Growing Food   
Together Fund 2023-24

Application Form

### Background

**Funding for 2023-24** is a single stage process devised for applicants seeking funding to deliver projects from August 2023 to be completed by the end of February 2024. Please note, the Growing Food Together Fund is based on provisional allocations from funding partners, final allocations will be dependent on final budget allocations for 2023-24 and so may be subject to change.

**This is a competitive application process. Applications to be submitted by** **Friday 14 July 2023. Projects will be considered by a funding panel and awards made allowing those projects receiving funds to start by the end of August 2023. Green Action Trust (GAT) will manage the administration and monitoring of the fund. GAT will offer awards to the projects approved by the funding panel.**

### The form

Please complete all sections of the form. Text boxes can be expanded to accommodate additional text. **Failure to complete all sections of the form will mean that we will be unable to consider your proposal.** Notes on completing this form and specific guidance on the scope and eligibility criteria for the funding are set out at the end of this document. If you have any queries regarding the completion of this form, please send an email to: [funding@greenactiontrust.org](mailto:funding@greenactiontrust.org) detailing your enquiry and we will contact you to help. The completed form should be sent to [funding@greenactiontrust.org](mailto:funding@greenactiontrust.org) **and must be received by 5.00pm on Friday 14 July 2023**.

Funding will be available for projects from August 2023. Successful applicants will be awarded grants and **paid in arrears**. This means that successful applicants must first pay for the goods and services themselves and then contact GAT for reimbursement. For payment to be released by GAT the successful applicants must provide evidenced proof of purchase such as receipts or invoices.

All grant spending and the submission of financial claims must take place by the end of Feb 2024. No purchases for goods, materials and services beyond this date will be considered.

### 

### Purpose

The purpose of the grant funding is to support Scottish Government policy objectives in relation to growing your own food:

* Increase the amount of land available for community food growing, allotments and orchards
* Improve food growing skills and knowledge to empower communities and individuals to grow their own food

These overarching objectives are to support the aims of the Good Food Nation policy, the Community Empowerment Act and the Local Food Strategy (see diagram). Projects funded by this grant should demonstrate how they meet the following Scottish Government National Outcomes:

* Communities: We live in communities that are inclusive, empowered, resilient and safe
* Education: We are well educated, skilled and able to contribute to society
* Environment: We value, enjoy, protect and enhance our environment
* Health: We are healthy and active
* Culture: We are creative and our vibrant and diverse cultures are expressed and enjoyed widely
* Poverty: We tackle poverty by sharing opportunities, wealth and power more equally.

Projects that are eligible to be funded are those that support community food growing projects that have a tangible community benefit via community and voluntary organisations with growing projects that include, but are not limited to, elements of:

* Setting up a community growing area where the land has been set aside for this purpose
* Installing physical infrastructure such as raised beds or polytunnels
* Source materials and equipment to prepare sites for growing
* Purchase or lease of tools and equipment
* Make the site safe for growing e.g. installing fences, ensuring accessible access
* Soil analysis testing and site research
* Site feasibility studies or design work
* Learning and training opportunities to increase knowledge about food growing

Part 1: Applicant Details

|  |  |
| --- | --- |
| **Project Name:** |  |
|  |  |
| **Name of Applicant:** |  |

|  |  |  |
| --- | --- | --- |
| **(*N.B. the applicant is the person or organisation who will receive the grant payment in return for having organised, supervised and paid for the work proposed in this form. They must have a bank account into which we can make grant payments by BACS transfer*)** | | |
|  | | |
| **Contact person for proposal:** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** |  | **Forename** |  | **Surname** |  |

|  |  |
| --- | --- |
| **Position/Status** |  |
|  |  |
| **Telephone Number** |  |
|  |  |
| **E-mail** |  |
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| **Postal Address** |  |
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**Are you applying on behalf of a consortium/partnership of organisations?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

**If yes, please provide details below of all other organisations involved:**

|  |  |
| --- | --- |
| **Partner 1:** |  |
|  |  |
| **Partner 2:** |  |
|  |  |
| **Partner 3:** |  |
|  |  |
| **Partner 4:** |  |

