



Community Food and Health (Scotland)

**Annual small grant scheme** (Funding from £500 to £3000)

## Information for applicants

**Please read this before filling in the application form.**

**About us:** Community Food and Health (Scotland) was set up in 1996 as a result of the recommendations in the 'Scottish Diet Action Plan'. Our overall aim is to improve Scotland's food and health by supporting work with and within low-income communities that improves access to and take up of a healthy diet. We are funded by the Scottish Executive Health Department.

## What will we fund?

All applications must involve working with or within Scotland's low-income communities to improve access to and take up of a healthy, varied and balanced diet.

All applications must tackle **one or more** of the barriers to healthy eating that were first outlined in the 'Scottish Diet Action Plan' (1996). These are:

- **Availability** - such as the lack of access to fruit and vegetables of an acceptable quality and cost.
- **Affordability** – such as the cost of getting to the shops as well as the cost of shopping.
- **Skills** – such as the lack of confidence and skills for cooking or shopping.
- **Culture** – such as long established dietary habits and reluctance to experiment with new foods.

All applications must be for the costs of a new food activity or for developing the range, scale or sustainability of current food activity. We also welcome applications for pilot projects or feasibility studies.

We will give priority to applications that show that they will be able to sustain their food activity or learning from their food activity in the future. We will also prioritise applications that show that their food activity is needed and wanted by those who will take part in it and is recognised in local or national policies.

## What won't we fund?

- We will not fund the same or similar activity that we have funded before for the same group working in the same area.
- We will not fund work that has been previously funded from another source.
- We will not fund regular running costs to continue work that you are doing already, such as staff costs, rent, utility bills etc.

## Who can apply?

We welcome applications from a wide range of groups and agencies working with or within low-income communities. (We recognise that 'community' also means 'groups with a common interest' as well as people that live or work in the same area). We are keen to encourage applications from all areas and types of organisations. We particularly encourage applications from community groups, voluntary organisations and social enterprises.

We welcome applications from new or existing groups and agencies, including those that are new to community food activity and those who have carried it out before. We also welcome applications from those who have applied for a grant from us before - whether successful or unsuccessful.

We will give priority to those groups or agencies linked to or working (or planning to work) in partnership with other agencies or whose planned project is part of a local plan or strategy, such as Food and Health Strategies, Joint Health Improvement Plans, etc. Partnerships could include groups such as: Community Planning, Community Health Partnerships or other groups appropriate to the applicant's organisation.

## Who can't apply?

Individuals and/or private enterprises cannot apply for a grant from us.

## How much money can you get?

You can apply for funding from £500 to £3000.

## When will you get the money?

If you are recommended for an award you will receive the money as soon as we receive your grant acceptance form and an acceptable reference from your referee. **We aim to send out grants to successful applicants by September 2007.**

## When do you have to use the money by?

If successful, we expect you to spend the money by September 2008.

## How do you apply?

1. **Get advice.** This may be available locally from your Local Health Promotion Agency, community development team, voluntary organisations, etc.

You can contact us by phone, email or letter if you have further questions after reading these guidelines.

2. **Fill in the form.** Application forms can be handwritten (clearly in **black** ink) or typed. A Word version is available on our website [www.communityfoodandhealth.org.uk](http://www.communityfoodandhealth.org.uk) if you wish to type directly into a computer document.

All questions must be answered – incomplete forms will not be considered.

Please be aware that our decision on whether your application is successful is based on your completed application form – we are unlikely to contact you for any other information to help the grant panel decide and we will not use information that you have given us during any conversations or correspondence to help the grant panel decide.

- 3. Don't forget to get a referee to sign your form.** The referee must not be a member of your group, organisation or agency. Your referee must be someone who knows your work and knows about your application.

If your application is successful we will write to your referee in August 2007. To prevent delays in getting your grant, make sure that your referee will be available when we write to them at the address you have given us.

- 4. Don't forget to sign your form.** The main contact person must sign the form before sending it to us.
- 5. Please keep a copy of the form for your own reference**
- 6. Send us the form.** We must receive your application form **by 5pm on Friday 29 June 2007**. Faxed or emailed copies of the form are not acceptable. If you would like to be sure that we have received your application form – **please fill in the enclosed reply card (or email [abaird@scotconsumer.org.uk](mailto:abaird@scotconsumer.org.uk)) and we will return it to you within one week of receiving your application form.**

### What happens after you have sent your application?

We will assess your application along with all the other applications after 29 June 2007. Three members of our steering group (the grants panel) will read all the completed application forms that fit our guidelines. They will meet to discuss applications in more detail and decide which applicants will be recommended for funding.

Once we have assessed the applications, we will contact NHS Health Boards and local Health Improvement Officers to let them know which groups have been successful or unsuccessful in their area. This can help link projects up with other potential sources of help.

### When will you find out if your application has been successful?

We will write to **all** applicants **by the middle of August 2007** to let them know if they have been recommended for funding or not.

### What happens if your application is successful?

If you have been recommended for funding, there are two more things that need to happen before we will send you the grant, these are:

1. You need to sign and fill in the grant acceptance form to show that you agree to our grant conditions (a sample is included with the application pack).
2. We will write to your referee and ask them to provide us with a reference.

We will only be able to send you a grant when we have received your grant acceptance form and a suitable reference. **If we do not receive your grant acceptance form and your reference by Christmas 2007 we reserve the right to withdraw our offer of funding.**

We will inform local newspapers about successful applications from their area.

### **We will need to hear about how you are getting on with your grant funded project.**

If your application is successful and you are awarded a grant, we need to hear about how you are getting on. In February 2008 we will send you an evaluation form to fill in (a sample copy is included with the application pack). However, we welcome information about the progress of your project at any time, please do not hesitate to contact us to let us know how you are getting on. We are always happy to receive any reports, newspaper articles or photos, etc. of your grant-funded project.

### **What happens if your application is unsuccessful?**

For those who would like feedback on their application, we will be happy to provide brief feedback to unsuccessful applicants by telephone or email. However, due to resource limitations we cannot enter into extensive or in-depth correspondence over unsuccessful applications. You are welcome to apply again next year.

### **Find out more**

To find out what is going on in food and health in your local area, visit your Local Authority and local NHS Board websites. You will also find out about your local Community Health Partnership (or Community Health and Care Partnership) and local Community Plan from these websites. You may also be able to get information on these at your local library.

To find out about community food activity nationally and locally, visit our website [www.communityfoodandhealth.org.uk](http://www.communityfoodandhealth.org.uk).

To find out about national policies around food and health, visit the Scottish Executive's website [www.scotland.gov.uk/Topics/Health/health/19133](http://www.scotland.gov.uk/Topics/Health/health/19133)

The NHS Health Scotland website has information on policy and healthy eating [www.healthscotland.com](http://www.healthscotland.com)

Further information on healthy eating is available from [www.healthyliving.gov.uk/healthyeating/](http://www.healthyliving.gov.uk/healthyeating/) and from the Food Standards Agency website [www.eatwell.gov.uk](http://www.eatwell.gov.uk)

- ! Please remember to use these guidelines to help you fill in the application form.**
- ! Please remember that our decision on whether to fund your project is based on your application.**
- ! Please remember that we always receive more applications than we can fund. Unfortunately, we are often unable to fund deserving projects. About one in five applications are successful.**
- ! Please remember to see our Grants special edition of our newsletter to find out more about what grant recipients got up to last year and to find out how they fit in with food and health policy.**