**KIND COMMUNITIES’ – KIND FOOD**

**GRANT FUND 2024/2025**

**Guidance Notes and Application Form**

**Deadline for applications: Friday 13th December 2024 at 5pm**

**What the funding is for**

The Kind Communities – Kind Food Grant Fund is a revenue grant from Warwickshire County Council aimed at community and voluntary organisations. The fund provides a **total amount of** **£28,500** for projects which support the priorities in the [Warwickshire Food Strategy 2023 – 2026](https://api.warwickshire.gov.uk/documents/WCCC-1980322935-2366). Applicants can apply for funding for their individual project, up to a **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.

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| 1. **How to Apply**
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| Before you submit your application, please read these guidance notes carefully. |

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| 1. **Who can apply?**
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| * 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.
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| 1. **Who cannot apply?**
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| * 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.
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| 1. **What will not be funded by the grant fund?**
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| * Projects that promote religious or party-political beliefs.
* 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.
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| **All projects must follow national legislation, guidance and good practice in relation to equality and diversity, health and safety and safeguarding.**  |

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| 1. **Application Process**
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| 1. Applications should be submitted on this form, by emailing kckf@wcava.org.uk.
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| 1. 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 meets the stated criteria.
* Applicants should submit a breakdown of costs, which have been 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 documents/ constitution and appropriate policies if requested as part of their application.
* The boxes in the form will expand as you type, the size is not an indication of the amount of information/detail that you can supply.
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| 1. Applicants are encouraged to discuss their project with CAVA’s Funding and Group Development Officers; details can be found at [www.wcava.org.uk](http://www.wcava.org.uk/).
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| 1. Applications must be submitted by the deadline date as detailed above. Applications 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 records.
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| 1. All applications will be assessed and scored by Warwickshire County Council, against the criteria as outlined in Section 6 and will be considered by an awarding panel.
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| 1. CAVA will endeavour to inform all applicants of the outcome of their application within approximately 8 weeks of the deadline date.
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| 1. Successful applicants will be duly notified of arrangements for receipt of funding.
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| 1. 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.
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| 1. **Scoring criteria**
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| 1. 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.
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| 1. 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 [‘Creating Opportunity in Warwickshire’](https://creatingopportunitywarwickshire.co.uk/creating-opportunities-warwickshire).
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| 1. A maximum total of 14 points can be scored. An applicant will need to achieve at lease 8 points as scores below this are unlikely to be considered for funding.
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| **Criteria** | **Maximum****Points** |
| 1. Does the project contribute to one or more of the below priorities?
	1. Helping residents to access more affordable, local, healthier food choices and therefore help to prevent food insecurity.
	2. 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.
	3. Encourage and provide more locally sourced food choices, thereby helping to reduce ‘food miles’, or support the reduction and recycling of food waste.
 | 5 |
| 1. Will the project be sustainable after the period of funding has ended or pass on a tangible legacy for the community.
 | 3 |
| 1. To what extent does the project address a need in the community relating to food insecurity and poor diet.
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| 1. **Help and Support**
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| Warwickshire Community and Voluntary Action (CAVA) provide general advice and support to voluntary, community and social enterprise sector organisations across Warwickshire including accessing volunteering opportunities, developing a community group, accessing funding or strengthening governance arrangements. Visit our website at [www.wcava.org.uk](http://www.wcava.org.uk) for more information. |

**KIND COMMUNITIES – KIND FOOD GRANT FUND 2024/25**

**APPLICATION FORM**

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| **GENERAL INFORMATION** |
| District/s or Borough/s where your project will be located | North Warwickshire BoroughNuneaton and Bedworth BoroughRugby BoroughStratford-on-Avon DistrictWarwick District |
| Please provide the postcode of where your project is going to be located |  |
| Name of organisation |  |
| Type of organisation | Un-constituted groupUnincorporated community associationRegistered CharityCharitable Incorporated OrganisationCompany Limited by GuaranteeCommunity Interest CompanyTown or Parish CouncilOther (please state) |
| Name of the main contact person in the lead organisation |  |
| Position held within the organisation |  |
| Address |  |
| Contact number |  |
| Email address |  |
| Do you have a constitution or governing document(s) *(please send copy with your application)* |  |
| Will you be working with another organisation to administer the grant? |  |
| If yes, organisation name |  |
| Organisation address |  |
| Do you hold any existing contracts with Warwickshire County Council? |  |
| If yes, please provide contract information |  |
| **BANK DETAILS** |
| Name on the Account |  |
| Sort-Code |  |
| Account Number |  |
| **ABOUT YOUR PROJECT** |
| Name of the project |  |
| Timescale – when will your project start and finish? |  |
| How much money are you asking for from the fund?  |  |
| Budget Breakdown |  |
| What is the overall cost of the project, including the amount requested from this fund? |  |
| Have you either applied for or secured any additional funding to support this project?  |  |
| **Details of the Project** |
| Please provide a brief description of the project |
| How does your project contribute to one or more of the priorities? *(NOTE the boxes will extend as you type, the space is not an indication of the level of detail you can write)* |
| Criteria 1 * Helping Residents to access more affordable, local, healthier food choices and therefore help to prevent food insecurity
* 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.
* Encourage and provide more locally sourced food choices, thereby helping to reduce ‘food miles’, or support the reduction and recycling of food waste.
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| Criteria 2* How will the project be sustainable after the period of funding has ended and how will it pass on a tangible legacy for the community.
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| Criteria 3* How does your project address a need in the community relating to food insecurity and poor diet.
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Please tick to confirm you agree to the statements below:

* I/We understand that if successful in securing a grant from the Kind Communities – Kind Food Grant Fund 2024/25
* I/We agree to complete a short project progress report withing 6 months of receiving the funding.
* I/We agree to complete a simple monitoring report on the impact of our project within 12 months of receiving the funding.
* We will provide a copy of our terms of reference / constitution to Kind Communities – Kind Food Grant Fund 2024/25 if successful in our grant application (this does not apply to individuals or un-constituted groups).
* I/We are happy to ask participants to fill in a Kind Communities – Kind Food Grant Fund 2024/25 feedback questionnaire. I/We understand the need to ensure these questionnaires are completed by as many people as possible.
* I/We are happy to collect the data required to accurately complete the Grant Monitoring forms which are to be returned within 2 months of the end of your project.
* I/We are happy to acknowledge Kind Communities – Kind Food Grant Fund 2024/25 funding in any publicity surrounding the project
* I/We understand that all money must be used as described in the application within 6 months of receiving the grant.

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| Applicants Signature |  |
| Date |  |
| Applicants Name |  |
| Applicants Position |  |

**Protecting your data**

The information you provide will only be used for the purpose intended. By administering the Kind Communities – Kind Food Grant Fund 2024/25 Warwickshire CAVA reserves the right to contact you in the coming months for feedback using the contact details provided. We will keep your information for the length of the Kind Communities – Kind Food Grant Fund. Your information will be shared with Warwickshire County Council who are the funders of the Kind Communities – Kind Food Grant Fund.

The information will be stored on electronic equipment maintained by Warwickshire Community and Voluntary Action (Warwickshire CAVA). Warwickshire CAVA is registered with the Information Commissioner’s Office as a data controller under the Data Protection Act (1998). For more information and to view Warwickshire CAVA’s privacy policy please visit: [www.wcava.org.uk/privacy-policy](http://www.wcava.org.uk/privacy-policy)

For office use only

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| Name of group applying for grant:  |  |
| Date application received: |  |
| Panel Date: |   |
| Grant awarded: | YES / NO  |
| Amount applied for: | £ |
| Amount awarded: | £ |