## 

## Part 2: Project Details

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| --- |
| **Project Location**  It is really important for us to know the exact location of your community growing site. For this information we use what3words. This is an online system which identifies places on the ground with a resolution of about 3 metres. Rather than numeric co-ordinates (like Ordinance Survey) the reference is in words. For example, the Scottish Parliament Building is identified by cats/tummy/posts (click on this [link](https://w3w.co/cats.tummy.posts) for an example)  There are two ways to generate the what3words locator for your community growing site.   1. Go online to <https://what3words.com/> and navigate the map to your site using the search function (you can put in the post code or place name). Zoom in and find the main site entry point and take a note of the three words displayed in the box on the screen 2. Download the app on your mobile device (iOS and Android) go to the site entry point and read off your location.   Please put your what3words here: …………../……………/………….. If your application is for multiple sites, please list them below.  …………../……………/………….. …………../……………/………….. …………../……………/…………..  …………../……………/………….. …………../……………/………….. …………../……………/…………..  …………../……………/………….. …………../……………/………….. …………../……………/…………..  **Project Activity** |
| Please describe the activities for which you are seeking funding and details of how and by whom the work will be carried out. This should include an estimated timeline showing when the activities will be carried out and completed. (Maximum of 500 words). |
|  |
| A brief description of the project here. |
|  |
| **Project Outputs and Outcomes** |
| Please provide details against each of the main scoring criteria. Section 2 of the guidance provides examples of the information being sought but this is not an exhaustive list so as to allow for flexibility and innovative approaches. Please limit each section to 500 words. |
|  |
| Please set out your project plan |
|  |
| (Please refer to page 2 of this application form in your responses to the questions on this page)  How does the project meet the Good Food Nation policy aims and objectives? |
|  |
| How does the project specifically benefit the community? |
|  |
| The long-term wider benefits of the project |

## Part 3: Basic Eligibility Criteria

**(*N.B. These questions will be used to confirm that the project proposed is eligible for funding under the Growing Food Together Fund.*)**

**Will the project be completed, and claim submitted by the end of Feb 2024 bearing in mind the need to claim funding in the financial year allocated?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

*N.B. Please provide an estimated timeline of project activity and detail the project outputs and milestones in Part 2 above.*

**Would an award of grant fund the purchase or lease of land?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

**Is the project already in receipt of another Scottish Government or Scottish Government Agency grant related to community growing?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

***If yes, and if a project or part of a project is at risk of receiving double-funding from the Scottish Government, please provide details and project reference numbers where applicable.***

**Will you adhere to all Covid-19 regulations in place at the time of delivering the project?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

## To be eligible groups need to be constituted and not for profit. Eligible groups can be community groups, charities, SCIO’s and social enterprise. The fund is not open to private commercial organisations.

**Is your organisation eligible to apply?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

## Part 4: Financial Details

Please provide an indicative breakdown of the project costs by activity from   
1 August 2023 to end of February 2024.

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| --- | --- | --- |
| Project Activity Type | Total Cost (£) | |
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| **Total Project Cost in 2023 – 24** | |  |
| **Total Amount Sought from Growing Food Together Fund in 2023 – 24** | |  |
| Whilst we are happy to fund 100% of project costs, we are interested in whether you are in receipt of additional funding or seeking money from elsewhere. Please enter any details of match funding. | | |
| **Match Funding** | | |
| Source/Type | Confirmed? | Value (£) |
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| **Total Match Funding** | |  |

## Part 5: Declaration

**I confirm that I have read and understood the guidance and rules relating to the Growing Food Together Fund, that the information provided in this form is accurate and complete, and that the work described in this proposal would not proceed without funding support from the Growing Food Together Fund.**

|  |  |
| --- | --- |
| **Signed:** |  |
| **(on behalf of the applicant)** | |
|  |  |
|  |  |
| **Position:** |  |
|  |  |
|  |  |
| **Date:** |  |
|  |  |

## -----------------------------------------------------------------------------------------

## Once complete you should email this form to: [funding@greenactiontrust.org](mailto:funding@greenactiontrust.org)

## **N.B. Please do not enclose any additional, supporting information with your form** Guidance Notes

## Part 1

**Please ensure that you complete this section of the form accurately and as fully as possible to avoid the need for us to contact you for clarification.**

Where you will be applying on behalf of a consortium or partnership of organisations can you provide information on who those organisations are.

## Completed forms should be sent to [funding@greenactiontrust.org](mailto:funding@greenactiontrust.org)

***N.B. Please do not enclose any additional, supporting information with your form at this time***. Please send **only** the form.

**Closing Date for Proposals:** Please note that the closing date for submitting forms is **5.00pm on Friday 14 July 2023**. Forms received after this time will not be accepted. All complete forms received by the closing date will be assessed competitively and applicants. We aim to inform applicants of our decisions within 4 weeks of the closing date

## Part 2

Project details

Please describe the activities for which you are seeking funding in sufficient detail to enable us to assess the merits of your proposal.

The purpose of the grant funding is to support Scottish Government policy objectives in relation to growing your own food:

* Increase the amount of land available for community food growing, allotments and orchards
* Improve food growing skills and knowledge to empower communities and individuals to grow their own food

These overarching objectives are to support the aims of the Good Food Nation policy, the Community Empowerment Act and the Local Food Strategy (see diagram). Projects funding by this grant should demonstrate how they meet the following Scottish Government National Outcomes:

* Communities: We live in communities that are inclusive, empowered, resilient and safe
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* Learning and training opportunities to increase knowledge about food growing

The following 4 criteria will be used as the basis by which to assess the projects. The list below each criteria is intended to demonstrate how the wider benefits to the community will be assessed and to give examples of the type of additional benefits that this funding is aimed at promoting. The lists are non-exhaustive to allow flexibility to consider innovative or unusual projects.

