

COMMUNITY GROWING FUND 2019/20

Application form – guidance notes

Please read these guidance notes, as they will assist you in your application for a Good Food Nation Grant for a project taking place in Scotland. All projects must be completed by **31 March 2020**. No extensions will be granted. If you have not met all of your agreed targets and milestones by 31 March 2020 then full payment of your grant may be withheld.

This grant scheme is administered by the Trade Policy, Food and Drink Division within the Scottish Government.

Background

The purpose of the fund will be to contribute to realising the vision for Scotland to become a Good Food Nation, 'a country where people from every walk of life take pride and pleasure in the food they produce, buy, serve and eat day by day'.

Ministers committed in the Good Food Nation's Programme of Measures, published in September 2018, to new financial support for local authorities and community groups for the establishment of community growing facilities, particularly in areas of social deprivation around Scotland. They also committed to provide practical support for people in such areas to use green space for food production, for example through the provision of tool banks. Ministers committed to providing a Community Growing Fund of £80,000 for this purpose.

The Community Growing Fund is available for year 2019/2020 to fund a wide range of community growing initiatives. Initiatives in areas of social-economic disadvantage will be favoured when scoring applications. Applicants can apply for a maximum grant of £3,000.

The Community Growing Fund is open to local authorities, community groups and third sector organisations. Community groups and third sector organisations applying for a grant will need to be suitably constituted as bodies with capacity to enter into legal relationships.

What can be funded?

Applications can be made to the Community Growing Fund for a wide range of goods, activities or services, where the aim of the application is to encourage people to grow and learn about food for the purposes of health, education and the environment. Eligible applications may include:

- financial assistance with setting up a community growing area (the land must already have been identified and purchased or leased);
- purchase and building of raised beds, poly-tunnels and other cultivation facilities;
- purchase of topsoil;
- materials and labour to make existing sites accessible;
- purchase of plant stock and saplings;
- purchase of tools;
- purchase of personal protective equipment such as gloves and safety footwear;
- lease of tools and equipment (e.g. rotavators and mini-diggers) and payment for associated labour;
- costs incurred in running community educational classes in relevant subjects including growing, harvesting, composting and cooking (e.g. costs incurred in hall hire, purchasing goods/services to run the educational classes, development of instructional materials);
- purchase of outdoor educational and/or social cooking facilities (such as a pizza oven or barbeque) and the payment of associated labour (organisations must have obtained the necessary approvals and carried out a risk assessment prior to creating or installing such a facility);
- administrative costs (including any additional human resources) needed to deliver the project which is the subject of the application.

The above list is not exhaustive.

What cannot be funded?

Applications **cannot** be made for activities or services which do not provide an immediate and tangible community growing benefit to the local community, including:

- research activities; and
- feasibility studies.

Such applications will be rejected.

Applications for grants that have economic or commercial purposes will not be accepted.

The maximum grant that can be applied for is £3,000

Who can apply?

We will only consider **one application per organisation**. Should any organisation submit two or more applications, we will enquire with you as to which application you wish to be considered.

Applications may be made by the following bodies:

- public sector bodies;
- community groups; and
- third sector organisations.

Applicants must be suitably constituted as bodies with capacity to enter into legal relationships. Grants will not be awarded to individuals or unincorporated associations.

How we choose successful applicants

Unfortunately we cannot award grants to all applicants. Applicants will be scored according to the criteria listed below. Please include as much detail as possible (within the stated word limits) so as to maximise the chances of you demonstrating the criteria that we are looking for.

Scoring criteria:

1. How well the project meets the Good Food Nation aims and objectives of social justice, health, environmental sustainability and knowledge. Up to 4 points can be awarded in relation to each of these Good Food Nation objectives, which are described in more detail as follows:

Question 3.2:

- a) Social justice – everyone in Scotland has the means to have ready access to the healthy, nutritious food they need;
- b) Health – everyone in Scotland to have ready access to the healthy, nutritious food they need, with dietary-related diseases like heart disease and diabetes in decline;
- c) Environmental sustainability – support a reduction in the environmental impact of food consumption in Scotland, for the benefit of the environment and people of Scotland; and
- d) Knowledge – everyone in Scotland takes a keen interest in their food, knowing what constitutes good food, valuing it and seeking it out when they can.

