**Submission of Information**

Please use this template to submit your bid. You must submit an answer for each question. Any boxes left empty will be considered incomplete. If Part B does not apply to you, please put ‘N/A’.

**Part A: Please submit the following core information about your organisation:**

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| **Question** | **Answer** |
| Named contact for the proposal: |  |
| Postal Address: |  |
| E-mail: |  |
| Phone number: |  |
| Organisation / charity registered number: |  |
| If you don’t have a registered number, please provide details of sponsor including their organisation / charity registered number:  |  |
| The primary aim of the organisation: |  |
| Does the organisation operate in the Royal Borough of Greenwich? |  |
| How long has the organisation been operating in Royal Borough of Greenwich? |  |

**Part B: Please answer the following if you are planning to include food in your project. If your project does not include food, then continue to Part C.**

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| **Food business registration status** |
| Is your organisation registered as a food business with Greenwich at the location of where your project will be delivered? (yes or no) |  |
| If yes, what is your Food Hygiene Rating Score? |  |
| If no, please indicate that you are committed to becoming registered before the start of your project, if your project will involve the handling, storing or preparing of food. |  |
| **If your planned activity relates to food, how does it link to the principles of the Good Food in Greenwich community charter? Please outline whether you are registered with Good Food in Greenwich? (maximum 300 words)** [**https://www.goodfoodingreenwich.org/community-charter**](https://www.goodfoodingreenwich.org/community-charter) |
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**Part C: Provide detailed information for the following 4 areas as a proposal no longer than four pages of A4. Please make the answer boxes as big as you need. Please read the text below each area heading outlining what the bid evaluators are looking for.**

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| 1. **A summary of how the funding will be used, including:**
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| **What we are looking for**  | **Description of activity** |
| 1. **Project aims**

Please outline what is being delivered and how? What are the aims of your project? How does your project meet the aims of the funding? Does your project support vulnerable households with food and/or utilities?  (Possible score 3) |  |
| 1. **Resident needs**

Which residents will you be working with? Are the residents from low income/ vulnerable households? Have you identified the level of need?Is the project inclusive - does it meet the needs of residents irrespective of gender, age, disability, religion, ethnicity?(Possible score 3) |  |
| 1. **Project details**

Does your project cover food and/or utilities? How will residents be recruited? Do you have a communications plan? What is already established to deliver successfully? What else needs to be established to deliver successfully?(Possible score 3) |  |
| 1. **Delivery timescale**

Please outline the timescale / key dates of your project.Is the timescale within the parameters of the bid?Is the timescale realistic to deliver on the project outcomes?(Possible score 3) |  |

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| 1. **An estimate of the number of families that will benefit from the project, broken down by:**
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| 1. Number of families with children (children defined as under the age of 19 as of 31 March 2022)
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| 1. Number of families without children
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| 1. **A budget outlining how much funding you are bidding for, and how the organisation intends to spend the funding:**
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| 1. **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 will you assess the impact on residents?**
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**Evaluation of bids:**

The submitted information will be assessed and scored by officers following the scoring guidance below. The total available score is 18. Those who score less than 50% or a total score less than 9, will not be considered for a grant.

**Scoring Guidance:**

Submitted bids will be scored in the following way:

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| --- | --- | --- |
| **Part A** | **Scoring Guidace**  | **Possible score** |
| Does the organisation operate in the Royal Borough of Greenwich? | Only organisations which operate in Greenwich will be allowed to bid for funding.  | N/A |
| **Part B: Organisations who plan to support or implement food related activity** |
| **What we are looking for** | **Scoring guidance**  | **Possible score** |
| Is the organisation registered as a food business with Greenwich at the location of where the project will be delivered? | Yes or no? | N/A |
| If yes, what is their Food Hygiene Rating? | The organisation must have achieved a Food Hygiene Rating Score (FHRS) of 4 or 5 prior to the delivery of the project. | N/A |
| If no, have they indicated their commitment to becoming registered before the start of the project. | What is the commitment to becoming registered before the project begins? | N/A |
| How does the planned activity link to the principles of the Good Food in Greenwich community charter? Are they registered with Good Food in Greenwich?<https://www.goodfoodingreenwich.org/community-charter>  | Which GFiG community charter criteria does the project link to?When did they register or when do they plan to register for the GFiG community charter? | N/A |
| **Part C: A summary of how the funding will be used, including:**  |
| **What we are looking for**  | **Scoring guidance**  | **Possible score**  |
| 1. What is being delivered and how?
 | Have they outlined what will be delivered? Does it meet the aims of the funding? Does the project support vulnerable households with food and/ or utilities?  | 3 |
| 1. What resident needs does the project meet and why?
 | Which residents are they working with? Are the residents from low income/ vulnerable households? Have they identified the level of need? Is the project inclusive? Does it meet the needs of residents irrespective of gender, age, disability, religion, ethnicity? | 3 |
| 1. What plans are in place to ensure the project will be successful?
 | Does it cover food and/ or utilities? How will residents be recruited? Is there a communications plan? What is already established? What needs to be established? Have they given examples of previous experience?  | 3  |
| 1. Timescales for delivery?
 | Will the project be delivered on time within the timescale? Is the timescale realistic to deliver on the project outcomes? | 3 |

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| **Question** | **What we are looking for** | **Possible Score**  |
| Is an outline of the budget provided? | Does it outline the total amount which is being bid for? Does the bid outline how this money will be spent? It is broken down listing the items? For example food, cooking equipment?  | 3 |
| Is a monitoring plan provided?  | How will details of the supported residents be collated and reported back to RBG in a timely fashion, and how will the impact on residents be assessed? | 3 |