Alliance development: Application guidelines for financial support

September 2018

Eligibility

- An alliance must be [registered members](#) of Food Power.
- An alliance must receive funding into a designated bank account and manage all legal and financial requirements.
- The alliance should steer the delivery of work.
- An alliance must **not** have received financial support for alliance development of more than £1,000 in round 1.
- An alliance which received support for exchange visits of £1,000 during round 1 can apply for up to £9,000 max.

Eligible activity

Activity supported by this funding should start by **1 April 2019** at the latest and complete within one year and no later than **31 March 2020**. Alliances can apply for either support for initial alliance development <u>or</u> further alliance development and/or producing food poverty action plans.

1. *Financial support for initial alliance development*
   Alliances can apply for up to **£1,000** for initial alliance development. This could involve bringing alliance members together to further develop objectives and membership, as well as conducting exchange visits to other alliances and then writing up these visits. The visits might include meetings with other alliances, attending meetings with other alliances, sitting in on other alliances consultations or other events or visiting specific projects which have been central to an alliance's development. We do not necessarily expect applicants to have specific locations in mind at this stage and would be happy to advise on this. Reports of visits would be shared across the Food Power network and beyond. We would expect plane travel to be avoided wherever possible and would consider plans for this on an individual basis, but acknowledge that alliances in Northern Ireland wishing to travel to other parts of the UK are most likely to travel by air. Alliances would then be able to apply for future rounds of financial support for further alliances development and/or producing food poverty action plans. For example, if an alliance receives £1,000 as part of this round, they could then apply for up to £9,000 for further alliance development in a round 3 (which will be the final round of this type of financial support).

2. *Support for further alliance development and/or producing food poverty action plans*
   Alliances can apply for up to **£10,000** to further develop an alliance and/or food poverty action plan (or similar plan or strategy). Financial support could be spent on a range of activities including staff time to arrange and support alliance meetings, researching, drafting and publishing an action plan, consultation events or other face-to-face research and exchange visits. This list is not exhaustive; please contact us for advice on other ways of using this financial support. We also recognise that activities may evolve over time, so we are open to reviewing outputs during the lifetime of activities (e.g. at the six month reporting stage). While this support is for strategic-level work, we would expect applications to explain how activity will aim to impact positively on local people experiencing or at risk of household food insecurity. The Resources section below includes links to further advice, templates and tools which may inform your application.

Match funding and in-kind support

Alliances are encouraged to identify match funding and/or in-kind support up to or exceeding the value of the amount applied for. This could include a range of support, such as direct funding, a commitment of time, meeting space or help with communications or marketing. We are open-minded as to what form this could take; it is important for it to be meaningful and evidenced in the application.

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Application submissions
Applications should be [submitted online via the Food Power members' area](#) by **5pm on Friday 2 November 2018**. Each registered alliance has one log-in to the members' area which should be used to make the application. If there are difficulties logging into the members' area, please contact maddie@sustainweb.org. Please do not submit any materials other than evidence requested and any proof of commitments of match-funding/ support, as these will not be considered. If you are unsure what to submit, please get in touch.

Decision-making process
Applications will be assessed by a sub-group of the Food Power programme board and a representative from the Big Lottery Fund. The decision will be final. We aim to deal with all applications in a friendly and efficient fashion. If we fall short of these aims, please let us know. We can provide limited feedback upon request to unsuccessful applicants.

Financial arrangements
Food Power will make payments in two instalments - 50% at the start and 50% halfway through the work. We will pay the first instalment on receipt of a signed agreement and invoice. We will pay the second instalment on the basis of a satisfactory 6 month report and a second invoice. All claims should be invoiced and made to Food Power c/o Sustain: the alliance for better food and farming. Should the funding be used to pay for staff time, the employer will need to agree to this application being submitted and be willing, and have all legal and financial arrangements in place, to manage an employee. Where an alliance cannot act as the employer, an alliance can apply jointly with an organisation that can manage the employment of staff. We expect the strategic steer of that person's work to come from the food poverty alliance.

Providing updates and reports to Food Power
Recipients of financial support are required to submit a combination of brief updates and longer reports via the members' area. These are partly to monitor spend but are also an effective way to stay in touch with alliances, gather any learning to be shared more widely, offer support as needed and gather any feedback on the programme. The updates are responses to four set questions and a template is provided for the 'snapshot' case study. Updates are used by the Food Power team and peer mentors as relevant. We publish snapshot on the Food Power website (see the links on page 1 for the first snapshots we have published) and disseminate them publically in other ways. The schedule for updates and snapshots is:

Type of reporting	Deadline
Update at on activity up to 3 months	End of month 4
Update and interim snapshot case study of activity up to 6 months	End of month 7
Brief update at on activity up to 9 months	End of month 10
Update and final snapshot case study of activity across 12 months	End of month 13

Monitoring and evaluation
Food Power values feedback from alliances to help evaluate and improve our programme. Progress updates and reports on activities receiving Food Power financial support will be shared with the external evaluators at Cardiff University.

Timeline

Applications open	Mon 2 September 2018
Deadline for applications	5pm on Fri 2 November 2018
Communication of decisions	Fri 7 December 2018
Activity due to start	No later than 1 April 2019
Activity due to end	No later than 31 March 2020

Resources

Sustain's Developing food poverty action plans

Sustain's selection of food poverty needs assessments, action plans and other resources

Sustainable Food Cities' Tackling food poverty and access to healthy food city initiatives and resources

Enquiries

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