

Food Hardship Grant Guidance Notes

This is a one off grant programme and will remain open on a rolling basis until all the budget has been allocated. Dependent on the availability of funding, Council reserves the right to close the fund at short notice.

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1.0 Introduction

These guidelines provide information about the financial support available through the Food Hardship Grant. They will help you and your organisation decide if the financial assistance offered is appropriate to support the project or activities that you are planning.

1.1 Purpose of Grant Programme

The Department for Communities has made available hardship funding to local authorities to support the most vulnerable affected by the cost of living crisis. Council is working with partners in the Anti-Poverty Stakeholder Steering Group to support borough wide services to deal with the increased demand for support through a range of measures.

The purpose of this Grant Programme is to support small localised constituted community and voluntary organisations that are currently supporting residents experiencing food insecurity, and that need additional resources to cope with the increased demand for their services.

The Programme will assist organisations to support residents through the direct provision of food, hygiene and household essentials through established community food projects such as community food pantries and cupboards.

The Programme is for organisations that have a track record of working directly with people experiencing disadvantage and only those applications which provide a targeted response in relation to food poverty interventions will be considered.

You are strongly advised to speak to a member of the Community Development team before applying to ensure that your project is eligible.

Funded activities can take place up to 31st March 2024.

1.2 Priorities of Grant Programme

Projects must demonstrate how they will address **all of the following 3 objectives**:

- i. Support residents who are experiencing financial difficulty through the provision of food. This may also include hygiene or household essentials;
- ii. Ensure that the support is targeted at those most vulnerable and in need of support;
- iii. Ensure that any food intervention is linked with other support services by signposting or referral (such as benefits and money advice; energy efficiency advice etc)

NB: Applicants should be established organisations that are currently providing food poverty interventions and need additional resources to cope with the increased demand for their services during the incoming months.

In the event of oversubscription, priority will be given to organisations providing services in areas of highest deprivation including Neighbourhood Renewal Areas, Areas at Risk and Small Pockets of Deprivation as well as rural areas of disadvantage identified by the Income Domain rank of the NIMDM 2017.

Please note that successful applicants will need to complete a monitoring form at the end of the project which will require specific information on the number of people and households that benefit. This information is essential to enable the Department for Communities to monitor the impact of the programme.

1.3 Levels of grant award.

Covid Access to Food Fund	Maximum Grant Amount
<p>Community/voluntary sector organisations can apply for grants of up to 100% of costs.</p> <p>Funding should be used for food items and other household and hygiene essentials. A maximum of 10% of the grant awarded can be used for administration costs.</p>	<p>£3,000</p>

Council will regularly review the number of applications received and the number of awards being made. The fund will close as soon as the available funds are allocated. Council reserves the right to close the fund at short notice.

1.4 Who Can Apply?

Applications are invited from constituted community and voluntary organisations that have a track record of working directly with people experiencing disadvantage.

These include:

- Food pantries/ cupboards;
- Projects that redistribute food, such as community fridges, to those that need it most in local communities;
- Holiday hunger schemes.

Only those applications which provide a targeted response in relation to food poverty interventions will be considered.

Due to the one off nature of this funding the grant cannot be used to support the set up of new food projects.

This scheme is for localised food insecurity projects; a separate scheme will operate for larger registered foodbanks that provide regional coverage and so they should not apply through this programme.

For eligibility organisations must:

- Be based in the Causeway Coast and Glens Council area or be delivering a project targeting residents in the Causeway Coast and Glens Council area.
- Have a constitution / governing document that has been adopted at a public meeting showing clearly defined purposes that are for the public benefit in line with the Charities Act (Northern Ireland) 2008.
- Be committed to Equal Opportunities in terms of organisational policies and the delivery of services to those being served or represented.
- Be non-party political and open to the full range of local opinion.
- Be able to demonstrate a fair and equitable ethos through established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
- Have appropriate and adequate insurance cover for all activities and all actions proceeding such as costs, claims, demands and liabilities whatsoever, arising from all or any of the group activities. To also ensure that any individuals or organisations worked with are properly insured.
- Ensure that all group activities abide by the law and that the necessary permissions are obtained for activities from the appropriate body/authority.
- Ensure that Child Protection Policy / Vulnerable Adults Policy and Procedures are in place and adhered to as and where appropriate.
- Have a bank/building society account and keep a proper record of group accounts.
- Be able to produce an annual statement of independently audited or certified accounts, or be able to present a bank statement in the case of newly established groups.
- Agree to Causeway Coast and Glens Council's promotion, monitoring, evaluation, and training procedures as required.

1.5 What can be funded?

Applicants can apply for grants of up to 100% of costs up to a maximum of £3,000 towards project costs.

