



Small Grants Fund



The Middlesbrough Food Partnership

is working with Middlesbrough Council to make funding available for food-based projects to support communities of Middlesbrough in the early stages of recovery from the Coronavirus pandemic.

The Middlesbrough Food Partnership is keen to ensure that the people of Middlesbrough have the opportunity to eat healthy and sustainable food that is easier to buy and offers value for money. By working together, we can bring about the lifestyle changes that are needed to make Middlesbrough a more sustainable town with healthy and affordable food available for everyone.



Who can apply?

Any of the following can apply providing that the idea or proposal support at least one action from the Middlesbrough Food Action Plan.

- Constituted or un-constituted not-for-profit organisation
- Voluntary or community group
- Registered charities
- Community Interest Companies
- Local independent SMEs

Although there are no restrictions on the financial turnover of organisations, we will give priority to those applicants with an annual turnover of less than £250,000.

How much can we apply for?

We will fund activities and projects with a minimum value of £1,000, up to a maximum of £4,000. Applicants may also wish to consider how they might match fund the amount they are applying for through financial or in-kind contributions. However, this will not affect the decisions made on any application. The total fund available is £36,000.

Eligible costs

We want to be flexible about costs to ensure that you can complete a successful project. Eligible costs include salaries, travel, promotion, materials, tools and equipment. We can fund overheads to 15% of project costs. We cannot fund payments to individuals.



What are we looking for and what will we fund?

We are looking for food-based projects or initiatives that support local communities in the Middlesbrough local authority area in the post-emergency early recovery phase from the Coronavirus pandemic. This could be: supporting people to grow more of their own produce; promote healthier eating; take the first steps away from the reliance on free food; or something innovative and completely different. We will not consider applications for initiatives that want to give away free food as this area of work is already well covered.

The Middlesbrough Food Partnership has identified a number of shared priorities and actions that can be taken to make sure Middlesbrough has a more sustainable and secure food future. The actions are summarised in the Food Action Plan, and all applications for funding must help to achieve **at least one** of these actions to qualify for consideration of funding. Please refer to the attached Food Action Plan and clearly state one action your project/ initiative will support.



Application process

The Food Partnership Coordinator is very happy to discuss your project idea prior to submitting an application, and can be contacted on joe.dunne@mencity.org.uk or 01642 579 820.

There is no application form. For guidance, your application should clearly outline:

1. How much funding you are requesting
2. What you will be doing
3. Which action/s from the Food Action Plan this project will help to achieve
4. How the grant will be spent

If you are submitting a written application this should cover no more than two sides of A4 in 12 point text. We welcome video applications of no more than 5 minutes in length.

We can't fund

- ◆ Activities that make profits for private gain.
- ◆ Religious activities – but we can fund religious organisations if the project or activities benefit the wider community and don't include religious content.
- ◆ Activities that replace government funding (e.g. that that would normally be funded as part of the local authority's responsibilities).
- ◆ Retrospective funding.
- ◆ Activities that benefit individuals rather than the wider community.
- ◆ Political activities.
- ◆ Loan payments.
- ◆ Projects that redistribute free food.



Application timescales

Your application will be assessed by a representative team from the Middlesbrough Food Partnership. Their decision is final and there is no appeals process.

Application process open	25 th August
Application deadline	12 noon 14th September
Decision on successful applications	16 th September
Project start date	18 th September

It would be desirable that the larger proportion of funding will be spent before November 2020. All funding has to be spent and accounted for by 31st March 2021.

Monitoring and Evaluation

Monitoring and evaluation will be undertaken by the Food Partnership Coordinator throughout the time period of the project and funding. This will include conversations and potentially visits. An audit of the spend against the funding will also be undertaken to ensure funds are spent in accordance with the grant conditions.

All funded projects and activities will be expected to report back on learning and outcomes, and rather than formal reports these could include case studies, videos, photographs and testimonials.



Ongoing support

The Food Partnership Coordinator will provide ongoing support and advice throughout the application process and beyond to help ensure your idea, activity or project is as successful as it can be.

We look forward to receiving your application by email to joe.dunne@mencity.org.uk. If you want to submit a video by file transfer, please contact Joe first.

Middlesbrough Environment City takes the collection and use of your personal data seriously. The information you have provided will be collected by MEC and stored securely in paper or electronic format. It will not be given to any third party in a form that identifies you. The person responsible for data management is the Director of MEC.

Your application will be shared with members of the grant panel solely for the purpose of decision making. We will not use it for any other purpose. Successful applicants' details will be stored securely for three years for auditing purposes. Unsuccessful applicants' details will be destroyed after three months.