

Building Life Chances:

Application Guidelines for Hertfordshire

Food Aid Provider Sustainability Fund

Introduction to Building Life Chances Programme

The Building Life Chances programme is a multi-agency programme addressing the impact of Covid-19 on those Hertfordshire residents already vulnerable, whose life chances have worsened during the pandemic.

The key themes for this programme were identified based on national and local evidence as well as discussions with partners, which identified the following priority areas to address pressing inequalities resulting from Covid-19:

- A good start in life
- Education and skills
- **Food insecurity**
- Health inequalities
- Financial and other support (including crisis support)
- Addressing inequalities

Projects have been developed around these themes, including the Hertfordshire Food Aid Provider Sustainability Fund that falls within the Food Insecurity priority area in the Building Life Chances programme. Further information about this fund and how you can apply are detailed below.

Guidelines and Criteria

These notes are for all applicants to the Building Life Chances Hertfordshire Food Aid Provider Sustainability Fund.

Rationale for the Hertfordshire Food Aid Provider Sustainability Fund

Food insecurity is defined as ‘the inability to consume an adequate quality or sufficient quantity of food in socially acceptable ways, or the uncertainty that one will be able to do so’¹. According to the recent [YouGov survey by the Food Foundation](#), in January 2023 17.7% of households in the UK were food insecure, up from 8.8% in January 2022 and 7.4% in January 2021. The [Food Poverty Needs Assessment](#) identified that in Hertfordshire, there is an estimated 10.3% of residents at highest risk for food insecurity. Food aid provisions aim to tackle this issue by providing emergency food parcels to those in need on a temporary basis; however, demand is on an increasing trajectory due to the increased cost of living.

Funding Brief

This sustainability fund seeks to support Hertfordshire Food Aid Providers to continue supporting those facing or at risk of facing food insecurity by offering an opportunity to improve their practice(s) and or model, and in effect offer healthier food, reduce food waste, create choice and or develop employment opportunities.

We expect a range of different initiatives to be determined by food aid providers, however your initiative must meet one or more of the following criteria, enabling you to either improve upon or develop new practices:

- **Provide residents the opportunity to save money on grocery bills**, making the best of everyday foods; for example, adopting, extending, or improving your food pantry model to enable residents to choose their own food in exchange for a small weekly subscription. Alternative opportunities could include money saving tips/ lessons.
- **Save food from landfill** by linking in with environmental charities such as FareShare, drawing on the oversupply in supermarket supply chains.

¹ Dowler E, Turner S, Dobson B. Poverty Bites: Food, Health and Poor Families. London: Child Poverty Action Group. 2001.

- **Enhancing nutrition and food variety** through a commitment to offer fresh and frozen, chilled, and seasonal produce.
- **Enhance the range of culturally appropriate food**, providing familiarity and food choice.
- **Develop employability** through a range of volunteering and or staffing opportunities, developing skills such as governing stock and software, payments, communication, and health.

Application Process

Who can apply:

- This fund is open to all locally based food aid providers (for example, foodbanks, food rescue hubs and food pantries) that fall under the not for profit, charity, community or voluntary group with a written constitution or governing document.

Who can't apply:

- Any applicant that applies for the fund wanting to enhance nutrition and food variety, enhance the range of culturally appropriate food, or for the direct provision of food support, such as the funding of food or food vouchers **MUST NOT** be in receipt of a Household Support Fund grant via either the Hertfordshire Community Foundation or your local District or Borough Council.
- Food Aid Providers working outside of Hertfordshire.
- Any organisation that does not classify itself as a food aid provider, for example is not a foodbank, food pantry or food rescue hub.

When to apply:

- Monday 24th July 2023

Grant value:

- Grants of up to £5,000 are available. This will help us to ensure the funding helps more organisations.
- You do not have to apply for the full £5,000.

How to apply:

- To apply for the grant, organisations need to complete the attached application form, providing as much information as possible.
- Please be aware that all boxes of the application form need to have an entry in them, even if that is 'not applicable' or 'none.' This ensures that the awarding manager is sure that all questions have been read and considered.
- Completed applications must be emailed to WholeSystemsObesity@hertfordshire.gov.uk no later than 11:59pm on Sunday 6th August 2023.
- There can only be one bid per organisation.

Applications sent to any other email address, by any other means or after the closing date will not be considered.

How decisions will be made:

Once all applications have been received, members of Public Health will complete due diligence checks on all applications to ensure the applications are complete and all required information is included. Any applications deemed not to be complete will be withdrawn from the process. Following this, members of Public Health will evaluate each application on its merits and make the final awarding decisions, with support from either the Building Life Chances Programme Management Team and or colleagues from other directorates.

Where funding is oversubscribed or more information is sought, bidders may be interviewed via Teams or asked to provide more detail by email.

Organisations will then be contacted via email by a member of the Public Health team who will inform you of the final decision and the next steps, this will include the signing of a contract, before any money can be released.

Evaluation Methodology:

| Table A – Weighting Scale Question | Weighting % |
|------------------------------------|--------------|
| Q1 – About Your Organisation | 10% |
| Q2 – Project Proposal part 1 | Pass or fail |
| Project Proposal part 2 | 40% |
| Q3 – Safeguarding | 10% |
| Q4 – Target Population | 10% |
| Q5 – Project Evaluation | 15% |
| Q6 – Budgeting | 10% |
| Q7 - Sustainability | 5% |
| Q8 – Partnership | Unweighted |

Scoring approach:

| Scoring Approach | Rating | Criteria for Awarding Score |
|------------------|--------------|--|
| 0 | Unacceptable | Does not meet any of the requirements |
| 1 | Weak | Falls short of meeting the requirements in many areas |
| 2 | Poor | Falls short of meeting the requirements in some areas |
| 3 | Satisfactory | Meets the requirements at a basic level |
| 4 | Very Good | Meets the requirements in all respects, supported by clear evidence and will bring some added benefit to the project |
| 5 | Outstanding | Exceeds the requirements and will bring significant added benefit to the project |

Application Timescales

- The Food Aid Provider Sustainability Grant **opens**: Monday 24th July 2023
- The Food Aid Provider Sustainability Grant **closes**: 11.59pm Sunday 6th August 2023
- Decision Notification: Monday 21st August 2023
- Latest project delivery end date: Sunday 31st December 2023
- Deadline for evaluation of project: Wednesday 31st January 2024, or if the project is completed before the 31st December, this must be returned within one month of the project finish date.

Required Reporting

Building Life Chances Programme Management team and Public Health expect a brief evaluation report to be completed using the template that will be provided. Failure to submit an adequate evaluation report on time will affect the likelihood of future funding from Hertfordshire County Council.

The report will summarise both measurable and non-measurable outcomes, for example:

- What the money has been spent on?
- What has been delivered?
- Why this has been delivered and how it has improved the sustainability of your practice?
- How many residents have accessed or benefitted from this sustainability fund?

Safeguarding and Health and Safety Evidence

Applicants will need to be able to produce evidence of both safeguarding procedures and insurance policies to be considered for this funding opportunity. Specific information on what is required can be found on the application form.

Further information

If you have read the above criteria but still have questions about your eligibility, please email WholeSystemsObesity@hertfordshire.gov.uk detailing your questions.