

### 3<sup>rd</sup> Tranche DEFRA funding: Guidance on bidding (West Northants)

January 2021

1. It has been decided that you no longer need to share data automatically in regard to your clients or users to Hope. However you are required to collect identifiable data about people: their date of birth, address and name and be prepared to share individual data if requested for the purposes of fraud. You should also do so to determine their entitlement. You must indicate clearly how you collect data in your application
2. This funding is aimed at those in financial difficulty. People who are shielding are not the intended beneficiaries or those with paid work, unless in receipt of in work benefits. You should be able to demonstrate that every beneficiary is in primary need, ie on benefits, or having no entitlement to benefits and no other income.
3. You must be able to demonstrate need in your area, based on some sort of evidence. Simply believing there is need is not adequate evidence.
4. You should be able to evidence how you will ensure take up of your service. This means a proven ability to reach people and distribute, based on advertising, an existing set of beneficiaries or similar.
5. You must be able to demonstrate effective safeguarding procedures
6. You must be able to show an official charity or organisational bank account with at least two signatories
7. You must be able to show cost-effectiveness. Ie if you say you are feeding 100 people so need £50000 then you must be able to explain why.
8. If you are looking to buy food, it may be cheaper and more cost-effective buying as part of the food bank alliance, who can offer discounts at a cash and carry. Buying from an expensive supermarket is not as cost effective as buying through the foodclub; your purchasing power is reduced, so please consider using the alliance purchasing power. We recognise however if you need to order specialist food, you may wish to order separately.
9. This also applies to supplying vouchers instead of food. Guidance from IFAN (attached) is useful to consult here. Because a voucher to be used at an expensive supermarket is of lower value than one at a cheaper one, or by mixing up vouchers with food from a foodclub or foodbank, the buying power may be greater. There are other reasons why you might like to use vouchers though, which this article covers.
10. Some projects, including Hope's, use a membership charge. This is not necessarily an issue, but it could be a factor in considering your bid when taken in context with other costs elements of the whole package. For example if you both charged a membership and asked people to pay for food, and that food was donated to you free, this might be queried.
11. If you are charging for food, you will need to show the amount charged is not excessive nor profit making. Ie if you charge more to supply food than it can be bought in the shops, or even only slightly less then you are unlikely to be funded, as this is not food aid, this is just a shop.
12. Likewise if you are selling donated food to ordinary members of the public and yet also asking for a grant from this fund you will need to explain why you can't supply that food to people in need and why you need a grant.
13. You cannot claim funds for the cost of your own home or business premises normally used for something else to run the food aid service from. I.e if you run a foodbank from your home, you can't be paid rent to operate from there (ie to yourselves). If you run an office or shop that you already pay rent on, you can't ask for a grant to cover that cost, as it is a cost you were already paying. However, if you rent new premises to operate from, that could be eligible, but it is possible that space can be made available from another partner, without the need to do so, so you may be rejected in these circumstances or asked to explore these options.
14. As before, salaries cannot be funded with this scheme, nor historic spend that you incurred before the grant, nor building works or large, longer term use capital purchases.
15. Funding for distribution of food to schools is unlikely to be awarded, given other sources of funding now announced that cover those in need. Schools should be encouraged to refer pupils and their families to local foodbanks.
16. Lobbying of panel members is completely unacceptable, as are insulting panel members or grant administrators and sending threatening or abusive messages.
17. All funding must be spent within the West Northants area by 31/3./21
18. Maximum bid size is £75k for a partnership, £25k for a single agency but the vast majority of awards will be less than this and the remaining fund size is now much lower. Be realistic. If bidding for a partnership this has to be one where there is active delivery participation by partners, not just a listing of agencies.