**Coalfields Food Insecurity Response Fund Eligibility Guidance Notes**

Projects can apply for up to £2,500 and if successful, will be granted a Company Shop membership to maximise their purchasing power. The discounts offered means for every £10 spent, a project will typically get £30 in goods (if they purchased these goods directly from the retailer). So for a £2,500 award a project could receive goods up to the value of £7,500.

In addition to the Trust’s £50,000 commitment to the fund, Company Shop will value match any applications that deliver food provision for families and children. If your project supports these groups and is awarded £2,500 by us, Company Shop will commit an additional £2,500 to give you a project value of £5,000. This generous offer will help us to create a fund value of up to £100,000.

You can find the location of the Company Shop stores through the following link:
https://www.companyshopgroup.co.uk/our-locations/company-shops

It will be the responsibility of the project to select which store best suits its circumstances and this will enable Company Shop to set up the appropriate membership.

If a project requires bulk purchasing, Company Shop will provide weekly stock lists on request and arrange delivery for orders over £500 to the project address.

**What does the Coalfields Food Insecurity Response Fund pay for?**

This fund is solely available to pay for food and non alcoholic refreshment items for those in greatest need in the coalfields. If you are looking for funding for wider project costs then please look into our Coalfields COVID-19 Recovery & Resilience Fund. More information on this fund can be found here: https://www.coalfields-regen.org.uk/england/covid19-ccip-funding-support/

**Funding Available**

Applications can be made to the value of £2,500 (minimum £500). Successful projects will be sent e-vouchers to spend in Company Shop. This gives each project the flexibility to choose the items that best serves the needs of its community when they need it.

**Who can apply?**

In order to be eligible to apply you need to be a not for personal profit voluntary and community organisation, such as:

- Company limited by guarantee
- Registered charity
- Community interest company
- Charitable incorporated organisation
- Community benefited society
- Unregistered group with formal rules

Who:

Will be delivering a project in one of our eligible coalfield wards. A list of eligible coalfield wards can be found by here for [North West](#), [North East](#), [East Midlands](#), [West Midlands](#) and [Yorkshire](#).
- Has a governing document (i.e. a constitution or Memorandum & Articles of Association that includes an appropriate dissolution clause).
- Has its own annual accounts in the same name as the organisation name on your governing document and that these show unrestricted income below £250,000 (or turnover/total income below £250,000 where unrestricted income is not defined) and do not show an operational deficit OR if your organisation is less than 12 months old, please confirm you have a cash flow forecast for the next 12 months.
- Has its own bank account, which is in credit, in the name of your organisation/group.
- Is not a national organisation as defined in your governing documents and geographical coverage i.e. England, UK
- Has all the correct and appropriate policies and procedures in place and has appropriate insurance cover to deliver this project.
- Complies with UK food law and food will be stored appropriately and be safe to eat. If applicable, you will also be registered as a food business with your local authority, hold a food hygiene certificate and have staff that are appropriately trained in food hygiene.
- Hasn't received Trust funding to purchase food in the past 12 months.

How to Apply

An online application form is located on our website for you to complete. A link to the application form can be found at the bottom of this page.

Alongside the application form you will have to provide the following:
- Your organisation (or groups) governing document,
- Your last set of annual accounts (If your organisation is less than 12 months old, please attached a cash flow forecast for the next 12 months).

During the application process you have the ability to save and continue at a later date. If you choose to do this then please note we do not have access to the save link you are provided with, so please ensure you take a copy of the save link. We also recommend taking up the option to have the save link emailed to yourself.

If you want to view the questions before starting to see what you will be asked on the online application form, then please click here.

Monitoring and Feedback

At the end of the project we will ask for a short monitoring report on the number of beneficiaries, the outcomes achieved and a project case study.

Terms and Conditions

- Publicity must acknowledge The Coalfields Regeneration Trust and Company Shop support.
- The applicant must complete the Monitoring Form stating exactly how the food was used and what benefits were actually derived from the funding.
- The Company Shop e-vouchers received are only permitted. We will be monitoring how the stores e-vouchers are spent through spot checks on 10% of the projects funded. Should your
organisation be found to have spent their e-vouchers on ineligible items then you will be asked to repay the value of the ineligible items.

- Food and refreshments (non alcoholic) purchased through this award cannot be sold on at a cost, unless the food is ingredients used to prepare a meal which can then be charged for. Should your organisation be found to be selling the food items then your Company Shop e-vouchers will be frozen, any unused e-voucher credit will be returned to the Trust for reallocation, your Company Shop membership will be revoked and you will be asked to repay the value of the sold items.
- Projects must last for a minimum of two months.
- It is the responsibility of the organisation to ensure that any assets or activities resulting from the receiving of an award are properly insured and complies with UK food law.

Click here for the application form

Applicants will be informed of a decision on their application within 7 days of submission via the contact details you have supplied. All decisions made will be final.