#### **COMMUNITY FOOD HUBS GRANT**

#### **Terms and conditions**

#### About the fund

Hubbub wants to help Community Fridge Network members grow their impact and build resilient communities by supporting a cross-section of society to have access to healthy and sustainable food, food skills and stronger local food economies. This grant fund is offered to help fridges broaden their activities relating to cooking, growing, sharing and using surplus food that fits into one of four themes: skills, sharing, connecting communities, and growing.

### **Application timeline**

- Groups can apply from 9am Wednesday 7th May.
- The closing date for applications is 23.59 Monday 9<sup>th</sup> June.
- We will not be accepting applications beyond this deadline.
- Hubbub will inform successful and unsuccessful applicants by 4th July.

# **Eligibility**

## Who can apply?

- Community fridges who are already registered **members** of the <u>Community Fridge Network</u> coordinated by Hubbub. Please do not sign up to the network to apply for this funding.
- Community fridges who are open to the public.
- Community fridges who are the organisational type required to be part of the network.

#### Who cannot apply?

- Individuals or sole traders.
- Groups based outside the UK.
- Anyone applying on behalf of another group.
- Companies aimed at generating profits for private distribution.
- Faith-based organisations aiming to actively promote particular beliefs.
- Groups who register for the Community Fridge Network after the fund launches on 7<sup>th</sup> May.

# What if I have received other funding from Hubbub?

You can apply even if you have applied for or received Community Fridge Set Up funding or the Investment Fund.

If you have previously received Community Food Hub funding, you are eligible to apply, however in the interests of fairness we will give special consideration to groups who haven't received this funding yet.

#### Are there any deadlines for the fund?

Community fridges must have the food hub activity/activities up and running within six months of receiving the funding.

### **Project themes**

Funding is available for groups to deliver activities that fit within one or more of the following themes:

## 1) Learning new skills

Provide access to training and knowledge-building activities to upskill your community and raise awareness of how people can eat better for their pockets and the planet. This could include training and workshops on cooking or budgeting, or even how to set up a food surplus enterprise.

## 2) Sharing locally

Encourage neighbours to share rather than buy new and to create opportunities and build knowledge around ways to make the most of what people already own. This could include shared libraries of tools, cooking equipment, bikes, baby items etc., repair café events, and intergenerational mend and sew lessons.

### 3) Connecting communities

Support community cohesion and resilience and provide opportunities for their community to come together around food. This could include community meals, chatty cafés and cook and recipe sharing.

## 4) Giving it a grow

To support community growing and increase the amount of edible food grown and shared locally. This could include community gardens, edible greening, neighbourhood 'grow and watch' schemes, workshops, and skill and seed shares.

### What can the funding be spent on?

The funding must support a specific and discrete project, be additional to existing expenditure plans and not cover core operational costs. The funding should show in the organisations accounting as a restricted fund. The funding can go towards:

- Materials relating to the food hub activity e.g., cooking or food growing equipment.
- **Utilities** relating to the delivery of the project activity e.g., power or water.
- Staffing costs to cover the time spent planning and delivering the activity.
- **Display materials**, signage and information.
- Training for the activity delivery team such as food hygiene and safeguarding.
- Reasonable other expenses that enable you to get the activity off the ground.

#### How to apply

- The link to the application form will become available on <u>our main funding webpage</u> once the application window is open.
- If you are unable to complete a digital application or if you would like to request any reasonable adjustments to the application process please contact us directly at <a href="mailto:foodhubs@hubbub.org.uk">foodhubs@hubbub.org.uk</a>.

## **Key application conditions**

- Applications must be completed in English.
- If organisations run more than one community fridge, they may enter more than one application as long as they are **not for the same fridge**.
- Applications must not violate the **intellectual property rights** of any other person or entity.
- If an applicant has **deleted, lost, or damaged** an application, it is at Hubbub's discretion as to whether they may reapply. In this instance, please notify us via: <a href="mailto:foodhubs@hubbub.org.uk">foodhubs@hubbub.org.uk</a>.
- Such request will be **agreed at the sole discretion** of Hubbub. Proof of sending or submitting an application may not necessarily be deemed proof of receipt by Hubbub.
- A **collaboration** of organisations or partnerships can apply.
- Each applicant shall appoint a lead "representative" to represent it and act on its behalf, including
  registering and entering an application. The representative must be authorised to submit on behalf of the
  organisation.
- By submitting an application, organisations agree to **Hubbub's decisions** relating to the fund being final and binding. Hubbub reserves the right, at their sole discretion, to **disqualify** any applicant.

### What we are looking for in applications

- A **clearly defined activity** that sits under one of the themes and that you're passionate about running in your community.
- Evidence that you've thought through or taken some steps to understand who will take part.
- Evidence that this activity is something your community wants to see.
- Demonstration that you've taken some time to map out **how you will get your activity off the ground** and **who you will work with** to make it happen.
- A project with a **clear social element** e.g., not just a new kitchen but the cooking skills or community meals alongside it.
- A project with clear **environmental aims or ambitions.**
- A project which doesn't discriminate or exclude people.
- Willingness to capture and share the impact of the activity.
- Desirable: interesting, creative, unique, innovative ideas that make applications stand out.
- Desirable: projects that inspire simple, tasty, and planet-friendly eating habits.

#### Selection process

- From the pool of applications received, a panel of Hubbub staff will score and select the successful applicants.
- Hubbub will email all applicants with the outcome of their application before the 4<sup>th</sup> July.
- Successful applicants will then be contacted and offered a grant of £3,000.

We receive a lot of applications and many of them are for worthwhile projects which means we have to make some tough decisions around which projects we can fund. Our aim is to make sure grant funding is available to as many groups as possible in the network so will also assess the pool of applications against the following criteria:

- Geographical spread, ensuring areas lacking in projects are represented.
- A fair proportion of projects under each theme.
- A variety in the types of projects and audiences.
- A balance of older and newer community fridges.
- Whether or not the community fridge has previously received funding.

If successful, groups will be asked to complete a Letter of Agreement which includes:

- A written commitment from your organisation to deliver the project set out in the application.
- Details and signatures of the main contact(s) for the project and the finance lead.
- Food hygiene rating and food safety training certificate if you haven't previously submitted this.
- Bank details of the organisation.

Organisations will not be eligible to receive grant funding until they have signed their Letter of Agreement with Hubbub. An applicant will be deemed ineligible if:

- They refuse to provide further requested information and/or
- They are uncontactable for a period of more than 14 days during the application process

Hubbub reserves the right, at their sole discretion, to disqualify any applicant.

### **Impact reporting**

Hubbub requires recipients to complete:

- 6-month survey in January 2026.
- 2. 12-month survey in July 2026.

You will be notified when these are due. For both surveys, the key questions will be:

- What has gone well?
- What has not gone as expected?
- How many people attended the activities (approx. total).
- What difference has this activity made to your community and the people attending?
- Case studies.
- Photo upload.

### Mitigating circumstances

If a recipient of the funding encounters some unexpected difficulties which inhibit their ability to deliver the agreed project, please contact Hubbub at <a href="mailto:foodhubs@hubbub.org.uk">foodhubs@hubbub.org.uk</a> as soon as possible. A contingency plan will be agreed between Hubbub and the recipient e.g. a new food hub project which also fits within the four themes outlined above.

# **Privacy**

Any personal information collected from you when entering into this project is subject to the <u>privacy policy</u> <u>located here.</u>

#### **Contact us**

If you have any questions regarding these T&Cs or this grant fund, please email us at foodhubs@hubbub.org.uk.