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| **GRANT APPLICATION FORM**  **Cost of Living – Community Kitchen Support Fund- Sandwell**   **PROJECT DETAILS** |
| Sandwell Council are inviting local Voluntary and Community Sector organisations (Definition [**here**](https://www.sandwell.gov.uk/downloads/download/425/definition-of-the-voluntary-and-community-sector)) to apply for a grant of up to £7,500 to offer free local Hot Food Provision to households who would otherwise struggle to buy food, pay essential utility bills or meet other essential living costs.    For further information and/or to submit completed application forms please email: [nick\_garratt@sandwell.gov.uk](mailto:nick_garratt@sandwell.gov.uk)  The closing date is 24th October 2025 - 5PM |
| **PROJECT DESCRIPTION** |
| Sandwell Council is pleased to announce grant funding opportunities for community based local food providers who are an integral part of the Borough's current Tackling Poverty Action Plan (see link) <https://www.sandwell.gov.uk/downloads/download/448/tackling-poverty-plan>, supporting local residents who are struggling with the cost of living and need to access hot meals and practical support .This initiative aims to support organisations dedicated to alleviating food insecurity amongst Sandwell residents.  Community based free Food Provision provides essential support to those facing food insecurity. With the rising cost of living, more residents are struggling to afford necessities, making the work of Community based hot food providers and Food Networks more important than ever. This grant aims to support boroughwide coverage of local/free hot food provision whilst also supporting food networks across the borough to enhance their capacity and reach. |
| **DELIVERY PERIOD** |
| The delivery period is 6 months. Successful organisations will be expected to start delivery quickly from the 1st November 2025 |
| **FUNDING** |
| As part of the Household Support Funding Delivery Plan and ongoing Tackling Poverty Plan, Sandwell Council is offering grants ranging up to £7,500 to organisations that can demonstrate their ability to deliver regular levels, at least once a week, of free hot food provision and holistic support to residents in food crisis. The funding can be used for various purposes, including purchasing food, improving facilities, *and training volunteers*. ***However, at least 50% of all allocated funding must be used directly to purchase food – i.e. If your application is for £1,000, £500 must be allocated for purchasing food. All costings must demonstrate effective use of funds with clear links between spending and expected outcomes.***  ***Transportation costs of food will NOT be funded through this grant.***  **Please note funding will be allocated based on geographical location and proposed numbers of beneficiaries reached, as such successful applicants may receive less funding than requested.**  Successful applicants will be required to comply to the terms of Local Authority Grant Agreements. This includes supplying regular monitoring of activity, case studies demonstrating outcomes and feedback from service users,  The Community Kitchen Support Fund intends to provide financial support to organisations that:  - Are already actively involved in free hot meal provision within Sandwell.  Or - Can demonstrate the skills capacity and appropriate facilities to provide free hot meals to local residents.  The funding is intended to enhance the capacity and reach of these organisations, ensuring that more residents in need receive essential hot food. ***Organisations must demonstrate they have the infrastructure and capacity to deliver hot meal provision, and they use appropriate facilities and follow food health and safety policies and guidelines.***  Organisations eligible to apply for this grant include:   * Sandwell based voluntary sector organisations * Organisations with existing or planned community based hot food/meal provision * Organisations who can demonstrate the use of (for food/meal preparation) appropriate facilities and follow health and safety policies and guidelines. |
| **ELIGIBILITY** |
| **Applicants must**:  -Serve Sandwell Residents – With an objective of to providing hot food to residents of Sandwell. This includes dietary needs and culturally sensitive food.  -Demonstrate meeting standards of food hygiene and staff/volunteer training.  -Proven Track Record – Work with residents/households who are struggling with essential living costs.  -Management Capability - Show evidence of building and managing food supply networks.  -Coverage - Be able to demonstrate their reach and impact within a specific town or across different towns.  -Collaboration - Show a willingness to collaborate with other food networks and community organisations to maximize impact.  -Sustainability – Demonstrate how your organisation could be able to provide hot food to residents in the future.  -Registration **–** It is preferred but not essential to be registered with at least one of the following organisations that support food provision both locally, regionally, and nationally – The Trussell Trust, Fareshare, The Independent Food Aid Network, Black Country Food Bank, SMBC Food Network.  **Additionality –**  The funding aims to support additionality, ensuring that the grants enhance and expand the capacity of already established community-based food providers. This means that the funding should be used to provide additional services or increase the reach and impact of existing services, rather than replacing existing funding or services. Applicants should demonstrate how the grant will enable them to provide further support, reach more residents, or offer additional services that address food insecurity in Sandwell.  **NOTE – If an organisation is already funded by the Local Authority to deliver hot food/meal provision you will be expected to make this clear on the application and demonstrate additional benefit and outcomes, and no duplication of funding.** |
| **PROJECT AIMS** |
| **The aim of the project is:**   * To support community based hot food providers to purchasing food and other essential items to provide hot meals for residents. |
| **PROJECT OUTCOMES** |
| Projects should aim to meet the following outcomes:   * Reduction in food poverty across Sandwell. * Reduction in food insecurity across Sandwell. * Improved cooking skills for local residents. * Increase resident knowledge and awareness of nutrition and meal preparation * Residents can access targeted financial advice – Increased signposting from local food provision to other welfare and support services * Increase residents’ resilience to achieve real change in financial circumstances * A strong and well-established Community Food Network that can meet local demand and support the reduction of food poverty in Sandwell. * Increased community engagement and involvement through volunteer opportunities, creating a sense of solidarity and support among residents |

