

Public Health Nutrition Team

Community Food Activity Grants 2024

General Terms & Conditions

Please read the general terms and conditions and use guidance to complete your application.

- Applications will be considered from organisations across Forth Valley particularly those addressing inequalities within vulnerable communities.
 - Grants are available **from £50 up to a maximum of £400.**
- Please note: Funding is not available for one off events or for those providing food to others.**
- The grants will be awarded on a first come basis, or until all the funding has been allocated.
 - Closing date: **Monday May 27th 2024.**
 - Successful applications must **return invoice by June 11th** for payment before the summer holidays.
 - All applications must show combinations of **increasing food skills** and engagement in food activities for example community meals or supper clubs or trying new ways with food or growing. Please include ideas of how the project might continue after the funding has ended such as training of staff and/or volunteers.
 - It is advised that applications are supported by the Public Health Nutrition Team ie. Community Food Development Worker, Public Health Dietitian/Nutritionist. Please visit www.nhsforthvalley.com/nutrition for more information and contacts details.
 - Funds are approved for up to **twelve months and are not renewable.** All activities must be completed and evaluated **within 12 months.**
 - An evaluation report and a brief financial summary must be submitted on completion of the project/activity and returned to fv.publichealthnutritionteam@nhs.scot by the date specified. Please include copies of any relevant newsletters, articles and/or photographs of the project.
 - **Please acknowledge the funding support from the Public Health Nutrition Team at NHS Forth Valley in any promotion/reporting of your project.**
If using social media please use: Twitter @NHSForthValley Facebook – NHSForthValley and mention '**Public Health Nutrition Team**'
 - All funding is at the discretion of the **Public Health Nutrition Team.** Any funding awarded must be used for food related activities as agreed, any changes must be notified in advance.
 - You will be advised of the outcome of your application as soon as possible and successful applicants will be advised by email, please ensure you have put the correct email and telephone number on the application.
 - Payment will be made by B.A.C.S. Please make sure the account information is correct and your finance department is informed.
 - Financial records should be kept detailing expenditure as you may be asked to provide receipts for any goods or materials purchased during the project.

- All applicant details will be stored on our department database. Any information provided may be shared with other organisations or appear in reports as examples of good practice/case studies.

Guidance on completing your application

All questions on the application form must be completed. Only signed online/paper copies of applications will be accepted.

1. A **name and address** of the group under whose name the application is being made is required and who will be receiving the funding if successful.
2. The **contact person** needs to be familiar with the project and should be reasonably easy to get in touch with by phone or email.
3. Please keep your food activity title and aim (brief description) to less than 30 words.
4. It is important that the purpose and description contains details of **why** this work is needed. A paragraph including **what it will achieve, how it will be achieved and who would benefit from it, including numbers of people.**
5. Please include information on how the project can continue after the funding has been spent. **Consider training of other staff or volunteers** and investigating other sources of funding.
6. Please supply dates as accurately as possible.
7. Include the **costs of all the items/activities listed**, the more accurate the costing the better. Check out the going rate for any goods or services. If the application is successful funding will be provided for only the goods listed as required (**Up to the maximum of £400**).
8. This application can be used alongside other funding. Please detail if the project will work alongside other partners or other agencies.
9. Please include any other papers such as annual reports, strategy documents, evaluations, with the application and list them if they would help us to better understand the proposal.
10. Make sure the **application is signed and dated by 2 people** who will be involved in the project.

If you need any help completing the form, a member of our team can offer support – contact fv.publichealthnutritionteam@nhs.scot

Examples of suitable projects:

- Setting up cooking/growing groups
- Training people/volunteers in food skills and budgeting
- Engaging young people and/or older adults in food/growing activities in the community.
- Increasing knowledge of food waste
- Engaging groups in outdoor cooking.
- Incorporating food activities into other activities