Eligible costs will include:

- Purchase of the following items
 - food
 - cleaning products
 - hygiene products
 - baby products
- Provision of snacks and lunches as part of holiday hunger schemes.
- 10% of the grant award can be used for administration costs including volunteer expenses, electricity, materials, PPE etc.

You are strongly advised to speak to a member of the Community Development team before applying to ensure that your project costs are eligible.

1.6 What cannot be funded?

The following will not be eligible for funding:

- Capital items such as slow cookers
- General provision of meals through for example luncheon clubs that do not provide a targeted approach to addressing food poverty
- Fuel stamps or vouchers
(This fund is for food and essential household items; there are other initiatives in place to provide emergency fuel support – please refer to www.causewaycoastandglens.gov.uk/advice)
- Proposals that do not directly benefit Causeway Coast & Glens Council residents.
- Retrospective expenditure where services/items have already been obtained and paid.
- Applications where the applicant will have a personal financial benefit.
- Costs that are not auditable e.g. cash payments unsupported by an approved petty cash system.
- Costs towards banking charges and / or repayment of debt.
- Costs that can be claimed back from elsewhere e.g. VAT.
- Alcohol

1.7 Exclusions

It is important to note that this funding programme will not award grants to the following:

- Individuals
- Groups operating outside the Causeway Coast and Glens Council area
- Organisations who have substantial, demonstrable reserves
- Umbrella organisations that do not have a separate local constitution
- Statutory organisations
- Schools, pre-school or nursery provision
- Political Organisations

2.0 How to answer the questions.

Applications should be submitted online via Council's new Online Grant Application Hub.

You can access the hub through Council's homepage www.causewaycoastandglens.gov.uk and click on funding or go straight to the online hub at <https://grants.ccgbcapps.com/>. Hard copies can be made available if needed. Please contact the Central Funding Unit on email grants@causewaycoastandglens.gov.uk

Please note that this is a new online grant application system and groups applying to any fund using this system for the first time will need to create a new account and enter your organisational details in Part One of the application form. To do this you should click on the

'Apply Now' tab and then on the next page click on the 'Create Account' link. Groups who previously applied for the Queen's Platinum Jubilee Grant will already have registered on the hub.

All questions must be completed as fully and concisely as possible. Please see below for guidance in completing your application:

PART B

Q1: In this question we would like you to tell us about your project. Tell us what you are going to do and how you are going to do it.

Q2: Please describe how your project meets the three Programme objectives as detailed in section 1.2 of the Guidance Notes.

Q3: The purpose of the Fund is to support people who face real financial challenges, worsened by the costs of living crisis. Please tell us about how you will ensure that support is targeted at people that need it most and that you are not duplicating other services in the area.

Q4: Please complete the relevant boxes to tell us about the people that your project will support.

Number of households

--

Number of individual beneficiaries

--

	Estimated % of beneficiaries
<u>People on low income</u>	
<u>Older people</u>	
<u>People with a disability</u>	
<u>Children and young people</u>	
<u>People with caring responsibilities</u>	
<u>Lone parents</u>	
<u>People living in top 20% most deprived areas according to NIMDM 2017</u>	
<u>People experiencing rural isolation</u>	

Q5: Please tick the boxes to indicate the District Electoral Area (DEA) and the Electoral Ward that your project will take place in; you can identify these from the map below:



Q7: Please tell us of any other funding sources for your project including brief details of any other funding applied for.

3.0 How we assess and score your application

Every application that is received will be assessed for the following:

- to ensure that the organisation is eligible to apply;
- how well the proposal meets community needs and contributes to the Food Hardship Grant objectives.

An acknowledgement receipt will be electronically issued to you once your submission has been received. Your application will be assessed as soon as possible and you will be notified within 10 working days.

3.1 Eligibility assessment

The assessments in respect of Part A of the application form are awarded a pass or fail eligibility rating. Eligibility is determined based on: Does your organisation have an acceptable, signed constitution? Does your organisation have a management committee / list of committee members? Has your organisation submitted a Vulnerable Adult Policy/Safeguarding Policy Statement? Have you submitted your most recent accounts or a recent bank statement? If the answer to any of these questions is **no** then your application will be deemed ineligible.

3.2 What if an application is not eligible?

If your application is not eligible, you will be notified immediately and the reasons will be outlined to you, it will not proceed to assessment against the criteria.

3.3 Assessment

If the organisation, based on the information supplied is able to satisfy the Council of their eligibility for the Programme, the application will be assessed against the criteria shown in the table below. **Applications must score 65% in order to avail of funding.** All questions will be scored out of 5 and weighting will be applied as detailed below:

Criteria	Weighting	Possible Score
1. How well the project will meet the three Programme objectives	X4	20
2. How well the project will provide a targeted approach to supporting those most in need	X4	20
3. Number and range of beneficiaries	X4	20
4. NIMDM 2017 - highest of either Multiple Deprivation Measure Rank or Income Deprivation Rank	X 8	40
		100

3.4 How decisions are made.

When the scores are finalised / assessments complete the applicants will be notified within 5 working days.

