

Local Food



CHANGING SPACES

LOCAL FOOD

FULL APPLICATION HELP NOTES - MAIN AND BEACON



This booklet contains detailed notes to help complete the Full Application Form for Main and Beacon Grants.

We review our Application Forms and Guidance Notes from time to time, so if you have had them for more than six months, please contact the Local Food Grants Team on 01636 670000 or via email localfood@rswt.org, to check that you have the most up to date versions. We published these guidance notes in March 2008.

Please ensure you read all of the sections before completing your application form.

RSWT's Equal Opportunities Commitment

RSWT is committed to operating an equal opportunities policy with respect to both as a grant maker and as an employer of staff and volunteers. To that end, the purpose of our policy is to provide equality and fairness for all grant applicants and recipients, stakeholders, job applicants and employees and not to discriminate on grounds of gender, marital status, hours of work, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

This publication is printed on recycled stock.

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Full Stage Application Notes - Main & Beacon Grants

Before you begin!

This guide is for organisations that have been invited to submit a full application to Local Food for a Main or Beacon Grant. Local Food is an open grants programme run by the Royal Society of Wildlife Trusts (RSWT) as an Award Partner of the Big Lottery Fund

This guide, together with our Local Food general Guidance Notes will help you understand the questions in the application form. They should enable you to answer all relevant sections in full, to demonstrate that the project meets the programme's criteria, aims and objectives.

Please read this guidance carefully before you complete the application form.

Need help?

If you have any queries on the eligibility of your project please contact your Grants Officer (their name can be found in the letter we sent inviting you to send us a full application).

If you or your main contact have any particular communication needs, such as Braille or large print, audiotape, sign language or a community language, please call us on 01636 670000.

Send your completed application form via email to localfood@rswt.org or post to

Local Food
RSWT
The Kiln
Mather Road
Newark
Nottinghamshire
NG24 1WT

Please allow five working days for us to acknowledge receipt of your application.

PART ONE: WHO ARE YOU AND HOW DO WE CONTACT YOU?

1.1 GENERAL CONTACT DETAILS FOR YOUR ORGANISATION

Please give the name and full postal address of your organisation as it appears on your constitution or set of rules. We will use these details in all correspondence with you during our assessment and if we award you a grant, throughout the lifetime of your project.

1.2 MAIN CONTACT DETAILS

It's important we are able to get in contact with your group as there may be aspects of your project proposal we need to discuss and clarify. Please nominate someone who can talk about your project and who can be easily contacted.

If your main contact has changed since your First Stage Application please indicate here. Tell us if the new main contact has any particular communication needs.

1.3 ORGANISATION TYPE

Please tell us the type of organisation you are. To be eligible to apply to Local Food you must be a non-profit taking organisation and constituted as having social and/or environmental objectives. You must send us a copy of your organisation's constitution with your application form (unless you are a statutory organisation).

Applications from branches

We can only make grants to organisations that can legally accept responsibility for them. We can fund independent branches directly. Some dependent branches with reasonable local control can also apply directly to us if the parent organisation accepts overall responsibility. Other dependent branches will need their parent organisation to apply on their behalf.

Applications from schools and educational institutions

All types of schools can apply to Local Food. However, we cannot support activities or services that the school has a statutory responsibility to provide. This means we will not fund activities that are in the school curriculum. For example, we cannot fund salaries of teaching staff or the provision of teaching materials and aids that are directly related to the curriculum.

Applications from health bodies

Health bodies, such as Hospitals and Primary Care Trusts, can apply to Local Food directly if they can meet Local Food's criteria and show that the project is additional to their statutory responsibilities.

Applications from churches and faith organisations

We welcome applications from eligible religious organisations but we will not fund religious activity such as worship. We will also not fund political activities.

We will not award a grant to:

- individuals and sole traders
- profit-making organisations, except those that are non-profit taking

We will not normally make grants to organisations that:

- are in poor financial health
- are not established in England

The organisation applying for a grant must be the same organisation that will receive and be responsible for the funding.

