

### **We prefer to fund groups or agencies that:**

- can show in their applications that they have thought about how they could continue some or all of their activities in the future after the grant money has been spent
- can show that their activities are needed and wanted by those who will take part in them
- can show in their applications that their planned activities fit in with local, national or regional policies relevant to their work.

### **What we won't fund**

#### **We won't fund:**

- the same or similar activity that we have funded before for the same group in the same area
- the same or similar activity that has previously been funded by someone else
- regular running costs to continue things you are doing already, such as paying regular staff or administration costs, rent, utility bills
- regular food purchases such as for snacks or meals that your group or agency already provides, but we will consider applications that include food purchases if these contribute to long-term plans to improve the availability and take-up of healthier meals or snacks.
- activities that you have already paid for or ordered before you receive our letter telling you whether your application has succeeded or not.

### **Who can apply?**

#### **You can apply for funding from us if:**

- you are part of a group or agency that works with people in a low-income community. 'Community' can mean a group with a common interest (such as a gardening group or an older people's group) or it could mean people living or working in the same area
- you are a new or existing group
- you are new to community food activities, or you have carried out activities in the past, or you are currently involved in community food activities
- you have applied for money from us before – whether you succeeded or not.

#### **We prefer to fund:**

- community groups, voluntary organisations or social enterprises; but we will consider applications from other agencies such as NHS or local authority organisations, particularly if they work closely with community groups
- groups or agencies that are (or plan to be) linked with other agencies or groups in their area that are working on local, national or regional policies.

### **Who can't apply?**

Individuals or private companies.

### **How much money can you apply for?**

You can apply only for £500 to £4,000.

### **When does the money have to be used by?**

We expect successful applicants to spend the money by September 2010.

### **How do you apply?**

**1. Decide who will be the main contact person for the form.** We will contact this person in August to let them know whether your application has succeeded. If it has, the main contact person will be responsible for making sure that:

- grant-funded activities are carried out, and
- we receive a report on your activities when we write and ask for this in February 2010.

**2. Get advice and information:** please read these guidance notes and the enclosed newsletter before filling in the form. If you have any questions please contact us by phone, email or letter: 0141 226 5261, email: cfh@consumerfocus.org.uk, or write to Community Food and Health (Scotland), c/o Consumer Focus Scotland, Royal Exchange House, 100 Queen Street, Glasgow G1 3DN.

You can also get help from other organisations, such as your local NHS health promotion agency, community development team or the Council for Voluntary Services (CVS).

**3. Fill in the form:** applications 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 would like to type directly into a computer document. A large-print version of the form is also available.

**4. Make sure you answer all the questions:** we won't be able to consider incomplete forms.

**5. We base our decision only on what you put on the form.** We won't contact you for more information to help us decide. Nor will we use any information about your work that you have told us previously, such as if you have contacted us for advice.

**6. Please don't send any other documents with your application form:** you can include one extra A4 sheet (one side only) if you need more space on the form to tell us about your plans.

**7. You will need to give us the name and contact details of a referee:** the referee must not be a member of your group or agency. Choose someone who knows about your work and your grant application. He or she could be a community dietitian, community worker, local councillor, health promotion specialist, etc. If your application succeeds, we'll write to your referee in August 2009. Make sure your referee is available to write your reference at about this time; otherwise your grant money will be delayed.

**8. Your referee must sign the form.**

**9. The main contact person must sign the form.**

**10. Please keep a copy of your completed form and these guidance notes for your own reference.**

**11. Send us the form: we must receive it by 5pm on Friday 26 June. We cannot accept faxed, emailed or late applications.** Make sure that when you post your form you use the correct stamp for the size and weight of the envelope; otherwise it may arrive late.

**12. To be sure that we have received your form,** fill in and send us the reply card that is in this pack or email [alice.baird@consumerfocus.org.uk](mailto:alice.baird@consumerfocus.org.uk) with the name and contact details on your form. We will return cards and answer emails within one week of receiving them.

### **What happens after you send your form?**

Three members of our steering group will read all the completed forms that meet the criteria in these notes. They will discuss the forms in more detail and decide which applicants will receive funding.

