

East Devon Action on Poverty Fund

Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of your grant application. Your information will be held temporarily by SNAP Surveys Ltd who provide the software used for the application. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online: <http://eastdevon.gov.uk/privacy>

SNAP Surveys Ltd Privacy Policy: <https://www.snapsurveys.com/survey-software/privacy-policy-uk>

Confirmations

1. Please select the box below to confirm that you've read and understood the online guidance, terms and conditions for our East Devon Action on Poverty scheme and agree to abide by all the requirements, terms and conditions of the grant. You won't be able to fill in the application form without confirming this.



2. Please select the box below to indicate that you have understood that East Devon District Council is subject to Freedom of Information legislation. Unless your information is classed as confidential or protected under data protection legislation and policies it will be made public. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published.

Find out more here: <http://eastdevon.gov.uk/access-to-information/freedom-of-information/>



A. Checklist

3. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Do less than 25% of the beneficiaries of your project live outside East Devon?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a properly constituted not for private profit organisation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a constitution and a minimum of two wholly unrelated trustees / directors and your own separate bank account, with a minimum of two wholly unrelated signatories?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you applying for a maximum of 50% of the total costs of your project?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have at least 70% of your match funding (funding from other sources) in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your project meet one or more of the aims of our Poverty Strategy and Action Plan:

<https://eastdevon.gov.uk/council-and-democracy/council-business/poverty-reduction-strategy/about-the-poverty-reduction-strategy/>

Are you applying to us for funding of between £500 and £5,000?

Do you have one written quotation if the total cost of your project is under £5,000, three written quotes (if possible) if it is between £5,000 and £100,000, or five written quotes (if possible) if it is over £100,000?

Would any grant money awarded be able to be spent and claimed within 12 months of receiving a grant offer letter in around December 2022?

4. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project for ongoing costs?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Has your project previously had any funding from East Devon District Council? For example from Crowdfund East Devon, our Coronavirus Community Food Fund, or our Small Community Grants.

B. About your organisation

5. The name of your organisation:

Project Food

6. Is your not for private profit organisation:

- A parish council
- A properly constituted voluntary or community group
- A Charity registered with the Charities Commission
- A Community Interest Company registered with Companies House
- Other properly constituted and not for private profit organisation, please describe below:

7. Your position within the organisation:

Director

8. Postal address of your organisation:

Axminster Hospital Chard Street Axminster EX13 5DU

9. Email address of your organisation:

info@project-food.org.uk

10. Web address of your organisations website (if you have one):

www.project-food.org.uk

C. About you

11. Your name:

[REDACTED]

12. Your email address, if different to the email address of your organisation above:

[REDACTED]

13. Describe the project, item or activity for which the funding will be used:

This should be a minimum of 100 words.

Please send any pictures, quotes, photos and videos by email to jbuckley@eastdevon.gov.uk or by post to Jamie Buckley, Community Engagement and Funding, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Project Food will work with Lower Hewood Farm to provide support sessions for people with mental health issues who are struggling on a low income. The aim of the Project is to enable beneficiaries to develop confidence and self-esteem around food preparation and production, to give them the opportunity to spend time in a safe, nurturing space outside in beautiful surroundings and to support them to look at how they might improve their diet, while on a low income. All participants will be given a fortnightly fruit and veg box for the duration of the project so that they have the opportunity to try out some of the recipes that they have learnt at home. This will also give them much needed nutritious food. We will also work with EDDC to provide a monthly benefits advice drop session at Project Food's premises in Axminster Hospital so that people can make sure that they are accessing all the Government Benefits that they are eligible for. These sessions will be open to the wider community, not just those accessing the Lower Hewood Farm activities. The project will run for six months from February to July 2023. There will be two sessions per month. This is a pilot project. Half of the costs are being borne by Lower Hewood Farm.

14. Why do you want to carry out this project and what difference will it make? How do you know this is needed? Who and how have you consulted?

This must be a minimum of 100 words, if it is not, your application will be returned to you.

