

The Royal Borough of Greenwich

**GREENWICH TOGETHER FOR WINTER GRANT
REQUIREMENTS AND GUIDANCE**

JANUARY 2022

1. Greenwich Together for Winter

- 1.1 The Royal Borough of Greenwich would like to invite your organisation to submit a bid for a Greenwich Together for Winter grant. There is a minimum of £100 and a maximum of £9,950 available for each organisation who applies and is successful. All funding must be spent, and the majority of project completed by 31st March 2022. We are seeking a wide range of organisations to submit bids however small.

2. Grant Overview

- 2.1 This grant scheme is aimed at organisations who support vulnerable households with food provision and/ or utilities.

- 2.2 We know that many organisations have demonstrated local experience of delivering an emergency food offer and/or supporting residents to manage utility costs during the pandemic and continue to do so. This funding can be used to support your clients further and work towards a sustainable model. The funding can be used for, but not limited to, the following suggestions:

- Supplementing the surplus food offer to meet the needs of residents - this may include a focus on culturally appropriate food
- Buying equipment such as storage or refrigeration solutions to support the food agenda within community settings
- Piloting community food buying options such as social supermarkets, community coops, community fruit and veg stalls and pantries.
- Piloting community fridge models
- Implementing proactive community food related activity such as adopting the Good Food in Greenwich charter, including cookery or food growing skills development and improved food procurement
- Supporting households with household bills
- Supporting households to access warm clothes, etc
- Accessing training required to implement any of the above

- 2.3 Examples on the types of provision that the funding can be used for are set out in Appendix A.

- 2.4 If you are applying for a grant to implement food related activity, this must be in line with the principles of Good Food in Greenwich, where 'good' food means healthy, affordable, sustainable and culturally appropriate. You can demonstrate this commitment by signing up to the GFiG community charter or outlining how your proposal relates to it www.goodfoodingreenwich.org/community-charter

- 2.5 If you are applying for a grant to support or implement food related activity and you are handling, storing or preparing food then you must register as a food business. Register with the Royal Borough of Greenwich as a food business by completing the [Food Business Registration form](#). Other requirements for food safety include:

- Having one dedicated supervisor with respect to food safety. This member of staff must be fully trained in food hygiene and allergens.

- Ensure that all other staff and volunteers are trained and/ or supervised and instructed in food hygiene appropriate to the activity they are carrying out.

3. Submission of Information

3.1 This section sets out what information must be provided as part of your bid.

3.2 You must provide the following core information about your organisation:

- Named contact for the proposal
- Contact details including postal address, email and phone number
- Organisation/charity registration number
- The primary aim of the organisation
- How long the organisation has been operating in the Royal Borough of Greenwich

3.3 You must also submit a proposal (using the template provided on the website) no longer than four pages of A4. This must include:

- A summary of how the funding will be used, including:
 - What is being delivered and how?
 - What resident needs you believe it meets and why?
 - Deliverables as a result of your project
 - Timescale for delivery
- An estimate of the number of families that will benefit from the project¹, broken down by:
 - Number of families with children (children defined as under the age of 19 as at 31st March 2022)
 - Number of families without children
- A budget outlining how the organisation intends to spend the funding
- A monitoring plan, how will you collate details of the residents you are supporting and report these back to RBG in a timely fashion and how you will assess the impact on residents.

For projects that include food:

- Whether your organisation is registered as a food business in Greenwich
- Food Hygiene Rating
- Whether you have signed up to the GFig community charter or when you intend to sign up or how planned activity links to the principles of the Good Food in Greenwich community charter www.goodfoodingreenwich.org/community-charter

3.4 To submit a bid:

- i. Download the application form from our website (Word document)
- ii. Read through the template and the scoring guidance
- iii. Fill in parts A, B and C using the blank boxes in the template. If your project does not include food, you do not need to fill in Part B.

¹ Please note that the project does not need to benefit both groups (i.e. it might be focused solely on families with or without children)

- iv. Save your application form as a Word document, and send it to healthystart@royalgreenwich.gov.uk.
- v. Deadline is 11.59pm on Sunday 5th February 2022.