1. How well the project meets the following Good Food Nation policy aims and objectives:
   1. Improve food growing skills, particularly in poorly ranked Scottish Index of Multiple Deprivation (SIMD) areas
   2. Improve access to and understanding of the benefits of growing your own food
   3. Enable people from all walks of life to enjoy and learn about nutritious food
2. How the project specifically benefits the community e.g.
   1. Number of people involved;
   2. Number of people likely to benefit;
   3. Community involvement;
   4. Use of derelict or vacant land;
   5. Teaching, learning, education about growing and maintenance sessions;
   6. Amount of land to be developed into new or improved community growing sites.
   7. Is the project located within an area ranked in the bottom 25% of the 2020 SIMD?
3. The application sets out a clear plan of how the work will be carried out e.g.
   1. Who will do the work;
   2. A clear and realistic plan of how the work will be done;
   3. Volunteers committed and ready to work;
   4. Information on any long term legacy;
4. The long term wider benefits of the project, these can cover a wide range of benefits such as, but not limited to:
   1. Promoting healthy diet;
   2. Promoting healthy exercise;
   3. Consideration to environmental benefits e.g. increasing/improving wildlife and biodiversity;
   4. Low carbon initiatives;
   5. Community larder or similar;

Projects will be scored on a five point scoring system as follows:

|  |  |  |
| --- | --- | --- |
| **Score** | **Rating** | **Criteria above to be scored using the following scale:** |
| 0 | Unacceptable | Nil or inadequate response. Fails to meet the requirements |
| 1 | Poor | Response is partially relevant but generally poor. The response addresses some elements of the requirements but contains insufficient/ limited detail |
| 2 | Acceptable | The response addresses a broad understanding of the requirements but may lack detail on how they will be fulfilled in certain areas |
| 3 | Good | The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. |
| 4 | Excellent | The response is comprehensive, unambiguous and demonstrates a thorough understanding of how the requirements will be met in full. |

## Part 3

We will use your answers to these questions to assess whether your application is **eligible** for consideration for a Growing Food Together Fund grant.

Status – The CSGN Growing Food Together Fund is open to third and public sector organisations.

Location – Scotland wide. Previously all projects funded under the Growing Food Together Fund had to be located in the CSGN Activity Area. This is now not the case; applications are welcome from throughout Scotland.

Timeline – we can only offer grant in specified financial years and funding cannot normally be carried over between financial years. If your project activity is not completed and claimed by end of Feb 2024 you may be able to claim grant for those elements that have been completed, but this is not guaranteed and will be considered on a case-by-case basis. If your project is awarded funding and then falls behind schedule, you must contact the GAT contact named on your grant offer letter to make them aware of this immediately. **It is understood that project activity can continue beyond end Feb 2024, however all spend (evidenced by invoices and receipts etc) must be complete before this date.** For example, the buying of tools or compost or event supplies.

Land Purchase – the Growing Food Together Fund cannot contribute towards the costs of purchase or lease of land.

## Confirmation of adherence to Covid-19 regulations - Please visit the websites [www.nhsinform.scot/coronavirus](http://www.nhsinform.scot/coronavirus) and [www.gov.scot/coronavirus-covid-19](http://www.gov.scot/coronavirus-covid-19) for further information and the latest guidance from NHS Scotland and the Scottish Government, including physical distancing measures.

## Part 4

You must provide sufficient detail about the costs of the work proposed under your project for us to make a meaningful assessment.

Minimum total project value is expected to be £5,000. The funder reserves the right to support projects of a lower total project value where they provide significant impact.

Staff Time & Volunteer Contributions

Eligible costs may include staff time, but only where the staff time is dedicated to the project applied for under this application. The maximum rate claimable for staff will be up to £250 per day. Although volunteers’ time cannot be funded, reasonable expenses to volunteers and/or community members may be funded. Evidence of staff and volunteer costs will have to be provided to funders.

Reasonable costs associated with overheads (e.g. project management, health and safety, liability insurance) are also eligible.

Contingencies, profit, anticipated work and costs associated with the submission of proposals and full applications are **not** eligible.

VAT

Grant offers will be made exclusive of VAT because VAT cannot be paid if you are able to reclaim it from HM Revenue and Customs. However, if you are not able to reclaim VAT on some or all of your proposed project costs, please show irrecoverable VAT as a separate cost in the table.

Match Funding

Whilst we are happy to fund 100% of project costs we are interested in whether you are in receipt of additional funding or seeking money from elsewhere. This is for information only and does not form part of the judging criteria. Please enter any details of match funding in the table.

## Part 5

Please read the declaration carefully and sign and date the Proposal Form. Please take the time to check that the information you have provided is accurate and that you have enclosed all the necessary details and information that you have referred to in your form.

## Additional Information and Advice

If you have any other queries or are unsure about any of the above, you should contact Green Action Trust at [funding@greenactiontrust.org](mailto:funding@greenactiontrust.org). We would strongly encourage you to e-mail us if you would like to discuss your proposals and someone will get back to you. Our experience is that proposals that are discussed in advance stand a much greater chance of success.