

# DEFRA Grant 2021/2022 Guidance Notes

## 1. Priorities of the DEFRA Grants

There are currently two funding opportunities available:

### Crisis Fund (Up to £500)

Groups can apply for up to £500 to help people in crisis access food and essentials (toiletries, household essentials). There must be an additional offer of longer term help e.g., a leaflet with where to go information, variety of formats.

### Community Food Poverty Provision Fund (Up to £5,000)

Groups can apply for up to £5,000 to Support Community Food Poverty Provision. This can be existing or new provision. The funds can go towards:

- Food: The cost of purchasing, preparing and cooking food.
- Logistics: Transportation/delivery/storage of food and essential items, purchase of parcels/containers for food supplies or meals.
- Essentials: The costs of any proposed essentials to support those most in need, such as toiletries/hygiene and cleaning products/baby products/pet essentials.
- Rent: Towards the cost of using premises to deliver the Project. Please note that you cannot apply for your full rental costs. Only a percentage of rent can be applied for, and this percentage will be determined by the decision panel members.
- Publicity Production of a leaflet or newsletter to advertise the activities the Recipient is undertaking.
- Expenses, travel, parking or similar costs incurred by volunteers delivering help, support or assistance.
- Training: Necessary courses that the Recipient intends to offer volunteers to deliver the Project.
- Equipment: Essential equipment specific to the delivery of the Project.
- Administration Membership costs (for Fare Share as an example), general costs of running the Project (administration costs should be kept to a minimum).

## 2. Who can be funded?

To be eligible to apply, an organisation must be:

- VCFSE (Voluntary, Community, Faith and Social Enterprise) organisation/ groups who have completed a recent Action Together Membership Form (membership is free).
- Based/Currently operating in Tameside.

### 3. What can't be funded?

#### Groups/organisations that:

- Are trading for profit or are statutory services or are intending to redistribute grant awards
- Are aimed at increasing the membership of a particular Political party
- Are aimed at the promotion of one religious belief

#### You cannot apply for:

- Activities or travel abroad
- Seed funding for business start-ups
- Retrospective costs (i.e. money that's already been spent or project already taken place)
- Sponsorship/fundraising events or contributions to larger/major appeals
- Any activity that does not contribute to the grant themes (identified in the guidance), unlawfully discriminates against people, or is illegal
- Presents/gifts
- Major capital requests i.e. building and construction work. The funding can be used to pay for "small capital projects" i.e. buying equipment, but you must demonstrate how it links to the wider project.
- Attendance at conferences and mandatory training which groups are required by law to provide
- Academic or medical research and equipment

### 4. Expectations of successful groups

#### We ask that successful groups:

- Spend the money on what it was awarded for.
- Let us know well in advance if there are any issues.
- Provide Action Together with the below breakdown of monitoring information:
  - The total number of people helped
  - The number of families supported
  - The number of individuals supported
  - The total number of people supported from each of the four neighbourhoods below:
    - *Ashton-Under-Lyne*
    - *Denton, Audenshaw or Droylsden*
    - *Dukinfield, Mossley or Stalybridge*
    - *Hyde, Hattersley or Longdendale*
- Provide the below information of additional equalities reached\*:
  - Number of people supported with disabilities/learning difficulties
  - Number of people supported from LGBTQ+ communities
  - Number of people supported from communities experiencing racial inequalities
  - Number of older people supported (over 50)

*\*This only applies to groups who are awarded the Community Food Poverty Provision Fund*

## 5. How to apply

You will need to complete an application form (below) and return it via email to [funding@actiontogether.org.uk](mailto:funding@actiontogether.org.uk). Please put "DEFRA Grant 21/22 Application" and the name of your organisation in the subject field:

[Crisis Fund Up to £500 Application Form](#)

[Community Food Poverty Provision Fund Up to £5,000 Application Form](#)

The Community Wellbeing Team have Community Development Officers assigned to local areas who support an asset-based approach to help build capacity of local people and organisations. They can also help and support you with the forms, you can contact them on 0161 339 2345.

- Ashton-Under-Lyne - Fouzia Shaikh  
[fouzia.shaikh@actiontogether.org.uk](mailto:fouzia.shaikh@actiontogether.org.uk)
- Denton, Audenshaw & Droylsden - Chris Moorhouse  
[chris.moorhouse@actiontogether.org.uk](mailto:chris.moorhouse@actiontogether.org.uk)
- Stalybridge, Mossley & Dukinfield - Johnathon King  
[jonathon.king@actiontogether.org.uk](mailto:jonathon.king@actiontogether.org.uk)
- Hyde, Hattersley & Longdendale - Michaelle Lukanu  
[michaelle.lukanu@actiontogether.org.uk](mailto:michaelle.lukanu@actiontogether.org.uk)

## 6. When can I apply?

You can apply for the DEFRA Grant from Tuesday 24<sup>th</sup> May 2022, 00:00 to Sunday 12<sup>th</sup> June 23:59.

## 7. Who makes grant decisions?

Decisions on who is awarded these grants will be made by Action Together who will also carry out the necessary governance checks.

## 8. What do we do if we don't agree with an investment decision?

Following the meeting of grant making decision panels we aim to send confirmation of grant offer or rejection within 7 working days of a decision being taken.

- If your application is unsuccessful we will tell you why. Depending on the rejection reason, you may be able to apply for a different project, but you cannot reapply for the same project unless your rejection confirmation says so.

- Your rejection confirmation will also include details of the member of the grants team that you can discuss your application with in more detail, should you wish to do so.
- If you feel you have been treated unfairly (i.e. you perceive that that the panel has failed to take account of submitted information or have based their assessment on inaccurate information), you can appeal in writing to the Strategic Locality Lead of the Action Together locality managing your application.
  - You must include evidence to back up your appeal.
  - We aim to respond to your appeal within 10 working days of receipt of your appeal and any supplementary information requested by the Strategic Locality Lead
- The Strategic Locality Lead may decide to refer your application back to the original panel who declined the application.
- If, following this process your application is still declined then you can appeal in writing to the Chief Executive of Action Together who will review the decisions taken.
- If, following this process your application is still declined then there is no further right to appeal.

Tameside Strategic Locality Lead - Anna Hynes [anna.hynes@actiontogether.org.uk](mailto:anna.hynes@actiontogether.org.uk)