Local Authorities (except Town or Parish Councils) can not apply directly to Local Food; however, they can form part of a partnership

led by an eligible organisation, or they can provide support to applicants.

1.4 - 1.5 ABOUT YOUR ORGANISATION

We are keen to support a variety of organisations including local community groups and well established charitable bodies . Please give a brief description of the purpose of your organisation, its main activities and services and the area in which it operates currently. The information you give here will allow us to establish your organisation's eligibility to apply for funding.

1.6 MANAGEMENT COMMITTEE

You must have at least three people on your organisation's management committee.



1.7 EQUAL OPPORTUNITIES, HEALTH AND SAFETY AND ENVIRONMENTAL POLICIES

You will need to supply copies of these documents with your Full Application. If you need help or support with these, your Adviser will be able to provide this.

Please explain how you implement these policies in your organisation and submit the appropriate documents.

PART TWO: ABOUT YOUR PROJECT

2.1 TITLE OF YOUR PROJECT

Please give the title of your project - we will use this in all future correspondence and publicity

Please provide a title for your project that is different from the name of your organisation or group. We will use this in all correspondence with you. If your application is successful, the title given in this form will be used whenever we produce a press release that refers to your project. Please avoid the use of acronyms and 'spell out' any abbreviations by which the project may also be known.

2.2 TYPE OF PROJECT

We need to know the type of project you are applying for. Your project might not exactly fit one of the choices from this list but please choose the one that best fits your proposal (if completing electronically, click on the grey box on the application form):

- allotments
- box schemes
- catering (cafés or subsidised meals)
- celebrating food cultures
- city farms
- community food growing projects
- community gardens

- community land management or permaculture design
- community seed exchanges
- community supported agriculture
- composting
- education & learning (food related)
- farmers' markets
- food co-operatives
- redistribution of food
- school grounds (educational and practical and related to food)
- sharing best practice, information dissemination and networking

2.3 PROJECT DESCRIPTION

In no more than 250 words please describe the objectives of your project and the activities that are likely to be funded. The description should mention:

- if it is an existing project or a new project
- what activities will be involved in the project
- what the grant will specifically fund
- who will be actively involved and who will benefit from the project
- what benefits the project will provide to the local community

If your application is successful, the description given here will be used whenever we produce press releases that refer to your project. You will have an opportunity to expand on this information in the Business Plan you submit with this application.

For example:

The Green House project is a new project building on the work of our current food project. It will be a community allotment which will provide affordable organic vegetable boxes to

those in need and those on low incomes in the Worthing area, which contains a number of areas of significant deprivation. People with mental health problems and offenders will be trained to work on the allotment and will benefit from training. Schools will also be able to use the allotment for educational purposes.

The grant is to fund the purchase of materials to help set up and run the allotment, costs of training for the running of the allotment, and purchase of a van for delivering the organic box scheme to households in Worthing.

Land and Building Capital Grants

If your project involves the improvement or purchase of land and buildings please refer to the Land and Buildings factsheet available at www.localfoodgrants.org. For a hard copy contact the Local Food Grants Team on 01636 670000



2.4 KEY PROJECT DATES

'Intended project start date' should be the date you anticipate actual work beginning on your project if your application is successful. Your 'End of Local Food project date' must be before 31 March 2014, however your overall project finish date can go beyond the Local Food programme timeframes.

2.5 LOCATION OF THE PROJECT

Please enter the main postcode for the location of your project. If there are several postcodes, you will need to select the main one. If your project is situated on land that has no postcode, please give the postcode of the nearest building. If your project does not have a physical location (for example an educational project, or a project that will take place at several different locations), then please give the postcode of your organisation.

For more help on finding your postcode, you can visit the Royal Mail postcode enquiry website, www.royalmail.com.

We also need to know which region your project is located in. Please choose from the list in Appendix 1 (if completing electronically, click on the grey box on the application form).

