

Foodbank Support Grant 2020



Guidance on applying to the Foodbank Support Grant Scheme

Before completing an application form please read this document carefully.

Swale Borough Council has allocated £15,000 in grant funding to support community projects and organisations help achieve the objectives set out by Cabinet. The maximum support grant for any one project is £6,000. Organisations can only receive one funding grant through the Foodbank Support Project as a whole.

Who can apply for funding? (refers to status of your organisation)

- Unincorporated associations such as community groups;
- Incorporated organisations such as registered charities;
- Companies limited by guarantee and
- Social enterprises.

What can the grant be used for?

The grant is to support community projects that will meet the objectives of our Supporting Foodbanks Project. The fund cannot be used to support items which should be funded by mainstream public expenditure. Grants should also not support political or directly religious activity.

Voluntary and community groups can apply if they have:

- A governing document that has as a minimum the name, aim/purpose, objects, a dissolution clause for the organisation, a list of Trustee/committee members and Trustee/committee member signatures. This can be known as a terms of reference, please contact the office if you are unsure;
- A bank or building society account in the organisation's name;
- Up-to-date annual accounts (for groups over 12 months old) or a 12 month cash-flow forecast for new organisations.

The fund will –

- be open from 20th January 2020 to 17th February 2020
- provide grants of a maximum of £6,000 per organisation, not all the request may be funded
- support applications for both capital and revenue funding.

Applying for a Grant

Developing your bid

Your application will need to describe how the project contributes and links to the objectives of Swale Borough Council and describe what the planned benefits are for the local community. A summary of these key aims and objectives can be found in Annex A of the guidance notes.

Making the application

Applications are made by filling out the Foodbank Support Grant Application Form. Forms can be downloaded from our website (www.swale.gov.uk/foodbank-grants) or acquired through Swale Borough Council Offices. Applications should be sent for the attention of the ECS Coordinator, Economy and Community Services, Swale Borough Council, Swale House, East Street, Sittingbourne, Kent, ME10 3HT.

Who will assess the bids?

The bids are assessed by the Economy and Community Services Manager (Culture & Places) and approved by the Head of Housing, Economy and Community Services.

Required Information

Please be aware that before the offer of a grant, further information may be required about your project.

If working with vulnerable adults or children please ensure that the relevant and current (annually reviewed), Safeguarding/Equality & Diversity policies are held and that you are able to produce current documentation.

Please also note that the grant award must and can only be spent on the project as you have outlined in your application form.

Grant Payment

Successful applicants will be notified by the ECS Coordinator 3 weeks after submission, and a grant agreement letter will be sent to you to finalise payment. Once the letter has been returned we will arrange for the payment of the grant, which takes approximately one and a half to two weeks.

Monitoring and Grant Evaluation

A monitoring form must be completed and sent back no later than 3 months after the grant has been paid or following project completion. Swale Borough Council will also require evidence, through relevant invoices or accounts, to confirm that the grant has been spent in accordance with the project outlined in the application. If monitoring information is not provided to a sufficient standard, Swale Borough Council reserves the right to request the full repayment of the grant or will be unable to process any future applications, until the information is received.

Exceptions to funding

- Individuals (or where the benefit of the grant will only benefit an individual)
- Party political groups or political activities. This includes any Parish Council (or group of), District Councils, or the Kent County Council where any grant would challenge or oppose the democratic functions of that Local Government. Or where such grants would be deemed to risk the reputational standing of Kent County Council.
- Church or Faith groups who are using the grant to promote religious activity.
- Schools and Academies cannot apply for funds towards capital costs; teaching materials; or curriculum delivery (although they may apply for funding towards projects that support wider community benefit).
- Business/ companies which do not reinvest surpluses for community benefit.

This Council will not fund any project or organisation that does not act responsibly, in line with the relevant laws and regulations.

Compact Compliance

This funding stream supports the values and codes of practice contained within the Kent Partners Compact, which is an agreement to improve and enhance partnership working between the voluntary and community sector and the public sector in Kent.

www.kent.gov.uk/about-the-council/strategies-and-policies/corporate-policies/kent-partners-compact

For further information please contact:

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Objectives of Swale's Foodbank Support Project

The Swale Cabinet have set up the project in order to help foodbanks:

- (a) Become more efficient
- (b) Develop more effective partnership working with other foodbanks and organisations working with people in severe need
- (c) Increase appropriate giving from the local community
- (d) Promote healthier eating
- (e) Tackle the causes of foodbank usage by working with others to offer budgeting, debt management and income maximisation advice

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