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| **APPLICATION FORM**  **SECTION 1: YOUR ORGANISATION** | | | | | | | | | | |
| **Unique reference number (office use only)** | | | | |  | | | | | |
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| **1.1** | **Details of your Organisation** | | | | | | | | | |
| Organisation Name | | |  | | | | | | | |
| Address | | |  | | | | | | | |
| Post code | | |  | | | | | | | |
| Website | | |  | | | | | | | |
| **1.2** | **Contact for this Application** | | | | | | | | | |
| Name | | |  | | | | | | | |
| Position | | |  | | | | | | | |
| Contact Number | | |  | | | | | | | |
| Email | | |  | | | | | | | |
|  | | | | | | | | **YES** | | **NO** |
| **1.3** | Does your organisation have voluntary or charitable status? | | | | | | |  | |  |
| **1.4** | Does the organisation have a constitution and bank account? | | | | | | |  | |  |
| **1.5** | Is the organisation based in or delivering services in Sandwell and has most beneficiaries from the Borough? | | | | | | |  | |  |
| **IF YOU HAVE ANSWERED ‘NO’ TO 1.3, 1.4 OR 1.5, YOUR APPLICATION WILL NOT BE CONSIDERED.** | | | | | | | | | | |
| **SECTION 2: PROJECT DELIVERY** | | | | | | | | | | |
| **2.1** | * **Please provide brief background details about your organisation (e.g. aims, experience or track record of delivering emergency food provision to Sandwell Residents) [max 500 words]**   Please include relevant information on the following.   * How many residents do you support monthly or propose to support with hot food provision? * Do you use facilities that meet food hygiene and safety standards? * Are your volunteers/staff trained in food safety? * Do you have access to kitchen facilities suitable for preparing hot meals? * Is your organisation registered with the food standards agency for food business purposes? * What is your current Food Hygiene Rating (as issued by the Food Standards Agency)? * Do you have a Health & Safety policy in place for food preparation and service? (if successful, we will request a copy) * Do you carry out regular risk assessments for food preparation and service activities? (if successful, we will request a copy) | | | | | | | | | |
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| **2.2** | **How do you propose to deliver the project? (include your approach and capacity to deliver, (max 800 words)**  Please include the following:   * How many hot meals will you supply a week (if you already supply hot meals how many more will be provided * How many times a week will hot food be available? * How many residents will benefit from the project? * How will you target hard to reach groups? * Will you offer culturally appropriate and dietary specific food? * Will you improve kitchen/facilities? * Who will deliver the project staff/volunteers, will additional training be required? * How will you work with partners? * Will you offer nutritional education? * Will you signpost residents to welfare/financial support? | | | | | | | | | |
| |  |  | | --- | --- | | **2.3** | **Tell us how the project intends to deliver against the aims and outcomes of the project (include how you will ensure how hot food distribution will meet the demand of Sandwell’s most vulnerable residents) [max 400 words]** | | | | | | | | | | | |
| **2.4** | **Tell us the wards/towns you currently/plan to deliver in (including protected characteristics of individuals where necessary)** | | | | | | | | | |
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| **2.5** | How will you evaluate the impact of the activities/services? How will you measure this at the end of the project? (include surveys and case studies where necessary) **[max 400 words]** | | | | | | | | | |
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| **SECTION 3: STRATEGIC THEMES** | | | | | | | | | | |
| **3.1** | | Tell us how your project will contribute to at least **one** of the Council Plan Strategic Themes listed below. Full details can be found [**here**](https://www.sandwell.gov.uk/downloads/download/960/council-plan) **[max 500 words]** | | | | | | | | |
| 1. Growing up in Sandwell 2. Living in Sandwell 3. Healthy in Sandwell 4. Thriving Economy in Sandwell | | | | | | | | | | |
| **SECTION 4: MARKETING AND PROMOTION**   |  |  | | --- | --- | | **4.1** | How will you promote the project to ensure you reach your target audience? (Max 400 Words) | |  | |   **SECTION 5: FINANCE** | | | | | | | | | | |
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| **5.1** | Please use this table to indicate what the grant aid will be spent on (e.g. salaries, activities, etc). Please give some thought as to how you will realistically spend or apportion any grant aid before completing this section. You can include details of any in-kind contribution provided by your organisation. | | | | | | | | | |
| **Item** | | | | **Breakdown/Calculation of Expenditure Items** | | Grant Amount Requested | In Kind Contribution | | Total Project  Cost | |
| **Food Purchase Costs – Must be 50% of total grant** | | | |  | | £ | £ | | £ | |
| Staff Costs (please specify-Including hourly rate)  Volunteers expenses (e.g. travel, etc. please specify) | | | |  | | £ | £ | | £ | |
| Play Equipment/Resources | | | |  | | £ | £ | | £ | |
| Premises costs  (e.g. venue hire etc. - please specify) | | | |  | | £ | £ | | £ | |
| Marketing and Promotion | | | |  | | £ | £ | | £ | |
| Admin costs | | | |  | | £ | £ | | £ | |
| Other costs (please detail) | | | |  | | £ | £ | | £ | |
| TOTAL | | | |  | | £ | £ | | £ | |

