



Eatsome

BIG BITE GRANTS

Application and Guidance Notes

Eatsome offer 2 types of grant; **Bite Size** and **Big Bite**. See a comparison below to help with deciding which to apply for. **This form is for Big Bite Grant applications only.**

	Key Features
Bite Size Grants	Up to £250 grant
	Simple form and appraisal
	Target project delivery within 6 months

Big Bite Grants	Up to £1000 grant
	Dedicated Eatsome staff member to support project planning and development
	Target project delivery 1 year plus
	Sustainability is a key criteria

BIG BITE GRANT APPLICATION FORM

PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS USING BLACK INK OR TYPED.
Use the guidance notes to help.

SECTION 1: CONTACT DETAILS

Name:	Name of Organisation:
Contact Address:	Position held by applicant:
Postcode:	Email:
Contact tel no.	Contact mobile:

Type of group:

About your group:

SECTION 2 : PROJECT OVERVIEW

Title of your project:

Type of Project:

Brief description of your Project (max 300 words):

Aim of Project:

Key Outcomes:

Location of Project:

District:

Who will benefit? (please give estimated numbers for each age group)

0-4	5-11	12-25	26-64	65+

SECTION 3: NEEDS ASSESSMENT AND SUSTAINABILITY

How have you identified a need for your project and who did you consult with?

How will your grant be sustainable beyond the life of the project?

Project management:

Funding:

Impact:

SECTION 5: MILESTONES

TIME FRAME	MILESTONES
QUARTER 1: October –December 2010	
QUARTER 2: January - March 2011	
QUARTER 3: April - June 2011	
QUARTER 4: July - September 2011	

SECTION 6 : MONITORING

How will you monitor and evaluate your project's progress towards achieving your aims and outcomes?

Monitoring:

Evaluation:

SECTION 7: DECLARATION

I declare that:

- The information given on this form and in any other documentation that supports this application is accurate and correct to the best of my knowledge.
- I understand that misleading information, failure to comply with the grant terms and conditions and inappropriate use of funds (not in line with that agreed with Eatsome) could render my grant application invalid and any grant funds received by us will be liable for repayment.
- My organisation will take all reasonable precautions to ensure that grant funds received will not be misused or misappropriated in any way. In the event of suspected or detected fraud, I understand that this could result in the matter being referred to the Trust's Counter Fraud Specialist for investigation.
- Project funding will not be used for statutory provision, personal gain, staff time or for profit and is additional to current provision.

Information for administration of the grant will be kept and shared within Eatsome and some information may be shared with partners during consultation for funding. We may also share more widely information such as project reports, photos, monitoring and evaluation summaries. We are conscious of the need to protect vulnerable groups and individuals. Please ensure that you do not share with us any information (such as photos) which individuals within your group have not given permission for and let us know of any particular considerations we should make in relation to the information you supply. Your signature on this form is treated as confirmation that Eatsome may use the information you have supplied to us under the terms of the Data Protection Act 1998.

Signed on behalf of the organisation:

Date:

Name:

Position:

Guidance Notes

Please use the information below to help you complete your application form.

SECTION 1: CONTACT DETAILS

Name: please include your title i.e. Mr, Mrs, Ms, Miss, Dr etc.

Type of group: choose from the following; registered charity, school, early years provider, health organisation, church, community group/society, community interest group, tenant/residents association, parish/town council, other (please specify). The group needs to be constituted with a bank account.

About your group: Give details of the main activities and objectives of your group (particularly with relation to this grant where relevant).

Does your group have ILCM accreditation? The Institute of Leadership & Community Management (ILCM) accreditation is a new way of working and designed to improve capability and build capacity for community and voluntary groups. For the purposes of this grant application having ILCM accreditation is not essential but is desirable. For further information on ILCM and to find your nearest interlink support officer to guide you through the process go to: www.cornwallinterlink.org.uk

SECTION 2: PROJECT OVERVIEW

Type of Project: Please indicate whether your project is mainly around cooking, growing, health education, promoting local food or specify if different from this.

Brief description of your Project (max 300 words): you need to give a brief outline of what you want to do with the funding, how it will benefit your local community and how you plan to make it sustainable.

Aim of Project: your aim needs to be a maximum of 2 sentences clearly stating your overall aim.

Key outcomes: Please state a minimum of 3 and maximum of 5 SMART outcomes.

- Specific – what exactly are you going to do?
- Measurable – have you planned how you are going to measure impact and outcomes?
- Achievable – is it something you and your group can manage?
- Realistic – is it something you are pretty sure will work?
- Time bound – have you got end dates for each of your outcomes?

