



---

Please call or email Quartet Community Foundation if you have any questions about this grant programme. Quartet's contact details are in section 13.

## 1. What is Bristol Local Food Fund?

Bristol Local Food Fund (BLFF) is a voluntary project that raises and distributes funding for community food projects that are tackling food insecurity and supporting food justice in our city.

BLFF's vision is to make Bristol a city of [food justice](#), where everyone has access to nutritious, affordable, culturally appropriate food, regardless of their background or situation.

Bristol Local Food Fund is working in partnership with Feeding Bristol and Quartet Community Foundation to raise and distribute this funding.

A Citizens Panel, made up of a group of people with experience of food insecurity, will be deciding which applications receive the funding, using *participatory grant-making*.

Participatory grant-making is a process that shifts funding power to the communities that grants seek to support. You can read more about how Bristol Local Food Fund uses participatory grant-making on [this blog](#).

## 2. What can you apply for?

These grants will support charitable and community activities, projects and services that improve or maintain [food justice](#) in the City of Bristol.

**Food Justice** is when everyone has access to nutritious, affordable and culturally appropriate food, which is grown, produced, sold and consumed in ways that care for people and the environment.

The work must support one or more of the five priorities outlined in Bristol's [Food Equality Strategy and Action Plan](#).

The five priorities are:

1. **Fair, equitable access:** We need to ensure that residents can access food that is appropriate for their dietary needs, is culturally appropriate, and affordable.
2. **Choice and security:** We want to live in a city where everyone can make decisions about their relationship with food and is free from the anxiety and stress of food insecurity.
3. **Skills and resources:** We want to enable residents to foster a healthy food culture, have confidence in their ability to access and use food to meet their needs, as well as the facilities and fuel to cook with.
4. **Sustainable local food system:** We want the local food system to prioritise resilience and sustainability in food production, food waste management, distribution, economy, and environmental resilience.
5. **Food at the heart of decision-making:** We must ensure that food needs and equality are considered in all decision-making – whether developing social support models, new businesses or planning new housing.

Grants are otherwise flexible. The grant can fund **any cost** related to the activity, project or service. This might include, for example: resources such as ingredients for healthy meals and equipment; core activity costs such as rent, staff costs, or volunteer expenses; or small capital costs for construction or maintenance of property or structures, purchase or maintenance of a vehicle, or other one-off purchases of equipment.

### 3. Funding priorities

We will prioritise applications for work that supports people and areas that are most affected by food insecurity and will take intersectionality\* into account.

\*Intersectionality is a concept for understanding how multiple aspects of a person's identities combine to create different and multiple discrimination and/or privilege – e.g. gender, race, sexuality, religion, disability or age.

#### **These priorities include (but are not limited to):**

People most affected by food insecurity: Single parents, disabled people, people from black and minoritised ethnic groups, carers, people identifying as LGBTQIA+, and younger people (aged 16–24)

Areas most affected by food insecurity: Hartcliffe & Withywood, Filwood, Lawrence Hill, Stockwood, Southmead, Southville, Central, Avonmouth and Lawrence Weston, Lockleaze, Henbury & Brentry, Hillfields, Easton, Ashley, Eastville, St George Troopers Hill, Frome Vale, Knowle, and Hengrove and Whitchurch Park.

The Citizens Panel will aim to have an even spread of funding across the city, and across the funding priorities.

#### 4. How much can you apply for?

There is £70,000 in grant funding available for this round. We expect the average grant size to be between £5,000 – £10,000.

**Please note:** The funds available for this programme are limited, so we can't support every application. Based on previous demand we expect around 15% of applications to be successful. Depending on the number and type of applications received, and how each application meets the funding priorities, the Citizens Panel may decide to offer a different amount than you have applied for.

#### 5. Some examples of the type of work that could be funded

- Community fridge projects where surplus food can be donated and accessed by the community.
- Providing affordable and/or culturally appropriate food boxes for specific groups of people across the city or in a local area who experience food insecurity.
- Refurbishing a community space, kitchen or other so it can be better used to help local people experiencing food insecurity.
- A pop-up food shop providing affordable healthy food in an area that lacks food shops.
- Cooking classes for children and families, building skills and confidence in cooking from scratch on a budget.
- Purchase or installation of new infrastructure for a community food project to develop an existing or new activity, service or project to help reduce food insecurity and support food justice.
- Community supper clubs for local people, or specific groups of people who experience food insecurity most severely.
- Community gardens providing affordable vegetables to local residents.
- Cookery and English classes for refugees and people seeking asylum.
- A slow cooker project, tackling food insecurity among elderly, disabled or vulnerable households.
- Coordinating the harvest and redistribution of surplus food from allotments and vegetable gardens.

