

Food Response Fund

2024/25

Guidance for Applicants

Salford CVS is offering investments of **£3,000** to support VCSE organisations undertaking vital work providing food to those with **No Recourse to Public Funds (NRPF), refugees, or asylum seekers**. This can be spent on food and supplies for beneficiaries of your food club/bank/pantry/organisation.

This award cannot be used to make cash payments/grants to beneficiaries.

This has been made possible by funding from **NHS Salford Integrated Care Partnership**.

Who can apply?

| | |
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| • Constituted as a voluntary, community or social enterprise (VCSE) organisation | |
| • Based in Salford OR have a strong track record of delivery in Salford | |
| • Be a full member of Salford CVS. | |
| • With an organisational Bank Account with 2 signatories who are not related to each other OR have a holding account at Salford CVS | |
| • Provide food provision to people with No Recourse to Public Funds, refugees or asylum seekers. | |
| • Has not been awarded Household Support Funding from Salford CVS (i.e. previous Salford Foodshare Network members organisations) | |
| • Are able to submit a fully completed application by Monday 17th March at 12:00 to grants@salfordcvs.co.uk | |
| • Fully up to date with grant reporting to Salford CVS (if applicable) | |

What is the Food Response Fund?

Food Response Fund grants are investments to organisations for them to use towards supporting their foodbank/club/hot meals/pantry provision for those with:

- No Recourse to Public Funds
- Asylum Seekers
- Refugees

Groups may use any surplus grant money towards supporting the wider community with food support.

How much is available?

Successful applicants will receive an investment of £3,000.

Eligible Costs

The following items are eligible spends:

- Food
- Other supplies such as cleaning products, nappies
- Toiletries
- Period products
- Hot food provision

Not eligible spends:

- Alcohol
- Cash payments
- Grants for beneficiaries

What policies / documentation are required?

All organisations will be expected to have the following policies in place at the time of application:

- a) Health and Safety Policy
- b) Equality/Diversity Statement or Policy
- c) Public Liability Insurance (Cost can be included in budget)
- d) Risk Assessments

...and if applicable to project activities:

- e) Volunteer Policy
- f) Safeguarding Adults Policy
- g) Safeguarding Children Policy
- h) Food Hygiene Certificates – **this must be submitted if preparing food.**

What support is available to applicants?

Support with your application

If you have any questions or concerns about completing the application form, or you would like to discuss your application with a member of the Grants Team, please contact: grants@salfordcvs.co.uk or phone 0161 787 7795. The Grants Team are also available to provide a pre-application read-through and feedback.

Wider development support

Salford CVS can also offer practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding. For further information, visit our website at:

www.salfordcvs.co.uk/development-support

See our online Safeguarding in Salford resources:

www.salfordcvs.co.uk/safeguarding-salford

You can also contact our Development Team by phone 0161 787 7795 or email at: office@salfordcvs.co.uk

How to apply

Organisations that wish to apply will need to complete the application form and submit it by email to grants@salfordcvs.co.uk in Word format. Alternatively, they can be posted to: Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN

When is the closing date for applications?

The fund will close to applications on **Monday 14th March at 12:00 noon.**

Timeline for Food Response Fund grants 2025

Closing date for submissions: Monday 17th March at 12:00 (midday)

All applicants will be informed by: w/c Monday 24th March 2025

Groups who are rewarded a grant will receive an offer letter and Acceptance of Grant form.

This must be returned at your earliest convenience in order for the payment to be processed.

Salford CVS will then issue the grant by bank transfer within 5-10 working days. The full grant amount will be paid upfront in line with the 'Principles of Good Grant Giving'.

Completing Application Form - Part 1

Contact Information

Question a) – Please give the name of the lead contact for this application / project. They will be the primary point of contact for all matters relating to this application and the project if successful.

Question b) – Please give a secondary contact. They will only be contacted if we have difficulty reaching the lead contact.

About your organisation

Question 1) – Please give the full name of your organisation.

Question 2) – Please give the registered address of your organisation. If you don't have a registered address as such, please provide the address of your Chair.

Question 3) – Please give your organisation's turnover for the last full financial year.

Question 4) – Please tell us how your organisation is constituted; examples are provided below:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities might also be a company limited by guarantee

Question 5) – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that Unincorporated Organisations / Community Groups will not have an Organisation Number.

Questions 6) – Please provide the URL (link) to your organisation’s website, Facebook, Twitter and Instagram accounts (if applicable)

Questions 7-9) – We are keen to support all staffed organisations that pay a minimum wage of at least **£12.60 per hour** as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited [Living Wage Employer](#). If you don’t employ staff, please tick the ‘not applicable’ box (N/A).

This includes regular third party contractor staff.

Question 10) – We expect all organisations to have relevant policies in place at the time of application. Please note that Public Liability Insurance costs can form an element of your bid. If you need advice or support on developing policies, please see the ‘What support is available to applicants?’ section above.

Please note that you will need to submit copies of the following documents along with your application:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy (only if applicable to your project)
- Level 2 Food Hygiene (if you have and if applicable to your project)

Completing Application Form - Part 2

About your provision

Question 11) – Tick under which type of food response you provide.

Question 12) – Please give a brief description of what support and food response you currently provide for the community, especially those with No Recourse to Public Funds, refugees, and asylum seekers.

Question 13) – Give an approximate number of individual people that you support per week

Question 14) – Give details of how you keep track of how many people are accessing your food provision. If you currently do not do this, please give details of how you will begin to do this with Food Response Fund monies.

Question 15) – Give details of what you experience at your organisation and explain how £3,000 would make a difference to what you can provide, for example could you extend hours of warm meals, or could you offer free shops at your food club one morning a week.

Question 16) Please indicate the areas of Salford which will receive support from your project. If it is across the whole of Salford, please tick 'Salford city-wide'.

Question 17) – If your project is delivered from a single location (e.g. a community centre) please provide a postcode for this. If your activity takes place at more than one location, please provide all the postcodes. If this proves too difficult or isn't applicable, please give details.

Please attach

Please confirm you are attaching:

- Safeguarding Adults policy (*if applicable to project activities*)
- Safeguarding Children policy (*if applicable to project activities*)
- Food Hygiene Certificates (*if applicable to project activities*)

Declaration

Please confirm that you have read the [Terms and Conditions](#) of this grant by giving the name and role of the lead applicant.