**Food Innovation Fund – Application Form**

# Introduction and purpose

Waltham Forest Council is pleased to launch the **Food Innovation Fund.**

The Food Innovation Fund will offer grant funding to food-related VCS groups who want to disrupt the status quo in Waltham Forest and move towards more innovative practices and a more diversified offer of support for residents.

Your proposal must demonstrate:

* **Innovation:** Proposal is creative and innovative and demonstrates either a new service, way of working, or approach to partnership or governance that represents good value for money, complemented by an achievable delivery plan.
* **Impact:** Proposal demonstrates a positive impact on residents facing food insecurity and/or addressing the root causes of food insecurity (e.g. issues around employment, mental health, and housing support).
* **Sustainability:** Demonstrate how the proposal plans to continue sustainably after the funding period.

Please refer to the guidance note for more information on the fund’s requirements and what we will and will not fund.

**NOTE: Please adhere strictly to the maximum word count provided. Any responses over this number will be discounted from your application.**

# Key dates

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| **Wednesday 7th February** | Q&A session (see guidance note for further details) |
| **Sunday 25th February** | Applications close |
| **W/c 4th March** | Applicants notified of outcomes. |

# Application form

## Section 1: Your organisation and lead applicant information

This part of the application form requests basic information about your organisation. Please only stipulate the lead applicant at this point – if more than one organisation is applying, an additional form is available (see below).

The lead applicant for this fund **MUST** have demonstrable experience working within the food space. You will be asked to demonstrate your experience later in the application.

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| 1. Lead applicant organisation name:   If a registered group, this is your legal name as it appears on your governing documents, bank account, Charity Commission, Companies House, or other register. |
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| 1. Lead applicant organisation address:   This should match the address on your bank account, Charity Commission, Companies House, or other register. |
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| 1. Lead applicant name and job/volunteer role title: |
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| 1. Email address: |
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| 1. Telephone Number: |
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| 1. Type of organisation: |
| Please select the status from the list which most closely describes your organisation and provide any registration numbers.  Voluntary or Community Organisation  Registered Charity  Constituted Group  Community Benefit Society or Co-Operative  Community Interest Company (CIC)  Social Enterprise  Other, please specify:  Please provide relevant registration numbers, if applicable: |
| 1. How many people are involved in running your organisation?   *Please include any trustees, board members etc in the below listed as volunteers.* |
| No. of paid staff (full-time):  No. of paid staff (part-time):  No. of other volunteers: |
|  |
| 1. Which area(s) of Waltham Forest does your organisation operate in currently?   Please tick all which apply. |
| North - Chingford (including Higham’s Park, North Chingford, Chingford Hatch, Chingford Mount)  Central - Walthamstow (including Blackhorse Lane, Walthamstow Village, Wood Street, Higham Hill)  South West – Leyton (including Markhouse village, Lea Bridge, Bakers Arms)  South East – Leytonstone (including Whipps Cross)  Online |
| 1. If your organisation is a branch/franchise/subsidiary of a larger organisation, or related to a larger organisation, please briefly explain the relationship: |
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| 1. Please provide your organisation’s annual turnover? |
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| 1. How did you hear about this funding opportunity? |
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## Section 2. Experience and expertise

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| 1. Please provide evidence of previous experience working in or with food, including examples of projects or work that target and support those experiencing food insecurity. (300 words max)   You may wish to include a description of your existing services, your offer, and any examples or case studies of going above and beyond for your community. |
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| 1. Tell us how your organisation is already embedded within the community you serve? (200 words max)   Please include information on your experience working with your target audiences. |
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## Section 3: Your Innovative Proposal

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| 1. Please tell us about your innovative proposal and its aims. (300 words max)   *Include information on creative and innovative elements of your delivery, highlighting clearly how your proposal differs from business as usual or how it seeks to advance your organisation or the support you offer.*  *Include information on key target demographics and how the innovative proposal is relevant to them.*  *Innovative in this context means something new, original, and breaking away from the usual way of doing things.* | |
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| 1. What are the expected outcomes of your proposal? (300 words max)   This means what you hope to achieve from the project. Your outcomes must demonstrate that they are achievable. | |
|  | |
| 1. Do you plan to work with other partners in this project (e.g. VCS, Council services)? If so, how? (200 words max)   *Include information on how your approach to partnerships will support residents and what the intended outcomes of this will be. You must answer this question regardless of whether you are applying as a single or joint applicant.* | |
|  | |
| 1. Are you making a joint application today?   Up to three joint applicants can formally apply. See the guidance note for further information.  If you answer ‘yes’ to this question, you will also need to submit the Partnering Application Form (available on the website). A separate Partnering Application form must be submitted for each partner organisation. | |
| Yes  No | |
| 1. If you answered Yes to question 17, please provide an overview of each organisation’s role and responsibilities for your proposal. | |
| *Partner organisation 1* | *Partner organisation 2 (if applicable)* |
|  |  |

## Part 4: Equality, Diversity & Inclusion, and Sustainability

This part of the application requests information on your approach to Equality, Diversity & Inclusion, and sustainability plans. Please keep this section simple, noting the word count, using bullet points if preferred.

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| 1. How will this innovative proposal commit to advancing equality, diversity, and inclusion? (100 words)   Think about how your project will bring diverse groups together, foster good relations, and being inclusive for all. |
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| 1. Where do you see your innovative food proposal or your organisation in a year from now and beyond the grant period? (100 words)   This funding is not guaranteed to be renewed. Therefore, this section is to give us an idea of your plans towards moving your project/organisation towards sustainable practices after the funding period. |
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| 1. How will you project demonstrate a commitment to environmental sustainability? (100 words) |
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## Section 5: Activity timeline

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| 1. What are the major milestones of your proposal? (150 words) |
| *Proposed start date:* |
| Proposed activities and desired outcomes:  *Please use bullet points (if preferred), to show us your timeline of activity.* |
| *Proposed end date (if your proposal does not have a definitive end date, please explain why in a few words):* |

## Section 6: Budget

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| 1. How much funding are you (the Lead Applicant) applying for?   This must total £10,000 or less.  If you are applying as a partnership with other applicants, they are requested to fill out their own individual budget breakdown on the separate *Partnership Application form*. These budgets must combine to the maximum amount (up to £30,000 i.e. up to £10,000 per application)  Please do not combine your proposed budgets. |
| £ |

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| 1. **Budget breakdown**   Please read the application guidance note for information on what we can and can’t fund.  We also request any proposed costs that directly relate to either a) direct food purchase or b) advice services are referred to as such on the budget line.  Complete the below budget summary, being as descriptive as you can, adding rows as necessary. | |
| Item or activity (e.g. salary, room hire, printing/digital costs etc) | Cost |
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|  |  |
| TOTAL |  |

Please check you have filled in all sections of this application completely.

Please complete the application form and return to [connectingcommunities@walthamforest.gov.uk](mailto:connectingcommunities@walthamforest.gov.uk) by **Sunday 25th February 11.59pm.**

If you would like support filling in the form, further information or have questions about your application please contact [connectingcommunities@walthamforest.gov.uk](mailto:connectingcommunities@walthamforest.gov.uk)