4. Support Offer

- 4.1 All providers will be able to email any clarification questions prior to the submission of their bid irrespective of whether they request more in-depth support. These should be emailed to healthystart@royalgreenwich.gov.uk
- 4.2 In recognition that some organisations may not be used to submitting bids for funding there are two different support options available.
 - The borough's VCS infrastructure body MetroGAVS are well placed to offer local voluntary organisations a range of support, advice and information on matters concerning fundraising. MetroGAVS can be contacted as follows: Email: roy.gopaul@metorcharity.org.uk / 020 8305 500
 - If you are a small BME led organisation or a group that serves a BME majority, with an annual turnover of £75,000 or less, and would like support with writing a bid, please email Rachel Akindele, Rachel.Akindele@royalgreenwich.gov.uk
 - In addition to targeted support to BME led organisations, Rachel Akindele also provides a training programme for wider organisations in Greenwich on the application of funding. For further information, please contact Rachel.Akindele@royalgreenwich.gov.uk

Individual and Un-constituted Groups

- 4.3 If you are applying for a grant as an individual or un-constituted group, you will need a Sponsor Organisation. Sponsor Organisations could be community or voluntary organisations, faith institutions and/or other constituted groups. Support to find a sponsor will be provided if required. Please email healthystart@royalgreenwich.gov.uk

5. Monitoring information

- 5.1 This funding is provided by the Department for Work and Pensions and as such the Council needs to report back specific monitoring data. Providers must therefore capture the following information in the delivery of their proposal.
 - Number of families with children who have benefited
 - Number of adult and children in each Family
 - Number of households without children who have benefited
 - Total number of adults in each household

- 5.2 This information must be submitted to the Council by Friday 8th April 2022 by 12 noon. Where projects may still have elements remaining to deliver, the provider should use their best estimate to predict the number of likely beneficiaries for the rest of the project.

6. Evaluation

- 6.1 Only proposals submitted prior to the timescales set out in section 7 and valued at £9,950 or less will be accepted. The proposals submitted will be evaluated against the requirements set out in this document.

6.2 What you can't apply for

- Funding the running costs of your group or organisation (for example: rent, gas, electricity, water bills and maintenance costs, including maintenance of equipment)
- Contribution to core or pre-existing salaries (project specific staffing costs, such as tutors engaged for the sole purpose of delivering the project will be considered)
- Activities that charge a fee to the general public
- Items which only benefit individuals (for example: bursaries and equipment that is not shared)
- Activities promoting political activities or religious beliefs
- Fundraising activities
- Projects that start before you receive confirmation of award
- Holiday Activities and Food programmes

7. Timetable

7.1 The table below sets out the key dates for this funding opportunity:

Requirement	Deadline Date
Deadline for clarification questions	Monday 31 st January 2022 at 5pm
Submission of final bid to healthystart@royalgreenwich.gov.uk	Sunday 6 th February 2022 at 11.59pm
Confirmation of bid	By Friday 4 th March 2022
Monitoring information	Friday 8 th April 2022, 12:00 noon

Appendix A.

The table below highlights examples of how organisations have used and could use grant money for the areas set out in section 2.2.

Organisation	Project Summary	Cost
1	To purchase a fridge at a small organisation to increase capacity for storing non-ambient food.	£150
2	To buy blankets for residents	£300
3	To establish a pantry style food provision to residents on the estate and local area. The funding will increase capacity to provide cultural foods to more families in the community. Residents pay weekly fee which creates a sustainable source of food, reduces reliance on food banks, provides empowerment and volunteer opportunities.	£6,000
4	To provide weekly lunch vouchers to elderly and NRPF individuals and families who are food insecure. This supports a local business while offering recipients healthy and culturally familiar foods.	£6,000
5	To sustain current work and operations that support the local community such as; food drops, check-in calls, signposting, 70 weekly care home meals, providing food to the HER Centre, helping local NHS services.	£6,000
6	Provide a weekly food box containing recipe ingredients, child breakfast items and some treats, valued at £10 per box, plus a leaflet for optional add-on food items to a limit of £10 per delivery. Plus, one book voucher for £10 (recipe books or other) and information on signposting services. Families will be referred through local school partnerships, and the food items will be chosen based on feedback from the families.	£6,000
7	To sustain an ongoing food hamper and fuel support programme with local families. Extra funding will help to sustain the project for longer, and to incorporate the current donation from Felix Project with more cultural foods.	£5,806
8	A community food project that will: 1) Target local pupil premium families during the holidays providing them with a nutritious lunch; 2) Encourage proactive healthy living through food growing skills; 3) Act as a pilot for future activities including cookery, exercise classes and vegetable growing.	£5,392
9	To resume one-to-one and small group cooking sessions with young people which provide essential kitchen and life skills. Staff will also host comprehensive food shopping sessions that include budget planning. The funding will also provide emergency utilities grants to those studying or working from home.	£6,000
9	To build a space for food storage. This will allow their weekly food collection to operate more smoothly and efficiently, enabling extra space to store essential food items, including cultural foods.	£6,000