We will contact NHS Boards and local authority health improvement officers to let them know which groups have been successful or unsuccessful in their area. This can help link groups with potential sources of help.

## When will you hear our decision?

We will let all applicants know by the middle of August.

## What happens if your application succeeds?

If it succeeds:

- you need to sign and fill in the grant acceptance form to show that you agree to our grant conditions
  - a sample of these is included in the pack and is also on our website
- we will write to your referee and ask for a reference.

We'll send your grant only after receiving these two things. **If we don't receive them by 31 December, 2009, we may withdraw our offer of funding.**

We will inform local media about successful applicants in their area.

## When will you get the money?

If our above requirements are met, we aim to send grant money by the end of September 2009.

## We will need to hear about how you are getting on with your grant-funded activities

In February 2010 we'll send you an evaluation form so that you can let us know how you are getting on with grant-funded activities. A sample form is in your pack and is available on our website.

We're always happy to hear about how you are getting on with your grant-funded activities. You are welcome to send us reports, newspaper cuttings or photos at any time. We welcome contributions to our newsletter Fare Choice. Please contact us or visit our website to find out how you can contribute to Fare Choice.

## What happens if your application is unsuccessful?

If you want to know why your application was unsuccessful, we're happy to provide brief feedback by telephone or email. You are welcome to apply again next year.

## Where to find out more

To find out more about what is going on in food and health in your local area, visit your local authority and local NHS Board websites. You can 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 about 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 Government's website [www.scotland.gov.uk/Topics/Health/health/19133](http://www.scotland.gov.uk/Topics/Health/health/19133).

To find out about healthy eating, visit the Food Standards Agency healthy-eating website [www.eatwell.gov.uk/healthydiet](http://www.eatwell.gov.uk/healthydiet) or visit the Government's 'take life on' website which includes information on improving your diet: [www.takelifeon.co.uk](http://www.takelifeon.co.uk).



### Community Food and Health (Scotland)

c/o Consumer Focus Scotland  
Royal Exchange House  
100 Queen Street, Glasgow G1 3DN  
Tel: 0141 226 5261 Fax: 0141 221 9695  
cfh@scotconsumer.org.uk  
[www.communityfoodandhealth.org.uk](http://www.communityfoodandhealth.org.uk)

## Annual Small Grant Scheme

funding from £500 to £4000

# Guidance Notes

Please read this before filling in the application form.



Community Food and Health  
(Scotland)



## What will we fund?

Your form must show that you are planning to work with and within Scotland's low-income communities to improve their access to, and take-up of, a healthy, varied and balanced diet.

Your form must show that you aim to tackle one or more of the barriers to healthy eating outlined in the Scottish Government's action plan 'Healthy Eating, Active Living':

"Increase access to healthier food choices, particularly for those on low incomes and provide support, education and skills development to allow people to break through the **barriers** of food **affordability** and **availability**, and the negative impact of **culture** and lack of food **skills**."

Visit the government's website for more information:  
[www.scotland.gov.uk/Publications/2008/06/20155902/0](http://www.scotland.gov.uk/Publications/2008/06/20155902/0)

Here is a small selection of the type of activities you could do to tackle these barriers:

- Cookery or food-preparation **skills** workshops, including weaning **skills** workshops with parents.
- Increasing the **availability** of **affordable** healthy foods or meals by selling them near where people live or work.
- Building the **skills** of staff or volunteers (or both) to prepare or sell healthier foods.
- Building the **skills** of staff or volunteers (or both) to provide healthy-eating activities, such as cooking.
- Increasing the **availability** and **affordability** of foods by growing fruit and vegetables.

### Your planned activities must be one or more of the following:

- A new activity.
- Developing or improving an existing activity.
- Extending the range or scale of a food-related activity that you already do
  - such as offering your activities in a new area or with a different type of group.
- Helping to develop your activities to sustain them in the long term – such as training staff or volunteers (or both) to provide food-related activities or buying new equipment that you will use well into the future.
- A pilot or feasibility study.



**About us:** Community Food and Health (Scotland) was set up in 1996 as the result of 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 Government.