



Neil Smith Gold Food Grants 2020 - 21

Guidance notes

About the Food Partnership

The Brighton & Hove Food Partnership is working for a healthier, more sustainable food system for the city. We believe all residents should be able to enjoy food that is good for health, respects environmental limits and supports a vibrant farming and food economy. We drive forward progress on the city's food strategy, campaign on local and national food issues and deliver a range of community-based cookery, nutrition and growing projects. We are a not-for-profit that brings together community organisations, statutory services, local businesses and individual residents. Membership is free and open to anyone who lives or works in Brighton & Hove and wants to support our work. www.bhfood.org.uk

Neil Smith

Neil Smith was a wonderful volunteer with the Food Partnership who sadly passed away in 2017. We are very fortunate to be the recipient of part of his legacy, which has enabled us to continue this grant scheme at his bequest. Neil loved nature and the outdoors, he volunteered at Racehill Community Orchard, planting hundreds of fruit trees. He was passionate about supporting people in the community especially those with mental health issues. Neil liked the idea of giving people a chance to try something new out; the kind of project he would like to fund would be to buy equipment and pay someone who wouldn't normally be paid to deliver something for the benefit of the community. [More info about Neil here](#)

About the Gold Food Grants programme

Gold Food Grants is a small grants programme run by the Food Partnership that supports projects in communities in Brighton & Hove working on issues like growing, cooking, healthy eating, reducing waste and increasing access to good food. We are particularly keen to fund projects that link up different parts of the food system – for example healthy eating and growing or food waste reduction and cookery.

Gold Food City Bid

In 2015, Brighton and Hove were awarded the silver Sustainable Food Cities award. Now we are [going for gold](#)! This award recognises and celebrates the good work being done across the city to build a healthy and sustainable food system in which everyone can access food that's good for people and the planet. Therefore, we want to celebrate, support and shout out about all the fantastic work happening around food.

In 2018, the city of **Brighton and Hove declared a climate emergency**. What we eat, how we farm and fish, and the food we waste all play a key role in climate change. By working collectively as a city, our actions can have a greater impact on averting the climate crisis.



What can be funded & how much?

Neil Smith Gold Food Grants is a flexible programme that can help fund many of the different types of costs organisations and projects face. It can fund new or existing work and you can apply for funding towards your group's core running costs (e.g. insurance, volunteer expenses) as well as the costs of running a specific project (e.g. capital goods such as cooking or gardening equipment, ingredients, plants and seeds). Funding can pay for the costs of temporary, sessional workers to run workshops, classes or regular sessions, but cannot normally contribute to salary costs of permanent staff. You can also apply for bigger pieces of equipment (e.g. ovens, fridges) to improve kitchens where community members can learn cookery skills.

Please note we are unlikely to fund projects where food is simply given away. For example, giving out vegetable snacks to children in school or buying in extra food for a food bank. We would be more interested in a project that used food to educate, inspire and increase skills. For example; cooking food with beneficiaries, sharing together and then having a recipe to take home.

The maximum grant size is **£850**; **£200** is the minimum. Groups can only apply for funding for one project.

What type of projects will we fund?

This year we will only fund:

Community food projects (e.g. cooking, growing and healthy eating activities) for children, families or young people (up to 25)

- experiencing poverty
- to tackle climate change

The kind of project we would fund

- Edible hedgerow and tree-planting at a school
- Installing a community fridge in a children's centre
- Intergenerational nature connection activities with outdoor cookery
- Healthy-eating cookery project for young care leavers
- A food bank increasing the use of Healthy Start vouchers

Eligibility

The Gold Food Grants programme is open to community groups, organisations and schools undertaking food-related work in Brighton & Hove. Priority is given to smaller organisations and those who cannot access funding from elsewhere. To be eligible, you must be from one of the following types of organisations:

- Not for profit community and voluntary groups and organisations (with a governing document and bank account with at least 2 signatories).
- Schools or members of the whole school community. Please note that if you are from a school, we will only fund work with parents/guardians/carers and the wider community as well as the school children. This work has to happen outside of the school curriculum/hours.
- Informal networks of community members may apply but you will need to be supported by a constituted group with a bank account who can hold the funds on your behalf.
- Local branches of national not-for-profit organisations may apply if (a) the project is not within the already funded remit of the organisation and (b) the project can show the active involvement of members of one of the priority groups in its development, implementation and evaluation.

