

## **LINCOLNSHIRE EMERGENCY ASSISTANCE SCHEME: Grant for Food and Essential Services**

### **FUNDING GUIDELINES**

#### **1. Introduction and Purpose**

This grant is to support people who are struggling to afford food and other essentials due to the COVID-19 pandemic. It is to be distributed through food banks, community larders and similar community projects in the County. It is these organisations who are invited to apply for funds.

The Department for the Environment, Food and Rural Affairs (DEFRA) has made this funding available for use within the County of Lincolnshire and it is being administered by Bishop Grosseteste University (BGU), with assistance from the Lincolnshire Food Partnership.

Grants will be available in two phases. Phase 1 runs from **14 October 2020 to 9 December 2020** and applications can be made at any time during this period. Phase 2 will run from **10 December 2020 to 10 March 2021**. We aim to assess grant applications on a fortnightly basis in both periods. Applicants may apply for grants separately in each period. Grantees will be required to complete an interim monitoring form 6 weeks from the date of the award and a final monitoring form will require completion three months from the award of the grant, or by 31 March 2021, whichever is earlier. Each grant is intended to cover a period of three months. In exceptional circumstances projects may cover a period of up to six months if it is evident that the project addresses immediate need; any grant awarded under these circumstances must be fully spent within six months of the award.

These guidelines provide further information regarding the funding and application process. Further advice and support in making an application, and during the expenditure period of the grant, can be obtained from Becky Bull who can be contacted at: [foodgrants@bishopg.ac.uk](mailto:foodgrants@bishopg.ac.uk)

#### **2. Eligibility**

##### **2.1. Eligibility of Activities**

The principal purpose of the grant is to make food available for those in food need. This might be through food boxes, meals provision and other comparable initiatives. Related staffing, delivery, capital and administrative costs will be considered proportional to the grant and justified in the application form.

We recommend that applicants make use of local initiatives to source food at good value, wherever possible.

Grant payments WILL NOT be awarded against the following items of expenditure:

- overheads allocated or apportioned at rates materially in excess of those used for any similar work carried out by the applicant e.g. overtime;
- costs incurred prior to the date stated in the offer letter unless otherwise agreed prior to spend;
- payments for activity of a political nature;
- debt repayment;
- contingent liabilities;

- contingencies;
- dividends;
- service charges arising on finance leases, hire purchase, and credit agreements;
- costs resulting from the deferral of payments to creditors;
- costs involved in winding up a company;
- payments/compensation for unfair dismissal or employment Tribunal claims
- payments for private pension schemes;
- payments for unfunded pensions;
- compensation for loss of office/employment;
- bad debts arising from loans to employees, proprietors, partners, directors, guarantors, shareholders or a person connected with any of these;
- payments for gifts or donations;
- Entertainment (business entertainment of staff, committee members, trustees, parents etc.); • reclaimable VAT;
- statutory fines and penalties;
- criminal fines and damages;
- legal expenses in respect of litigation;
- Education session for eligible children (Early Years Entitlement).

## 2.2. Eligibility of Organisations

Organisations seeking funding must be verifiably registered in some way (Charity, Community Interest Company, Constituted Unincorporated Association, School, Church). You must also be able to show evidence of past activity or some evidence to show how you have engaged with starting up a new scheme, or partnership with an existing food bank. You will need to have a bank account and a publicly available constitution or set of aims and objectives. The users of your facility must be resident in Lincolnshire.

## 3. Amount of funding and financial arrangements

Grants will normally be awarded to the value of up to £5,000 in each Phase. If you wish, exceptionally, to make an application for a larger grant with special justification, please contact us separately.

Payment will be made in two instalments: 50% at the beginning of the grant period and 50% halfway through the period, after 6 weeks. In exceptional circumstances, for example, where a capital purchase is included in the award, the grant may be weighted to the first instalment to reflect that purchase. The first instalment will be made by BACS on receipt of a signed agreement and payment request. The second instalment will be provided on satisfactory written evidence of progress (an interim payment monitoring form) and a second payment request. The Grant Panel will agree the evidence of progress before authorising the second payment. As part of the monitoring process, grantees will be required to provide evidence of spend; a table will be provided to assist the financial monitoring. Types of evidence grantees will be asked to supply may include receipts from suppliers, timesheets/pay slip evidence to demonstrate staff time, expenses (up to HMRC approved amount), depending on the nature of the project.

## 4. Application Forms

Applications will open on **Wednesday 14<sup>th</sup> October 2020** and will close for Phase 1 applications on **Wednesday 9<sup>th</sup> December 2021**. Phase 2 applications will open on **Thursday 10<sup>th</sup> December 2020** and close on **Wednesday 10<sup>th</sup> March 2021**. The application process for Phase 2 may be refined based on the evidence and experience of participating organisations in Phase 1. Please do not submit any materials or information with your application other than that which are requested as these will not be considered.

