

**Guidance for Completion of Application**  
**for Hall Green Emergency Assistance Food & Essential Supplies Grant**  
**Programme**

	<b><u>Question</u></b>	<b><u>Guidance Notes</u></b>	<b><u>Maximum Score</u></b>
1.	Your Details	Ensure that the details you provide are accurate and current. All correspondence will be made through the person specified on page 2.	n/a
2.	<p>Please indicate which of the following areas your projects supports:</p> <ul style="list-style-type: none"> <li>• Food provision with support</li> <li>• Volunteers for essential supplies and shopping</li> <li>• Social support (such as befriending, online cooking club etc)</li> </ul> <p>Please indicate if you wish to apply for specific funding for an enhanced existing Information Advice and Guidance (IAG) offer.</p>	<p>Explain which of the priority areas your project relates to.</p> <p>This programme will provide an emergency response to local need but this should be accompanied by either an in-house support offer or signposting/referral to other organisations offering this type of support with the aim of building resilience and reducing dependency.</p> <p>There is an additional £10,000 available for organisations wishing to apply to enhance/extend an existing Information Advice and Guidance (IAG). Organisations can apply for up to £2,000 for this element.</p>	n/a
3.	<p>Which target client group will your project support? Please explain who you will be supporting – e.g. children, families, vulnerable adults, older citizens?</p>	The target group for this grant programme is: Vulnerable citizens (Children & Families and other adults) of all ages who are struggling to afford food and other essentials due to Covid-19	n/a
4.	What is the name/title of your proposal and what would you like to use the funding for?	Give as much detail as possible about the activity/service you plan to use the funding for. Please refer to our Factsheet to ensure your proposed activity will be eligible for the grant.	10
5.	Who are the key	Give as much detail as possible about any	2



	<p>community partners you intend to work with for this project? Are these partnerships already in place or do you need support sourcing local partners?</p>	<p>partnership arrangements you have in place as part of your proposal.</p>	
<p>6.</p>	<p>Explain the food and food safety arrangements for your proposal</p> <p>a) If your proposal involves preparing hot meals, fresh uncooked food and/or ambient (shelf-stable food) food parcels? How will your food be stored? And where will you source the food from?</p> <p>b) If your proposal involves food preparation, please confirm that your site meets Environmental Health (EH) standards, is registered with EH (if relevant) and your staff and volunteers have appropriate food hygiene and allergens qualifications.</p> <p>c) Please explain how the dietary and cultural needs of participants will be considered and catered for?</p>	<p>If your proposal involves food provision, preparation or delivery then please respond to the relevant part(s) of this question.</p> <p>Details of running a food business, including the 28 day process of registering the business can be found <a href="#">here</a></p> <p>All food businesses must now have a written food safety management system in place known as HACCP (Hazard Analysis and Critical Control Points). Guidance on this and related HACCP Records can be found <a href="#">here</a></p> <p>Any site preparing food will be the legally responsible Food Operator for their site and therefore is obliged by law to adhere to government guidelines of food safety standards. The EU Regulation 852/2004 requires those working in catering to have completed at least Food Hygiene Level 2 and for supervising staff to have completed Food Hygiene Level 3.</p> <p>EU Food Information to Consumers Regulations 2011 (now enforceable by a law passed in December 2014) requires anyone providing food to ensure they recognise the importance of accurately labelling food – so that packaging and menus are labelled correctly in regards to the allergens they contain. The legislation identifies 14 particular food allergens which must, by law, be identified and also understood, as well as understanding why foods which contain allergens must be handled carefully. <a href="https://www.food.gov.uk/safety-hygiene/food-">https://www.food.gov.uk/safety-hygiene/food-</a></p>	<p>Pass / Fail</p>



	<p>d) We recommend that any food provided meets standard public health nutritional guidelines of the <a href="#">Eat Well Plate</a>. Please explain whether and how nutrition is considered in your proposal.</p>	<p><a href="#">allergy-and-intolerance#allergens</a></p> <p>The Eatwell Guide is a policy tool used to define government recommendations on eating healthily and achieving a balanced diet.  <a href="https://www.gov.uk/government/publications/the-eatwell-guide">https://www.gov.uk/government/publications/the-eatwell-guide</a></p>	
7.	<p>Where will your activity/service take place?</p> <p>Please give geographical location(s) and evidence there is a gap in the provision of the activity you are proposing in this particular area or areas.</p>	<p>Specify where your activity/service will be taking place. If it is at your usual venue, then please state this, giving full address and postcode. It would also be useful for monitoring purposes if you could give the Ward name. Give as much evidence as possible as to how and why there is a gap in provision and how your activity will address this.</p>	5
8.	<p>How will your project support the longer term needs of the project beneficiaries (e.g. through a support and/or IAG offer)?</p>	<p>Please explain how through addressing emergency need you will also work with participants according to their specific support needs.</p>	5
9.	<p>Please give details of any Neighbourhood Network Scheme (NNS), Early Help or Covid-19 related grant funding you have received in the last 12 months</p>	<p>Please let us know about any other NNS or Early Help funding, or any other grant funding you have received to provide a service or activity in response to the Covid-19 pandemic.</p>	n/a
10.	<p>Bearing in mind all Grant funding needs to be spent within six months, when do you expect your activity/ service to take place?</p>	<p>Please indicate your estimated start and finish date for your proposed activity/service.</p>	Pass / Fail
11.	<p>How many people do you think will attend your new activity in total?</p>	<p>This number can and should include any people you are already engaging with who may benefit from attending the activity/using the service.</p>	3

	And how will your project be promoted and marketed to people most in need of your service?		
12.	<p>Explain how your project will meet the grant programme priority outcome - <b>Relief or prevention of suffering for Vulnerable citizens (Children &amp; Families and other adults) who are struggling to afford food and other essentials due to COVID-19</b> - and how you intend to measure the success of your project</p> <p>Please refer to the guidance document on "Setting Outcomes and Indicators" and link to "Help with Aims and Outcomes".</p>	Give as much information as possible about the outcomes your proposal will achieve and how these align with the priority outcome. Also give examples of how you will measure the outcomes and the impact of your proposal.	5
13.	Budget outline	List the items you will need in order to carry out your proposed activity. Ensure that the total amount does not exceed £5,000 or £1,000 if you are an un-constituted group. Only list the items that the grant will be paying for. Each item requested must be used for the purposes of your planned activity and must represent value for money.	10
14.	Have you got any match funding – in cash or in kind?	Please tick yes or no if you will be using any match funding to deliver your proposed activity/service.	n/a
15.	Please tell us about your governance arrangements	You will need to submit a copy of your Public Liability insurance certificate and Employee Liability insurance certificate (if relevant) if your application is successful. You will also need to submit food hygiene and allergen training certificates if your proposal involves preparing food. You will need to have the other documents listed in the table available on request.	Pass / Fail