Up to 16 points may be awarded in total in relation to meeting the Good Food Nation objectives (criteria a to d).

2. Up to 4 points will also be awarded in relation to each of the following criteria:
 - e) Question 3.4 – the value for money that your project offers, and the reasonableness of the amount of funding sought;
 - f) Question 3.6 – whether your project is located in an area of social deprivation, based on the Scottish Index of Multiple Deprivation (SIMD) (website : <http://simd.scot/2016/#/simd2016/BTTTTFTT/9/-4.0000/55.9000/>). Projects located in the most deprived areas will score higher (question scoring : 4 (SIMD decile 1 or 2), 3 (SIMD decile 3), 2 (SIMD decile 4), 1 (SIMD decile 5), 0 (SIMD decile 6 to 10);
 - g) Question 4.1 – the skills and expertise your organisation already has to help you to deliver the project;
 - h) Question 4.3 – the number of people who will benefit from your project – the greater the number of people to benefit from your project, the higher it will score (question scoring : 1 (<15 people), 2 (16-30), 3 (31-45), 4 (>45));

- i) Question 4.5 – have risks been identified regarding non-delivery of the project and have plans been put in place as to how to address and mitigate such risks?;
- j) Question 4.6 – how your project will continue after the grant funding has ceased. We want to see details of the future of your project and its longevity.

Each application will be scored against the criteria outlined above with the highest scoring applications awarded funding. The maximum total score that can be achieved is 40.

Application form questions 3.3, 3.5, 4.2 and 4.4 do not count towards the scoring of your application. Only the part of question 3.2 in relation to how you meet the Good Food Nation objectives you have selected in your application is scored. The remainder of question 3.2 is not scored. These non-scoring questions are intended to invite further information on your project so that we can establish a clear picture of why the grant funding is being requested and how the grant will be used.

We aim to write to successful applicants during the week beginning 6 May 2019.

Your grant offer letter must be signed by both you and the Scottish Government and a copy returned to Food and Drink Division before any expense can be incurred. Costs incurred before the date your signed acceptance is received by Food and Drink Division will be at the applicant's own risk and those costs will be deemed ineligible.

GRANT CONDITIONS

Full details of the conditions that will apply will be included in the grant offer letter should your application be successful. Applicants will be expected to include invoices with their claim forms. If advance payment of the grant is requested and approved, you will be required to provide evidence of your spend, such as invoices and receipts, in your end of project report.

Grant fund timeline

All projects must be completed by 31 March 2020. No extensions will be permitted. If you have not met all of the agreed targets/milestones by 31 March 2020 then all or part of your grant may be withheld. Also see overleaf regarding the advance payment of grants.

You will be expected to submit the following:

- an interim project report mid-way through your project or by **31 October 2019** at the latest, or with each interim claim payment (if interim payments have been requested and agreed to), setting out how your project is on track to meet its objectives, your spend to date of what was projected in your application form, the reasons for divergence from projected spend and how any problems with meeting your project's objectives are being addressed; and
- an end of project report with your final claim form in **March 2020** setting out how your project met its objectives and what it has achieved. (A final claim form will not be submitted with your final report if full advance payment or interim payment of the grant was requested and agreed to).

General grant conditions include the following:

- you are expected to use the grant for agreed expenses only - any changes to this will have to be agreed with Trade Policy, Food and Drink Division in writing prior to the changes taking place;
- all projects must be completed by 31 March 2020;
- grantees should agree to have details of their projects published on the Scottish Government Good Food Nation website;
- the grant is not to be used for any party political advocacy or activity;
- you must acknowledge the Scottish Government in any publicity about the project; and
- we will pay the grant only on what has actually been spent and evidenced, unless advance payment of the grant has been requested and agreed. You will be required to provide evidence of the grant spend, such as invoices and receipts, in your end of project report.

