**Field to Fork Application Form
*To be completed by the applicant***

1. **Organisation Details – *to be completed by the applicant***

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| **Name of organisation/group** |  |
| **Name and position held at organisation:**  |  |
| **Address for correspondence: *(please include the postcode)*** |  |
| **If registered charity, please state number** |  |
| **If registered as a company e.g. Community Interest Company or Limited By Guarantee, please state number:** |  |
| **Email:** |  |
| **Tel. No.** |  |
| **Website** |  |

**1a. What type of group / organisation are you, please use the tick boxes below:**

[ ] Community or voluntary group [ ] CIC / Social Enterprise

[ ] Registered Charity [ ] Village Hall/Recreation Ground Committee

[ ] Community Interest Organisation (CIO) [ ] Charitable Company Limited by Guarantee

[ ] Local Branch of a National Organisation [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Town/Parish Council

 **1b. Does your organisation have the relevant policies and procedures in place? Please tick**

**those which are applicable to your organisation/this project:**

Constitution/set of rules Yes [ ]  No [ ]

Child Protection Policy Yes [ ]  No [ ]  Not applicable [ ]

Adults at risk of Harm Yes [ ]  No [ ]  Not applicable [ ]

Health & Safety Policy Yes [ ]  No [ ]  Not applicable [ ]

Equal Opportunities Policy Yes [ ]  No [ ]
DBS Policy/Process Yes [ ]  No [ ]

Covid Risk AssessmentYes [ ]  No [ ]  Not applicable [ ]

Which of the following insurance cover does the organisation hold? *Please tick the appropriate boxes.**It is recommended that Public Liability insurance cover is a minimum of £5 million*

Public Liability Yes [ ]  No [ ]  Not applicable [ ]

Employers Liability Yes [ ]  No [ ]  Not applicable [ ]

Professional Indemnity Yes [ ]  No [ ]  Not applicable [ ]

Other (please specify) Yes [ ]  No [ ]  Not applicable [ ]

1. **Project Details – *to be completed by the applicant***

Field to Fork is part of the East Suffolk Council Ease the Squeeze cost of living programme and is partly funded by the UK Shared Prosperity Fund. The basic principle is that local people will be enabled to grow produce locally, gaining skills, increasing social interaction and providing cheap, nutritious food to offset the rising cost of living.

This will partly be delivered by offering grants for organisations to provide and farm small parcels of land, engaging local volunteers from the community to help. The produce grown in the communal gardens will be made available to volunteers on the projects, to community pantries and foodbanks and also, potentially, will be sold to generate income to expand the project.

The grant eligibility is as described in the Priorities in the attached Grant Scheme Guidance document but can fund the following summarised items:

* Events that increase engagement with your allotment, garden, space, etc.
* Tools or equipment that increase capacity.
* Storage or enclosed spaces that can increase the number of people able to participate in activities.

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| **Project name** |  |
| **In detail, describe the land/property you intend to use and your relationship to it (eg. Lease, own, etc)** |  |
| **How do you intend to increase the number of people that engage with your project?** |  |
| **How will you know if you’ve been successful and how will you monitor progress?**  |   |
| **How will you promote your project, taking in to account harder to reach groups in your area?** |  |
| **How do you intend to support and retain new participants within your project?** |  |
| **How will your project increase the amount of produce grown, and how do you intend to distribute it?** |  |
| **How will you enable people to better understand healthy cooking using fresh produce (eg. Signposting to websites, running events, cooking clubs, etc)?** |  |
| **What experience does your project already have of supporting others to improve their own skills?** |  |
| **How will the project be sustained after this funding?** |  |

1. **Project Costs / Budgets**

**The maximum available grant is £2,000.**

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| **How much funding are you applying for?** | £ |
| **Project costs breakdown – please provide a breakdown of the project costs.** |

|  |  |
| --- | --- |
| **Description** | **£** |
| Eg/ seeds, tools, etc |  |
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| **What match funding are you providing? For example, volunteering hours, staff costs, materials costs etc. For volunteering, please include number of hours.** |

|  |  |
| --- | --- |
| **Description** | **£** |
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| **Are you waiting for confirmation from other sources for funding for this project?** |  Yes [ ]  No [ ] *If Yes, who from and how much:* |
| **Is there any shortfall in your funding? Please provide details.** |  |
| **Please can you confirm that the proposed project/activity has not already started/been paid for *(we cannot fund items/services/activity that have already been purchased and paid for before a Grant Acceptance has been issued*).**  | Yes [ ]  I confirm activity/project has not already startedNo [ ]  *If you have selected no, please can you provide further details below about which stage the project/activity is and why this application is still relevant:* |

1. **Monitoring and evaluation**

In order to assess the effectiveness of the Field to Fork project, we will ask you to collect some basic data and customer feedback, including:

1. Number of volunteers/attendees involved in the project and number of new volunteers/attendees.
2. Amount of produce grown and how it is shared with the community
3. How the project has positively affected people’s lives (through surveys we’ll provide)
4. Number of households engaging with your asset before and after the project/activity.

