnership *if able to employ paid staff* |  |
| Employing organisation contact name |  |
| Employing organisation contact email |  |
| Employing organisation contact phone |  |
| Employing organisation legal status*CIC, Local Authority, Charity etc.* |  |
| Who will provide line management? |  |
|  |  |
| **Coordinator Grant:** Has equal match funding for person time been secured?  | Yes / No |
| How much match funding has been committed to? |  |
| Who / what is the source of this funding? |  |
| Have you submitted a commitment letter from your match funding source? | Yes / No |
|  |  |
| **Campaigns Grant:** Has match funding been secured?  | Yes / No |
| How much match funding has been committed to? |  |
| Who / what is the source of this funding? |  |
| Have you submitted a commitment letter from your match funding source? | Yes / No |
| Have you registered your interest on the Sugar Smart website? https://www.sugarsmartuk.org/get\_involved | Yes / No |

**Additional SFC Partnership employment information**

In no more than a few sentences, set out:

**a. What SFC paid capacity does your Local Food Partnership currently have including current FTE and any end date to that employment?**

**b. Will the grant add capacity to an existing post?**

**b. Will the grant create a new post or posts?**

**c. If applying for both grants will this be for a single post or separate posts?**

**Section 3: Grant Application Form for SFC Coordinator**

This grant is to support the employment of a Sustainable Food Cities Coordinator, adding capacity to undertake additional strands of work. We are offering a total of approximately 30 Coordinator grants of up to **£10,000 each** over a number of rounds. This is round 1. The coordinator grants will need to be at least equally match-funded to provide SFC coordinator time. This should be inclusive of salary, Employers National Insurance and pension contributions. The **total** employment costs for the SFC coordinator for 1 year should be SFC grant + equal match-funding. This grant will be offered to employ a local SFC coordinator for **one year** to deliver against the priorities set out by the Local Food Partnership and relates to the SFC framework. Applicants will need to show that the grant is contributing to additional capacity and additional work being delivered. Continuation of an SFC coordinator if current funding has ended is considered creating additional capacity. **We will require a commitment letter from any match funding source(s) as part of this application.**

Applicants will need to show that the grant would contribute to additional capacity with new/additional work being delivered. This can relate to process elements of the partnership (strengthening or extending the partnership) but should be **mostly for programme delivery**.

Please answer the questions below to fill in your application form.

**Q1 What have you achieved so far?**

Please provide us with a brief introduction to your partnership (strength, representation, enthusiasm) your priorities and a summary of any key achievements so far. ***(max 300 words)***

**Q2 What do you aim to deliver with this grant?**

Tell us the key priorities that you will be allocating time-resource to. This can be process elements of the partnership (strengthening or extending the partnership) in addition to specific programme delivery actions relating to the SFC Awards framework. An example of a process element would be developing an action plan for your area. An example of a delivery element would be facilitating access to large scale procurement markets for local producers or improving coordination of existing local food projects and activity. There are examples on the SFC website. We do not expect successful grants to deliver specifically against all 6 key issues. ***(300 words max)***

**Q3 What difference will this grant make to what you have already achieved?**

***(max 200 words)***

**Q4 What are the key activities, outputs and outcomes you hope to deliver?**

 ***(max 350 words)***

**Q5 Who or what will benefit from this work and how will you evidence these benefits?**

These can be demographic groups; more general environmental, health & economic benefits; sectors such as education, business, hospital; geographic areas and so on. When showing evidence of impact on beneficiaries we are not expecting full independent evaluation. Feel free to use **existing evidence** but you may wish to state how you will monitor impact in terms of individuals reached or a cascade effect.

***(max 200 words)***

**Q6 Budget**

Please complete Table 1 and Table 2 below. This grant must be at least equally match funded to demonstrate local support for the programme and enhance the impact of the work.

**Table 1: SFC Coordinator Funding.** *Please fill in all shaded sections*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requested Funding Up to £10 000 | Match Funding\*\* | Total |
| SFC Coordinator Salary plus on-costs\*  |  |  |  |
| Source | SFC Grant |  |  |

\* Inclusive of Employers National Insurance and pension contributions

\*\* Must be equal to grant requested and for person time

**Table 2: SFC Coordinator Employment.** *Please fill in all shaded sections*

|  |  |
| --- | --- |
| Proposed SFC Grant Funded Coordinator Start Date\* |  |
| Proposed SFC Grant Funded Coordinator End Date\*\* |  |
| How many days per week will the SFC Grant Funded Coordinator work? Present as FTE. |  |

\* Must be between 5th April 2017 and 23rd June 2017

\*\*Must be 12 months from the start date. Employment may continue with funds other than the Round 1 SFC Coordinator Grant

