

# 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
Would any grant money awarded be able to be spent and claimed within 12 months of receiving a grant offer letter in around April 2024?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you a properly constituted not for private profit organisation?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying for a maximum of 50% of the total costs of your project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you have at least 50% of your match funding (funding from other sources) in place?

Does your project meet one or more of the aims of our Poverty Reduction 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 quotation if the total cost of your project is under £5,000, three quotes (if possible) if it is between £5,000 and £100,000, or five quotes (if possible) if it is over £100,000? See guidance: <https://eastdevon.gov.uk/grants-and-funding/grants-available-from-us/east-devon-action-on-poverty-fund/evidence-of-costs/#article-content>

**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.

Do more than 25% of the beneficiaries of your project live outside of East Devon?

Will your project have started before early April 2023?

## 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 EX133 5DU

### 9. Email address of your organisation:

info@project-food.org.uk

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

<https://www.project-food.org.uk>

## C. About you

### 11. Your name:

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

### **13. Briefly describe your organisation:**

This should be a minimum of 75 words.

For example you could say which areas of East Devon you work in, what your usual service provides, how long you have existed, how many people you help.

Project Food supports people to improve their diet, so they enjoy better physical and mental health. We aim to help people to develop their confidence and motivation to improve their diet by helping them to develop food skills and knowledge and access nutritious food. We have been working across East Devon since 2006 (formerly as HALFF) and so are extremely experienced in providing food support for a wide range of adults and children with diverse needs. Our support is responsive to people's needs as the reasons people eat what they do is hugely complex and so there is no "one size fits all" approach that is effective. For example, the support we provide includes: • running after-school and holiday clubs for children with special educational needs and families living in food poverty. • providing free boxes of fruit & vegetables and meals to people on a low income, people with severe mental health problems and elderly people living alone. • running one to one and group cooking sessions, for young parents, people living alone, carers and people with chronic health conditions. We support hundreds of people each month. For instance, in December we supported 700 adults and 100 children to eat a healthier diet.

### **14. 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 [engagement@eastdevon.gov.uk](mailto:engagement@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.

We will work with: 1. families on a low income whose income make it difficult for them to eat a balanced diet and participate in regular activities, so they often miss out on things other families can take for granted. 2. people with long term mental health problems who are often unable to work due to their ill-health; they struggle to make ends meet at the best of times and at the moment are finding it particularly hard to feed themselves adequately. We will run: - family cooking courses in Ottery St Mary at which parents and children will cook and eat together and be given a recipe box to take home after the session. We will run 2 courses of 6 sessions each. - one-to-one cooking sessions for people with mental health problems at our hospital premises in Ottery St Mary hospital. We have run family cooking sessions for families who are eligible for free school meals, on universal credit and / or Healthy Start for many years in various locations in East Devon. We have not, however, run them in Ottery St Mary, but since we have taken over the kitchens in Ottery Hospital, we have had many requests for more support for people there. We have run one to one support for people – generally around 6 sessions per person - for around a year. Adults with mental health problems who may be too anxious to attend group activities will spend a morning a week with a Project Food volunteer cooking and eating together what they have cooked. Sometimes they also take home a meal for their family. This has been shown to help people to increase in confidence and to develop the skills they need to cook inexpensive, nutritious food.

**15. 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.

The coronavirus pandemic followed by the more current cost of living crisis has hit families on a low income and people with mental health problems disproportionately hard. Many of the parents we work with also have mental health problems. They have not necessarily been able to adapt to changing working practices because of their mental health and low income and in many cases the levels of anxiety and other mental health problems has increased enormously since March 2020. This project will not only help people to learn the skills that they need to eat nutritious food, but will also help to build up their confidence and give parents and children the opportunity to do a fun activity together. We know there is demand for these services as we have had experience in providing similar services for some time. We also have very good relationships with the East Devon Community Mental Health team, Devon County Council Enablers, school SEND departments and GP surgery social prescribers.

**16. Look at our Poverty Reduction Strategy and tell us precisely how your project, item or activity will help meet the aims of this 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.

You can find our Poverty Reduction Strategy online: <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 on a low income and people with mental health problems. By helping them to access 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.
- Strengthen families and support groups of people that are more likely to experience poverty. Families have told us that our family sessions help them to have fun with their children, appreciate their skills and abilities and generally improve the parent – child bond. 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 physical and mental 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.

**17. Bearing in mind that work cannot start on your project before early April 2023, if your application was successful, when do you think you would:**

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

Spend the East Devon

Action on Poverty grant:

This must be within 12 February 2024

months of finding out you

have been successful in

your application.

## E. The costs of your project

**18.** Every project needs to include a quotation from at least one contractor / supplier / provider. If the total cost of the project / activity is under £5,000 you must provide one quotation. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three 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 quotations, or detail why this isn't possible. Have you done this and will include it as part of your application? See guidance: <https://eastdevon.gov.uk/grants-and-funding/grants-available-from-us/east-devon-action-on-poverty-fund/evidence-of-costs/#article-content>

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 send by email to [jbuckley@eastdevon.gov.uk](mailto: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

**19.** 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)

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

Total cost of project / item 9936  
/ activity:

Amount of money you are  
applying for from our  
Action on Poverty Fund:

This must be between 4968  
£500 and £5,000, and a  
maximum of 50% of your  
total project / activity  
costs.

If you have provided  
multiple different  
quotations / evidence of  
costs for the same parts  
of your project, please tell n/a  
us which quotations you  
would accept / which  
supplier you would buy  
from and why:

**21.** Match funding

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

£4,968 will come from Project Food either from our reserves or in the form of in kind spending.

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

n/a

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

n/a

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: 

Date: 15/2/23

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

Project Food Costs: EDDC Poverty Fund Ottery

<b>Family sessions</b>	<b>Rate (including hours)</b>	<b>sessions/ weeks</b>	<b>total</b>	<b>PF</b>	<b>EDDC</b>
Food	40	12	480		480
coordination	100	24	2412		2412
project management	42	24	1008	1008	0
session staff	45	12	540		540
Take home food cost	45	12	540		540
venue cost	100	24	2400	2400	0
Insurance	20	24	480	480	0
office costs	25	24	600	600	0
recipes printing etc	30	12	360		360
publicity	25	12	300		300
volunteers costs, travel & training	40	12	480	240	240
<b>One to one</b>			0		
Food	8	12	96		96
volunteers costs, travel & training	10	12	120	120	0
recipes printing etc	10	12	120	120	0
			<b>9,936</b>	<b>4,968</b>	<b>4,968</b>