3.5 What happens when an application is successful?

If an application is successful, Council will issue a letter of offer which is a legal agreement with the organisation to deliver on the proposals outlined in their application form.

Based on Council's payment procedures, an advanced payment between 75%-100% of the grant will be awarded upfront, Council will make payments directly into your nominated bank account. The remaining grant will be paid once all required documentation is received by Council.

3.6 What happens if an application is unsuccessful?

An Appeals Process / Review Procedure is available if an application is unsuccessful. The purpose of this is to ensure that the decisions taken and procedures followed are applied fairly and consistently.

The Review will provide an independent process through which an applicant will have the opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable or
- that the proper procedures were not followed

Appeals on any other grounds will not be considered.

3.7 Fraud and Corruption

Causeway Coast and Glens Borough Council is committed to carrying out business fairly, honestly and openly and has a zero tolerance towards fraud, bribery and corruption. Causeway Coast and Glens Borough Council expects full compliance with the requirements of both the Fraud and Corruption Policy and Bribery Act 2010 from Groups or Individuals applying for, or in receipt of grant aid. This is also relevant to Councillors, Employees, Agents, Partners and Suppliers involved in your project/event. Causeway Coast and Glens Borough Council is committed to developing, implementing and maintaining effective procedures and controls to prevent any occurrence of fraud and corruption. The Fraud and Corruption Policy can be found on the Causeway Coast and Glens Borough Council website.

All cases of irregularities or anomalies involving attempted or suspected fraud will be reported to appropriate authorities, including the Northern Ireland Audit Office, PSNI and any other relevant funding body (if applicable) or departments within the Council (if applicable).

Causeway Coast and Glens Borough Council reserves the right to disallow any other grant applications and claims submitted by a group or an individual member of a group in respect of the financial year and to apply a moratorium on Council funding to any group or individual member of a group where fraudulent activity has been identified within the current financial year and for at least two forthcoming financial years. This also applies to individuals applying or claiming for bursaries.

Causeway Coast and Glens Borough Council will inform the group's Chairperson where attempted or suspected fraud has been identified.

3.8 Government Funding Database

Please be aware we are required to check the Government Funding Database (GFD) prior to making awards in order to avoid duplication of funding.

If registered on GFD we ask you to state your organisation's Unique Reference Number (URN) to help with this process. Details of grants awarded will be uploaded to the GFD, it is the responsibility of the applicant group to ensure that the organisation details held on GFD are up to date.

General Data Protection Regulations

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk



Resource 1.3 Sample Adult Safeguarding Policy Statement

A sample adult safeguarding policy statement is a statement of your intention to keep adults safe while in the care of your organisation.

It should be a simple statement, which reflects the nature and activities of your organisation such as:

Our commitment to safeguard

Abuse is a violation of an individual's human and civil rights; it can take many forms. The staff and volunteers in (organisation name) are committed to practice which promotes the welfare of adults at risk and safeguards them from harm.

Staff and volunteers in our organisation accept and recognise our responsibilities to develop awareness of the issues that cause adults harm, and to establish and maintain a safe environment for them. We will not tolerate any form of abuse wherever it occurs or whoever is responsible. We are committed to promoting an atmosphere of inclusion, transparency and openness and are open to feedback from the people who use our services, carers, advocates, our staff and our volunteers with a view to how we may continuously improve our services/activities.

We will endeavour to safeguard the adults we work with and care for by:

- Adhering to our adult safeguarding policy and ensuring that it is supported by robust procedures;
- Carefully following the procedures laid down for the recruitment and selection of staff and volunteers;
- Providing effective management for staff and volunteers through supervision, support and training;
- Implementing clear procedures for raising awareness of and responding to abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving adults at risk and their carers appropriately;
- Ensuring general safety and risk management procedures are adhered to;
- Promoting full participation and having clear procedures for dealing with concerns and complaints;
- Managing personal information, confidentiality and information sharing; and
- Implementing a code of behaviour for staff and volunteers.

We will review our policy, procedures, code of behaviour and practice at regular intervals, at least once every three years.

Author:	
Publication date:	
Approved by:	
Effective from:	
For attention of and action by:	Members of the Senior Management Team, Management Committee/Group; managers and leaders; staff and volunteers, service users; carers and advocates; and visitors.
Review date:	
Adult Safeguarding Champion	(Name and Contact details)



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