If your project covers more than one region please choose 'Multi-Regional' from the list

Definition of a Multi-Regional and National Project

Multi-Regional Project - a project covering between two and eight regions

National Project - a project covering all nine regions

2.6 - 2.7 THE AIM AND OUTCOMES OF YOUR PROJECT

What is the overall aim of your project?

Please identify a minimum of THREE and a maximum of FIVE outcomes your project will achieve

You must identify an aim and outcomes that will be achieved during the life of your Local Food grant.

Main and Beacon Grants will identify the following:

- one aim
- a minimum of THREE and a maximum of FIVE outcomes

The aim of the project should describe what you hope to achieve through carrying out the project, for the life of its Local Food funding.

The outcomes are the changes that will happen as a result of the project, in order to bring about the overall aim.

Your outcomes must be SMART: (Specific, Measurable, Achievable, Realistic and Time-based) so you should include information such as numbers and timescales, as well as showing what will change and who will benefit.

Both the aim and outcomes must be directly related to the Local Food funded project. Through identifying its aim, a project will need to ensure that the aim falls within its chosen main Local Food theme.

For example, the project's aim could be:

- to expand a community allotment and vegetable box scheme to provide vegetable boxes for those on low incomes

The three project outcomes could be:

- create four permanent jobs throughout the lifetime of the project and 20 training placements per year

- 250 low-income households receiving vegetable boxes each year
- three schools using the allotment for educational purposes every week during term time

By reaching the above outcomes by the end of the funded period, the project should meet its overall aim.

2.8 THEMES

2.8.1 -2.8.2 From the list below please indicate the main Local Food theme your project will address (tick one only).

Please indicate the additional theme(s) your project will address

Main and Beacon Grants must address at least two Local Food Themes. Please indicate the main Local Food theme from the list in 2.8.1 and any additional themes in the list in 2.8.2.

Projects must show that they address the minimum number of themes required, addressing additional ones is not a key assessment criterion.

2.9 PROJECT BENEFICIARIES

2.9.1 - 2.9.3 Tell us about the people and organisations that will benefit most from your project

How many people do you expect to benefit directly from your project?

How many organisations do you expect to benefit directly from your project?

Provide your best estimate of the number of people that will benefit during the entire project.



For example for an 18 month funded period, enter the estimated numbers who will benefit over the 18 month period.

Please take the following into account when completing this part of the form:

Benefit directly - by this, we are referring to the number of households that will benefit, the jobs created and training opportunities.

Life of the project - by this we mean if your project is of three years' duration, we would like you to tell us about people who you think will benefit from it during the three-year period.

2.9.4 - 2.9.6 Please tell us how many permanent jobs will be created through the Local Food funded period.

Please tell us how many Volunteer and Training Places will be created through the Local Food funded period.

What type of activities will the volunteers be carrying out?

Tell us how many posts that you expect will be wholly or partly funded through the project (please tell us the number of posts, not the number of people filling them). The 'hours per week' refer to the total number of hours contracted for the post.

Tell us how many volunteer places you expect will be created through the project (please tell us the number of places, not the number of people filling those places). The 'hours per week' refer to the average number of hours worked. If these are not set, please make a best estimate.

Tell us about the type of activities the volunteers will be carrying out.

2.10 ESTABLISHING THE NEED FOR YOUR PROJECT

2.10.1 How have you identified the need for your project? What checks did you carry out to confirm the need?

Please explain how you have identified the need for the project. Have you carried out any consultation with people in the community who will benefit?

2.10.2 In what ways will your project complement or contribute to any local, regional or national strategies and plans?

Your project must contribute or be additional to existing provision in the area. Tell us what level of provision currently exists and what local strategies or plans your project will contribute to.

2.10.3 How will your project address disadvantage, specifically in relation to Local Food's main aim to make locally grown food accessible and affordable to local communities?

Explain how your project will address disadvantage and improve the quality of life in your community. For instance, how will people from low income households benefit from a low-cost box scheme; how will people in high-rise apartment blocks be given access to a community garden; how will people living in rural areas benefit from improved facilities and services?

