# Community Pantries – How to Apply

1. **What is Household Support Fund?**

Funded by the Department for Work and Pensions (DWP), the **Household Support Fund** project manages a range of initiatives which aim to ensure that vulnerable families with children, pensioners, a disabled person, or households without do not go without necessities such as food, fuel, and wider essentials.

Isle of Wight Council have been granted over £1.1 million, which is to be spent by 30th September 2024, and we intend to work with community and voluntary sector partners to provide direct financial support, focusing on food and fuel, to vulnerable households across the grant period.

1. **Who is eligible?**

Organisations wishing to apply for a top-up grant must be a member of the community pantry network. Those wishing to apply for seed funding for a new Community Pantry provision must be a community or voluntary sector organisation, including faith groups, youth organisations, Community Interest Companies (CIC), town, parish, and community councils, charities, and education settings.

**Applications will be open 28th May – 3rd June 2024, 24th – 28th June 2024, 22nd – 26th July 2024 and 27th August – 2nd September 2024.** A cross-directorate and multi-agency evaluation panel will consider applications and contact the applicant within a week of the evaluation panel meeting to update them on discussions. There will be an evaluation panel meeting held following each of the above application windows. Funding for successful applications will be sent within a week of the return of a full signed agreement.

1. **What can be funded with this grant?**

Isle of Wight Council must ensure the allocation of 130,000 complies with the grant criteria set out and is seeking applications for funding that fit with that criterion. We hope that the grant funding can provide a flexible and responsive way to support local needs.

We are looking to expand the network of Community Pantries on the Isle of Wight and applications for new provisions in areas of deprivation that are not covered by an established Community Pantry will be considered.

Existing Community Pantries can apply for top-up funding to be used before the end of September 2024.

1. **Who can apply?**

We welcome applications for new pantries from any organisation who has an offer that meets the grant criteria, and who can deliver within the required timescales. This can include community and voluntary sector organisations, faith groups, charities, town, parish and community councils, schools, colleges, early years providers, and wraparound care providers.

Applications for top-up funding from the existing Community Pantry network will also be evaluated.

1. **How do I apply?**

Applications should be made by completing the application form on the website [Funding for community pantries, HSF (iow.gov.uk)](https://www.iow.gov.uk/keep-the-island-safe/cost-of-living/household-support-fund/funding-for-community-pantries-hsf/) On pressing the submit button, the application will be sent to the Household Support Fund team for evaluation.

Detailed guidance for completion of the application form can be found at the end of this document. Any incomplete forms will be instantly declined.

1. **How will the grant be evaluated?**

Each grant application will be evaluated by a cross-directorate panel and a decision made based on the extent that.

* The grant supports the eligibility criteria.
* It is clear who and how many beneficiaries there will be because of the funding.
* The funding will be used to subsidise or support existing services.
* We can be confident of delivery within the timescales.
* The grant offers value for money.

Based on this evaluation, the panel may decide to award the total grant in one or more instalments, or a partial amount of the total grant requested.

1. **How long will it take to find out if I have been successful with my application?**

Following submission of a completed grant application, we aim to evaluate and confirm whether your application has been successful within one week. Funding will be released to successful organisations within a week from receipt of a full signed agreement. Please note that a scanned copy of your physical signature is required.

1. **What reporting and management information will you need from me if I am successful?**

Successful applicants will be asked to submit an interim and final overview of their project which will need to detail information such as:

1. How much will be used to provide direct support to households with children.
2. How much will be used to provide direct support to households with pensioners.
3. How much will be used to provide direct support to households with a Disabled Person
4. How much will be used to provide direct support to other types of households including individuals.
5. How much will be used to provide direct support with food.
6. How much will be used to provide tangible items.
7. How much will be used to provide support via application process.

The tables must be completed as figures, and not percentages.

This report must be completed and returned as part of your grant agreement, by the dates specified in the agreement. In the event that data is not supplied by the requested date or cannot be validated to satisfy the DWP return, you may be invoiced for the repayment of funds provided.

At the end of the grant period, you will be asked to confirm that you have used the funding as set out in your grant application.

Any funding issued by the Household Support Fund team to organisations will include a grant agreement, which sets out our expectations of organisations in accepting grant funding.

If Isle of Wight Council has any grounds for suspecting financial irregularity in the use of any grant paid under this Grant Agreement, an investigation will take place. For these purposes ‘financial irregularity’ includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.

1. **I have questions or need some advice. Who do I ask?**

Please contact Laura Hales, Household Support Fund Project Manager [hsf@iow.gov.uk](mailto:hsf@iow.gov.uk)

**How to complete the Household Support Fund Grant Application**

***About your Organisation:***

**Name of Organisation**

Please enter the name of your community organisation, charity, Town, Parish, or Community Council in full.

**Person completing the Application.**

Please enter your name

**Role within Organisation**

Please complete your job title

**Contact information.**

Please provide as much contact information as possible.

**Contact details to be used for advertising purposes.**

Please let us know the details you would like included on websites, leaflets, press releases etc. that members of the public can use to contact your organisation.

