



**Food Enterprise Fund: Medium Investments**

**up to £5,000**

**[The Growing Oldham Feeding Ambition Partnership](http://www.oldhampartnership.org.uk/partnerships/growing-oldham-feeding-ambition/) is keen to invest in inspiring ideas that will transform Oldham’s food economy. Do you have a brilliant idea to support enterprise and generate income through food and growing?**

* **Want to create a vibrant, local food economy for you, your community or for Oldham?**
* **Got a community business idea involving food and growing?**

**You have an opportunity to apply for up to £5,000 from the Food Enterprise Fund. [The Food Enterprise Fund is supported by the](http://www.oldhampartnership.org.uk/partnerships/growing-oldham-feeding-ambition/)** [**[Well North Programme](http://www.oldhampartnership.org.uk/partnerships/growing-oldham-feeding-ambition/)**](http://www.wellnorth.co.uk/)**[.](http://www.oldhampartnership.org.uk/partnerships/growing-oldham-feeding-ambition/)**

**To give you or your organisation the best chance of success please read the following application guidance notes carefully.**

**1. What Can be funded:**Successful projects and ideas will focus on enterprise opportunities through food and growing, which generate an income for communities in Oldham. We are looking to support community-led social enterprise projects and ideas that help to create a thriving, sustainable and local food economy.

**Applicants can;**

* be members of the Voluntary Community Faith and Social Enterprise (not for profit), community or public sector bodies – e.g. schools, colleges and hospitals
* be based or working in the area of Oldham Borough Council and beneficiaries must be Oldham Borough residents
* demonstrate how their proposal supports community enterprise through food

**2. Deadline**

**Friday 28 June 2019 12 noon**

**3. Monitoring and Evaluation Process**

All groups and organisations must be able to provide evidence to support how their activity has been delivered. This may include (where applicable) stories, videos, case studies, details of accounts, invoices, receipts, photographs, social media, articles, attendance records, evaluation forms and any other relevant documents.

**4. Examples of project ideas that could receive investment**

|  |  |
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| * Selling locally grown fruit/vegetables
 | * Create local food products and packaging
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| * Growing produce to sell
 | * Develop marketing for a product
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| * Promotion and communication
 | * Designing a brand
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| * Transportation and distribution to market
 | * Putting on Food Festivals / markets / events
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| * Food/cooking courses
 | * Supplying, storing and distributing produce
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| * Working with local networks
 | * Selling products to businesses
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We are open to any other ideas that will help to generate income and create a vibrant, local food economy in Oldham.

The Food Enterprise Fund has a progressive pathway through the funding streams, therefore applicants can apply for more than one funding stream (Small Investment up to £500, Medium Investments up to £5,000 and £10,000 and Large Investment up to £50,000) provided the investments are for a different purpose, or to scale up a successfully tested project.

**5. Completing the application form**

* Please ensure that ALL boxes on this form are completed.
* Guidance notes are included with the questions.
* A number of questions state a specific word count, any words over this number will not be considered by the grants panel.
* Applications **must** be received by email. Supporting information can be posted but must be with Action Together by the deadline date.
* The deadline for applications is **Friday 28 June 2019 12 noon.** Late submissions will not be accepted.
* Successful applicants will be informed of the panel’s decision within 1 month of the deadline date.

**6. Submitting your application**

When your application form is complete, please return to grants@actiontogether.org.uk

If you have any queries about the application form or application process, or if you would like to talk through your project idea, please contact Action Together: Telephone: 0161 339 2345 Email: development@actiontogether.org.uk



**Food Enterprise Fund - Medium Investment Application**

**(up to £5,000)**

**Application Form**

**Section 1: Organisational details**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Address of Organisation:** |  |
| **Contact Details:** | **Main Contact** | **Second Contact** |
| **Name:** |  |  |
| **Position in Group / Organisation:** |  |  |
| **Telephone Number:** |  |  |
| **Mobile Number:** |  |  |
| **Email Address:** |  |  |
| **Address****(including postcode)** |  |  |
| **Website address** |  |
| **Facebook:** |  |
| **Twitter:** |  |

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| **What type of organisation are you?:**Applicants must fall in to one of the following categories: * Community groups,
* voluntary organisations,
* registered charities,
* the community work of faith groups
* Social enterprises and community interest companies, where there is accountability to the public via a board of trustees or to a membership and where all profits are reinvested in the social purpose of the organisation.
 |
| **Voluntary Organisation:** |  |
| **Registered Charity:** | Charity number: |
| **Registered Company:** | Company number: |
| **Public Body: (eg school, hospital)** |  |
| **Other: (please specify)** |  |
| **When did your organisation start?**  |  |
| **In the last financial year, what was your organisation’s income amount?** |  |
| **What are the main aims of your organisation, your key services and the geographical area you cover?** *(Max 200 words)* |
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**Section 2: Project Details**

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| **What is the name of the enterprise project or activity you are seeking funding for?** |
|  |
| **Timescales – when will your project start and finish?** *(The start date should be within three months from the deadline date for applications; the end date should be within one year of the proposed start date.)* |
| **Start:**  |  | **End:** |  |
| **Please describe your project and explain what you will do with the investment?** (*Max 500 Words)* |
|  |