Since the beginning of the coronavirus pandemic Project Food has been working very closely with a large number of people struggling with mental health problems. Initially we were working with people who were isolated, but in order to concentrate our activities on those on whom we can have the greatest impact, we have for the last 2 years been providing free boxes of fruit and veg and free ready meals to people who are struggling financially as well as mentally. Over this period we have talked to the recipients of our food boxes as well as East Devon Mental Health Services in order that we can better understand their needs. They have told us that their isolation and anxiety exacerbate their mental health problems and, therefore, that they would like more support not just learning how they might make better use of their limited resources in order to eat a nutritious diet, but also to help them to develop their self-esteem and meet other people. Alexa di Ferranti, the owner of Lower Hewood Farm, has recently offered Project Food the opportunity to use Lower Hewood Farm to support people. We feel that people with mental health problems are the most likely to benefit most from the beautiful surroundings and the carefully selected activities that we will be carrying out on the farm. They will include tending the animals, growing food and preparing and eating the food together. Our free box recipients have expressed great enthusiasm for this idea. By tying this project in with the Benefits Advice team at EDDC, we hope to reach those most in need and make a real difference to more people. At present the team has nowhere in Axminster to see people on benefits. They have told us that they will be delighted to use our premises to reach more people.

15. How will your project, item or activity help meet the aims of our Poverty Strategy?

Write in all of the specific actions / aims from the wording of the Strategy and / or Action Plan that are relevant to your project / activity, and tell us how your project / activity helps meet those aims. If your answer does not contain this information, your application will be returned to you.

Poverty Strategy: <https://eastdevon.gov.uk/council-and-democracy/council-business/poverty-reduction-strategy/about-the-poverty-reduction-strategy/>

This project will:

- Help people on low incomes to maximise their household income and minimise their food costs, building financial resilience and reducing indebtedness This project is all about building the capacity and resilience of people with mental health problems. By helping them to access benefits advice, support to improve their diet and support to eat well on a low income as well as aiming to help them to build their self-esteem, this project has the potential to profoundly affect the lives of the participants.
- Support groups of people that are more likely to experience poverty Evidence shows that people in poverty are more likely to have mental health problems and people with mental health problems are more likely to be living in poverty.
- Improve health outcomes for people on low incomes including access to a good diet and ill health prevention. Food is very closely linked to mood and all aspects of health and well-being. By helping people to learn more about food and address some of the obstacles that they may encounter when trying to eat a good diet, this project will really help people on low incomes to access a good diet and prevent ill health.

16. If your application was successful, when do you think you would:

Please bear in mind that decisions will not be made until the end of November 2022

Start work on the project / February 2023
item / activity:

Spend the East Devon

Action on Poverty grant:

This must be within 12 August 2023

months of finding out you

have been successful in

your application.

E. The costs of your project

17. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project / activity is under £5,000 you must provide one written quotation. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and will include it as part of your application?

Please note that this is for the total cost of your project, and not based on the amount you are applying for from us. If you are purchasing items, the quotations could be copies of websites where you can purchase the items, detailing quality and cost.

- Yes - please detail as part of question 19 and send written quote(s) by email to jbuckley@eastdevon.gov.uk or by post to Jamie Buckley, Community Engagement and Funding, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.
- No - you need to do this before submitting your application

18. Can your organisation claim VAT back on what you spend on this project / activity?

- Yes - submit project costs not including VAT below (nett)
- No - submit project costs including VAT below (gross)

19. Please tell us about the costs and funding for your project:

Total cost of project / item £8,596
/ activity:

Please tell us how you've arrived at this cost:

Please see attached information

Amount of money you are applying for from our Action on Poverty Fund: This must be between £500 and £5,000, and a maximum of 50% of your total project / activity costs.

£4,276

20. Match funding

50% of the funding for your project must come from elsewhere, and you should have at least 70% of your match funding confirmed before applying to us. Tell us about:

any contribution from your organisation, and how it has been raised:

confirmed funding from other grants providers: Please tell us the amounts, name of the grant and name of the funding provider.