Outcomes are what the project will have achieved by the end i.e. what changes have been made. For example, "To educate people on eating well" isn't an outcome. It needs to be measurable. Instead you might write "To evaluate the impact of our Eating Well workshops with 100 people by Dec 2010".

If you need further support in setting outcomes please ask the Eatsome team.

Location of project: Please give the address of the centre(s) where your project will be carried out (including postcodes).

SECTION 3: NEEDS ASSESSMENT AND SUSTAINABILITY

Needs Assessment: Please state how you have consulted your group; by talking to people or through something more formal, e.g. surveys or focus groups (please include paperwork with application)? How many people did you consult and what do they think the key objectives of the project should be and what do they hope the end results will be?

Sustainability:

- **Project management:** How have you planned for the project to be managed once the funding runs out, including staff time and resources and passing on skills and knowledge if staff leave?
- **Funding:** How have you planned for the project to be funded beyond the term of the grant? For example, do you plan to charge during the project (it must be not-for-profit), would you look for further funding streams, can the project be managed with minimal funding from within existing budgets or will the project come to a natural end when the grant runs out?
- **Impact:** How have you planned for the impact of the project to be felt beyond the grant funding? For example, if you are not able to continue with activities how else can you promote healthier eating e.g. the type of food you serve, posters and literature, fruit at meetings, newsletters.

SECTION 4: FINANCE

Finance: Please list the budget for your project in the first column as accurately as possible (the more information we have the easier it is for us to make a decision). The second column should show the total cost for your project (including in kind and other sources of funding). The third column should show which items you are funding from non-Eatsome funds. The fourth column should state which items are funded in kind i.e. non cash resources such as staff time. The final column indicates which items are being requested from the Big Bite funds. Please also fill out the two tables below the main table to show where you sourced other forms of funding. Please indicate whether the funding is secured or applied for.

Please note funding cannot be claimed for statutory provision (e.g. curriculum based activities), personal gain (e.g. paying for own costs), staff time (except for external training support) or for profit generation (you may wish to charge for your activities to sustain the project. This funding should be separate from the grant funding).

Make cheque payable to: Cheques need to be made payable to a constituted group with a bank account. Individuals cannot claim for funding.

SECTION 5: MILESTONES

Please list key milestones to achieve over the year. For example, you might plan to run cooking sessions in quarter 2 once you have planned and recruited onto a course. When you are planning please bear in mind that there will be a delay in receipt of funding of up to 8 weeks from the closing date. This may be speeded up by prompt returns of funding agreements.

SECTION 6: MONITORING

Monitoring: How will you check as you go along that the funding is being spent according your budget and the outcomes are being worked towards and should be achieved by the end of the project? How often will you make these checks? If you decide to make changes to your budget or activities this needs to be agreed with Eatsome in writing (email is fine). Grant recipients must report to Eatsome (at least quarterly) and confirm if the project is on track to meet the quarterly milestones. They must also highlight any problems or issues that may arise which would have an impact on the milestones, key outcomes or budget.

Evaluation: How will you know what you've done has made a difference? For example, how will you measure changes in people's enjoyment, understanding, habits, sense of involvement etc? If you are running cooking sessions over 4 weeks or more, please use Eatsome evaluation forms before and after your course. Eatsome can then follow up at 6 and 12 months to measure long term impact as

part of our overall evaluation of cooking sessions. This information will be anonymised. You will be given a report form to fill in at the end of your project. This will be sent out to successful applicants with their funding.

SECTION 7: DECLARATION

Declaration: Whoever signs the form must be able to do so on behalf of the whole group/organisation and does not necessarily have to be the applicant.

Key Criteria of the Big Bite Grants

Catering Projects

Please note that funding will not be given for catering projects e.g. simply providing lunches for a group. Food should be prepared by the group in order to gain the experience and fun of cooking and to understand the benefits, in terms of cost and health, of cooking from scratch.

Local Produce

If your project requires the purchase of food please try to buy locally as far as possible. You will probably find that local produce (in season) will be cheaper or that a wholesaler can work out a discount for you. Please let us know about the challenges and successes involved with sourcing local food in your final report.

Resources

Please ensure that you use, as far as possible, sustainable resources, e.g. crockery, rather than paper plates, or laminating and/or binding recipe books so that they last longer, rather than just printing off sheets. If your project costs are mostly for equipment please ensure that your equipment is realistic for the sessions you are going to do and plan for how you will continue to use it after the grant is spent. The grant panel are keen to fund projects that demonstrate longevity e.g. purchasing equipment that will keep a cookery project going for a long while rather than one-off items. We have a list of cooking equipment which may be of interest to you. We can also loan out equipment if the cooking aspect of your project is not for a long period of time.

