**Community Pantries – How to Apply**

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

The **Household Support Fund,** funded by the Department for Work and Pensions (DWP), helps ensure that vulnerable families, pensioners, a disabled person, and households without basic necessities like food, fuel, and wider essentials get the support they need.

Isle of Wight Council has received over £1.1 million to be used by March 31, 2025. We are working in partnership with community and voluntary groups to provide direct financial support, focussing on food, fuel and other essentials for vulnerable households during this time.

1. **What is direct support?**

Direct support means giving physical items to people who need help. For community pantries this means essential food, or hygiene items.

1. **Who is eligible to apply?**

Established community pantries on the Isle of Wight are able to apply for top-up funding for the provision of essential food items or hygiene items and a contribution towards the administrative costs associated with producing the data requested to comply with DWP requirements.

**Applications will be open from November 18 to 29, 2024, and January 13 to 31, 2025.** A panel made up of different departments and agencies will review the applications and contact applicants within a week of their meeting to provide updates. There will be a panel meeting after each application period. The first payment for successful applications will be sent within a week after a fully signed agreement is returned.

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

Isle of Wight Council must ensure the allocation of £150,000 complies with the grant criteria set out and is seeking applications for funding that fit with that criterion.

Existing Community Pantries can apply for top-up funding to be used before the end of March 2025. Specific allocations and the formula to be used for the amount of monies available for each of the individual pantries will be agreed by the Island Food Partnership Network group.

1. **How do I apply?**

Applications should be made by completing the application form which is downloadable from 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/) **Please do not change the original Word format of the application form.** If you require a different format or have difficulties completing the Word document please contact the Partnerships & Support Services team at [hsf@iow.gov.uk](mailto:hsf@iow.gov.uk)

The application form should be completed in full, with as much information as possible to help the evaluation panel assess the application appropriately. The application should then be submitted with a Community Pantry future funding plans and sustainability considerations. Detailed guidance for completion of the application form can be found at the end of this document, and a signed copy returned with the application form and future funding plans and sustainability considerations. Any incomplete or alternative format forms submitted 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 and its support with the most vulnerable in communities
* The funding will be used to subsidise or support existing services.
* We can be confident of delivery within the timescales.
* A future funding plan and sustainability considerations is accompanying the application and is deemed to be appropriate.
* 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.

Please be aware that each application is assessed on its own merit and even if you have been successful with an application submitted in an earlier grant round, that it is not a guarantee that your new application will be accepted.

Where previous funding has been provided, and further funding is being sought, there is an expectation that new applications are accompanied by relevant data and an evaluation of outcomes achieved to date and the alternative funding options being explored to sustain pantry provisions to assist panel with their consideration.

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

Following submission of a completed documentation, 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 essential food or hygiene items.
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 will not receive the balance of your payment and may be invoiced for the repayment of the funds previously provided during this grant round.

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 and a brief evaluation of the scheme provision may be requested.

Any funding issued by the Partnerships & Support Services 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, Commissioning & Projects Officer [hsf@iow.gov.uk](mailto:hsf@iow.gov.uk)

**How to complete the Household Support Fund Community Pantry 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.

***About your services***

**Opening hours:**

Please detail the opening hours your provision is currently open. Please be sure to include your ‘quiet’ times. This will also allow us to check and update our records. Your quiet times will not be advertised.

**Number of visits (weekly average)**

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

**Number of active Pantry Members**

Please specify the current membership that has used the Pantry provisions within the last two 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***

**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 for essential food / hygiene items to cover the 6-month period. You can also include an element of funding (no more than 5%) towards the administration time associated with the data requirements needed by us to produce DWP returns and evaluation.

**Please confirm how you will be exploring additional funding to assist the future funding plan and sustainability considerations 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 as a recurring funding source 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 specify?

**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 cheaper top up food essentials. 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. Please specify how wrap around advice and support services are being provided to work with individuals to enable them to review and enable self-dependency.

**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.

***Management Information Reporting***

The DWP have been explicit with reporting requirements 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 and in signing a grant funding agreement you accept this.**

**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.

*Food* – Any support provided that is linked to food or hygiene items and provided at any time between 1 October 2024 and 31 March 2025.

*Tangible items - Products* of a physical nature such as food or hygiene 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).*

**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 for essential items to top up their shopping, 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, this signed form and a sustainability plan for evaluation.

**Ratification of agreement**

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

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

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

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