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| --- |
| **Food Enterprise Fund Objectives**The Food Enterprise Fund objectives are to support projects and ideas that focus on enterprise opportunities through food and growing, which generate an income for communities in Oldham. We are looking to support community-led social enterprise projects and ideas that help to create a thriving, sustainable and local food economy.  |
| **How will your project achieve the Fund’s objectives?** *(maximum 500 words)* |
|  |
| **How do you know your idea or project will be successful?** *(max 200 words)* |
|  |
| **What impact, change or difference will your project make?** *(Please explain in detail the results, difference or change you intend for your project to have on the local food economy. Will there be any positive impact on local people and communities in Oldham? Max 300 words)* |
|  |
| **How will you measure the change and evidence the above impact? What return on this investment do you expect?** *(maximum of 200 words)* |
|  |
| **How will this investment increase your financial resilience and create / maintain social impact?** *(maximum of 200 words)* |
|  |

**Section 3: Financials**

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| **Please provide a detailed breakdown of how you will spend the investment.** |
| **Budget heading***(e.g. materials)* | **Breakdown** *(how have you worked out your costings?)* | **Amount requested** |
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| **TOTAL** |  |
| **Please provide details of any additional funding or in-kind support that will also contribute to this project?** (please detail how much match funding there is for the project and whether this is money or volunteer time or free resources) |
|  |

**Section 4: Organisation Directors or Management Committee Members**

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| **Please list the contact details for all your directors board, or management committee members** |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |
| Name | Contact Details |

**Section 5: Referee**

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| **Please ask your referee to read your application form and to complete the section below.** (A referee should be someone who knows your organisation. They need to know you and be aware of the project/activity outlined in the application. They must also be independent from you, i.e. not a relative or close family friend and they must not benefit from you receiving this fund. Please note: Action Together will contact the referee before the application goes to panel.) |
| **Name of Referee** |  |
| **Address (including postcode)** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |
| **How long have you known the applicant?** |  |
| **Please describe your relationship with the applicant?** |
| **Have you read their application for funding?** | **Yes / No** |
| **Please tell us why you wish to support this application** |
|  |

**Section 6: Check list**

Please confirm that your organisation has the relevant supporting information required by the funder. **Please note you do not need to supply this with your application.** All successful applicants will be required to supply a copy of these documents as part of the grant agreement, prior to any funding being released.

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| --- | --- |
| **Required supporting information** | **Please tick** |
| Governing document |  |
| Bank account in organisation’s name with at least two unrelated signatories (we will require a copy of a bank statement) |  |
| Insurance (if applicable) (public liability and employers’ liability if you employ staff) |  |
| Safeguarding policy (if applicable) |  |

**Section 7: Conditions of Investment**

If successful in full or part, we confirm that we accept the following conditions:

* We will only spend the investment money as detailed in our application form. If there is a need to change the use of the investment, we will request permission from Action Together.
* If the main contact leaves the group or can no longer fulfil their responsibilities, or someone takes over responsibility for the investment on behalf of the group, we will inform Action Together.
* We will ensure we have adequate insurance to carry out the project and that staff, volunteers, trainers and consultants are suitably qualified and trained and we will supply copies of documents if requested.
* We acknowledge responsibility for all risk assessment and health and safety checks for the project.
* We will ensure that all volunteers and staff working with any vulnerable people are DBS checked, as appropriate, and adhere to the safeguarding policies and procedures we have as an organisation and we will supply copies of these if requested.
* We agree that Action Together can visit the project for monitoring and evaluation purposes.
* All original receipts will be kept and copies made available for Action Together.
* At the end of the project (within a year of receipt of the investment) we will produce a short report outlining the impact of the investment. We agree that Action Together and Oldham Council can use all this material for promotional purposes.
* We will ensure that the above report is submitted in the required timescales and understand that failure to do so will influence future funding and investment application decisions.
* We accept that we may be asked to return this investment if we are unable to provide evidence of the project and how the investment has been used. This will also apply if Action Together discovers that the investment has been used for a different purpose than outlined in the original application form and investment offer, without prior approval.
* We will repay any money unspent during the project lifetime to the Food Enterprise Fund within a month of our project ending.
* We understand that if we don't meet these terms and conditions our investment may be withdrawn.

**Declaration**

1. I certify that the information contained in this application is correct. I understand that if in any way the information is not correct the application may be disqualified or any investment awarded will be payable on request.
2. If the information changes in any way I will inform Action Together as soon as possible.

|  |  |
| --- | --- |
| **Main contact for this project:** |  |
| Role within organisation: |  |
| Signature:  |  |
| Date: |  |
| **Senior contact for the organisation :** |  |
| Role within organisation: |  |
| Signature  |  |
| Date: |  |

**Please send your completed application by email to:** grants@actiontogether.org.uk

The deadline for this application is **Friday 28 June 2019 12 noon**. Unfortunately, we are unable to accept late submissions. Thank you for your interest in the Food Enterprise Fund.