Cooking Projects

We are able to support cookery session leaders with a “Get Cooking” pack and/or training where possible. The Get Cooking 2 day course includes the Level 2 Food Hygiene course and practical information and shadowing support to run cooking sessions. Please contact us for more details. Our “Healthier Foods and Special Diets” training is an accredited full day course. The course is designed to help you understand and promote healthy eating messages to your client group.

Nutritional Guidelines

When purchasing foods please ensure that the meals you plan are balanced and healthy. Please contact us to receive information on what a balanced diet is if in doubt. You can also attend just the morning session of day 2 of the Get Cooking course in order to learn key healthy eating messages if you don't plan to run cooking sessions. Listed below are items we would not be happy to fund. There are obviously others, but we'll leave that to your common sense! Cheap pre-packed foods are often the worst nutritionally and taste wise. Please make sure you buy good quality meat and other products and look at bulking them out with vegetables or pulses, rather than going for cheaper, lower-quality product. *Keep in mind that BALANCE and VARIETY are key to a good diet.*

Not acceptable

- Fast Food (burgers, fries, sausages etc.) unless homemade and using lean meat
- Sugary drinks (both fizzy and still) - not even diet fizzy drinks
- Pre packed foods – the idea is for groups to learn to cook from scratch. Pre packed are also often high in sugar, salt and fat
- Very fatty foods – try to use a low-fat option e.g. vegetable oil instead of lard
- Very sugary foods – look at using foods with natural sugars, e.g. fruit and cut back on sugar in recipes
- Very salty foods – season with herbs and spices, not loads of salt!

Budget

The budget should be realistic for the project you have in mind. Food for cooking sessions should be around £15-£20 per session (based on 10 people cooking). Any individual item over £50 needs to be justified in terms of the benefit to the project. The more detail you provide in your budget the more likely the panel are to understand your project and be inclined to fund it.

Recipe Cards

If you are using them, please send us a copy of some of your recipe cards as part of your evaluation. Please contact us if you are struggling with ideas for healthy recipes.

Allotment Projects

Please ensure that a risk assessment, proper instruction and insurance cover are all in place before the group begins their allotment plot.

Child-based Projects

If you are planning a project for children, for example, through school, pre-school or nursery groups, you **MUST** ensure that the activity takes place out of school curriculum time and there is some parental or community involvement in the project. This will ensure that the messages learnt are taken home. This is vital in maintaining a healthy eating environment within the whole family and group. Invite parents to be involved with sessions. For those who can't attend think about doing an end of project feedback event where the children present what they have learnt, or give feedback at the end of each session when the children are being collected. At a minimum, we require you to give out feedback about the project and healthy eating leaflets/information to parents or guardians.

Key components of successful bids

Successful bids are likely to be ones that evidence clarity of purpose, appropriate budgeting, a good level of impact (cost vs benefit), type of beneficiaries (prioritising those with greatest health and social needs), planning for sustainability and the level of difference this funding would make. Level of impact does not always imply large numbers; the quality of impact is most important.

Further support

This funding is provided by Eatsome; a countywide programme which aims to support community groups in developing activities around healthy eating and promote a change towards healthier lifestyles. Besides from funding, Eatsome can support community groups in running cooking sessions and delivering healthy eating workshops amongst a variety of activities that promote a healthier lifestyle.

Application Process

Application forms must be received by the **8th October 2010**. Applications will be assessed by a panel based on the application form only. It is therefore important that you fill it in as accurately as you can. Eatsome are happy to help you with this process prior to the closing date.

You can expect a decision within six weeks of the closing date. **IF YOU ARE SUCCESSFUL** the grant will be paid on approval of your application, once we have received a signed copy of the funding agreement and an invoice to generate the cheque from. You will be assigned a key Eatsome team support worker to help you develop your project.

On completion of the project we must receive from you; a final report, evidence of the project, receipts covering the extent of the grant monies and copies of the monitoring and evaluation carried out.

If you require any assistance to fill this form in, or to develop your project, please contact Eatsome on 01209 216967 or eatsome@cornwall.nhs.uk

If you require these Guidance Notes in a larger print please call us on 01209 216967

Closing Date Deadline: 8th October 2010

Post completed forms to: Eatsome, Health Promotion Service, The Kernow Building, Wilson Way, Pool, TR15 3QE or email to eatsome@cornwall.nhs.uk