



Leicester's Get Growing Small Grant Scheme GUIDANCE

1. What is the purpose of Leicester's Get Growing Small Grant Scheme

We have set up the Leicester's Get Growing Small Grant Scheme to allow groups to obtain money to help them develop community food growing projects. Ultimately we want to get more people growing and preparing healthy food. The scheme offers each ward a pot of £1,000 each year. Voluntary or community groups can apply for money to set up and deliver their project.

2. What is the money for?

The money is to help groups train and support people to grow fruit or vegetables. We have two key criteria:

- To get new people starting to growing fruit and vegetables
- To give them training and other help to become more confident to continue growing within the group and / or at home

We would also like successful applicants to promote Leicester's Food Plan and acknowledge the grant in your publicity material.

To successfully get the grant you must attract new people to growing. You may be a new group with no experience of growing, or you may be an existing group who wants to extend an existing scheme.

Examples of what to spend the money on are presented below:

- To buy resources such as seeds and tools
- To rent rooms
- To publicise events or training sessions
- To rent an allotment

You can get help and support to develop your ideas and complete your bids from a range of people including:

- Leicester's Food Plan Project Manager
- Community Engagement Officers

We are also going to work with an individual, group or organisation that will offer expert advice, guidance, resources and training to help support new growers.

You can telephone Leicester's Food Plan Project Manager on 0116 454 2381 Email: Foodplan@leicester.gov.uk. They will then pass on your query and ensure you get support from the right person, group or organisation.

3. What cannot be funded?

Leicester's Get Growing Small Grant cannot be used for the following:-

- Staffing, except temporary staff or a specialist brought in to do a specific piece of work
- Recoverable VAT
- Any form of gambling
- Exclusively religious activity
- Political activity
- An event which has already taken place

In addition applicants for repeat funding (year after year) are discouraged. However an applicant can apply for funding for more than one activity or project in the same or concurrent financial year, provided that the activities or projects are different. Please note you can only make one application for a maximum of three wards.

4. How much can you apply for?

We have allocated £1,000.00 per ward per year. All bids will be reviewed by and awarded by council officials. We have developed a fast track process for bids under £250.00. This will ensure smaller bids are considered quickly. You can submit joint bids with up to two other wards.

You will need to tell us:

- What your project involves, what are the key aims?
- How many new growers will you train and support?
- How will you run your project?
- Which people or organisations will be involved?
- What will you achieve?
- How much money do you want?
- How will you spend the money?
- How long will your project take to deliver?
- Will you contribute any other funding to the project?
- How will you ensure the project continues long term?
- How will you measure success?

Please fill in the application form that accompanies this guidance.

5. How to apply?

Any community or voluntary group can apply for the grant. You do not have to be constituted, but you do have to have a bank account. The Council require us to transfer money by BACS payments; however there may be exceptions where we send a cheque.

Here are step-by-step instructions about how to apply:

1. Come up with an idea that fits the criteria above. Develop the plan.
2. Discuss this idea with other interested people in your community, or anyone who may contribute to the project. This is important as other people may have ideas. Your application is more likely to be successful if you have demonstrated you have discussed and engaged with local people.
3. There are a range of people who can help with your application for example Leicester's Food Plan Project Manager or a Community

Engagement Officer. You can call Leicester's Food Plan Project Manager **on tel. 0116 454 2381** and they will put you in touch with the right person to talk to.

4. You can attend a Food Plan Open Session in your local Community Centre. These will be drop in sessions run by your Community Engagement Officer to explain the scheme.
5. Look at the Leicester's Get Growing Small Grant Evaluation form and make sure you will be able to answer the questions. Think about measuring the impact of your project before you start. Remember you can ask for advice from the Food Plan Manager or your Community Engagement Officer for this.
6. Fill in the Funding request form, if you need help please email Foodplan@leicester.gov.uk. We will find the right person to help you.
7. Your application will be passed onto a small panel, who will discuss and agree the money to be allocated. Applications will be discussed in the first week of every month. Once agreed we will let you know as soon as possible.
8. Once the amount has been agreed it will be transferred into your bank account. We will let you know when this has happened.
9. Spend your money. Keep the receipts as you will have to submit these with your evaluation.
10. Deliver your project. Market the project to get people involved and try and get publicity from the press.
11. After 6 months, complete the evaluation report and return it to:

Daxa Ralhan
Leicester City Council
115 Charles Street
Leicester
LE1 1FZ

Or by email to Foodplan@leicester.gov.uk

6. Reasons you may not get the money

Sometimes you may not be awarded the money you ask for. Or you may be awarded some of the money you ask for. If you don't get what you ask for this may be because:

- The money for your ward has been used up
- Your idea doesn't fit the criteria which are to:
 - To get new people starting to growing fruit and vegetables
 - To give them training and other help to become more confident to continue growing within the group and / or at home
 - Promote Leicester's food plan
- Your proposal was too ambitious and we think that doing part of your plan would be better.
- We can't see how your project will have a lasting impact.

You can revise your plan and resubmit.