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East Suffolk Pantries Grant scheme

Guidance

IMPORTANT: PLEASE READ THE FOLLOWING GUIDANCE CAREFULLY BEFORE FILLING IN THE APPLICATION FORM.

About the fund

UK Shared Prosperity Fund

In April 2022, the Government launched the UK Shared Prosperity Fund (UKSPF) to support its Levelling Up agenda. The primary goal of the UKSPF is to build pride in place and increase life chances across the UK. The East Suffolk Pantries programme is part funded from the UKSPF.

For a summary of the Fund please see <https://www.eastsuffolk.gov.uk/business/uk-shared-prosperity-fund/>

The East Suffolk Pantries Grant Scheme

The UKSPF includes several investment priorities, one being 'Communities and Place,' which aims to encourage projects that strengthen our social fabric and foster a sense of local pride. The current cost of living crisis has the potential to weaken communities and so East Suffolk Council, using UKSPF and other funding, is investing in a range of projects through its Ease the Squeeze programme to meet the needs of residents hit by the cost-of-living crisis. One of those projects is setting up pantry schemes across East Suffolk.

Food costs have risen 14.6% between January and September 2022 and we have statistical and anecdotal evidence that many are struggling to buy essential food items to feed their household. Existing services such as Foodbanks have seen significant increases in customers whilst simultaneously donations have reduced.

The target for each pantry scheme is to provide somewhere welcoming, similar to a shop setting, where people can pay a weekly subscription of less than £5.00 and receive food worth at least £15 in value. It is a model that promotes dignity, self-reliance, and community. It is a sustainable way of people accessing affordable food. Pantries are member led, each member contributes to the service, therefore reducing stigma and to reduce the pressure on crisis response services such as Foodbanks, which are often having to stretch their policies of supplying food in an emergency because of long term need.

Pantries schemes are so much more than a food source. They are relationship focussed and many schemes are community hubs, reducing social isolation, building confidence and skills. Ideally there is also provision made for people to also access additional support and advice from local partners, particularly to mitigate other effects of the rising cost of living where appropriate.

East Suffolk Council have appointed a local VCSE organisation to employ a Food Network Coordinator for East Suffolk. This person will be able to work with your group to support you in planning and setting up your community pantry.



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Any grant you receive must be used to pay for setup costs for a new pantry, conversion of another model of food provision (e.g. community fridge, free pantry) or significant expansion of an existing community pantry project.

Funding may include combinations of the following:

- Franchise or membership fees if required. For example, Fareshare.
- Initial staffing costs for a coordinator to a maximum of £4000
- Equipment and storage costs to a maximum of £1500. Glass fronted large fridges/freezers or other storage e.g. shelving units. You may be able to get these items cheaper second hand or even donated by a local business and your local Men's Shed may be able to help make shelving units.
- Marketing costs to a maximum of £500
- A contribution towards the purchase of food to a maximum of £500
- A contribution towards rent/utilities of up to £250. **Please note that for these costs, you will be asked within your monitoring returns to include evidence of spend against actual usage. Funds can be clawed back if spend hasn't been evidenced.**
- Volunteer expenses, travel costs etc.

Grants of a maximum £6,000 per application are available. Capital funding (equipment, physical assets) is capped at £1,500. Evidence of the spend will be required and any underspend must be returned.

What we ask of you:

- **A location.**

All applicants will need to have a space available for at least 12 months, but we recommend 3 years. Because of the nature of the pantry, it is not possible to put it out and pack it away each session.

- **A minimum team of 3 volunteers to start.**

With the majority of projects, it becomes quite easy to attract volunteers once they have seen the impact of the scheme. Encouraging members to volunteer and get involved is part of the ethos of a pantry and often members become dedicated volunteers.

- **A commitment to operate the pantry at least one day a week.**

There isn't a maximum number of open days, but the more that can be run the better, but we are keen that projects are sustainable and don't overstretch their capacity.

- **A strong business plan.**

We recommend that you have a plan for developing the scheme to become self-sustaining, funded through membership and connected to local networks but the Food Network Coordinator can support this. The business plan can be developed after the grant application is approved; however, we will ask you how you plan to develop a sustainable business model within the application process.



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What you'll get from us:

- **Membership of the East Suffolk Food Network and support from the Food Network Co-ordinator.**

The aim of the East Suffolk Food Network is to bring together all organisations providing both crisis and affordable food. It is a network to share best practice, gain support and manage access to surplus food to ensure fairness in distribution.

We understand that the pantry model is a new concept for many community organisations. The Food Network Coordinator will be available to help at all stages of the process.

- **Ongoing support from the East Suffolk Council Communities Team.**

The Communities Officers can help with project development, empowering members, and communities to take on leadership. We can also help with crisis response, financial inclusion, signposting, and liaison with statutory agencies such as local authorities and health.

If you choose to work with partner organisations such as Fareshare you will benefit from support with processes, documentation and potentially food.

