

Community Food Fund

Principles and processes

1 Introduction

1.1 In response to the cost-of-living crisis, South Gloucestershire Council has launched a Community Food Fund grant scheme, made available from the Household Support Fund. This scheme offers grants to help organisations fund food supplies and the facilities used. In support of this, these principles have been put in place to provide a transparent, accountable, consistent and legal process to be adhered to.

2 Eligibility

2.1 Voluntary, community and social enterprise organisations and Town and Parish Councils in South Gloucestershire are eligible to apply to the scheme for grants to support them with the additional running costs incurred in the distribution of food supplies.

2.2 All organisations must be registered to the Council's Grants [online registration](#) system with approval received where appropriate.

2.3 The funding can be used as a contribution to food aid costs, or as match funding. Grants can fund food supplies, running costs and volunteer expenses incurred in the delivery and operation of a food aid facility.

2.4 The food aid facility must directly benefit residents in South Gloucestershire and the facility must be open to the public.

2.5 A Community Food Fund facility may already be operating under a different name such as 'Community Hub' or 'Community Café' but must be free to enter and accessible to all.

3 Exclusions and restrictions

- awards cannot be made to individuals
- awards cannot be made to businesses, public sector organisations, private households or schools. However, awards may be made to a school PTA or Friends group providing that produce is distributed within the school community to ensure safeguarding principles are upheld
- awards cannot be made for political purposes or gain
- awards cannot be made that fuel or support any radicalisation/terrorist activity or to any proscribed organisations
- awards cannot be made for salary costs of paid staff
- if money is used for a purpose other than the food aid facility or it does not go ahead, the funding will need to be repaid by the organisation to the Council
- retrospective applications will not be accepted
- repeat awards cannot be guaranteed
- awards cannot be guaranteed if there is already substantial CFF provision in the

locality

4 Applying for funding

4.1 Application forms can be requested from grants@southglos.gov.uk

4.2 The minimum level of award is £100 and the maximum level of award is £500.

4.3 Awards will be subject to the availability of the assigned budget.

4.4 Decisions have been delegated to a panel of council officers to include a service director. Applications will be assessed on a fortnightly basis.

4.5 There will be no process for appealing against a decision.

4.6 The award notification will be sent to the applicant. Payment will be made within five to ten working days of the award notification when the online registration requirements have been met by the applicant.

5 Terms and conditions

5.1 The applicant must:

- work within the law at all times
- hold sufficient insurance cover, including public liability insurance, to an adequate level of indemnity
- follow adequate health and safety arrangements and if applicable food safety management system rules
- strictly adhere to current public health guidance
- always adhere to the safeguarding and equality policies and procedures of the organisation

6 Monitoring of delivery

6.1 The grants team will monitor funded services to ensure due diligence. The numbers of clients using the food aid facility must be recorded by the applicant for this purpose.

7 Public record keeping

7.1 Information on approved or rejected applications will be published on the Council's website to meet the legal obligations under the Local Government Transparency Code.

8 Publicity

8.1 Any publicity material arising from the project should include an acknowledgement of funding that states, 'This project has received funding from South Gloucestershire Council'. The Council logo is available on request.

9 Online directory of Local Services

9.1 All grant recipients must consent to details of the food facility being publicly available on [our online directory of local services](#)

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