2.11 PARTNERSHIP WORKING.

2.11.1 If you have spoken to your Local Authority about your project please give contact details

Please give the contact details for the relevant person in your Local Authority. Do not forget, we also need letters of support. If you are not able to provide this, you must explain why on a separate sheet of paper.

2.11.2 Tell us what other organisations or groups you have involved in your project and how you have involved them

It is important we know which other organisations are involved with your project to help us assess how you are working in partnership with other organisations.

These could be:

- Formal partners, who are involved with the project and can support your application (part 1.1-1.3 should be completed for each partner and sent in with your application)
- Informal partners and advisers - those who have helped with working up your project and may be involved in the delivery of it (include letters of support)

- Endorsements - organisations who are supportive of your project (include letters of support)
- Beneficiary organisations and groups - these could be groups with special needs or the population of a defined area

2.11.3 How will you promote your project to people who could benefit from it and be involved in its further development?

Please let us know how you intend to promote the project to possible beneficiaries to ensure its success. For example, this could be leaflets to households, or road shows and meetings to explain why the project is being carried out and what it will mean to the community. Have you taken any measures to get the support of the community? Will members of the community or the people that will benefit be involved in the development of the project?

2.12 MONITORING AND EVALUATION

2.12.1 How will you monitor and evaluate your project's progress towards meeting your aim and achieving the outcomes described in questions 2.6 and 2.7?

Please explain what methods you intend to use to monitor and evaluate your project. For example, this could include things such as taking photographs to show how the project has developed, keeping a chart of the project's progress or holding monthly progress meetings. If you are awarded a grant, we will advise you on the information we will need about the achievements of the project and in what format.

2.13 SUSTAINABILITY

2.13.1 Please explain how your project will be environmentally, socially and financially sustainable beyond the life of the Local Food Programme

You need to tell us how you will sustain the

project after the period of Local Food funding. Please explain how you will deliver and sustain the project, including any social, environmental and financial issues.

PART THREE: PROJECT FINANCIAL INFORMATION

General information

We have a number of rules that you need to follow when completing budget information in this question:

- Ensure that the figures entered in the grids only relate to the Local Food funded period. For example if the Local Food funding length is two years, only enter the costs and relevant match funding for that two year period

The budget should show the total cost for the project during the period of Local Food funding, including any 'in kind' contributions



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that you believe you will receive

- only include costs that relate to the project described in this application
- be realistic about the costs you believe you will incur for your project. Please note we cannot increase a grant award after it has been made to cover costs that were not identified in your application or to cover inaccurate cost estimates
- VAT - if you are registered for VAT, you can apply to us for the cost of non-recoverable VAT only
- organisations not registered for VAT should include VAT costs in their budget, where relevant.

3.1 BUDGET - CAPITAL AND REVENUE COSTS

- by capital costs we mean money spent on improvements to buildings and land, including major repairs or new construction. Also include fixed assets or equipment with an expected life of more than one year, for example, machinery.
- by revenue costs we mean money that is needed to support the running costs incurred by the project, such as salaries, rent, rates and stationery.

You should:

- check the eligibility of the items you are requesting funding for against our guidance
- keep detailed notes of how you arrived at the figure under each budget heading. We may ask you to explain the figures to us in more detail
- check your figures and make sure the totals are correct. You can include up to three per cent inflation per year for revenue items, from year two of your project onwards
- ensure you have sought best value for capital items through an appropriate tendering process

- ensure you indicate whether your costs include VAT or not

3.2 OTHER INCOME (MATCH FUNDING)

Cash income

Cash income can be from a variety of sources, including public, Lottery, European, charitable trusts or private sector. Please specify the amount of money from each category and its source, indicating whether it is secured or not.

'In kind' contributions

'In kind' contributions are non-monetary contributions such as professional time, volunteer labour, gifts of materials, use of facilities and equipment. To estimate a value for this type of contribution, you need to identify some logical and reasonable means to assess them.



