

COVID-19

Food & Essential Supplies Fund 2020-21

Guidance Notes

The Fund is open from 15th December 2020 and will remain open on a rolling call basis. We expect a high number of applications to the fund and therefore dependent on the availability of funding reserve the right to close the fund at very short notice.

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Contents

1.0 Introduction

- 1.1. Purpose of Grant Programme
- 1.2 Overview of fund.
- 1.3 Priorities of the fund
- 1.4 Levels of grant award
- 1.5 Who can apply?
- 1.6 What can be funded?
- 1.7 What cannot be funded?
- 1.8 Exclusions

2.0 How to answer the questions

3.0 How we assess and score your application

- 3.1 Eligibility assessment
- 3.2 What if an application is not eligible?
- 3.3 Assessment / Scoring
- 3.4 How decisions are made
- 3.5 What happens when an application is successful?
- 3.6 What happens if an application is unsuccessful?
- 3.7 Government Funding Database

Appendix 1

General Data Protection Regulations

Freedom of Information Act

Appendix 2

Sample Adult Safeguarding Policy Statement

1.0 Introduction

These guidelines provide information about the financial support available through the Food and Essential Supplies Fund. They will help you and your organisation decide if the financial assistance offered is appropriate to support the project or activities that you are planning.

1.1 Background and Purpose of Grant Programme

The Department for Communities has made available additional funding support to local authorities to support the most vulnerable in our society to access food and other essential items through a range of immediate and medium term interventions to address the significant dual challenges of Christmas/New Year and Brexit, both of which will exacerbate food poverty and insecurity between now and the end of March 2021.

1.2 Overview of fund

Christmas specific initiatives

This additional funding will enable councils to resource some Christmas specific activity for those citizens who face real financial challenges, highlighted by the economic impacts of COVID and underlined by the pressures that the Christmas season brings. This additional funding will enable councils to build on local Christmas campaigns and provide support such as:

- Family/individual support packages, including food and seasonal items and other essentials
- Cooked meal provision, perhaps in partnership with local restaurants/community food providers, reflecting private sector collaboration
- Providing 'meals on wheels' Christmas lunches and companionship to older people living alone.
- Support to safe spaces, offering somewhere safe to spend Christmas, and Christmas meals and activities.

Beyond Christmas to March 2021

In the New Year we expect the focus to shift to more strategic interventions whilst recognising that emergency support may still be required, especially if Brexit has a further negative impact. The activities foreseen here focus on delivering a more strategic response, by developing capacity and capability in the community food infrastructure; brokering partnerships with other support /service providers, linking access to food to other practical support streams. Some examples of projects that could be delivered are:

- Food education schemes
- Slow cooker Programmes
- Community Fridge
- Increasing community food providers infrastructure including additional storage and covering FareShare membership fees (45p per kilo),

Funded activities can span December 2020 to March 2021.

1.3 Priorities of the Fund

Projects must demonstrate how they address financial need / poverty as a result of Covid-19 by specifically addressing at least one of the fund objectives:

Objectives of the Fund

- To alleviate the financial and social pressures resulting from the festive season on those at most need in our society.
- To enable VCS organisations to provide food and essential items to those experiencing food poverty
- To tackle root causes of food poverty by linking into other services e.g. advice services
- To protect the economically vulnerable, as well as the medically vulnerable from the impact of COVID19

Targeting Need

The following groups should be targeted across the region,

- Children and Young People;
- Carers;
- Older People;
- People Living with Disability;
- Anyone who has lost income as a direct result of the pandemic.

