



# Preparing Applications – the Local Food fund

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## Applications – what's required..

- Context to the project
- What the project will do
- What happens after the project





## Local Food bids

- 1<sup>st</sup> stage –  
2378 submitted. 677 rejected.
- Main stage –  
732 submitted so far. 409 rejected.





## Local Food bids – most common reasons for rejection

1. Didn't meet the overall aim of Local Food
2. Lack of identified need
3. Project does not address disadvantage
3. Weak sustainability
4. Weak community consultation
5. Poor financial planning with a weak budget



# 1. 'Didn't meet the overall aim of Local Food'

- Local Food – 'making locally *grown* food affordable and accessible to local communities'
- Read guidance notes & application form notes carefully





## State your project Aims, Outcomes & Activities clearly

### Aim

Overall purpose of your project

### Outcomes

Specific things you want to change

These should be SMART (Specific, Measurable, Achievable, Realistic, Time Bound)

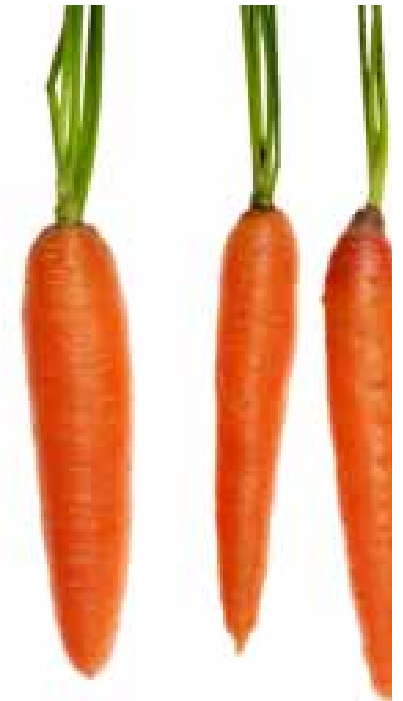
### Activities

Tasks or activities you will do to achieve the aim and outcomes – list and give completion dates



## 2. 'Lack of identified need'

- What need does your project want to address?
- Understand the need
- Gather evidence
- Understanding the problem
- Solutions





## Understanding need (example)

<b>Need</b>	<b>Evidence</b>	<b>Understanding the problem</b>	<b>Possible solutions</b>
<ul style="list-style-type: none"><li>• Too much kitchen waste to landfill</li><li>• Landfill sites running out</li></ul>	<ul style="list-style-type: none"><li>• Government statistics</li><li>• Own survey</li></ul>	<ul style="list-style-type: none"><li>• People not separating waste</li><li>• People not composting</li><li>• Too much food being thrown away</li><li>• Increasing population</li><li>• People not aware of the problems</li></ul>	<ul style="list-style-type: none"><li>• Education-recycling, composting</li><li>• Provide kerbside collection</li><li>• Promote home composting</li></ul>





### 3. 'Project does not address disadvantage'

Often assumed to mean economic disadvantage, but also includes:

Lack of access to goods and services

Lack of access to growing spaces

Lack of skills, education

Include evidence e.g. indices of multiple deprivation, reports, studies





Local Food



## 4. 'Weak sustainability'

Economic	Social	Environment
<p>What happens after funding ends?</p> <ul style="list-style-type: none"><li>- income streams</li><li>- other funding</li><li>- volunteers</li><li>- wider economic benefits</li></ul>	<p>Building capacity:</p> <ul style="list-style-type: none"><li>- individuals: skills</li><li>- organisations</li></ul> <p>Learning:</p> <ul style="list-style-type: none"><li>- communities</li></ul> <p>Partnerships</p>	<p>Building knowledge / making changes:</p> <ul style="list-style-type: none"><li>- reduce food miles</li><li>- composting</li><li>- recycling</li></ul>

**Sustainability: "the continuation of benefits and/or activities of projects once funding has ended"**

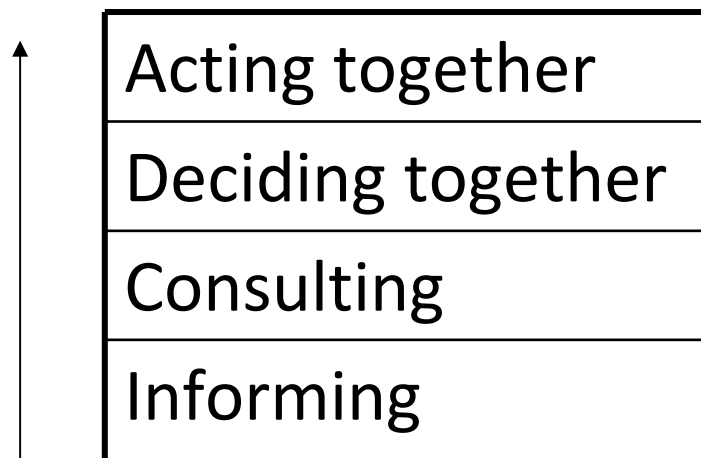


## 5. 'Weak Community consultation'

### **Involvement of people from the community in a public service, project or activity**

Can help prove need

involve local people in the planning of your project



No specific question on this in Local Food application form - but is in the assessment criteria in the Guidance



## 6. 'Poor financial planning with a weak budget'

- Base budget on actual costs
- Understand match funding requirements eg, LF: match % of total project costs. 50% to be in cash.
- Demonstrate value for money
- Quotes required for capital items
- Overhead costs - full cost recovery
- Keep notes - you might be asked to explain costs in detail



# Budgets (example)

Match % of total project cost

<b>Capital costs</b>								
	Year 1	Year 2	Year 3	Year 4	Project costs	Other cash	In kind	Grant request
<b>Equipment</b>								
Tools	3783	196			3979			3979
Wires and fittings	488				488			488
Materials	694	581	599	616	2490			2490
<b>Total costs subtotal</b>	<b>4965</b>	<b>776</b>	<b>599</b>	<b>616</b>	<b>6957</b>			<b>6957</b>
<b>Revenue costs</b>								
	Year 1	Year 2	Year 3	Year 4	Project costs	Other cash	In kind	Grant request
<b>Personnel costs</b>								
Shop & training costs for volunteers	15784	16351	17395	18089	67619	11000		56619
<b>Printing costs</b>								
One day course	160	0	0	0	160			160
<b>Volunteer costs</b>								
Volunteers 36 weeks per annum	2520	2520	2520	2520	10080		10080	0
<b>Information, education and promotion</b>								
Resources	1135	515	520	516	2727			2727
<b>Utilities costs</b>								
Portion Elec and water	26	26			103	103		0
Gas	70	72			293			293
<b>Revenue costs subtotal</b>	<b>19695</b>	<b>19483</b>			<b>80983</b>			<b>59800</b>
<b>Total capital &amp; revenue costs</b>	<b>24660</b>	<b>20259</b>	<b>21145</b>	<b>21874</b>	<b>87940</b>	<b>11103</b>	<b>10080</b>	<b>66757</b>

50% of match in cash

Check figures add up

Actual project costs – no gaps, 'mystery' or core costs



# Activity

## Examining applications

In groups examine example application.

Look at project description, aim, etc and these three main areas:

- **Outcomes**
- **Establishing Need**
- **Budgets**

Identify any good and bad points. How could it be improved? Feedback main points to whole group

