



COMMUNITY
FOOD
INITIATIVES

at Home

**Supporting
Information**

Supporting Information for Making an Application

Prior to making an application it is essential that you read this document, which sets out the general grant making criteria.

This document outlines:

- What is the Community Food Initiatives Programme
- What is the CFI at Home
- The focus of the Fund
- Funding available
- Who can apply and how
- The decision making process
- How you will be notified of the decision

safefood Community Food Initiatives

The purpose of the Community Food Initiatives (CFI) is to provide people with the knowledge and skills to provide healthy food options for themselves and their families.

safefood began funding Community Food Initiatives (CFI's) on the island of Ireland in 2010 and through using a community-led approach has helped over 40,000 people by offering real and practical help in local communities. The CFI model demonstrates how collaborating with communities can influence healthier food choices and learning lifelong skills.

The Community Food Initiatives Programme 2019-21 is funded by **safefood** and administered by SECAD Partnership CLG. **safefood** is an all-island implementation body set up under the British-Irish Agreement with a general remit to promote awareness and knowledge of food safety and nutrition issues on the island of Ireland (IOI).

As **safefood** is an all-island body, the organisations delivering the programme are from both Northern Ireland (NI) and the Republic of Ireland (ROI). Since 2010, **safefood** has funded 44 organisations across the island of Ireland (IOI) as part of the Demonstration Programme of Community Food Initiative 2010-12, the Community Food Initiative Programmes 2013-15, 2016-18 and 2019-21. SECAD is a Local Development Group managing and delivering a range of rural development and social inclusion programmes since 1995. SECAD is currently managing the CFI 2019-21 and previously managed the successful **safefood** 2016-2018 CFI.

Community Food Initiative at Home

Last March, organisations realised very quickly that they had to devise new methods of providing support to their clients from a distance. The 14 organisations currently involved in the CFI, called CFI Leaders, very quickly developed new, innovative proposals to support families in their own homes to develop their cooking skills and healthy eating habits. **safefood** was delighted to support and encourage these proposals.

The CFI Leaders incorporated many **safefood** online resources into their projects which included:

- 101 Square Meals Recipe Book
- Videos showing how to cook some of the recipes from 101 Square Meals
- Cooking skills videos – chopping onions, cooking rice, poaching an egg, etc.
- Food safety and hygiene videos and leaflets – hand washing, using chopping boards, etc.

Because of the success of these projects, **safefood** would like to offer other organisations the opportunity to apply for funding and to design and deliver a project, in their own local area, that meets the criteria of the CFI.

The projects will involve inviting families to take part in a project over a specified number of weeks e.g. 4 – 6 weeks and could include all or some of the following elements:

- **Learning how to prepare and cook a recipe**
Each week an ingredient pack with the recipe card is provided which includes the link to a demonstration video. The organisation can deliver the ingredients to each family or they can arrange for the family to collect the ingredients from a participating supermarket/local shop or community venue.
- **Attending an online cookery session**
This can be a live, online demonstration or the participants can watch a **safefood** video and discuss how the recipe was prepared afterwards. The discussion could include replacing ingredients if you do not have them, freezing leftovers, how to cook a recipe for four when there is six in your family, food hygiene practices, e.g. how to prepare and cook chicken safely.
- **Online support groups for sharing ideas and tips**
This can be part of the cooking demonstration or a separate session where participants can meet to chat about how they got on with the activity from the previous week and to share tips and hints. Participants do not have to turn on their videos when they take part in this activity if they do not feel comfortable doing so.
- **Online interactive talks delivered by a dietitian or registered nutritionist**
This gives the project participants the opportunity to receive expert advice and guidance on various healthy eating topics including how to read a label, portion sizes for different age groups, snacking, etc. The participants should have the opportunity to ask the expert questions during or at the end of the session. The participants could be asked in advance to suggest what they would like covered in the session.
- **Signing up to a private Facebook or WhatsApp group**
The main purpose for this is to allow participants to support one another. Participants have found this useful if they are having a problem with an element of the recipe. The other participants can make suggestions on how they overcame a similar situation. The Support Worker should also be a part of this group so that assistance can be offered if needed.

Supporting Participating Families

Each application must outline how support will be provided to the participating families throughout the duration of the project. This can include weekly phone calls from a Support Worker to see how the family is getting on, or a mobile number that participants can text or WhatsApp to receive assistance if they are having difficulties with any element of the recipe.

Testimonials from Participants

Each participant must provide photos and / or videos each week to show how they prepared the recipe or the finished product. They must also provide feedback on their participation in the project.

Themes & Focus of the CFI

The focus of the CFI 2019-21 is families with children up to the age of 12 years.

