



Eatsome

# BITE SIZE GRANTS

  
Cornwall and Isles of Scilly

## Guidance Notes

Please read through the following guidance notes carefully. As a condition of the grant we expect you to adhere to the guidance notes as well as reasonably possible. Any project failing to work within the parameters set out here or failing to use the grant monies for the activity outlined in their application form (unless changes are agreed with Eatsome), may forfeit their right to further funding from the Bite Size Grant Scheme and asked to repay any inappropriate or unconfirmed spend. The case might also be referred to the Primary Care Trust's Counter Fraud Specialist for investigation.

### Criteria

#### Projects must:

- Promote health and well-being throughout the community
- Encourage wide access and community involvement
- Address health inequalities, isolation, disadvantage and broaden equality of opportunity
- Identify a real need for the project
- Consult with users and the community
- Be well planned and realistic
- Include planning for sustainability
- Be on a not-for-profit basis
- Not be a statutory provision
- Not be for staff time (external trainer costs may be considered if appropriate)
- Be additional to current provision
- Be monitored and evaluated

### 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 keener 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 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 course includes the Level 2 Food Hygiene course and practical information and shadowing support to run cooking sessions. Please contact us for more details.

## **Nutritional Guidelines**

When purchasing foods please ensure that meals are balanced and healthy. Please contact us to receive information on what a balanced diet is if in doubt. 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.* We offer a *Healthier Foods and Special Diets* accredited level 2 training course to support you with key nutritional information.

### **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. Please use a separate sheet of paper if needed.

### **Recipe Cards**

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.

### **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

The application form has been simplified for your ease. To ensure that we are able to fully appraise the project we will be contacting you by telephone for additional information. **Please ensure that you include a contact who will be able to talk about this project and a daytime telephone number where they can be reached.**

We will be asking you the following questions with regard to the development of your project and particularly to assess your adherence to the set criteria. It is probably worth bearing in mind these questions when you are developing your project and writing the application.

- What will the grant be spent on?
- Is this a reasonable budget for the project you wish to run?
- Have you worked with the Health Promotion Service on this project?
- Would you be able to run the project with less funding than you have applied for?
- How will you encourage people in the community who are not already involved to participate in the project?
- Is your project open to the whole community? If not, why not?
- How do you know there is a need for the project and have you consulted with anyone else?
- How many people will benefit from your project?
- Is your application from a statutory organization?
  - Why can the statutory agency not fund the project?
- Is the statutory agency giving any support in any way (worker time, venue)?
- Are there any plans to mainstream the project?
- Do you intend to continue with the project once the grant has been spent?
- How will you check that the project is going to plan?
- Will you be able to keep a record of the number of people participating? And how?
- We will provide you with a report booklet so that we can see clearly the impact that the project has had. Will you be able to complete this at the end of the project (including all receipts)?
- How will you judge the success of your project when it has finished?

After the deadline, an Appraisal Panel will meet and you can expect a decision within six weeks. 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.

***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](mailto:eatsome@cornwall.nhs.uk)***

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

# BITE SIZE GRANTS APPLICATION FORM

PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS USING BLACK INK OR TYPED

<b><u>Name and Address of applicant (inc title)</u></b>		<b><u>Name of organisation</u></b>			
		<b><u>Position held by applicant</u></b>			
<b><u>Email</u></b>		<b><u>DAYTIME telephone</u></b>			
<b><u>Summary or title of project:</u></b>					
<b><u>Estimated start date</u></b>		<b><u>Estimated completion date</u></b>			
<b><u>Description of Project</u></b>					
<b><u>Why do you wish to undertake the project?</u></b>					
<b><u>Which district will benefit?</u></b>					
<b><u>Who will benefit (please give estimated numbers for each age group)</u></b>	0-4	5-11	12-25	26-64	65+
<b><u>Who should the funding cheque be made payable to?</u></b> <i>(Please note: cheques cannot be paid to an individual, only to a group or organisation)</i>					
<b><u>Are you a statutory agency?</u></b>					
<b><u>Project Costs- please give a detailed breakdown</u></b>		<b><u>Additional Funding</u></b> (including anticipated grant aid) S-Secured, A-Applied <b>(please circle)</b>			
Item	Cost	Own Fundraising	£	S/A	
	£	Cornwall County Council	£	S/A	
	£	District Council	£	S/A	
	£	PCT	£	S/A	
	£	Parish Council	£	S/A	
	£	Other	£	S/A	
	£	<b>Total additional funding</b>	£		
<b>Total costs</b>	£				
<b>Amount applied for from Eatsome (max £250):</b>			£		
<b><u>How will this project be maintained financially after the grant has been spent?</u></b>					
Signed			Date		

**Closing Date Deadline: 8<sup>th</sup> October 2010**

Send completed forms to: Eatsome, Health Promotion Service, The Kernow Building, Wilson Way, Pool, TR15 3QE or email to [eatsome@cornwall.nhs.uk](mailto:eatsome@cornwall.nhs.uk)