**Type of organisation**

Please circle the relevant organisation type appropriate for your business. If it is different to those listed, please specify the type of organisation you are applying from.

**Are you applying for top-up funding or to open a new pantry?**

Established pantries requesting top-up funding should select the top-up funding option and then continue to the next section on the form. Organisations applying for seed-funding to set up a new pantry should select the New Pantry option and move to the Abou the Grant section.

***About your current services***

This section should be completed by established pantry provisions only.

**Current opening hours:**

Please detail the opening hours your provision is currently open. This will also allow us to check our records.

**Number of visits (weekly average)**

Please specify the average number of visits per week over the last 6 months.

**What is your current cost of delivery based on the last 6 months?**

Please state your cost of delivery based on the last 6 months. This can be calculated by your total expenditure for the last 6 months divided by the total number of visits in the same period.

**Please provide the current balance of your pantry bank account.**

Please state the current balance of your pantry bank account; this will assist us when evaluating your application.

***About the Grant***

This section should be completed regardless of whether you are applying for top-up funding, or to open a new Community Pantry.

**How much funding are you asking for (£)**

Please let us know the full amount of funding you are applying for.

**Please provide a breakdown of costs.**

Please provide your anticipated breakdown of the allocation of funds across rent, utilities, staffing, food etc. to cover the 6-month period. The following parameters may be useful for you to consider in terms of operating costs.

Staffing – approx. 25%

Food – approx. 50%

Premises – approx. 22%

Marketing & Admin – approx. 3%

**Please confirm how you will be seeking additional funding to assist the sustainability of the pantry.**

Please detail where or how you will be looking to secure additional funding / grants as Household Support Fund cannot be relied upon moving forwards.

**Please outline any links and arrangements you have in place for supply of food and provisions; please specify if these will be donations, rescued or bought food.**

Do you have any links with food providers / supermarkets / restaurants / cafés etc to source waste food, or will you be reliant on purchasing from the supermarkets and food warehouses?

**Please provide an outline of the support and wraparound services that currently exist or that your organisation or site has active links with.**

A Community Pantry is about more than accessing cheap food. Whilst that may be the ‘hook’ to get people through the door, its purpose is to assist them in getting through the current need, whether this is checking their benefit entitlements, helping them back into work, reducing energy costs etc. Whilst a Community Pantry is also about helping to reduce food waste, the primary intent is to help people short-term whilst in need. Services such as Citizens Advice, Living Well & Early Help, Green Isle of Wight, and Footprint Trust, You Trust, Working Towards Wellbeing etc. can provide advice sessions to assist members for the longer-term.

**Beyond the provision of food, please outline any supplementary support services that you think can be offered from the Community Pantry.**

Are there any services you are looking to work with, in addition to those mentioned above, that you could work with to provide holistic support to residents.

**New pantry applicants only**

If you are an established panty, you can skip this section and move to the Management Information Reporting section.

**Please provide a short summary of what your organisation does, and the service(s) it provides.**

Please tell us a bit about your organisation and the service it currently offers along with the reach that you have achieved.

**Which area(s) of the Island will your pantry serve?**

Whilst any Island resident is eligible for accessing your provision, please state which area(s) of the Island you will primarily cover.

**How many households do you expect to support weekly?**

Please detail how many households you expect will access the pantry on a weekly basis, and what you are basing this projection on.

**Please state your proposed weekly opening times.**

A community pantry needs to be open for a minimum of an hour each week, for 52 weeks of the year. Please tell us your proposed opening times.

***Management Information Reporting***

The DWP have been explicit with reporting criteria for monies spent from the Household Support Fund. When allocating spend across the eligibility criteria please ensure each award is allocated four times – one allocation for each table. If you are applying for funding from the Household Support Fund and don’t currently capture the requested information, you will need to collect this for delivery of your scheme. This will be checked during audit visits. **In the event that data is not supplied by the requested dates or is unable to be validated to satisfy the DWP return, you may be invoiced for the repayment of funds provided.**

**Definitions**

*Household with Children –* A household containing any person who will be under the age of 19 at the time of the award or, a person aged 19 or over in respect of whom a child-related benefit is paid or free school meals are provided.

*Household with Pensioners –* Any household containing any person who has reached State Pension age at the time of the award.

*Household with a Disabled Person – A* disability or disabled person aligns with the definition in the Equality Act 2010. Therefore, a disabled person is someone who has a physical or mental impairment that has a substantial and long-term negative effect on their ability to do normal daily activities. *Substantial* is more than minor or trivia, for example it takes much longer than it normally would to complete a daily task like getting dressed; *long-term* means 12 months or more, for example a breathing condition that develops as a result of a lung infection.

*Other Households –* Any household where the support will be provided to a household that does not fall into any of the above categories.

*Energy & water –* Financial assistance withpre-payment fuel meters or payment direct to residents’ utility account for debt relief purposes. This form of support is deliverable by recognised commissioned partners such as Citizens Advice and Living Well. **Residents should not be provided with cash, vouchers, or bank transfers into their own bank accounts.**

*Food (excl. FSM support in the holidays)* – Any support provided that is linked to food and provided at any time during school term time. This would include supermarket vouchers, food items including hampers, pantry shops, fresh ingredients for cooking sessions etc.

