



## East Suffolk Field to Fork 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 Field to Fork programme is being partly funded by money from the UKSPF.

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

##### ***Field to Fork 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 Field to Fork.

With the rising cost of living, many people's income will reduce in local communities, which is a potential trigger for poorer physical and mental wellbeing.

This grant scheme aims to increase the number of local residents playing an active role with their local community space. Proposals should clearly target those that do not have a history of engagement with such projects but would benefit in some way by doing so in the future.

Any grant you receive must be used to increase local engagement with your provision, asset or project. Examples may include the purchase of equipment to increase capacity, delivering events to bring new people to the site, or other ideas that work for your particular site.

***Grants of up to £2,000 per application. You don't have to have partnership/match funding for your project, however if you do, your application may be assessed more favourably (this could be cash and non-cash/volunteer contributions).***

#### **Priorities of the grant scheme**

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

1. To increase the number of people engaging with local allotments, community gardens, green spaces or equivalents that offer the ability to grow produce.
2. Increase the amount of locally grown food within East Suffolk via a range of options.



3. Broaden peoples understanding of how to use fresh produce in their day-to-day cooking.

### **Types of project**

This fund can only support a Field to Fork project and not any other kind of project. Sites may differ in description – for example an allotment, community garden, growing space, etc.

Examples of eligible costs that can be applied for under this scheme could include:

- Events that will increase local people's involvement or engagement with your growing space.
- Tools and equipment that increase capacity for more engagement.
- Storage or covered spaces that increase the likelihood of local people using the growing space throughout the year.

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

### **Who can apply?**

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

This includes:

- Any constituted “not for profit” community, voluntary or business group
- Voluntary organisations or social enterprises
- Towns and Parish Councils
- Education and training providers in East Suffolk
- Housing Associations

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 – and if businesses are able to offer additional support that would be great.

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 are able to claim back VAT then VAT is not eligible as part of the costs of your project and should not be included.
- Annual/usual organisation running costs and core staffing costs
- Projects unable to start within 6 months of the grant award date
- Activities promoting political or religious beliefs
- Payments towards endowment funds, deficit funding or loans



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- Overseas travel for individuals/groups
- Sponsored or fundraising events
- Funding for trips abroad or hospitality to other organisations
- Repeat funding – i.e. if East Suffolk Council has previously provided a grant for the same activity
- Items or projects which only benefit an individual
- Retrospective costs
- Projects that will displace existing provision
- Activities that are statutory obligations

**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.**

### **Monitoring and evaluation**

To help us assess the effectiveness of the Field to Fork programme, we require you to provide some data back to us. This includes:

- Sending updates on your project at the mid-way point and project end post-grant acceptance, including
  - Number of people regularly using the asset before and after the scheme launch
  - Practical impact the grant funding has had on your asset
- Administer a short survey (that we will provide) to people that engage in order to understand the personal impact the grant funding and your asset is having.
- Provide photographic evidence of use of the grant funding.
- Explaining the distribution of excess produce from your asset. These answers will differ from asset to asset so there is no right or wrong answer, however it helps us understand the situation at a District level.

