****

**Sustainable Food Cities Phase 2**

**Grant Application Form Sugar Smart Campaign Round 2**

**Index**

**Section 1: Grants Application Guidelines p2**

**Section 2: Grant Eligibility Form p5**

**Section 3: Grant Application Form for SFC Campaign Support p6**

**Section 4: Grant Terms and Conditions p11**

**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. This is the second round of our campaigns grant created to support that journey with the additional aim of supporting progress against the SFC Award criteria.

GRANT OFFER

**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 2) and we strongly encourage match funding. 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.**

FINANCIAL ARRANGEMENTS

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

Payment of the total grant requested will be made in two instalments, with 80% in advance and 20% on completion of the work **and** submission of the final report. The first instalment will be on the 7th of July 2017.

The grant is to recruit 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. The Local Food Partnership may be the employer if it has all legal and financial arrangements in place, to manage an employee.

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.

The sugarsmartuk.org website hosts a number of assets useful to the campaign and a private area for each campaign to record their activity and impact. Successful grant recipients should use the sugarsmartuk.org website to invite campaign participants in their local area (eg schools, universities, food businesses or local groups) to record what action they are taking to reduce sugar or record activity on their behalf.

GRANT SUBMISSIONS

Applications for Round 2 will need to be submitted by **5pm on 30th May 2017** with successful applicants able to **begin** work between 26th June and 3rd July 2017. Please use the form below and 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

Fill in all 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 the campaigns grant application.

When your application form is complete email it to **sofia@sustainweb.org**

by **5pm 30th May 2017**. Please specify in the subject line **SFC Campaigns Grant Round 2** 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

w/c 3rd April 2017             Sugar Smart Round 2 SFC Grants Open

5pm 30th May 2017        Application Deadline Sugar Smart Round 2 grants

7th June 2017          Final decision by SFC Programme Management Board

By 9th June 2017           Communication to successful & unsuccessful applicants

26th June – 3rd July Successful Sugar Smart Round 2 applicants to commence work

13th October 2017            Quarterly progress report to be submitted Sugar Smart Round 2

12th January 2018             Quarterly progress report to be submitted Sugar Smart Round 2

13th April 2018                  Quarterly progress report to be submitted Sugar Smart Round 2

13th July 2018                    Final progress report to be submitted Sugar Smart Round 2

CONTACT

If you have questions relating to the submission of your application, email **sofia@sustainweb.org**

**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? |  |
|  |  |
| 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 letter of commitment 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?**

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

**Section 3: 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 2) and we strongly encourage match funding which should be mostly person time. 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 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*Resources, materials, venue hire etc

**Section 4: Grant Terms and Conditions**

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.

1. Projects may change as they develop. If any significant changes are to be made to the project’s scope or scale, before or during implementation, or if the project’s timetable is delayed, inform us immediately to obtain approval for any variations. This includes changes to an employee’s contract or the employing organisation. Where changes are made without our commitment, we will reclaim any funds that have not been used for the intended purpose.
2. Clear accounts must be kept for the project supported by our grant. These must be available for inspection at any reasonable time. Accounts should be submitted to us at the end of the project for which the grant was made, along with the final progress report.
3. Employing organisations benefiting from this grant are expected to be Living Wage employers.
4. 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.
5. Payment of the total grant requested will be made in two instalments, with 80% in advance and 20% on completion of the work **and** submission of the final report. The first instalment will be paid on 7th July 2017.
6. We require evidence of expenditure allocated to salaries within 3 months of the grant funded project start date. This evidence should be contract of employment or other evidence showing employee name, contracted FTE & salary along with a job description. Where 3rd party costs are included in your budget we will require evidence of expenditure against these e.g. receipts/invoices.

**PUBLICITY**

Sustainable Food Cities requests any publicity materials relating to this grant to display the Sustainable Food Cities logo and the Sugar Smart Logo. We would also expect to be informed of any press releases and other publicity referencing the national Sustainable Food Cities programme or Sugar Smart campaign.