Outcomes

The outcomes will include:

- Improved partnership working
- Reduction in food poverty/insecurity
- Building evidence base of what works well
- Improvement in impact through additional linked support.
- Transitioning to more sustainable pathways/forms of support

Benefits for beneficiaries

Those identified as being in genuine need will

- receive support with food and other essential items
- be connected to accessible information and relevant supports within their communities
- be supported and educated to 'eat well'

Benefits for community providers

- Improved infrastructure enabling them to support more people in need
- Volunteers are supported to carry out their role
- Improved focus on networks and referral pathways
- Improved partnership working

1.4 Levels of grant award.

Access to Food Fund	Maximum Grant Amount
Local community/voluntary sector organisations can apply for grants of up to 100% of costs	£2,000

Only those applications which provide a targeted response in relation to food poverty will be considered. Only those organisations which can provide evidence that support has been targeted where it is most needed will be supported. We expect a high number of applications to the fund. Council will review the number of applications received and the number of awards being made on a daily basis. The fund will close as soon as the available funds are allocated. Council reserve the right to close the fund at short notice.

If you are receiving Covid 19 funding support from another funder you must declare this in the application.

1.5 Who Can Apply?

Properly constituted Community & Voluntary Organisations with their own bank account are invited to apply. If you are not a constituted group you can link with a constituted group in your area who can apply on your behalf.

The constituted group will receive the award has financial responsibility for the audit process.

Applicants must provide a Vulnerable Adults Safeguarding Policy / Policy Statement, a list of committee members, a copy of your most recent accounts or a recent bank statement and a signed copy of your constitution.

If you do not have a full Safeguarding Policy in place as yet, as a temporary measure, to enable you to submit an application you may submit a signed policy statement showing your intention to keep adults safe in the activities that you will be undertaking as part of your Covid-19 project. (KAS Adult Safeguarding Policy Statement Template available as Appendix 2).

For eligibility organisations must:

- Be based in the Causeway Coast and Glens Council area or be delivering a project targeting residents in the Causeway Coast and Glens Council area.
- Have a constitution / governing document that has been adopted at a public meeting showing clearly defined purposes that are for the public benefit in line with the Charities Act (Northern Ireland) 2008.
- Be committed to Equal Opportunities in terms of organisational policies and the delivery of services to those being served or represented.
- Be non-party political and open to the full range of local opinion.
- Be able to demonstrate a fair and equitable ethos through established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
- Have appropriate and adequate insurance cover for all activities and all actions proceeding such as costs, claims, demands and liabilities whatsoever, arising from all or any of the group activities. To also ensure that any individuals or organisations worked with are properly insured.

- Ensure that all group activities abide by the law and that the necessary permissions are obtained for activities from the appropriate body/authority.
- Ensure that Child Protection Policy / Vulnerable Adults Policy and Procedures are in place and adhered to as and where appropriate.
- Have a bank/building society account and keep a proper record of group accounts.
- Be able to produce an annual statement of independently audited or certified accounts, or be able to present a bank statement in the case of newly established groups.
- Agree to Causeway Coast and Glens Council's promotion, monitoring, evaluation, and training procedures as required.

1.6 What can be funded?

Applicants can apply for grants of up to 100% of costs up to a maximum of £2,000 towards project costs.

Eligible costs will include:

- Purchase, collection and delivery of groceries/food hampers and other essential items
- Provision of hot or cooked meals
- Purchase of food, ingredients, containers
- Small items of equipment and white goods eg slow cookers, fridges, storage equipment
- Facilitator fees eg food education scheme
- Advertising costs such as printing / delivery of leaflets
- Volunteer expenses eg cost of delivering food
- Personal Protective Equipment (masks, gloves, hand sanitisers) eg. for use in production of meals

1.7 What cannot be funded?

The following will not be eligible for funding from the Fund:

- Proposals that do not directly benefit Causeway Coast & Glens Council residents.
- Retrospective expenditure where services/items have already been obtained and paid.
- Applications where the applicant will have a personal financial benefit.
- Costs that are not auditable e.g. cash payments unsupported by an approved petty cash system.
- Costs towards banking charges and / or repayment of debt.
- Costs that can be claimed back from elsewhere e.g. VAT.
- Alcohol
- Fuel stamps or vouchers (funding for this is available through a separate grant fund. The Department is also funding regional fuel poverty support which can be accessed through the Covid-19 Community Helpline, which is managed by Advice NI, freephone number

