

**Please read this information sheet carefully. It will help you to decide whether or not you can apply to the Kind Communities-Kind Food Grant Fund.**

**Deadline for applications: 5pm on Sunday 7 January 2024**

### **What the funding is for**

The Kind Communities-Kind Food Grant Fund is a revenue grant aimed at community and voluntary organisations. The fund provides a total amount of £25,000 for projects which support the priorities in the Warwickshire Food Strategy 2023-2026. Applicants can apply for funding for their individual project - up to maximum of £1,000.

In the Warwickshire Food Strategy – community participation is considered a vital element of success. This funding is provided for community groups and organisations to develop local projects which contribute to the aims of the Food Strategy. Therefore, applications to this fund must demonstrate how they will support one (or more) of the three Food Strategy priorities:

**Priority 1 - Improving food affordability and access.** This includes projects which would help residents to access more affordable, local, healthier food choices and therefore help to prevent food insecurity.

**Priority 2 - Education and choice.** Projects which extend the range of choices of healthy food available to people, through education, support, and awareness - so that people and communities are better equipped to help themselves secure a more varied and healthy diet.

**Priority 3 - Sustainable choices.** Projects which encourage and provide more locally sourced food choices, thereby helping to reduce 'food miles', and green projects which support the reduction and recycling of food waste.

### **1. Who can apply?**

- ✓ Constituted 'not-for-profit' community organisations in Warwickshire.
- ✓ Non-constituted or new 'not-for-profit' groups working in Warwickshire that can be supported by a mainstream service or community group willing to administer the funds through an organisational bank account.
- ✓ Warwickshire Town and Parish Councils.
- ✓ Schools, if applying as a PTA or 'Friends of' group.

### **2. Who cannot apply?**

- ✗ Groups or organisations that have failed to meet the conditions of previous award agreements from Warwickshire County Council.
- ✗ Party Political/lobby groups.
- ✗ Individuals.
- ✗ It is unlikely that applications from statutory organisations will be supported, except for applications from town and parish councils.

### **3. What will not be funded by the grant fund?**

- ✗ Projects that promote religious or party-political beliefs.

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- ✗ Projects for personal profit or personal gain.
- ✗ Costs relating to items purchased or work already carried out before the grant has been awarded.
- ✗ Loans or debt repayments.
- ✗ Activities that are part of statutory obligations.
- ✗ Existing contractual arrangements with WCC.

**All projects must follow national legislation, guidance and good practice in relation to: equality and diversity; health and safety; and safeguarding.**

#### **4. Application Process**

- a) Applications should be submitted using the online application form found on our webpage <https://www.warwickshire.gov.uk/kindcommunities>.
- b) Please fill in the application form carefully, bearing in mind the following:
  - Pay careful attention to the questions that are being asked, and to the awarding guidance. You must provide clear evidence that it meets the stated criteria.
  - Applicants should submit a breakdown of costs, which have researched by the applicant to give a reliable picture of the actual cost of the project.
  - Applicants are free to submit any additional information they wish in support of their application.
  - If requested, applicants must be prepared to provide their governing document as part of their application.
- c) Applicants are encouraged to discuss their project idea with the Community Partnerships Team (contact details in Section 6). For help with completing your application form, applicants are encouraged to speak to their local Warwickshire Community and Voluntary Action (WCAVA) Funding and Group Development Officers. Details can be found on their webpage [www.wcava.org.uk](http://www.wcava.org.uk)
- d) Applications must be submitted by **the deadline date as detailed above**. Application forms can be submitted at any time, but funding decisions will only be made following the deadline date. Please save a copy of your application so that you have your own record.
- e) You will receive an automatic on-screen message acknowledging your application submission. Please note that you will not receive any email receipts. If you do not receive an on-screen confirmation of your submission, please contact [connectingcommunities@warwickshire.gov.uk](mailto:connectingcommunities@warwickshire.gov.uk).
- f) All applications will be assessed and scored against the criteria as outlined in Section 5 and will be considered by an awarding panel.
- g) We will endeavour to inform all applicants of the outcome of their application within approximately 8 weeks of the deadline date.
- h) Successful applicants will be duly notified of arrangements for receipt of funding.

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- i) Within 6 months of receiving the funding, all successful applicants will be required to complete a short project progress report. Within 12 months of receiving the funding, all successful applicants to complete a simple monitoring report on the impact of their project.
- j) All applicants must tick to confirm that they have read the Subsidy Control Declaration and declare any subsidy/state aid (grant or financial assistance) that they, or their organisation, may or may NOT have received in the previous 3 fiscal years exceeding £315,000.

**5. Scoring criteria**

- a) The awarding panel will judge which applications best meet and contribute to the priorities in the Warwickshire Food Strategy and have the final say in applications that will be awarded or not. In doing so the panel will take note of an assessment of each application against key criteria. The assessment criteria are set out below. When describing their project, applicants should ensure as far as possible that the below criteria are sufficiently referenced. This will allow for the best possible assessment of the value of the project.
- b) Three points will automatically be awarded at criteria 3 below if the project is within or provides support to people within the 22 Lower Super Output Areas defined by [Levelling Up in Warwickshire](#).
- c) A maximum total of 14 points can be scored. An applicant will need to achieve at least 8 points as scores below this are unlikely to be considered for funding.

| Criteria   | Maximum Points |
|--|----------------|
| 1. Does the project contribute to one or more of the below priorities? <ul style="list-style-type: none"> <li>• Helping residents to access more affordable, local, healthier food choices and therefore help to prevent food insecurity.</li> <li>• Extending the range of choices of healthy food available to people, through education, support, and awareness - so that people and communities are better equipped to help themselves secure a more varied and healthy diet.</li> <li>• Encourage and provide more locally sourced food choices, thereby helping to reduce 'food miles', or support the reduction and recycling of food waste.</li> </ul> | 5              |
| 2. Will the project be sustainable after the period of funding has ended or pass on a tangible legacy for the community?   | 3              |
| 3. To what extent does the project address a need in the community relating to food insecurity and poor diet?  | 6              |

**6. Community Partnerships Team – Contact Details**

- a) Should you wish to discuss your project with the Community Partnerships Team please contact [connectingcommunities@warwickshire.gov.uk](mailto:connectingcommunities@warwickshire.gov.uk).

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b) If you require this information in a different format, please contact us by email on [connectingcommunities@warwickshire.gov.uk](mailto:connectingcommunities@warwickshire.gov.uk)

**7. Help and Support**

a) Warwickshire Community and Voluntary Action (WCAVA) provide general advice and support to Third Sector organisations across Warwickshire including accessing volunteering opportunities, developing a community group, accessing funding or strengthening governance arrangements. Visit their website at [www.wcava.org.uk](http://www.wcava.org.uk) for more information.