**Section 4: Grant Application Form for SFC Campaign Support**

This grant is to support Local Food Partnerships to take part in our annual thematic campaigns in the form of person-time though the application may include some resource funding. The first of these thematic campaigns is Sugar Smart www.sugarsmartuk.org. We are offering grants of up to £5,000 each over a number of rounds (this is round 1) and we strongly encourage match funding which should be mostly person time. The campaign activity should last 18 months but the grant spend does not have to cover the whole of the campaign period. For example, applicants may wish to deliver a 1 to 3 month set-up period without funding then employ a campaigns coordinator to deliver Sugar Smart locally. The majority of funds should be for person time but it may also be possible to include some third part costs (e.g. campaign materials, publicity). Applications are more likely to be successful where match-funding has been secured. **We will require a commitment letter from any match funding source(s) as part of this application.**

**Sugar Smart is a campaign involving many partners, with Sustain as the SFC lead. It will support local campaigns working with organisations and businesses to take action to reduce the amount of sugar and raise awareness of the impact of sugar on our health. It will be the feature campaign of Sustainable Food Cities until mid-2018.**

**Sugar Smart will be targeting 10 sectors across the UK**

**- Community Groups - Retail (independent)**

**- Hospitals - Restaurants (independent)**

**- Primary Schools - Secondary Schools**

**- Sports & leisure - Tourism & Venues**

**- Universities - Workplaces**

***Grant applicants need to register at*** [***https://www.sugarsmartuk.org/get\_involved/run\_a\_campaign***](https://www.sugarsmartuk.org/get_involved/run_a_campaign)**We recommend applicants reading the Sugar Smart campaigners handbook available to all who have registered through this link.**

**Q1 What have you achieved so far?**

Please provide us with a brief introduction to your partnership (strength, representation, enthusiasm) your priorities and a summary of any key achievements so far. Please include an outline of any **campaigning** work including on sugar or Sugar Smart.

***(max 300 words)***

***Q2* What are the aims of the campaign?**

Please tell us which of the 10 sectors of the Sugar Smart campaign you would like to target over the next year. You may target a number of these sectors but we would not envisage you would target all of them.

**(*max 350 words)***

**Q3 What difference will this grant make to your local community or the sector you are targeting?**

Let us know how your work would impact on, and reflect, local needs and strategic priorities. NB We will expect you to log your impact quarterly through the Sugar Smart website via a set of simple online tools.***(max 200 words)***

**Q4 Which stakeholders will support delivery and / or help steer your campaign?**

We are not expecting formal sign offs from stakeholders at this stage.

***(max 150 words)***

**Q5 What are the key activities, outputs and outcomes you hope to deliver?**

 ***(max 350 words)***

**Q6 Budget**

Please complete the Table 1 and Table 2 (if appropriate) and Table 3 below. **We strongly encourage some match funding**. If this grant is match funded it should be for person time. Some third party costs can be included in the overall budget e.g. resources, campaign materials, publicity.

**Table 1: SFC Campaign Funding.**

*Please fill in all shaded sections. If zero please state.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Requested Funding Up to £5000 | Match Funding | Total |
| SFC Coordinator Salary plus on-costs\*  |  |  |  |
| 3rd party costs |  |  |  |
| Source | SFC Grant |  |  |

\* Inclusive of Employers National Insurance and pension contributions

**Table 2: SFC Campaign 3rd Party items**

If you are including 3rd party costs please provide a headline breakdown below

|  |  |  |
| --- | --- | --- |
| Item | Unit Cost | Total |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 5: Grant Terms and Conditions**

1. The grant may be used only for the purposes outlined by your organisation in your grant application which was approved by the Sustainable Food Cities Programme Management Board. If there are any specific restrictions then these will be contained in your grant letter. If you are unable to use the grant for the specific purpose for which it was intended please contact the Sustainable Food Cities team member responsible for your grant before spending any portion of the grant.
2. We understand that projects sometimes change as they develop. If any significant changes are likely to be made to the project’s scope or scale, before or during implementation, or if the project’s timetable is delayed, it is important to inform us immediately and to obtain approval for any variations. Where changes are made without our commitment, we may consider reclaiming any funds that have not been used for the intended purpose.
3. Progress reports are to be provided quarterly from the date that we inform you of your grant until completion of the project. We may ask for more frequent reports in some circumstances. See grant application form for our specific reporting requirements.
4. Clear accounts must be kept, both for your organisation and for the project supported by our grant. These must be available for inspection at any reasonable time, and the most recently audited, or independently examined, accounts should be submitted to us at the end of the project for which the grant was made, along with the final progress report.
5. Employing organisations benefiting from this grant are expected to be Living Wage employers.
6. We may require repayment of a grant if you become insolvent or go into administration, receivership or liquidation.
7. If your organisation does not meet the requirements set out in this document, then we reserve the right to reclaim some, or all, of the grant at any time.

**Acknowledgements:**

Sustainable Food Cities requests that the grant is acknowledged in an appropriate and timely way, though we appreciate that *how* this is done will depend on the nature of the organisation and the project. As a minimum, we would expect publicity materials to display the Sustainable Food Cities logo and the relevant campaign logo (eg: Sugar Smart) if you are receiving a grant for SFC campaign support. We would also expect that press releases referencing the work funded be forwarded to the Sustainable Food Cities team member responsible for your grant.