

Growing a Food Community in East Dunbartonshire

Small Grants Scheme – Guidance Notes for Applicants

Introduction and Background

Food isn't just about providing fuel for our bodies, it has the power to connect people. From planting and growing in a community garden to learning new skills at a community cooking class, there are countless possibilities in using food to bring people together; and that is the main aim of Growing a Food Community in East Dunbartonshire!

Growing a Food Community in East Dunbartonshire is inviting people with a shared interest in food and a budding idea for a community food project to work together to improve access to healthy and sustainable foods by addressing food insecurity, promoting food justice, supporting sustainable food systems, building community resilience, educating and empowering and advocating for policy change.

Growing a Food Community in East Dunbartonshire is a collaboration between Greater Glasgow & Clyde NHS, East Dunbartonshire Health & Social Care Partnership, East Dunbartonshire Council and East Dunbartonshire Voluntary Action, which aims to support and develop local community food projects.

This small grants scheme is funded by NHSGGC and East Dunbartonshire Health and Social Care Partnership. The Fund is being distributed and administered by East Dunbartonshire Voluntary Action.

Overall Aims of the Fund

The aims of the fund are to:

- Promote better accessibility and affordability of food
- Promote good nutrition encouraging healthier eating habits and cooking skills
- Celebrate food, particularly in relation to food culture and diversity
- Enhance community spaces for cooking, eating and growing

This will be done through:

- Developing community assets such as people, places and existing services
- Encourage partnership working and collaborative approaches



Good Food Nation

The Good Food Nation Plan sets out six over-arching Outcomes for Scotland to become a Good Food Nation; the range of targets and indicators that will be used to gauge progress towards achieving them; and details of a wide range of food-related policies and initiatives from across the Scottish Government. For further info please see [Good Food Nation Plan](#)

Applications to the fund should meet at least one of the following outcomes from the Good Food Nation Plan:

- Outcome 1: Everyone in Scotland eats well with reliable access to safe, nutritious, affordable, sustainable, and age and culturally appropriate food.
- Outcome 3: Scotland's food system encourages a physically and mentally healthy population, leading to a reduction in diet-related conditions.
- Outcome 5: Scotland has a thriving food culture with a population who are interested in and educated about good and sustainable food.

Who can apply?

This Small Grants Fund is designed to support community-based organisations operating in East Dunbartonshire; the Fund can support both existing and new projects.

It is expected that the majority of applications will come from groups which are already operating to some extent, who have some infrastructure in place, or who can demonstrate the benefits of developing a new project. Applications can be accepted from a range of voluntary 'not for profit' organisations, associations, groups and clubs or consortiums/partnerships which have a strong community focus for their activities.

The range of organisations that can apply are:

- Unincorporated Associations
- Registered Charities
- Scottish Charitable Incorporated Organisations (SCIO)
- Not-for-profit company or asset locked company or Community Interest Companies (CIC)
- Companies Limited by Guarantee

- Trusts
- Cooperative and Community Benefit Societies
- Community councils
- Parent Councils
- Un-constituted Groups (see below)

Please Note:

Un-constituted Groups- can apply for support to set up and for capacity building purposes. EDVA as grant administrator would require to be satisfied with arrangements in terms of assurance around monitoring and accountability of spend; this may include a constituted entity (that meets criteria above) holding a grant for un-constituted groups as well as supporting groups to become constituted.

National organisations- can apply however they must demonstrate how they can provide specific community-based activity in East Dunbartonshire.

What size of grant can be awarded to applicants?

Grants of up to £1,000 are available. There is no minimum award level.

What can be funded:

- equipment, materials and small capital costs
- one-off events
- hall and room hire, including appropriate refreshments
- participation costs
- staffing costs
- training costs
- transport
- utilities and running costs
- volunteer expenses
- safety equipment and PPE

The Fund will NOT support applications for:

- contingency costs, loans, endowments or interest payments
- political or religious campaigning



- profit-making or fundraising activities
- VAT which can be reclaimed
- statutory activities
- overseas travel
- alcoholic beverages and other harmful substances (e.g. tobacco)

How to apply and what happens next?

The online application form and guidance for completing the application are available at the funding section of **EDVA's Website...** <https://edva.org/funding>

If you are unable to use the online application form you can request a Word version or a hard copy of the form, you can get this by contacting EDVA on 0141 578 6680 or by emailing info@edva.org You can also contact us if you have any communication support needs that make completing an application form difficult or impossible for you. We're happy to talk about alternative ways for you to tell us about your idea.

