



## The Local Authority Emergency Assistance Grant for Food and Essential Supplies

Voluntary Action Rotherham, Lazer Credit Union and FareShare Yorkshire work in partnership with RMBC to offer Crisis Support Services. This includes the co-ordination of information of 'food in crisis' provision for front line workers, Lazer Credit Union loans and food and supplies to Community Food Members (CFM's) from FareShare Yorkshire.

During the COVID-19 pandemic Community Food Members have seen increases in food insecurity and we expect the need for emergency food parcels to continue in peaks and troughs as we respond to individual circumstances as a result of external factors such as; test and trace, unemployment, economic recession, further COVID-19 restrictions etc. The Government announced an emergency fund to be distributed to local authorities in England to help those who are struggling to afford food and other essentials due to COVID-19. Voluntary Action Rotherham are administering a proportion of this, on behalf of RMBC, in the form of small grants to organisations in order to meet the needs of Rotherham residents in terms of food and other essential supplies.

We welcome applications for grants from organisations to enhance or extend their current provision in order to help our vulnerable residents through the COVID-19 emergency with food and other essential supplies.

### **To qualify for a grant, you need to**

- Be a faith, voluntary or community group (providing services in Rotherham)
- Have your own constitution and or governing document
- Have a bank account in the name of the group / organisation applying
- Keep accounts of how the grant is spent (which needs to be spent by 31<sup>st</sup> March 2021) and produce evidence of expenditure/accompanying narrative/monitoring information including outputs/outcomes/beneficiaries (including anonymised equalities data re: ethnicity, gender and where available disability)
- Have relevant insurances in place
- Have required policies in place (e.g. Health and Safety, Equal Opportunities and Safeguarding)

### **Funding Criteria**

- Funding to enhance an existing provision to provide access to food and other essential supplies

- Funding to extend an existing provision to provide access to food and other essential supplies
- Must demonstrate the **need** for the funding in order to meet the aims of the fund
- Must state what difference the funding will make to Rotherham residents who are experiencing food insecurity.

**Examples of what this funding could be used for:**

- Food storage facilities
- Increasing the capacity of CFM's
- Purchase of equipment to enhance the food/essential supplies offer to individuals/groups
- Purchases to extend the food/essential supplies offer to individuals/groups
- Capital expenditure although the maintenance of such purchases needs to be met by the organisation (i.e. subsequent PAT testing of any electrical equipment for example.)

**Amount of funding available**

The amount of funding received by the Local Authority is a one-off amount and is not continuous funding. The grants administered by VAR will need to be spent by the end of the current financial year (31<sup>st</sup> March 2021.)

Grants will usually be given up to a maximum of £5000. (However, amounts requested outside of this range may be considered if of sufficient quality and impact.)

There will be a Service Level / Grant agreement with successful applicants who will be required to provide evidence of expenditure and accompanying narrative/ monitoring information including outputs/outcomes/beneficiaries (including anonymised equalities data re: ethnicity, gender and where available disability) to Voluntary Action Rotherham which will be shared with RMBC and further with DEFRA. The Crisis Support Services partners (Lazer Credit Union, FareShare Yorkshire, VAR and RMBC) will assess applicants to the grant re: impact and suitability and agree grant distribution accordingly. The closing date for applicants is **31<sup>st</sup> October 2020**. Please complete the application form below and submit to: Food In Crisis [foodincrisis@varotherham.org.uk](mailto:foodincrisis@varotherham.org.uk)

**The Local Authority Emergency Assistance grant for food and essential supplies**

**Application form**

**This section includes basic information about your organisation.**

Name of your organisation /group:	
<b>Contact details:</b>	
Name including title (Mr, Mrs, Miss, Dr):	
Position in organisation /group	
Address:	
Phone:	
Fax:	
Mobile phone:	
E-mail address:	
Website:	

Community Food Member? <i>(Not used to score application)</i>				
<b>Does the organisation have the following? Please tick the appropriate box</b>				
Management Committee / Board	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Public liability insurance (if applicable)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Employers liability insurance (if applicable)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Bank account with a minimum of 2 signatories*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Awareness of the safeguarding of children and vulnerable adults?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Constitution / written set of rules	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Please attach or email a copy with this application form</b>				

**\*Applicants must have a bank account in the group's name**

**How much income did your group receive last year?**

Usually, you must register with the Charity Commission if your charity is based in England or Wales and has over £5,000 income per year.

Here's the link to the Charity Commission website for more information:

<https://www.gov.uk/guidance/how-to-register-your-charity-cc21b#when-to-apply-to-register-your-charity>

If you have any queries, VAR may be able to assist you, please contact [triage@varotherham.org.uk](mailto:triage@varotherham.org.uk)

<b>Is your organisation/group:</b>				
<i>Double click to check the appropriate box</i>				
A Registered charity?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
A Company Limited by Guarantee?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
A Community Interest Company?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Governed by a national organisation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Governed by a regional organisation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other: Please specify:				

<b>Company details</b>	
If your organisation is a registered company and/or charity please supply the following:	
Company Registration Number:	
Date of Registration:	
Charity Registration Number:	
Date of Registration:	

**1) How have you identified the need for this grant application?**

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**2) How much money do you need?**

**3) How do you plan to spend the grant if your application is successful? Please tell us what you will use the money for:**

**4) Breakdown of costs**

Item	Is this a capital cost? Yes / No	Total cost £	Amount requested £
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<b>Total amount required</b>			

5) What is the main focus of your organisation?

6) How will this grant enhance/extend your delivery? What impact will it have?



**7) Do you agree to provide:**

Appropriate evidence of approved expenditure, including receipts and invoices, showing how you spent the grant and a narrative report/ monitoring information including outputs/outcomes/beneficiaries (including anonymised equalities data re: ethnicity, gender and where available disability)

**8) How many people are likely to benefit from the activity or service?**

**9) As this grant is as a result of a one-off government fund, how will you ensure that your service continues beyond the life of the grant?**





**Declaration**

I confirm that I am authorised to sign this application on behalf of the group / organisation, and the information given in the application is to the best of my knowledge true and correct.

Signature			
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Name in BLOCK CAPITALS
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Position in group/organisation
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Date
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*If you have any questions regarding this grant application form or for further information please contact:*

Teresa Brocklehurst– email: [teresa.brocklehurst@varotherham.org.uk](mailto:teresa.brocklehurst@varotherham.org.uk) tele no. 07731021401