For example, value of equipment could be determined using one of the following methods:

- identify cost of an item of comparable age and condition
- obtain a valuation from an appropriately qualified source
- use a recognised information source such as a pricing guide for vehicles
- take original purchase price and apply normal depreciation rates

Volunteer labour might be determined by:

- identifying the commercial rate charged to perform similar services
- Using a recognised information source such as pricing guide for services or labour. An example is shown in the following table.

Type of voluntary help	Per hour £	Per day £
General unskilled labour	6.25	50
Specialist skilled trained labour e.g. equipment operators	18.75	150
Professional Services e.g. lawyers, auditors	50	400

VAT and your project

You may need to pay VAT on services and purchases made as part of your project and we can pay for this within your grant. It is extremely important that you check whether or not your organisation can recover VAT on the costs of your project before submitting this application.

Make sure you check whether VAT needs to be included when you develop your budget. You should then ensure that your budget figures are adjusted accordingly. The amount you request should only include VAT where you do not intend to recover it at a later date. If you later find that VAT claimed under the grant is recoverable, you must repay this amount to us.

If the project costs increase because you have made an error regarding the recoverability of VAT, please note that we cannot increase any grant awarded to cover this.

PART FOUR: FINISHING YOUR APPLICATION

Please ensure you read the statement contained in this part of the application form. The person that signs the form must be different to the main contact given in question 1.2 and must be the chair, chief executive or trustee of the organisation named in question 1.2.

PART FIVE: CHECKLIST

Please use the checklist to ensure that you have provided all the additional information requested.



Appendix One - Regions

The list of local authority areas below will help you identify the region in which your project is based.

East Of England

Bedfordshire
Cambridgeshire
Essex
Hertfordshire
Luton
Norfolk
Peterborough
Southend
Suffolk
Thurrock

East Midlands

Derby
Derbyshire
Leicester
Leicestershire
Lincolnshire (not North or North East
Lincolnshire, see Yorkshire and the Humber)
Northamptonshire
Nottingham
Nottinghamshire
Rutland

London

Barking and Dagenham
Barnet
Bexley
Brent
Bromley
Camden
City of London
Croydon
Ealing
Enfield

Greenwich
Hackney
Hammersmith and Fulham
Haringey
Harrow
Havering
Hillingdon
Hounslow
Islington
Kensington and Chelsea
Kingston-upon-Thames
Lambeth
Lewisham
Merton
Newham
Redbridge
Richmond-upon-Thames
Southwark
Sutton
Tower Hamlets
Waltham Forest
Wandsworth
Westminster

North East

Darlington
County Durham
Hartlepool
Middlesbrough
Northumberland
Redcar and Cleveland
Stockton-on-Tees
Tyne and Wear

North West

Blackburn
Blackpool
Cheshire
Cumbria

Greater Manchester
Halton
Lancashire
Merseyside
Warrington

South East

Bracknell Forest
Brighton and Hove
Buckinghamshire
East Sussex
Hampshire
Isle of Wight
Kent (excluding the boroughs of Bromley and Bexley)
Medway Towns
Milton Keynes
Oxfordshire
Portsmouth
Reading
Slough
Southampton
Surrey (excluding the boroughs of Richmond - upon-Thames, Kingston-upon-Thames, Sutton and Croydon)
West Berkshire
West Sussex
Windsor and Maidenhead
Wokingham

South West

Bath and North East Somerset
Bournemouth
Bristol
Cornwall
Devon
Dorset
Gloucestershire
Isles of Scilly

North Somerset
Plymouth
Poole
Somerset
South Gloucestershire
Swindon
Torbay
Wiltshire

West Midlands

Birmingham
Coventry
Dudley
Herefordshire
Sandwell
Shropshire
Solihull
Staffordshire
Stoke-on-Trent
Telford and Wrekin
Walsall
Warwickshire
Wolverhampton
Worcestershire

Yorkshire and the Humber

Barnsley
Bradford
Calderdale
Doncaster
East Riding of Yorkshire
Kingston-upon-Hull
Kirklees
Leeds
North Yorkshire
North East Lincolnshire
North Lincolnshire
Rotherham
Sheffield
Wakefield
York



CHARITY NUMBER 207238

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