- We will accept applications for specific project work from statutory agencies (e.g. city council) if that work is not already part of that agency's remit. The grant cannot contribute towards permanent staff salary costs.
- Previous applicants may apply so long as they meet the above criteria and have submitted an end of grant evaluation report.

Conditions

Projects should be completed within one calendar year on receipt of funding. For projects that are ongoing the component of the project funded by this grant scheme must be clearly defined and completed within one year.

Funding will be released to successful applicants only once we have received a signed grant agreement.

Successful applicants must provide a monitoring and evaluation report on completion of the project, or by 30th June 2021 (more information on this will be provided to successful applicants upon notification of funding).

Applicants can only apply to Neil Smith Gold Food Grants for funding for one project.

Projects agree to host a visit from a representative from a Food Partnership Board or staff member at some point in the duration of the funded period.

Extra support

At Brighton & Hove Food Partnership we can offer a variety of support as part of our work in communities; this includes development support, training and materials on food growing, cookery and food waste.

If you would like a trained cookery worker to come and deliver a session with their own equipment and recipes, then you will need to allow £25 per hour for their time and include an hour for preparation.

Please note that depending on the workload of staff members, we cannot guarantee to provide you with this support, therefore do not make it integral to the success of your project and please discuss it with us before including on your application.

If you wish to undertake cookery work in the Community Kitchen, [here is information about how to hire](#) the space.

Application Form Guidance

Please make sure you read through this advice before completing the application form.

Briefly explain what your organisation/group does

This is just a brief overview, so we can understand about your organisation.

List who will manage, oversee and maintain this project? What partners do you have?

Think about who will undertake the main bulk of the work in the project and whether their experience makes them the right person for the job. Just list their name, role and whether they are voluntary or sessional. Please note, it is important if you decide to put Food Partnership sessional staff time in your budget, that you have checked with the team that a person is available and has enough time to develop the work. We would like to see more partnership working. This can add value to your project and shows you are supported within your community. Please list the partners e.g. community groups and

organisations that are supporting your project. Although we do not ask for letters of support, you must check with each project to make sure they agree to have their names on this form.

1. Please give an overview of the project that is to be funded in less than 300 words. Please describe only what this funding will support. Will the funding be used for your group's core running costs (e.g. insurance, volunteer costs) or for a specific project or activity? If your project is covering core costs: please explain how the funding will support your work. If project costs: please describe the project, what you will do and over what period you'll do it, and whether this is a new project / activity, or has it already been going for some time.
2. We need to see specific details about who will benefit from the work.
3. What evidence do you have that there is a need for this project? Have you researched local and national statistics? Have you undertaken a consultation with the beneficiaries of the project e.g. questionnaire, meetings? Have the project beneficiaries (those who will benefit) been involved in planning the activity / project?

Sending your application

All applications need to be sent FAO Helen Starr-Keddle, Development Officer at info@bhfood.org.uk

Please send an electronic version if possible. If you decide to send the form by post, please send an electronic version as well. We do not need a signed printed version; we can accept electronic signatures.

Important Dates

Deadline for applications	Tues 5 th May 2020 by 2pm
Funding decisions	Within 8 weeks of submission
Projects must be completed by	31 st June 2021
Evaluation reports must be submitted by	30 th July 2021

Information and enquiries

We aim to make the application process as simple and supportive as possible. If you are unsure whether your project idea fits these guidelines, if you would like any advice or information about the forms, or if you simply want to discuss an idea please do not hesitate to contact us.

Helen Starr-Keddle, Development Officer, on 07850 002596 or helen@bhfood.org.uk