Priorities of the grant scheme

The following six priorities have been identified by East Suffolk Council and all applicants must ensure that their application provides evidence about how it meets as many of the priorities as possible:

1. Enabling people on low incomes in a defined community to access affordable food.
2. Ensuring that they can do this with dignity by setting up an inclusive membership based 'food club' that gives everyone secure access to good food.
3. Providing choice: members must be able to choose the food they want.
4. Generating hope - by reducing weekly shopping bills, members can free up money to cover other bills, repay debt, or start pursuing their and their children's dreams.
5. Strengthening the community by bringing people together around food.
6. Providing access to other support and services in the community.

Types of projects

This fund can only support a pantry project. It can't be used for Foodbanks, Community Fridges, or any other type of food project. There are other funds that may be able to support with these projects.

Please ensure that your application includes information about how your project adds value to the work of existing organisations, projects, and activities in your target area.

Who can apply?

The fund is available to independent, place-based groups who are located within the following geographical area of East Suffolk:



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- Aldeburgh, Leiston, Saxmundham and villages
- Felixstowe Peninsula
- Framlingham, Wickham Market, and villages
- Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership
- Melton, Woodbridge, and Deben Peninsula

Please note that three of the Community Partnership areas have already been funded and projects are underway. There is no longer funding available for Lowestoft, Carlton Colville, Kessingland, Southwold and surrounding villages and Beccles, Bungay and Halesworth areas.

Organisations eligible for funding:

- Any constituted “not for profit” community, voluntary or business group
- Voluntary organisations or social enterprises
- Town and Parish Councils

Individual profit-making businesses will not be eligible to apply, however, businesses are encouraged to work with respective town/parish councils and/or business groups – for example, if businesses can offer venues free of charge that would fulfil the location requirement for an organisation and/or electrical items.

Please be aware that all applicants are expected to complete the subsidy declaration within the application form. For more information on the UK Shared Prosperity Fund subsidy control please visit: <https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7>

What we cannot fund

- Applications from individuals – **we cannot make grant payments to individuals**
- VAT: If you can claim back VAT then VAT is not eligible as part of the costs of your project and should not be included
- Projects unable to start within 3 months of the grant award date
- Activities promoting political or religious beliefs. Groups are welcome to apply if they can prove the project is solely for community benefit and will commit to not proselytising
- Payments towards endowment funds, deficit funding or loans
- Items or projects which only benefit an individual
- Retrospective costs
- Projects that will displace existing provision
- Activities that are statutory obligations

These examples are given as a guide and are not exhaustive.

Before applying, please note that this funding cannot be used to replace lost income / profits / hardship experienced because of the pandemic, although it can be used help you to resume



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activities suspended due to Covid-19. We cannot provide retrospective funding for projects i.e. for costs already incurred.

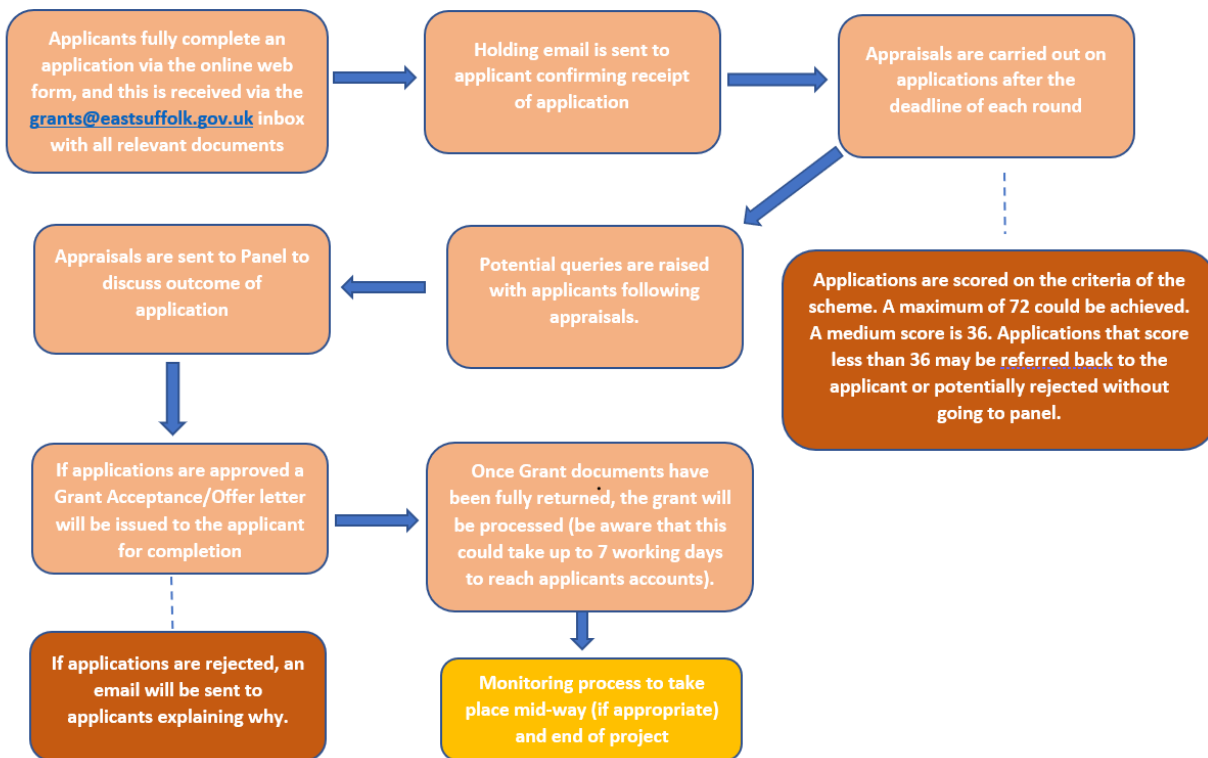
How to apply

To apply for this grant, please complete the web form on the following link:

