

Hall Green Emergency Assistance Food & Essential Supplies Grant Programme Fact Sheet

Overview

- The Emergency Assistance Food & Essential Supplies Grant Programme has been set up to support people of all ages who are struggling to afford food and other essential supplies due to COVID-19 within the Hall Green locality.
- Where local citizens are struggling to afford and access food and essential supplies, there are often related support needs (e.g. financial, welfare, employment and skills, physical and mental health). 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 overall aim of building resilience and reducing dependency.
- Hall Green Neighbourhood Network Scheme (NNS) and Early Help Locality Leads will work in close partnership to ensure that this grants programme responds to local priorities and needs and supports vulnerable citizens (Children & Families and adults).
- Before completing your application, please read through this *Fact Sheet*, the *Guidance on Completing the Application* and the *Guidance on Setting Outcomes and Indicators*.
- A total of £60,000 is available through the Emergency Assistance Food & Essential Supplies Grant Programme until March 2021. Grants will be awarded up to a maximum of £5,000 but we anticipate most grants will be for less.
- There is an additional £10,000 available until March 2021 for organisations wishing to apply to enhance/extend an existing Information Advice and Guidance (IAG) offer. Organisations can apply for up to £2,000 for this element.
- Funding will need to be committed by 31st March 2021 and activities funded will need to have taken place within a six month period.
- For all grants Accord will agree an up-front payment based on the proposed activity costs outlined in your application with the remaining funds paid at the mid point based on the return of monitoring and evaluation data.
- We will be distributing the funding on a rolling basis until the total available funding has been awarded. We will inform you immediately if there is no more funding available on receipt of your application. This will also be advertised through our website and social media channels. Please check before starting your application.



- Activities must take place in the Hall Green constituency which includes the neighbourhoods of Moseley, Kings Heath, Hall Green, Balsall Heath, Sparkbrook and Sparkhill.
- All applications will be assessed by a funding panel made up of representatives from Birmingham City Council, the Hall Green NNS and Early Help teams and the Hall Green Social Care team. We anticipate a prompt turnaround time for decisions to be made.
- All projects must adhere to public health guidance in terms of keeping volunteers and citizens safe. Please visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- All projects must promote making safeguarding personal and risk enablement, for further information please visit: <https://www.bsab.org/downloads/download/7/managing-risk-risk-enablement>
- All grant recipients must agree to support Accord with the monitoring and evaluation of the funded activities. Grant recipients will be required to collect delivery outputs data including the demographics of the people/groups they help and the type of help provided and project outcomes data.
- Grant recipients will be required to provide their organisation's latest accounts/annual report if they have one and insurance details. If a group or organisation is new, a draft or latest income and expenditure projections will be sufficient. Grant recipients will need a bank account to receive grant payments.
- We do not want to exclude grass-roots organisations from this process. If you are an un-constituted group, without a bank account, we would recommend that you seek a host organisation that can support your grant application, or contact us for guidance.

Funding criteria and eligibility

- This grant programme is for local community organisations and must be used to support the following areas:
 - Food provision with support
 - Volunteers for essential supplies and shopping
 - Social support (such as befriending, online cooking club etc)

An additional £10,000 is available for organisations wishing to apply to enhance/extend an existing Information Advice and Guidance (IAG) offer

- All activity which is funded must be consistent with the terms and conditions set out in Accord's grant requirements document. This ensures that public money is used responsibly and without prejudice.



- All applicants that are looking to provide food must explain the food aspect of their offer including: where food will be sourced from, and if preparing food that food safety and food hygiene standards are met.

We recommend that any food provided meets nutritional requirements and applicants will be required to explain their approach to ensuring nutritional quality in their application.

Examples of what could be commissioned through the community grants programme

- Volunteer run projects supporting shopping/picking up prescriptions and other essential items
- Supporting a food bank/baby bank to continue running its services or the establishment of a local co-operative community food pantry
- Hot food service
- Localised, risk assessed face-to-face/on-line/telephone IAG appointments
- Localised social support projects based on demand and checked against what is already commissioned via various funding streams

Community grants cannot be used for

- Projects which are purely about research
- Costs of ongoing staff who are not working directly on the project – including salaries of permanent or fixed term staff
- Costs incurred in putting the application together
- Core costs of the organisation – (utility bills; rent; management costs etc.) which are not directly related to the project activity
- Contingency costs e.g. funds to provide a source of income or for fundraising activities
- Political or religious activities
- Projects that take place outside of Birmingham.
- VAT that can be recovered
- Loans or interest payments.
- Purchase of alcohol or illegal substances
- Purchase of white goods for individuals

Good practice principles

All applications should reference the following core good practice principles:

- Co-produced/influenced by the beneficiaries – citizens and their families, communities, community groups, networks and organisations, as appropriate



- Promoting making safeguarding personal and risk enablement
- Collaboration and partnerships with other stakeholders
- A lasting legacy, impact or sustainability
- Linking people with additional support through the Family Connect and NNS hubs etc.

Evaluation and monitoring

The evaluation and monitoring requirements will be proportionate to the level of grant with two thresholds, which are set out below. Grant recipients will receive a monitoring template on which to record their outputs and case studies and a schedule for submission of this data.

Delivery outputs that grant recipients will be required to report on will include:

- Number of citizens supported
- Demographic information, such as: area/post code, age, sex, ethnicity
- Type of support provided
- Income maximisation, where applicable
- Number of referrals for support
- Number of individuals and families connected to Hall Green Families Team for further support

Threshold	Evaluation and monitoring requirements
£1-£2,000	<ul style="list-style-type: none"> • Review meeting (with notes/records) • At least one case study/story • Record of outputs/delivery
£2,000-£5,000	<ul style="list-style-type: none"> • Review meeting (with notes/records) • At least two case studies/stories • Record of outputs/delivery

If you need any further guidance on what the fund can be used for please contact our team our Hall Green Communities team – HGEmergencyGrant@accordgroup.org.uk