0808 802 0020. You can also get in touch by [email: covid19@adviceni.net](mailto:covid19@adviceni.net): text: ACTION to 81025

1.8 Exclusions

It is important to note that this funding programme will not award grants to the following:

- Individuals (Community organisations apply on behalf of individuals and families)
- Groups operating outside the Causeway Coast and Glens Council area
- Political Organisations
- Statutory organisations

Please note that you will need to complete a monitoring form at the end of the project which will require specific information on the number and types of beneficiaries along with details on the specific needs. This information is essential to enable the Department for Communities to monitor the impact of the programme.

Council is also working with foodbank partners in the Borough and so community organisations in receipt of the Food and Essential Supplies Fund should ensure that they have a process in place to ensure that they assess the need of beneficiaries and are not duplicating other service provision.

2.0 How to answer the questions.

Applications should be submitted online via Council's Online Funding Hub. You can access the hub through Council's homepage www.causewaycoastandglens.gov.uk and click on funding or go straight to the online hub at <http://causeway.eformz.info>

All questions must be completed as fully and concisely as possible. Please see below for help in completing your application:

IMPORTANT: Part A application form; organisational details and governance – if you have submitted an application to Council previously, choose the option to **CLONE** a previous application and Part A will be automatically completed based on information provided from a previous award. Check the Part A to update any relevant sections if the information has changed, for example additional or new committee members.

Q1: In this question we would like you to tell us about the project or activities that you are planning. Tell us what you are going to do, how you are going to do it and when and who the beneficiaries are.

Please provide specific detail in relation to the number of individuals or families your project will support, for example:

Example 1: Working with a local restaurant to provide cooked Christmas dinners for 10 families at a cost of £15 per head.

Example 2: Providing Christmas hampers to 10 x families of 4 people @ £120 per hamper; 3 x families of 3 people @ £90 per hamper; 6 x families of 2 people @ £60 per hamper

Example 3: Working through the local convenience store to provide £100 food vouchers for 10 families of 4 people etc etc

Q2: Please tick the boxes to indicate the District Electoral Area (DEA) and the Electoral Ward that your project will take place in; you can identify these from the map below:



Your response to this question is not assessed but it will ensure we are able to identify and address gaps in provision asap.

Q3: Please complete the relevant boxes to tell us about the people that your project will target.

Q4: Please describe how your project addresses the Food and Essential Supplies Fund objectives as detailed in section 1.3 of the Guidance Notes.

Q5: Please tell us about the need for your project?

For example, 3 families have lost their main source of income as a result of recent redundancies; 8 families have parents who have been furloughed since September 2020 etc. And tell us about what process you have in place to assess the need of beneficiaries to ensure you are not duplicating other services in the area.

Q6: Please provide a breakdown of all costs for your project and how much you are requesting from Council. Please refer to 1.6 of these guidance notes for what can be funded.

Q7: Please tell us of any other funding sources for your project including brief details of any other funding applied for.

3.0 How we assess and score your application

Every application that is received requesting a Food and Essential Supplies Fund will be assessed for the following:

- to ensure that the organisation is eligible to apply
- how well the proposal meets community needs and contributes to the Food and Essential Supplies Fund objectives

An acknowledgement receipt will be electronically issued to you once your submission has been received. Your application will be assessed as soon as possible and you will be notified within 5 working days.

3.1 Eligibility assessment

The assessments in respect of Part A of the application form are awarded a pass or fail eligibility rating. Eligibility is determined based on: Does your organisation have an acceptable, signed constitution, does your organisation have a management committee / list of committee members, has your organisation submitted a Vulnerable Adult Policy/Safeguarding Policy Statement, have you submitted your most recent accounts or a recent bank statement?