https://my.eastsuffolk.gov.uk/service/Your_local_pantry_grant_scheme

Process

If the application is fully complete (i.e. all the required information is provided) it will be considered by a panel which will be as soon as possible after the grant deadline below. See the diagram below for more information on the application process. We advise that you review the handbook and charter before you submit your application.



Deadline for Applications

Round	Round dates (applications open and close)	Dates of Appraisals	Panel Meeting
Round 1	1 February 2023 – 1 March 2023	2 March – 15 March 2023	w/c 20 March 2023
Round 2	1 May 2023 – 30 June 2023	3 July – 21 July 2023	w/c 24 July 2023



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Round 3	29 th January 2024 – 16 th February 2024	19 th February – 26 th February 2024	w/c 4 th March 2024
Round 4	8 April 2024 – 31 May 2024	3 rd June – 14 June 2024	w/c 17 June 2024
Round 5	2 September 2024 – 1 November 2024	4 November – 22 November 2024	w/c 25 November 2024

These dates set out above are subject to change if a high number of applications is received.

If your application is successful, you will be notified of the decision through a Grant Acceptance (via email) within 5 working days of the Panel assessing your application.

Funds through this grant scheme **should only be spent on the items/purpose detailed in the application form and Grant Acceptance** and within **12 months** of the date of the Grant Acceptance. If the grant is not spent on the approved purposes or there is an underspend, the Council has the authority to reclaim part or all the grant. If you are proposing to make any changes to your approved project, please inform us as soon as possible. If the changes are significant enough not to meet the key criteria for the project funding may be reclaimed.

An evaluation and monitoring form will be sent for completion **after 6-months and at the end of the project** to ascertain the impact that the project / activity has had. ***Please keep copies of receipts and invoices related to the project / activity – we will ask to see these as part of our monitoring process. We may carry out spot checks, including site visits, on a proportion of approved applications.***

Applications will be scored as per the scoring matrix below.

SCORING CRITERIA			
	Criteria	Strong projects will have...	Weak projects will have...
A	Have the physical space for a pantry for a minimum period of 12-months (ideally 3-years) and meets at least one priority of the grant scheme.	A building with open access to a room in a secure, well-insulated building with good facilities – toilets, wifi, access to power points, chairs, central heating, etc - that can be accessed easily by the local community. Has clearly evidence how they have met at least one priority of the grant scheme.	A difficult to access room in an insecure building with limited facilities or an insecure tenancy. They have not included grant fund priorities.
B	Have a minimum starting volunteer team of 3 people (plus the Co-Ordinator) and a plan for volunteer recruitment	A committed, well managed and trained volunteer base, ideally also involved in other community or food-based projects, used to working with people facing hardship or distress and able to regularly commit to sessions to allow continuity. A well-thought-out plan for future volunteer	No or few volunteers. Inability to evidence volunteer management and training plans.



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		recruitment, training, and retention.	
C	Clear evidence that the scheme will support local residents and work towards healthier and happier lives.	Good evidence of how healthy eating and food options will be promoted and provided and how they will engage with the local community and hard to reach groups.	Little evidence of how healthy eating and food options will be promoted and provided and how they will engage with the local community and hard to reach groups.
D	Engage with statutory, voluntary and community partners to benefit the scheme and ensure sustainability.	Good evidence of experience of working in partnership with other organisations; voluntary sector, councils (Parish/Town, District or County), health providers, and more and a commitment to do so during this project.	Little evidence of partnership working and little commitment to do so in the future. Antagonistic relationships with other local organisations.
E	The project has been realistically costed and full project costs have been provided	The applicant has provided clear description and costs. The applicant has included match funding towards the project.	It's not clear what the funding is for. They have not clearly identified how any shortfall would be met.
F	Sustainability	The applicant has clearly outlined how the project will be sustained after this funding has ended.	It is not clear in the application how the project will be sustained.

Scoring Matrix

- 0** No Evidence
- 1** Poorly Met
- 2** Satisfactory
- 3** Good
- 4** Very Good

SCORING CRITERIA			
Criteria	Score Range	Weight	Max Weighted Score
A	0-4	4	16
B	0-4	4	16
C	0-4	4	16
D	0-4	3	12
E	0-4	2	6



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F	0-4	2	6
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- Groups can achieve a maximum score of 72 points
- A medium score is considered to be 36 points
- Applications that score less than 36 will be referred back to the applicant or rejected.

If you would like this document in large print, Braille, audiotapes, or translated into another language, please contact us: grants@eastsoffolk.gov.uk