The small grants scheme will open on Thursday the 25th of April 2024 and will close at **2pm on Thursday the 23rd of May 2024.**

Successful applicants will be notified by award letters no later than **14th of June 2024.** Following this; successful applicants will be required to provide a copy of a recent bank statement and a copy of the most recent signed accounts prior to payment being made by EDVA.

Project activity should commence from **June/July 2024** with the majority of the work completed by the **31st of March 2025.**

Monitoring and Evaluation- As part of the fund we will be looking for successful applicants to report back on the difference the project has made. The aim is to keep this as 'light touch' as possible but we will ask for some information such as the number of people who have benefited and for some quotes, case studies or a story. Where it is appropriate, we would also like to see photographs or videos of your project, and to be able to come visit the project and meet with the people involved. If you would like any help or guidance with evaluation please do let EDVA know and we can provide support with this. **A short final evaluation will need to be submitted by the end of April 2025.**



Assessment Criteria

Once submitted your application will be assessed against six criteria:

Criteria	How you can maximise your chance of success
Eligibility (Pass / Fail)	Read this guidance carefully and ensure your application is eligible before you submit it. In particular check that: <ul style="list-style-type: none"> - your organisation is eligible to apply - your project meets the criteria, - you have answered all relevant questions
Impact on Health & Wellbeing	Your application should make clear how your project will improve health & wellbeing for the participants of the project or the local community. You should explain what your outcomes are e.g. improving knowledge & understanding of..., developing confidence in... etc.
Sustainability & Environment	Explain the positive environmental impact of your project & how you will minimise any negative impacts.
Equalities & Inclusion	Be clear about how this project is targeted towards people who would benefit from it the most. Explain who your 'target audience' are and how you have identified this is a need within the community you are working with. Tell us about the practical steps you are taking to ensure your project is inclusive.
Community	Show us how your project is embedded in your community. Be clear about how volunteers are or will be involved in your project. Tell us who you are working in partnership with.
Value for Money	Ensure your budget is appropriate for the work you intend to undertake. Consider what funding you will need to make your project inclusive. Where applicable: <ul style="list-style-type: none"> • tell us about other contributions to the project (for example from other funders or local businesses). • consider how the project may be continued after this period of funding.



EDVA and a local assessment panel will complete the assessment of each application. We may ask you for further information to help you demonstrate your project is fundable. The assessment panel will make the final decision on which projects are funded.

Fair Work First

There is a requirement for all grant recipients awarded a public sector grant on or after 1st of July 2023 to pay at least the real Living Wage and provide appropriate channels for effective workers' voice, subject to limits on devolved competence. With regards to the real Living Wage, the guidance notes that: All UK-based staff aged 16 and over, including apprentices, who are directly employed by the grant recipient, must be paid at least the real Living Wage; and any UK-based workers who are not directly employed but are directly engaged in delivering the grant-funded activity, whether they be sub-contractors or agency staff, must also be paid at least the real Living Wage.

We appreciate the challenges in implementing the policy particularly for small organisations and low value grants. The following exceptions which are outlined in the Fair Work First guidance:

- The funder may apply limited exceptions to provide funding to organisations who cannot afford to pay the real Living Wage in order that the measure remains proportionate; in particular, where grants are essential for an organisation to continue its activities.
- Alternatively, the funder may commit to pay a bigger grant in circumstances where there is arguably no choice for the recipient, so as to allow the recipient to pay the real Living Wage and thereby meet the grant condition. If the funder cannot commit to pay the bigger grant needed, the grant recipient may have to be considered exempt from the real Living Wage condition.

If you need to request an exemption please contact EDVA (0141 578 680) to discuss this further. It should be noted that Fair Work guidance around effective workers' voice do not apply to the funded projects. Further information can be found at:

<https://www.gov.scot/publications/fair-work-first-guidance-2/>



Match Funding

Grants given from the Fund can be used as part of a match funding process. If this Fund is used to match fund a project that is already funded through NHS Glasgow & Clyde then it must cover additional activity and activities cannot be double funded. If match funding is being sought from another fund to compliment this Fund then this should be explained in the application with consideration given to the expected timescales required for this.

Match funding is where funding from another source is obtained to 'match' the funds awarded from a grant giver.