



## Community Kitchens Fund Application Form

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@eaststaffbc.gov.uk](mailto:HousingOptions@eaststaffbc.gov.uk)**

Thank you for applying for the Community Kitchens Fund. In delivering this fund, the Council is looking for a community lead solution and welcomes innovation in structure and delivery. The Council will be applying the following description of Community Kitchens to its assessment of applications, but will be doing so flexibly:

*A community kitchen, also known as a collective kitchen, is a community-based program in which small groups of people come together. This can either be all at once or individually over a period of time, to prepare meals. The essential idea behind a community kitchen is that it is a shared space in which people can prepare food with the intention of tackling poverty and isolation. Themes which organisations applying for a grant might like to consider are:*

- *Cookery school where everyone can cook, learn new skills and enjoy food together.*
- *Should be available to potentially marginalised groups; such as those on low-incomes or those with learning disabilities, physical or mental ill health.*
- *Activity should involve preparing a healthy meal, and possibly then eat the food together as a shared lunch.*
- *Particular focus on delicious recipes that make low-cost meals with store cupboard essentials – as well as how to love (and make the most of) any leftovers. Sessions might also cover key cookery skills, advice on healthy eating and nutrition, and tips for smarter shopping.*

This fund has been set up to help non-profit, community or charitable organisation whose on the ground work/activities are based in East Staffordshire. The fund will consist of a one off grant payment for the delivery of a community kitchen project which meets the aims set out above. Whilst there is a not a firm upper limit on grant funding, it is anticipated that most bids will not exceed £8k (the total available funding for Community Kitchens is £40k). Successful organisations will receive an initial payment of 50% of their grant award, with the remainder to follow at the half way point of the project.

Applications which build on existing services in the community, and already have an established user base are particularly welcomed. Applications should specify the parameters of what they will deliver, e.g. how many sessions and how many participants. This will then form the basis for measurement of delivery against the awarded funding, with appropriate evidence to confirm that the activity took place to submitted by email to [HousingOptions@eaststaffbc.gov.uk](mailto:HousingOptions@eaststaffbc.gov.uk).

Please complete all the questions in the application form. There is potential to receive feedback in order to revise the proposal if needed, including around food safety.

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](mailto: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.	
Proposed no of sessions, and participants at each session.	
No. of staff / volunteers supporting delivery of the session and their role.	
Materials / appliances that will be used to deliver the session.	

*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 the projects we are supporting are.*

<b>Please provide a brief summary of your project, and the timescales for mobilisation / delivery. Please also detail how this links, complements or builds on existing community work [max 100 words]</b>

**What outcomes do you expect to achieve? Please describe the basis for the programme of learning (e.g. source of recipes, qualifications etc.). [max 50 words]**

**Please describe how food safety and the health and safety of participants will be managed in delivering the project. If it would be easier, please attach relevant documentation to your application in order to answer this question.**

**Please give details how much funding you are requesting and how the funding will be used to deliver the project, estimating costs where necessary. If the project will incorporate volunteering or funding from elsewhere please set out the relevant details. [max 50 words]**

## 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](mailto: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**

<b>On behalf of</b> (organisation/group name)	
for <b>Project Title</b>	

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	