The application form will ask for the following:

#### **4.1. Brief summary of proposed activities**

Please provide a concise summary of the activities for which you would like to use the money, with an estimate of how many people will benefit from increased provision. We are not only concerned with the amount of food distributed, but also with how you are aiming to access 'hard to reach' groups, particularly in rural parts of the County.

#### **4.2. Background to your proposal**

Please include information on your track record to date (or intended activity) and any other important context for your application.

#### **4.3. Nutritional, food safety and hygiene standards**

Please include a brief statement of how you (intend to) give due weight to the quality of the food distributed, and what sources of food you intend to use. How do you propose to meet particular cultural and dietary requirements, and compliance with food safety and hygiene standards such as those of the Food Standards Agency?

#### **4.4. Reaching the most vulnerable people**

Please provide a brief statement of how you propose to target particularly vulnerable people using these funds (for example, disabled people and/or carers, people with No Recourse to Public Funds), through, for example, pick-up and delivery services.

#### **4.5. Maintaining dignity**

Nourish Scotland has adapted their [Dignity Principles in Practice](#) for the Covid-19 response. Please provide some information on the specific ways you already follow, or will follow, these or similar principles.

#### **4.6. Connecting with other needs**

Please provide a brief statement of how intend to identify associated needs and support recipients to become more independent in the future. Some of your recipients may benefit from the individual grants element of this funding which provides some assistance with food related utilities and white goods need. You can refer these recipients on to us using the separate application form. For further details, please contact Becky Bull ([foodgrants@bishopg.ac.uk](mailto:foodgrants@bishopg.ac.uk))

#### **4.7. Safeguarding for those in receipt of food support**

Please include safeguarding policies that you have either written yourself for food distribution or that you use (for example, a Local Authority safeguarding policy, explaining how it applies to your project).

#### **4.8. Other organisational policies**

It will be helpful for us to know of other policies (financial management, anti-fraud, annual accounts, equality and other policies) your organisation adheres to.

#### **4.9. Activities table**

Please be as specific as you can about how many people will have access to nutritious food and the quantity of nutritious food you expect to offer as a consequence of this funding and how this compares to your usual level of provision. We appreciate this may be an estimate.

#### **4.10. Budget**

Please provide a breakdown of costs and ensure it is clear how these costs relate to the specific activities in the activities table. We will ask you to provide evidence of spend in your reporting to us which will be detailed in your grant letter.

#### **4.11. Financial information**

We would like you to provide some detail regarding the financial position of your organisation.

#### **4.12. Declaration**

Please complete the declaration information.

#### **4.13. Submission requirements**

Please attach the supporting information for your organisation outlined in the application form (for example, your constitution, relevant policies, financial information).

#### **4.14. Your data**

Please indicate your consent for us to store and handle your data and share it with our project partners as outlined in the application form.

### **5. Decision-making process**

Applications will be reviewed by a panel made up of staff from the Lincolnshire County Council, relevant District Councils, Bishop Grosseteste University (BGU), the Lincolnshire Food Partnership, and Lincolnshire Community Foundation. The panel's decision will be final. A member of BGU will be able to provide feedback on any unsuccessful applications, if necessary. The panel will meet up to fortnightly, as necessary.

### **6. Reporting and sharing learning (monitoring and evaluation)**

Successful applicants will be required to share monitoring and learning from their funded programmes. We aim to use reporting data and other information to highlight gaps in support for those experiencing food poverty in the County and amplify the voices of those experiencing difficulties. Reporting has the following components:

**6.1. Data collection:** Grantees must collect key monitoring data, including number of people reached, some demographic characteristics (*age, disability, ethnicity*), and amount of food or meals distributed. A template will be provided. These data should be reported halfway through the activities and at the end of the project. The data will be used to demonstrate reach and impact and to monitor progress.

**6.2. Case studies:** Qualitative case studies are useful to add 'colour' to reporting, for advocacy and for publicity. We encourage successful applicants to offer 'stories' to the programme which can be shared. BGU will undertake selective follow-ups with successful applicants to seek out case studies.

#### **6.3. Financial reporting:**

Successful applicants will be required to provide evidence of spend.

### **7. Timeline**

Phase 1 open to applications	14 October 2020
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Department  
for Environment  
Food & Rural Affairs

Lincolnshire  
COUNTY COUNCIL  
*Working for a better future*

Lincolnshire  
Food  
Partnership  
*For fairer healthier greener food*

BGU staff available to help with Phase 1 applications	14 October 2020 – 9 December 2020
Deadline for Phase 1 applications	9 December 2020
Phase 2 open to applications	10 December 2020
BGU staff available to help with Phase 2 applications	10 December 2020 – 10 March 2021
Phase 2 Application Closes	10 March 2021
Reporting for Phases 1 and 2 to be completed	31 March 2021

## 8. Contact

For further information or support with your application, please contact Becky Bull, Programme Manager, at Bishop Grosseteste University: [foodgrants@bishopg.ac.uk](mailto:foodgrants@bishopg.ac.uk)