Advance grant payment

Grants will not normally be paid in advance, however community bodies and third sector organisations can request an advance payment in section 5.2 of the application form. Advance payment will not be made available to local authorities. If you request advance payment of the grant (in full or in part), you must clearly explain at section 5.2 why advance payment of the grant is requested.

As part of your application, community bodies and third sector organisations are required to submit their last 3 bank statements to fulfil audit requirements. If your application states a lack of funding or cash-flow to meet the cost of your project in advance, we expect either for this to be evidenced by bank statements or for an explanation to be provided as to why there are funds available in the bank account which cannot be used for the purposes of the project. The Scottish Government will consider a request for advance payment of the grant (in full or in part). However, advance payment of the grant cannot be guaranteed.

Where advance payment of the grant (in full or in part) is requested and agreed to, the grantee is obliged to repay the grant within 14 days of demand by the Scottish Ministers - to the extent that the grant paid is found to exceed what was properly incurred or required.

Interim grant payment

A maximum of two interim payments during the project can be applied for, in addition to the final grant payment at the end of the project for the remaining balance of the grant requested (if applicable).

Your application must set out at section 5.3 if interim payment(s) are requested. If agreed to, the interim payment claim(s) must be accompanied by an interim report which provides evidence of the activities completed up to the claim date such as invoices, receipts, photos etc.

If neither advance payment nor interim payment of the grant is agreed, the grant will be paid in accordance with the payment schedule in one payment upon completion of the activities attracting the grant.

AUDIT AND GOVERNANCE REQUIREMENTS

Community groups and third sector organisations are required to provide the following with their application form. A grant will only be awarded to such bodies if the following information is provided :

- evidence any status claimed by your organisation (e.g. evidence of any charitable status);
- evidence of that your organisation is suitably constituted as a body with capacity to enter into legal relationships;
- your organisation's last 3 bank statements;
- evidence of your organisation's authorised bank account signatories (minimum of 2 signatories required);
- the structure of the organisation including roles and responsibilities;
- copy of a standing agenda, if there is one;
- minutes of your organisation's last 3 meetings; and
- evidence of the annual auditing of your organisation's accounts.

FREEDOM OF INFORMATION ACT 2002

In accordance with the Freedom of Information (Scotland) Act 2002, the Scottish Government may be required to make any application of grant available for public scrutiny. In submitting a grant application, please let us know if there are any elements of it which would prejudice substantially your commercial or other interests if they were made public. Please note there may nevertheless be a public interest in publishing the material submitted.

If you are working on a project, programme or any activity that involves personal data being processed on your behalf, for instance by a third party supplier, you must ensure there is a legally binding contract with that supplier that includes certain mandatory terms from the GDPR as to the roles and responsibilities of each party for data protection

Please also note that a brief summary of successful applicants' projects and grants awarded will be posted on the Scottish Government Good Food Nation website once all grants have been agreed.

Before you submit your application please remember:

- your application must contribute to delivery of **at least one** of the Good Food Nation's (GFN) four objectives
- your completed application must be received by the Trade Policy, Food and Drink Team by 5pm on 31st March 2019
- **applications received after the given deadline will not be read.**

Submitting the application

Please complete the form electronically. If this is not possible please use black ink and write clearly in **BLOCK CAPITALS**.

Please answer each question on the form as fully as possible, within the stated word limits where applicable.

Applications should be returned no later than 5pm on 31st March 2019 and submitted either by email or post.

Email address for applications : CommunityGrowingFund@gov.scot

Postal address for applications :

Pamela Blyth
Food and Drink Division
Scottish Government
B1 Spur
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD

Late applications will not be considered, so you are encouraged to submit your application in good time.

Feedback

We aim to improve our procedures continuously. If you have any comments on our form or processes generally we would be glad to hear them.

Where can I get further information?

If you have any questions regarding the application process, please email CommunityGrowingFund@gov.scot.