



Empowering Experts by Experience Projects: Application guidelines for financial support 2019

Eligibility of organisations

Food Power financial support is for food poverty alliances based in the UK which are members of Food Power. The alliance must be able to receive financial support into a designated bank account and manage all legal and financial requirements. The local food poverty alliance will steer the delivery of work.

Eligibility of Empowering Experts by Experience Projects

Projects supported by this financial support should start by **1 May 2019** (but could start earlier) and complete within one year, by **30 April 2020 at the latest**. The project should be focused on empowering experts by experience in setting the strategy of a food poverty alliance and developing food poverty action plans. Financial support could be spent on a range of activities including staff time, resources, design and delivery of activity that explores different tools for community participation, voice and empowerment. This list is not exhaustive; please contact us if you would like advice on ways you could use this financial support.

Match funding and in-kind support

Alliances are encouraged to identify match funding and/or in-kind support up to the value of the amount you are applying 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 this application. Match funding and in-kind support, along with a project budget will be developed with those successful in reaching the second stage of the application process.

Financial arrangements

Payment will be made in two instalments, with 50% in advance and 50% halfway through the work. The first instalment will be provided on receipt of contract agreeing to terms and conditions of financial support. The second instalment will be provided on evidence of progress and receipt of quarterly progress reports as needed. All claims should be invoiced and made to Sustain.

Should the financial support be used to pay for a worker, 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.

Alliances receiving financial support from Food Power to engage experts by experience should cover any pre-agreed out of pocket expenses such as travel, meals and childcare. Food Power does not support the payment of those recruited as experts by experience. We are however supportive of a token gesture to recognise individuals' contributions on an informal, ad-hoc basis and this can be built into budgets as part of applications for financial support.



Application submissions

Applications should be [submitted online via the Food Power member's area](#) by **5pm on Friday 1 March 2019**. 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

We expect there to be significant interest in this financial support and to receive more applications than we can. Therefore the process includes a level of co-design. Following the deadline on 1 March, applicants will receive an email confirming receipt of their application. In March the Food Power financial support panel will meet to make conditional awards for financial support, subject to a work plan being developed and agreed upon. Alliances with conditional awards will have support from the Empowerment Programme Officer to co-design the prospective project up until 15 April. Following submission of the work plan, the award will be confirmed or otherwise by 23 April.

Please note that a representative from the Menu for Change programme will be asked to provide feedback on applications from Scotland, but will not be involved in the decision-making process. 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.

Timeline

Application period opens	14 Jan 2019
Expert by Experience webinar	10.30-11.30am on 15 Jan 2019
Deadline for applications	5pm on 1 March 2019
Communication of conditional awards and unsuccessful applications	22 March 2019
Deadline for submitting conditional work plans	15 April 2019
Confirmation of final awards	23 April 2019
Activity due to start	No later than 1 May 2019
Activity due to end	30 April 2020

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Food Power values your feedback to help evaluate and improve our programme. Progress reports on activities benefiting from Food Power financial support will be shared with the external evaluation team at Cardiff University.