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| |  |  | | --- | --- | | **5.2** | Has your organisation previously received funding (grant or contract) from Sandwell Council, Sandwell Children’s Trust or Sandwell Public Health? If yes, please provide details |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Specify Grant or Contract** | **List the Activities/Services funded** | **Council Contact Officer** | **Funding period e.g. 2020-2021** | **Amount Awarded (£)** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   **SECTION 6: DECLARATION OF RELATIONS** | | |
| Please note: Should you provide any information under this section; it will only be used for the sole purpose of grant administration for this programme only. | | | |
| Please include the name and details of any:   * Sandwell Council officer * Councillor * Relative * Close associate of any Sandwell Council officer or Councillor who: * Is a member of your managing body or paid staff. * Is (to your knowledge) a relative or close associate of any of your management members or senior staff. * Is (to your knowledge) likely to derive any direct personal benefit or advantage either financial or in kind from the award of this funding. | | |
| **Please give names and details if relevant:** | | |
| **Name** | | **Nature of involvement** |
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| **Declaration** | | |
| **I confirm that to the best of my knowledge and belief (choose one):** | | |
|  | I have listed above the names of Sandwell Council Officers or Councillors with an involvement in this project or grant application | |
|  | No Sandwell Council Officers, or elected members have any involvement in this project or application | |

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| |  | | --- | | **SECTION 7: DATA PROTECTION** | | The Data Controller for any personal information held for this purpose is Sandwell Metropolitan Borough Council, Council House, Freeth Street, Oldbury B69 3DB, Tel 0121 569 2200.  The Data Protection Officer can be contacted at the above address and through email at:  [dataprotection\_officer@sandwell.gov.uk](mailto:dataprotection_officer@sandwell.gov.uk).  Any personal information on this form/section where you have given us consent to use, will ONLY be used for the purpose stated and for no other. For unsuccessful applications, personal data will only be kept for maximum of 12 months. For successful applications, in accordance with financial regulations data will be retained for a maximum of 7 years in line with our Document Retention procedures. Where you have not provided us with consent that information will not be used by the Council.  Any personal information provided under consent will only be used and shared for the purposes outlined on this form, however when a legal duty is placed upon the Council then the Council will consider the sharing of your information in accordance with that duty (e.g. police, etc.).  You have the right to withdraw your consent at any time, should you wish to do so please contact: nick\_garratt@sandwell.gov.uk | |     **SECTION 8: DECLARATION OF SIGNATORY** | |
| I confirm that the organisation named in Section 1 of this application form has authorised me to sign this agreement.  I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.  I understand that any offer of grant funding will be subject to grant conditions and we confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.  I have not altered or deleted the original wording and structure of this application form as originally provided or added to it in any way.  I give consent to Sandwell Council holding and sharing of any personal data provided for the sole purpose of grant administration.  I understand that completing this form is not a guarantee of receiving the funding.  I understand that the funding panel’s decision is final and that there is no right to appeal. | |
| **Print Name** |  |
| **Position in Organisation** |  |
| **Signature** |  |
| **Date** |  |

**Before submitting, please check you have: Answered all questions, signed the form and attach any requested supporting documentation by deadline date. Incomplete or late applications will be rejected.**

**Email the completed form to: nick\_garratt@sandwell.gov.uk**

Reviewed March 2025