[Click here to read a blog](#) on Bristol Local Food Fund's website about the community food projects that were funded in previous funding rounds.

#### 6. What this fund is unable to support

- Individuals
- General appeals

- Activities or services that the government and other public bodies currently have a statutory responsibility to provide.
- Groups/organisations or activities that are giving support to a political party
- Activities that are intended to influence people's religious choices
- Activities that are primarily supporting animal welfare
- Arts projects with no strong community or charitable element to them
- Sports projects with no strong community or charitable element to them
- Medical research, equipment or treatment
- Projects that take place before an application can be processed
- Activities that raise funds for other organisations

## 7. Who can apply?

These grants are for *community food projects*, by which we mean not-for-profit organisations and community groups with charitable aims that are working to alleviate food insecurity and support food justice in the City of Bristol. Applicants must be based and working in the City of Bristol (i.e. have a Bristol postcode and work within the Bristol City Council area).

If your group is a Community Interest Company, please read the '[Am I eligible for support](#)' page on Quartet's website to find out whether you can apply.

## 8. Before applying.

Please read these guidelines carefully and read the '[Help and Guidance](#)' page on Quartet's website.

## 9. How to apply

You will need to complete an application form. You can apply online at <https://quartetcf.org.uk/grants/bristol-local-food-fund-grant/>. In the application form, you will have the option to submit an audio or video file to answer some of the application questions if this works better for you.

As well as the completed application form, you will need to provide the following\*:

<ul style="list-style-type: none"> <li>● A constitution/governing document/set of rules.</li> </ul>
<ul style="list-style-type: none"> <li>● The contact details of at least 3 members of your management committee/board of trustees/board of directors.</li> </ul>
<ul style="list-style-type: none"> <li>● A copy of your most recent annual accounts or financial records that show your organisation's balance of funds, income and expenditure. If you do not have financial records that cover a full year, then you will need to provide the records you currently have.</li> </ul>

- |  |
|--|
| <ul style="list-style-type: none"><li>• A safeguarding policy that is up-to-date and relevant to your work.</li></ul>  |
| <ul style="list-style-type: none"><li>• The contact details of a referee. The referee should know the work of the applicant organisation in a professional capacity but not be directly involved in this work.</li></ul> |

\* Please **do not** provide the above documents if you have sent them to Quartet within the past six months unless they have been amended during that time. Please contact us if you have difficulty supplying any of the above supporting documents.

#### **If you cannot provide many of the above documents:**

Another charitable organisation can apply on your behalf provided it is able to:

- Supply the above documents.
- Have their name as the main contact and be responsible for submitting the application.
- Be responsible for receiving, overseeing and reporting back on the use of any grant awarded.

This will not affect the applicant organisation's ability to apply for the maximum annual grant available for its own purposes.

Please contact us if you have any queries about supplying the above supporting documents. Our contact details are in section 13 of this document.

#### **10. What will happen next?**

Once we have received your application (including all supporting documents) your application will be reviewed to make sure your request fits the funding criteria. We will contact you by email or phone if we have any additional questions. Your application will then be considered by a Citizens Panel who will decide if your application will be funded, in whole or in part.

**We will aim to email you the panel's decision within 8 weeks of the submission deadline.**

#### **11. Reporting on the use of your grant**

Once your grant has been paid, we will send you a link to your online end of grant report form. The form asks for details of how the grant was spent, what went well and any lessons you learned from the funding.

#### **12. Further guidance and support**

In addition to reading this document, please visit the Grants and Support page of our website at [www.quartetcf.org.uk/grants-support/](http://www.quartetcf.org.uk/grants-support/) where you can find:

- A guide to completing an application form which you can download and print
- Top tips for grant applicants – a short video on what to consider when applying

Also, within the Grants and Support section of our website you can find the following pages:

- 'Am I eligible for support' – providing further information on our eligibility criteria

- 'Help and Guidance (FAQs)'

### **13. Contact details**

If you need more information or wish to discuss your application before you apply, please contact:

The Philanthropy Team at Quartet Community Foundation by email

[applications@quartetcf.org.uk](mailto:applications@quartetcf.org.uk) or by phone 0117 989 7700. Our address is: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.

### **14. How we collect and hold your data**

The personal information collected via the application form is collected to solicit and process applications for grants from Quartet. All information is collected in accordance with the *Data Protection Act 1998 (DPA)*, and the *General Data Protection Regulations 2018 (GDPR)*. For further information, see our Privacy Policy at <http://quartetcf.org.uk/privacy-policy/>