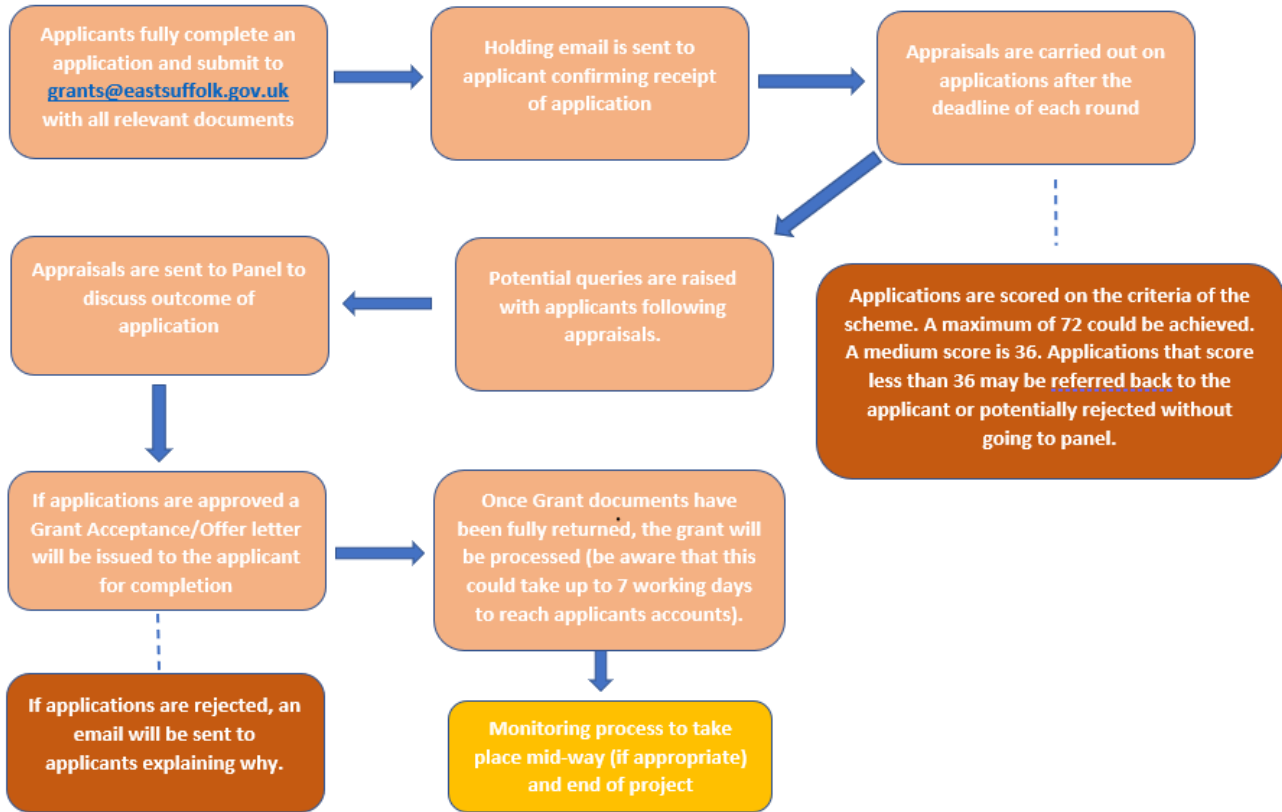
Alongside the grant scheme is an offer of Growing Starter Kits being made available at key points across the district. The aim is to increase the number of people that are starting to grow their own produce through the provision of equipment and support. As part of the ongoing development of this offer, we will work alongside you to encourage those that have received Starter Kits to participate in larger scale activities.

### **How to apply**

If you would like to access funding through the East Suffolk Field to Fork Grant, please complete the application form. Once completed and signed (an electronic signature is fine), please send your completed application to: [grants@eastsoffolk.gov.uk](mailto:grants@eastsoffolk.gov.uk)

### **Process**

If the application is fully complete (i.e. all the required information is provided) it will be taken to a Panel Meeting which will be up to three weeks after the grant deadline below. See the diagram below for more information on the application process.



### Deadline for Applications

Round	Dates (applications open and close)	Dates of Appraisals	Panel Meeting
Round 1	21 <sup>st</sup> November – 16 <sup>th</sup> December 2022	19 <sup>th</sup> December 2022 – 6 <sup>th</sup> January 2023	w/c 9 <sup>th</sup> January 2023
Round 2	1 <sup>st</sup> April – 28 <sup>th</sup> April 2023	1 <sup>st</sup> May – 19 <sup>th</sup> May 2023	w/c 22 <sup>nd</sup> May 2023

*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.