If the answer to any of these questions is no then your application will be deemed ineligible.

3.2 What if an application is not eligible?

If your application is not eligible, you will be notified immediately and the reasons will be outlined to you, it will not proceed to assessment against the criteria.

3.3 Assessment

If the organisation, based on the information supplied is able to satisfy the Council of their eligibility for the Access to Food Food and Essential Supplies Fund shown in the table below.

All questions will be scored out of 5 and weighting will be applied as detailed below:

Criteria	Score out of a possible 5	Weighting	Possible Score
1. Range and quality of project activities		X4	20
2. Number and type of beneficiaries		X4	20
3. How well the project promotes and addresses the Food and Essential Supplies Fund objectives		X8	40
4. How well the need for the project is demonstrated		X 4	20
			100

Applications must score 65% in order to avail of funding.

3.4 How decisions are made.

When the scores are finalised / assessments complete the applicants will be notified within 5 working days.

3.5 What happens when an application is successful?

If an application is successful, Council will issue a letter of offer which is a legal agreement with the organisation to deliver on the proposals outlined in their application form.

50% of the grant will be awarded upfront, Council will make payments directly into your nominated bank account. The remaining 50% will be paid once all required documentation is received by Council.

3.6 What happens if an application is unsuccessful?

An Appeals Process / Review Procedure is available if an application is unsuccessful. The purpose of this is to ensure that the decisions taken and procedures followed are applied fairly and consistently.

The Review will provide an independent process through which an applicant will have the opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable or
- that the proper procedures were not followed

Appeals on any other grounds will not be considered.

3.7 Government Funding Database

Please be aware we are required to check the Government Funding Database (GFD) prior to making awards in order to avoid duplication of funding.

If registered on GFD we ask you to state your organisation's Unique Reference Number (URN) to help with this process. Details of grants awarded will be uploaded to the GFD, it is the responsibility of the applicant group to ensure that the organisation details held on GFD are up to date.

Appendix 1

General Data Protection Regulations

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk



Resource 1.3 Sample Adult Safeguarding Policy Statement

A sample adult safeguarding policy statement is a statement of your intention to keep adults safe while in the care of your organisation.

It should be a simple statement, which reflects the nature and activities of your organisation such as:

Our commitment to safeguard

Abuse is a violation of an individual's human and civil rights; it can take many forms. The staff and volunteers in (organisation name) are committed to practice which promotes the welfare of adults at risk and safeguards them from harm.

Staff and volunteers in our organisation accept and recognise our responsibilities to develop awareness of the issues that cause adults harm, and to establish and maintain a safe environment for them. We will not tolerate any form of abuse wherever it occurs or whoever is responsible. We are committed to promoting an atmosphere of inclusion, transparency and openness and are open to feedback from the people who use our services, carers, advocates, our staff and our volunteers with a view to how we may continuously improve our services/activities.

We will endeavour to safeguard the adults we work with and care for by:

- Adhering to our adult safeguarding policy and ensuring that it is supported by robust procedures;
- Carefully following the procedures laid down for the recruitment and selection of staff and volunteers;
- Providing effective management for staff and volunteers through supervision, support and training;
- Implementing clear procedures for raising awareness of and responding to abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving adults at risk and their carers appropriately;
- Ensuring general safety and risk management procedures are adhered to;
- Promoting full participation and having clear procedures for dealing with concerns and complaints;
- Managing personal information, confidentiality and information sharing; and
- Implementing a code of behaviour for staff and volunteers.

We will review our policy, procedures, code of behaviour and practice at regular intervals, at least once every three years.

Author:

Publication date:

Approved by:	
Effective from:	
For attention of and action by:	Members of the Senior Management Team, Management Committee/Group; managers and leaders; staff and volunteers, service users; carers and advocates; and visitors.
Review date:	
Adult Safeguarding Champion	(Name and Contact details)



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