*FSM support in the holidays - food* support providing during the school holiday periods for those eligible for FSMs. **Please be advised that being in receipt of Free School Meals is no longer an eligibility criterion for the Household Support Fund.**

*Essentials linked to Energy and Water –* this would relate to items such as small energy-efficient kitchen appliances, draught excluders, thermal curtains, water butts etc.

*Wider Essentials –* Support such as essential furniture, bedding, weather appropriate clothing, essential transport costs, etc.

*Housing Costs –* There is strict criteria around support with housing costs. Those applying for support with Housing Costs are therefore advised to be referred to the Homeless Prevention Team at the Isle of Wight Council.

*Advice –* The Fund may be used to provide supplementary advice services to award recipients, including debt, benefit and/or employment advice, where the Isle of Wight Council consider this appropriate. Third Party Organisations are reminded that the primary intention of The Fund is to provide support for those households most in need, and we would expect any advice services to complement this. We would not expect a large portion of funding to be spent on advice services but would expect to see a connection between the funding provided for advice services and the practical support provided through The Fund. Please only categorise your spend as Advice if we have specifically funded you to do so.

*Third Party Organisations –* To be used only be Town, Parish, and Community Councils who apply for funding on behalf of community groups that deliver HSF eligible support. The community groups will need to ensure the required data is captured and report this back to the Town, Parish, or Community Council.

*Tangible items - Products* of a physical nature such as clothing or household items.

*Application-based support – Those who approach you for support e.g., are aware you have food hampers on offer and request one, or those visiting a community pantry (you have the food on offer, and they are attending to receive that support).*

*Proactive Support –* Residents you have identified as needing support and is issued automatically e.g. A packof bedding is sent to all children living in temporary accommodation.

**Completion of the breakdown of support by household composition**

Each form of support should be categorised within only one household composition; if you have a pensioner that has a disability, please choose the most appropriate category. Every resident receiving support should only be included in one category.

*Spend*

In each of the cells associated with the spend row, please state the amount of money you anticipate allocating to this household composition. The administration costs should be split evenly across each household composition you are supporting e.g., include half of your administrative costs to households with children and households with a disabled person if these are the only two household compositions you are supporting. Your total figure should be equal to the total funding you have applied for. The total spend in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

*Awards (volume)*

An award (volume) is the number of times you have provided support to each household composition i.e., the number of visits you expect to the pantry in the six-month period, therefore if a household visits the pantry every week for 6 weeks, your awards (volume) would be 6 for that household. The total awards (volumes) in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

*Number of households helped.*

How many *different* households will you be helping? Whether a household attends the pantry once in the six-month period, or very week, they should only be counted as a single household. The total number of households helped in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

**Completion of the breakdown of support by category**

For reporting purposes, all spend for a Community Pantry will fall within the category of food (excl. FSM in the school holidays). This should include monies spent on the purchase of food, building rent, staffing costs, admin etc.

*Spend*

In the food (excl. FSM in the school holidays) please state the amount of money you anticipate spending in the six-month period. Your total figure should be equal to the total funding you have applied for. The total awards (spend) in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

*Awards (volume)*

The total amount of awards (volume) shown in your household composition table would be relevant for the number of awards supplied by way of food (excl. FSM in the School Holidays). The total awards (volumes) in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

*Number of households helped.*

How many *different* households will you be helping? The total number of households shown in your household composition table will be relevant by way of food (excl. FSM in the School Holidays). The total number of households helped in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

**Completion of the breakdown by type of support**

*Spend*

A Community Pantry provides support by way of Tangible items (physical goods). Enter the amount of funding you will be spending by way of Tangible items. The total spend in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

*Awards (Volumes)*

Please enter the total awards (volumes) provided by way of tangible item. The total awards (volume) in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

*Number of households helped.*

Please enter the number of different households that have received support from you by way of tangible items. They should only be counted once regardless of the number of times in the funding period they have visited. The total number of households helped in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

**Completion of the breakdown by access route**

*Spend*

A Community Pantry is available to all Island residents to proactively shop each week, however in terms of reporting, as the members voluntarily walk through the door and pay their membership fee they are ‘applying’ to you for help; therefore, the pantries are providing support on an application basis. Enter the amount of funding you are spending via application process. The total spend in each of the four tables will be the same. If there are nil awards to report, enter 0 as a number.

*Awards (Volumes)*

Please add the number of awards (volumes) of support provided within the funding period. The total awards (volumes) in each of the four tables should be the same. If there are nil awards to report, enter 0 as a number.

*Number of households helped.*

Please detail the number of different households you have supported during the funding period. The total number of households helped in each of the four tables should be the same. If there are nil awards to report, enter 0 as a number.

A spreadsheet to capture your data will be issued to you if your application is approved, this will need to be returned at the end of the funding period and be used for audit purposes.

**Declaration**

Please read the declaration in full and sign the document, including your name and date before submitting the application for evaluation.

**Ratification of agreement**

Please confirm you have read these instructions in full and understood this guidance document.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_