



## Food Poverty Capital Grant 2020/21

### Guidance

#### Introduction

Food poverty is a major issue on both a local and global level and, with the continuation of Brexit uncertainty and COVID-19, the levels of deprivation are likely to increase further. In particular, this fund aims to assist organisations to be able to manage larger amounts of fresh food, boosting its capacity to provide good quality, nutritious food to those using their services.

**The Programme is open for applications from Friday, 21 August 2020 with a deadline for submission of 5pm on Tuesday, 15 September 2020.**

#### Aim of the Programme

This grant is a short-term fund from Welsh Government aimed at enhancing and increasing existing provisions for tackling this issue across Cardiff. The grant is solely for capital costs to enable organisations to access, store and distribute additional supplies of good quality food.

Eligible purchases include:

- Kitchen Furniture e.g. – Kitchen Cabinets, Units, Worktops
- Fridges and freezers
- Cooking equipment e.g. – Cookers, Slow Cookers
- Kitchen equipment e.g. – Cutlery, utensils
- Storage for dried/canned goods

#### How much can organisations apply for?

Organisations can apply for a maximum of £5,000. There is no minimum amount.

#### What are the key priorities for the Fund?

Proposals **MUST** demonstrate a need for **capital funding** in alignment to the following criteria:

- They must be sustainable after the funding ends. This grant is only available once so applications must be able to demonstrate how the initiative will be able to be sustained following its use.
- They must be for preventative or innovative services or activities which improve the organisations ability to provide good quality, nutritious food to those using their services in Cardiff.
- They should contribute to the reduction of social isolation and loneliness.
- They must be for **NEW or the EXPANDING** of services and activities in response to an identified need, either in a specific Cardiff community or Cardiff wide. These could be provided through a number of different models including social enterprise and co-operatives.

- They must be services or activities which equip communities or individuals to support themselves, their families and their communities.
- They should build on community assets, local resources and mobilise volunteers to contribute to healthy and confident communities.
- They must maximise the impact of preventative and early intervention services.
- The services must fit in with one or more of the 5 ways of working <http://www.cardiffandvaleuhb.wales.nhs.uk/the-five-ways-of-working> of prevention, involvement, collaboration, integration or have long term focus.
- The application must provide information on the expected outcomes for beneficiaries.

### **Match Funding**

Proposals **MAY** demonstrate match funding, for example via in kind donations, funding from other sources. There is no requirement to have match funding, but demonstrating this may help to strengthen the application.

### **What type of projects can be funded?**

This funding stream will support capital costs associated with the proposal. There is a small pot of funding for revenue, which may also be applied against, however the Capital proposals should not be reliant on the revenue to be able to be delivered.

All capital costs must be accompanied with quotes, remember to include VAT where applicable. Any revenue costs should be fully itemised.

All grant funded projects need to be delivered, and the money spent, by the 17 April 2020. Grants will be awarded on a one-off, non-recurring basis.

**Note:** funding approved must be used only for the items and in accordance with the details in the application form or other particulars provided. If by exception you need to make any changes you must first obtain prior written consent from the Panel.

The funding will not support:

- Retrospective projects.
- Revenue or capital costs relating to existing work or commitments.
- Therapeutic interventions which are not evidenced based.

### **Who can apply?**

To be eligible for this funding, groups or organisations must:

- Be based in, and/or represent, serve and support people in Cardiff.
- Demonstrate that the proposal is clearly to the direct benefit of the residents and communities of Cardiff.
- Be a constituted community group or a registered Charity or CIO based in Wales.
- Be non-party political.
- Provide the following documents to support their funding application:
  - an acceptable governing document, eg constitution, Memorandum and Articles of Association, which is signed;
  - a copy of the most recent bank statement in the name of the organisation applying for the grant;
  - a set of their most recent financial accounts on request, signed as being audited, or independently inspected (according to the level of income and expenditure). In the case of recently formed organisations, they should be able to provide a forecast of income and expenditure for the next year;

- an equality and diversity policy and safeguarding policies.

C3SC are membership organisations and encourage all voluntary and community organisations based in Cardiff to become members. Becoming a member helps us to provide comprehensive and responsive support to the voluntary sector. If you are not a member, and would like to join, please contact us:

C3SC 029 2048 5722 / [enquiries@c3sc.org.uk](mailto:enquiries@c3sc.org.uk)

### **How to apply**

The Fund is open for applications from 21 August 2020 with a deadline for submission of 5pm on 15 September 2020. Application forms are available from C3SC:

[admin@c3sc.org.uk](mailto:admin@c3sc.org.uk) or via the [C3SC website](#).

Applicants must use the application form provided and submit by the specified deadline. Application forms and associated supporting material can be submitted electronically to [admin@c3sc.org.uk](mailto:admin@c3sc.org.uk) with the subject line of 'Cardiff Food Poverty Capital Grant'.

If you have an idea for spend and would like to discuss this, or would like help with governance, please contact C3SC at [enquiries@c3sc.org.uk](mailto:enquiries@c3sc.org.uk)

### **Assessment of applications – initial check**

All applications will be subject to an initial check, managed by C3SC, to check eligibility to apply and that relevant supporting documents have been submitted (see 'Who can apply' above in this guidance). C3SC will carry out a final check of all applications prior to submission to the Grant panel. All applicants will receive notification, by email, of progress at this point.

Organisations that submit applications to the deadline, but without supporting documents, and/or which have missing information, will be contacted by email, notified that their application is incomplete, and will be required to submit the relevant documents and required information by the deadline.

### **Applications received after the deadline will not be considered.**

### **Food Poverty Capital Grant Panel**

Applications which are determined to be eligible will be considered by a Grant Panel comprising of Panel members who will include representation from Cardiff Council and partner organisations. The final decision will be made by the Panel and there is no appeals process.

Applications will be scored using the information provided on the application form, with particular attention to:

- Alignment to the criteria as outlined in this guidance.
- Impact of the service or activity.
- Number of beneficiaries
- Proposed outcomes.
- Evidence of good organisational governance.

### **Successful applications**

Successful applicants will be required to sign that they agree to the terms and conditions, which include:

- Completion of the project to timescales specified in the application.
- Full spend by the 31 October 2020.
- Completion of monitoring and evaluation of the project, and evidence of spend by the 5 November 2020. Submitting proof of spend evidence, eg invoices, receipts.
- C3SC may withhold or request repayment of funding in the event of any failure to comply with the terms and conditions.

### **For support and advice on applying for funding, please contact the following:**

Sarah Capstick, Health and Social Care Facilitator, Cardiff Third Sector Council

Email: [sarah.c@c3sc.org.uk](mailto:sarah.c@c3sc.org.uk)