



Food Aid Fund

Application Deadline: This fund will be open until the funding has been spent, or until 1 January 2024, and then it will be closed.

Please fill in this form and send it to HousingOptions@eaststaffsbc.gov.uk

Thank you for applying for the Food Aid Fund. We recognise the vital work that food projects are doing in the borough and want to extend our gratitude for all that you do for East Staffordshire citizens.

This fund has been set up to help projects which are providing food to East Staffordshire residents (e.g. foodbanks, food clubs, food pantries, social supermarkets and community cafés) and whose on the ground work/activities are based in East Staffordshire. The fund will consist of a grant of £550 per month for 6 months. The money provided through this grant should be used as a consistent income to purchase the food and other consumables that your organisation gives out to individuals. The funds should primarily be used to purchase food, but can also be used to purchase hygiene products (including pads and tampons), baby products, and pet food, where appropriate.

We ask that at the end of each month, you email us every receipt for consumables purchased with this fund (for monitoring purposes) and log the amount that you have spent (to HousingOptions@eaststaffsbc.gov.uk). Please note that the full £550 should be spent each month – if you have any monthly underspend, we suggest that you spend it on ambient produce that will last longer than 6 months to build stocks for the medium term.

Please complete all the questions in the application form.

If your application is successful, we will let you know via email and ask you to sign a Condition of Grant Aid (COGA) (which includes your bank details). We need you to return the filled in COGA for us to be able to initiate the payment process. As payments will be processed by the finance team on a Thursday, please send this to us by the end of Tuesday.

Please note that this is a time-limited fund as part of the cost of living response for winter 2023-24, and further support from the council may not be available after this. Again, we thank you for your hard work and hope that this fund will support your ongoing work in this area.

Access Support

We are committed to being accessible. If you experience or anticipate any barriers within the application process or require help to make an application or accessing services and information, please contact us.

If you have any questions, please contact HousingOptions@eaststaffsbc.gov.uk

Your Organisation

| | |
|--|--|
| Organisation/group name (Applicant) | |
| Registered/official address, including postcode | |
| Correspondence address, including postcode (if different to above) | |
| Organisation telephone number | |
| Website, blog or Facebook page etc, if you have one | |

Please confirm that you are one of the following:

| | |
|--|----------------------|
| Unincorporated Association with a constitution, committee, bank account and regular meetings | |
| Not-for-profit Limited company | Registration number: |
| Registered Charity | Registration number: |
| Community interest company (CIC) | Registration number: |
| Charitable Incorporated Organisation (CIO) | Registration number: |
| Other – please state: | |

Main contact for this application

| | |
|--------------------------|--|
| Name | |
| Position in organisation | |
| Phone number | |
| Email address | |

Your Project

Where will the activities take place?

If the locations / venues are not accessible, please consider any reasonable adjustments you may need to make for people with disabilities

| | |
|--|--|
| Main address including postcode. This should be the main base of the activities. | |
| Other venues/ locations addresses including postcodes. | |

We are asking this question because it is important for us to ensure that these activities are taking place in East Staffordshire and to know where projects we are supporting are.

Please provide a brief summary of your project, including number of people served by the foodbank (~50 words)

Please explain your food projects need for help from the Council, e.g. some evidence of increased demand / decreased supply. If you are able to provide some detail/numbers of the difficulty you are experiencing marinating supplies that would be helpful (max 100 words). *We are asking this as we need to have an understanding of there being a need to award this funding.*

Please give details how what you will use this funding to buy. Please be specific about types of foods or other consumables (e.g. hygiene products) (max 50 words). *We are asking this for monitoring purposes and to know how awarded funds will be used.*

Projects and Activities engaging or working with Children, Young People or Adults at Risk

Who in your organisation at senior level is responsible for the Safeguarding policy's implementation and monitoring?

| | |
|--------------------------|--|
| Name | |
| Position in organisation | |

Do all relevant members of staff or organisers have an up to date Criminal Records Bureau check (DBS)?

Yes/No

Do you have in place a record of DBS checks carried out, confirming that DBS checks are satisfactory?

Yes/No

| |
|--|
| If you have selected 'No' to either of the above questions, please state the reasons for your answer. |
| |
| Have you ever had any disruption or disorder at your food project and what have you done about this when it happens? <i>Answering 'yes' to this question will not change your eligibility to receive grant funds – we just want to know how you approach safeguarding issues when they arise. Answering 'no' will also not change your eligibility for this grant.</i> |
| |

Declaration

East Staffordshire Council is committed to being open and transparent about decisions which affect its citizens. Details of grant payments to voluntary and community sector organisations are published on the Council's website every three months. To view published information, please go to <http://www.eaststaffsbc.gov.uk/open-data>. By submitting this application, you are agreeing that your details will be published.

In addition, if you are successful in your application, you will be required to confirm that you have the following in place; and, on request, shall send us a copy the document:

- Insurance
- Food Hygiene Certificates where appropriate
- Safeguarding policy
- Health and Safety Policy

Please note: Where applicable grant officers may add additional conditions into the Conditions of Grant Aid (COGA).

DATA PROTECTION ACT 2018, CONFIDENTIALITY STATEMENT

East Staffordshire Borough Council collects information for the purposes of procurement and payment functions. The information we collect about you will depend on the nature of your business with us but may be used for any of the Council's purposes.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information about you from certain third parties, or give information to them, to check the accuracy of information; to prevent or detect crime; or to protect public funds in other ways, as permitted by law. These third parties include other local authorities, government departments, credit reference agencies and the police.

We will not disclose information about you to anyone outside the Council unless the law permits us to. Confidential information will not be disclosed to third parties. We recognise that information is valuable, and we take all reasonable measures to protect it whilst in our care.

The Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use your information, you can ask by telephoning 01283 508000 or email reception@eaststaffsbc.gov.uk.

Please note that we do not require or request that you collect or provide personal information about food project users for this grant.

Applicant Declaration

| | |
|--|--|
| On behalf of (organisation/group name) | |
| for Project Title | |

I confirm that:

- The information in this application is correct and complete. If the requested grant is approved, any additional supporting documents required will be provided.
- If the requested grant is approved, the funds will be utilised as described in this application.
- I am authorised to sign and submit this application for grant funding on behalf of the organisation.

This section must be signed by the person who completed this form, on behalf of the organisation applying. The witness must not be a relative of the person who completed the form.

Form completed by:

| | |
|-----------|--|
| Name | |
| Role | |
| Signature | |
| Date | |

Witnessed by: (if possible and practical)

| | |
|-----------|--|
| Name | |
| Role | |
| Signature | |
| Date | |