You will not be required to hold personal sensitive information on our behalf.

1. **Applicant Declaration & Data Protection – *to be completed by the applicant***

I acknowledge that the personal data I have supplied is being collected to allow East Suffolk Council to process my application for the East Suffolk Field to Fork Grant Scheme in accordance with the grant scheme guidance.

Personal data will not be used for any other purpose unless East Suffolk Council obtains my consent or unless permitted by law.

Due to corporate retention requirements for financial information relating to this scheme, information relating to this application will be retained for 10 years.

East Suffolk Council confirms that personal data will be processed and held securely and in accordance with the UK General Data Protection Regulations and the Data Protection Act 2018 (and any updates).

Further information about data protection and the full Communities Team privacy notice can be found on the East Suffolk Website:

<https://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Communities-Privacy-Notice.pdf>

I confirm that:

* I have the authority to represent the organisation making this grant application.
* All information provided in this application form is correct and complete to the best of my knowledge.
* I confirm I am not withholding any information that would be likely to affect the outcome of the application.
* I shall inform East Suffolk Council if, prior to any grant funding being awarded, I become aware of any further information which might reasonably be considered as relevant in deciding whether to fund the grant application.
* I have informed all individuals whose personal data has been included in this application or supporting paperwork that their information has been collected and shared, and I have advised them of the relevant East Suffolk Council Privacy Notices.
* I understand that without prior reference to me the information given in this application may be submitted for checking against records held by East Suffolk Council or other organisations (such as government departments, other agencies, local authorities and the police) for the purposes of assessing my eligibility for grant funding or for the purposes of the prevention and detection of crime.
* I understand that where checks against other departments or organisations are made and discrepancies are identified, the Council may provide details of this application to those departments and organisations, and this may result in changes being made to those external records.
* I understand that data recorded by or on behalf of East Suffolk Council is subject to the Freedom of Information Act 2000, including information provided in relation to grant applications.

**Subsidy Control (formally State Aid)**

The EU State aid rules no longer apply to subsidies granted in the UK following the end of the transition period, which ended on 31 December 2020. This does not impact the limited circumstances in which State aid rules still apply under the Withdrawal Agreement, specifically Article 10 of the Northern Ireland Protocol. The United Kingdom remains bound by its international commitments, including subsidy obligations set out in the Trade and Cooperation Agreement (TCA) with the EU.

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| **Subsidies and State Aid** Has your group, organisation, business, or any other company in your group received, in the last three years, or are currently applying for any grants (including **local authority or public funding**) or Subsidies/State Aid *(COVID related business grants, growth grants, apprenticeship, National Lottery, business rate discounts, Growth Hub business support etc.)*? If *Yes*, please provide details below. *You may be asked to be provide copies of the agreements.*  |  Yes/No |
| **Date of application/award**  | **Name of provider**  | **Amount awarded/applied for**  | **Reason for or purpose of payment**  | **Regulations,** **e.g. De Minimis, GBER, SMFAA C19BGA etc.**  |
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| **Signature:*****Enter your name in the box only if you agree to be bound by the terms set out in this form. We will treat this as your signature on the form*.** |  |
| **Name:** |  |
| **Position within the Organisation:*****Please note that this should be someone with legal and financial responsibility.*** |  |
| **Date:** |  |

1. **Scheme Promotion**

Your information will be publicly available as part of this application process, for example your information may be used for promotion and publication of press articles or for publicly available end project evaluations.

By signing below, you acknowledge that your information will go into the public domain, and you are consenting to this.

You understand that either consenting or not consenting to this will not affect your application process.

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| --- | --- |
|  **Full Name:**  |   |
|  **Signature:**  |  *(****Enter your name in the box only if you agree to be bound by the terms set out in this form. We will treat this as your signature on the form*.***)*  |
|  **Date:**  |   |