



Local evaluation: Application guidelines for financial support

September 2018

Food poverty alliances, networks and partnerships have been effectively working together for many years in the UK. However, there is a gap in formal evidence of both how alliance or partnership working benefits the organisations involved and benefits people living in the area. Financial support is available for alliances to evidence the impact of coming together as an alliance and/or developing a food poverty action plan or similar set of strategic actions. By the end of the process, we aim to have a set of robust evaluations of the impact of alliance-based working as well as a good understanding of the tools and methods which can be used most effectively and efficiently to evaluate an alliance's impact.

Eligibility

- Financial support is for UK food poverty alliances which are registered members of Food Power.
- In most cases, we expect that a member organisation will apply on behalf of their alliance. The alliance or organisation must be able to receive funding into a designated bank account and manage all legal and financial requirements.
- The local food poverty alliance should steer the delivery of work.
- At least one, and up to two, alliance representatives must be able to attend the methodology workshop in January 2019 in Manchester. **Attendees will need to arrive on the evening of Thurs 24 January for a workshop running 9am – 1pm on Friday 25 January, followed by lunch.**
- Alongside assessing individual proposals, we will take a number of factors into account during the decision-making process, including supporting a spread of projects across the four nations and those working in a mix of urban and rural settings, as well as a mix of newer and more established alliances.

Financial support available

Up to £5,000 is available to support activity carried out over two years. Projects should start in January 2019 and complete by 31 December 2020. Reasonable travel costs to attend the workshop will be covered separately by the programme and we will book accommodation for attendees.

Methodology

Successful applicants will work together to develop a joint methodology in partnership with Food Power and our evaluation team based at Cardiff University. The team have produced a brief guide to evaluation and a desk-based review of existing methodologies and tools available on the Food Power website. We expect that all successful applicants will use a common set of tools, but may also add additional tools or methods alongside this. There may be an opportunity to work with community researchers and/or experts by experience. As a condition of financial support, alliances would need to write up their experiences of using the evaluation methodology during the lifetime of the financial support and other dissemination activities within reason.

Developing your application

Given the partnership working described above, we do not expect that applications will set out the methodology for the evaluation. The online application form will ask the following:

1. What is your alliance's previous experience of evaluation, especially in terms of reviewing the alliance as a



whole? (2000 characters)

2. Beyond formal evaluation, what experience does your alliance have of reflecting on its work? What did you learn from it? (2000 characters)
3. How would this Food Power local evaluation activity benefit your alliance, both during the project and afterwards? (2000 characters)
4. Who would be the leads/leads for this project within your alliance?
5. What tools or methodology do you think you might like to use during the Food Power local evaluation? You can refer to the evaluation team's review of tools (linked to above), as well as other tools or methodologies. Please explain your reasons. (2000 characters)
6. Does your alliance already have links with academia or other research specialists? How could you include some level of academic or other expert input or involvement in your local evaluation project?
7. Who would represent the alliance at the methodology workshop in January 2019? (Attendance is a condition of the financial support, and should be 1-2 people.)

There is also a grid for you to enter any budgetary information. The online application form will then be available in the Food Power members' area on Monday 3 September 2018 for a deadline of **Friday 2 November 2018**.

Seeking advice from the evaluation team

The evaluation team at Cardiff University is available to discuss potential proposals with alliances. They will be available for email, phone or Skype discussions between in September 2018. The team has limited time, so we advise that contact Simon Shaw as soon as possible if you would like to arrange a time to speak with the evaluation team. Please note that a representative from this team will also sit on the decision-making panel.

Match funding and in-kind support

We would expect all applications to include some level of academic input or involvement, alongside the input from the team at Cardiff University. This could take the form of match funding or in-kind support. Alliances are also encouraged to identify match funding and/or in-kind support up to or exceeding 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 match funding and in-kind support could take; it is important for it to be meaningful and evidenced in the application.

Financial arrangements

We will process payments in two instalments, with 50% paid in January 2019 and 50% in January 2020. WE will provide the first instalment will be provided on receipt of a signed agreement and invoice. The second instalment will be provided on satisfactory written evidence of progress and a second invoice. All claims should be invoiced 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

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staff. We expect the strategic steer of that person's work to come from the food poverty alliance.

Application submissions

Applications should be submitted online via the Food Power member's area by **5pm on Friday 2 November 2018**. Please do not submit any materials other than evidence requested and any proof of commitments of match-funding or in-kind 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 funding and to receive more applications than we can support. Applications will be assessed by a sub-group of the Food Power programme board, the Cardiff University evaluation team and a representative from the Big Lottery Fund. The decision will be final. As part of our joint working agreement, staff from the Menu for Change programme will provide feedback on applications from Scotland but will not be part of the decision-making panel. We may ask for further information as part of 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 are happy to provide limited feedback to unsuccessful applicants upon request.

Updates and reporting

We will agree the best mechanisms for reporting on activities following the methodology workshop. We expect there to be some form of 6-monthly updates.

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

Formal application period opens	Monday 3 September 2018
Deadline for applications	Friday 2 November 2018
Communication of decisions to successful and unsuccessful applicants	Friday 7 December 2018
Activity to start in	January 2019
Methodology workshop for all successful applicants	24-25 January 2018
Activity to end no later than	31 December 2020

Contact

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