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. All funding awarded will be for a maximum of twelve months, although our contribution could be part of a longer-term project which is match-funded from elsewhere. You must indicate on your form if you have applied for or intent to apply for match funding for this project. 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 of the grant. If you are proposing to make any changes to your approved project, please inform us as soon as possible.

An evaluation and monitoring form will be sent for completion **after 12 months** to ascertain the impact that the project / activity had. Returning this form to us is one of the grant conditions.



Please keep copies of receipts and invoices related to the project / activity – we may ask to see these as part of our monitoring process as we spot check a proportion of successful applications.

Applications will be scored as per the scoring matrix below to ensure a fair and competitive process.

<b>SCORING CRITERIA</b>			
	<b>Criteria</b>	<b>Strong projects will have...</b>	<b>Weak projects will have...</b>
<b>A</b>	Increase the number of people engaging with local allotments or other growing spaces that provide the opportunity to grow produce	<ul style="list-style-type: none"> <li>• Appropriate land readily available that is suitable for growing produce.</li> <li>• A clear plan to engage new people with their scheme in a way that works for their circumstances</li> <li>• An understanding of how regular monitoring can contribute to improved outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• A lack of appropriate space, or a limited time remaining to use it.</li> <li>• Poor soil conditions without provision to improve it.</li> <li>• Little or no detail within plans to achieve the outcomes.</li> <li>• Uncertainty/lack of clarity around the aims and outcomes.</li> </ul>
<b>B</b>	Increase the amount of locally grown food within East Suffolk via a range of options.	<ul style="list-style-type: none"> <li>• An understanding of local conditions, opportunities and barriers to achieving the criteria.</li> <li>• Clear process to encourage and support and retain new people within their scheme/project.</li> <li>• Outline how an increase in produce will be achieved.</li> <li>• Demonstrate awareness of local options to distribute excess produce to if required.</li> </ul>	<ul style="list-style-type: none"> <li>• No evidence of a plan to increase produce.</li> <li>• Little consideration given to retention of new volunteers and how to achieve it.</li> <li>• Lack of awareness relating to other local producers and distribution points if necessary.</li> </ul>
<b>C</b>	Broaden peoples understanding of how to use fresh produce in their day to day cooking.	<ul style="list-style-type: none"> <li>• Clear plans to signpost and provide reliable information about cooking to those that request it.</li> <li>• An agreed method of making resources easily available for all if they require it.</li> <li>• Experience within the applicant group of enabling others to improve their own skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Unwillingness to encourage others to consider new cooking options.</li> <li>• No plans in place to ensure such information is readily available if required.</li> <li>• Lack of understanding around healthy cooking and its principles.</li> </ul>



		<ul style="list-style-type: none"> <li>Willingness to share resources provided by key partners.</li> </ul>	
<b>D</b>	The project has been realistically costed and full project costs have been provided	<ul style="list-style-type: none"> <li>The applicant has provided clear description and costs.</li> <li>The applicant has included match funding towards the project</li> </ul>	<ul style="list-style-type: none"> <li>It's not clear what the funding is for.</li> <li>They have not clearly identified how any shortfall would be met.</li> </ul>
<b>E</b>	Sustainability	<ul style="list-style-type: none"> <li>The applicant have clearly outlined how the project will be sustained after this funding</li> </ul>	<ul style="list-style-type: none"> <li>It is not clear in the application how the project will be sustained</li> </ul>

**Scoring Matrix**

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

<b>SCORING CRITERIA</b>			
<b>Criteria</b>	<b>Score Range</b>	<b>Weight</b>	<b>Max Weighted Score</b>
<b>A</b>	0-4	4	16
<b>B</b>	0-4	4	16
<b>C</b>	0-4	4	16
<b>D</b>	0-4	3	12
<b>E</b>	0-4	3	12

- 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](mailto:grants@eastsoffolk.gov.uk)