The support provided should focus on developing skills and knowledge that positively influence the eating habits and basic food skills among families/individuals in low income areas. Each project should include a minimum of two of the following themes:

- Supporting community awareness/knowledge around healthy eating
- Cooking skills
- Food safety and hygiene
- Healthy shopping
- Preventing food wastage through budgeting and food/meal planning skills
- Improving the availability and access to safe & healthy food in the community, complementing existing structures offering healthy options: community café's, street parties etc.)

Community Food Initiative at Home Projects

- The applicant organisation will design and deliver a project, tailored to meet local needs, involving healthy eating and the development of food skills.
- This project where possible should be part of a programme approach where participants are supported over a period time.
- The project can be delivered by a consortium of organisations and or / support agencies. The applicant organisation will oversee and ensure the delivery of the project in line with the proposal outlined in the application.
- Funding will be provided for projects delivering support to the target group under one or more of the 6 CFI themes.
- A minimum of 5 families should participate in each project.
- The activity must provide learning opportunities for the participants in the project and must result in a transferable record prepared by the organisation in receipt of the funding (such as a report, a video or other recording) that can be shared with others.
- It is important that qualified experts are engaged to provide training or to speak at events. Nutrition experts i.e. Dietitians or Registered Nutritionists must be vetted by **safefood** before providing training or delivering talks during the course of the project.

It is essential that organisations follow all government guidelines relating to Covid-19 when delivering the project.

Funding

Interested organisations can apply for funding up to a maximum of **€1,500 or £1,300** to deliver a project in their local area. Funding can be used for the following:

- Recipe Ingredients
- Travel related to the delivery of ingredients
- Preparation of resources, e.g. printing of recipe cards
- Cookery Tutor fees – design and delivery of the demonstrations
- Speaker fees – dietitians, registered nutritionists

Applicant Organisation Criteria

Organisations must:

- Be community-led organisations with a legal status and appropriate governance structure
- Be experienced in the management of public funds which support social inclusion initiatives
- Currently employ and manage full time professionals with community development experience
- Have experience of working with the target group identified
- Be supporting other broader community initiatives through their work
- Provide supports across communities irrespective of age, race or creed
- A member of staff must be assigned to:
 - Oversee the delivery of the project
 - Ensure that support is provided to the participants throughout the project. This can be provided by the staff member or by staff from another organisation that is involved in the delivery of the project.
 - Prepare and submit a short report on the outcome of the project, which will include quantitative and qualitative information. A template will be provided.
 - Maintain a record of expenditure and submit invoices marked paid or receipts for all expenditure relating to the project with the end of project report.

The Applicant can deliver the project in partnership with other organisations. Partners could include:

- | | |
|---------------------------|-------------------------------------|
| - Family Resource Centres | - Community Childcare Organisations |
| - Youth Organisations | - County / Local Councils |
| - Sports Clubs | - Sports Partnerships |
| - Food Banks | - Other organisations |
| - HSE/HSC | |

Making an Application

Please see application form attached. The completed application form should be emailed to cfi@safefood.eu.

Closing date for application

While there is no closing date, funding is limited so interested organisations are advised to apply as soon as possible.

When completing your application form you will need to demonstrate:

- Evidence of need
 - Demonstrate how you know that the project is needed and if your organisation has carried out any research relevant to the application
 - This funding cannot be used to fund any existing projects that your organisation is currently delivering. However, the funding can be used to provide an additional element to an existing project. It is important to highlight how the project you are proposing will add value to the work your organisation is currently engaged in and why this funding is essential for the implementation of this additional support.
- Quality of Proposal

The information you provide will be essential to evaluate the impact that the implementation of your project will have on the families participating. It is also important to outline the role of each organisation involved and the support they will be providing

Activities Not Covered by the Funding

safefood encourage Innovative projects and initiatives, however, the following examples are outside the scope of the funding:

- The establishment of a new community garden or any capital costs such as a large piece of equipment or a vehicle will not be funded. Seed, plants or any gardening equipment cannot be funded.
- Profit making or trading companies, individuals, local authorities or statutory bodies will not be funded.

Once you have submitted your application:

- You will receive confirmation that your application has been received.
- Checks will be made to ensure that the applicant organisation and project meets eligibility and criteria. Your application will then be assessed.

Assessment Process:

- Applicants may be contacted as part of the assessment process to discuss the project and asked to submit further information in support of their application. The project evaluation will be carried out by **safefood**.

Notifying you on the outcome of your application:

- Successful applicants will be notified within ten working days of a decision being made and will receive a grant offer letter and contract, which must be accepted and returned before any grant payment is made. Along with the contract, successful applicants will receive the necessary grant payment claim form and guidance.
- If an application is deferred, additional information may be requested in order that your application can be reconsidered.
- Applicants are advised not to incur any expenditure before receiving a grant offer letter and the Contract has been accepted.

If you need any assistance with this application form, please contact:

Sinéad Conroy
SECAD Partnership CLG

T: 00 353 (0)87 353 3606
E: sconroy@secad.ie

The completed application form should be emailed to cfi@safefood.eu.