Lower Hewood Farm are covering £4,320 of costs directly themselves. This has already been agreed.

any grants you have applied for from other grants providers but have not yet had decisions on: Please tell us the amounts, name of the grant and name of the funding provider.

n/a

what money you have left to raise (shortfall), if any, and how you intend to raise it:

I confirm that:

- I am authorised to sign on behalf of the above named organisation and that any funding will not benefit any individual or private business and will only be used for the purposes specified;
- This East Devon Action on Poverty grant will be used for the purpose outlined in the application form, by the deadline specified and any unspent / uncommitted monies will be returned to East Devon District Council promptly.
- That I / we will provide East Devon District Council with a statement of how the funding has benefited the organisation / local community, photographs / videos and copies of invoices / receipts for the expenditure of the grant amount. Please see the guidance for details of what we require.
- That I / we acknowledge and understand that approval of any grant relating to this application does not commit the council to ongoing funding.
- I / we agree to all other terms, conditions and requirements of the funding.

Name: [REDACTED]

Date: 24/09/22

Thanks for your application. Please click on the 'submit' button below to send it to us.

Project Food Application

Queries and answers on those queries

1. Q16. As you are aiming to start in February 2023 I just wanted to check timescales for the grant with you. Our decision making meeting for grant applications isn't until 28 November. Then it would take a week or so for us to get a grant offer letter to you, then you would need to sign it and send it back to us. Then it could take us up to two weeks to transfer the grant to you. Would this be an issue for your project? As potentially you wouldn't receive the grant, if successful, until the week before Christmas.
 - That would be fine for us.

2. Q13 and Q14 How will be beneficiaries be selected and how many people do you expect to take part in the project?
 - We will work closely with East Devon Mental Health Services and other mental health service providers (including other care farms) to choose people for the farm group who will be in the best position to benefit. With them we will draw up clear criteria for the people who will be able to be included: due to the nature of a farm, this will need to be carried out carefully on a one-to-one basis, but generally people included will be those with depression, anxiety and stress. We expect around 6-8 to be included in the farm group.
 - People wishing to access benefits will be self-selected – anyone needing help to ensure that they are accessing all the support that they are eligible for. We expect around 30 people to access this support.

3. Q19. Please could you provide a detailed breakdown of the general costs and any evidence of costs that you can provide. For example, a print out of what one of the veg boxes would cost normally, print outs of what the training courses charge etc.
 - Travel (minibus to Lower Hewood return) – sample invoice from Project Food to Seaton Wetlands (£80) and California Fitness (Axminster) (£40) attached. They have given us a verbal estimate of £65 return to Lower Hewood.
 - Publicity (mostly carried out through social media) 2 hours per session x £15/hr
 - The training budget includes £49.90 for staff and £9.90 for volunteers for a DBS check through Devon County Council (2 of each) = £119.60 (invoice attached),
 - o £12.60 per person for food hygiene training (4 people) = £50.40 and (invoice attached)
 - o 2 hrs training x £15/hr= £30 (people are trained for longer than this, but this can be covered by Project Food core costs)
 - o Total = £200 for 4 people; average = £50 each
 - Session staff: £18/hr x 8 hours per session: this covers the time of each session 10am-3pm, plus half an hour either side to set up / pack away and 2 hours to plan each session = 8 hours in total per session x £18/hr x 12 sessions = £1,728
 - Fruit and veg boxes (including homemade meals that each person gets along side the fruit and veg) per box cost £4.50 for the fruit and veg and £1.50 for all of the other ingredients for the meal. The budget covers 8 boxes at £6 each per fortnight. (invoices for September attached: we did 100 boxes in September (total of invoices - £509.38): the additional £59.38 on the invoice is for group cooking sessions.)

Evidence has been seen by the Community Engagement and Funding Officer to confirm the above costs. However, this is extensive so has not been included as part of the agenda. The evidence of costs can be seen upon request.