

April 2024



# Food Hubs

## Application Handbook

**COMMUNITY  
FRIDGE**  
*Network*



Registered charity no. 1158700

# Welcome

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This is your comprehensive handbook to guide you through the Community Food Hub Grant Fund.

This fund is for UK-based community fridges to develop a food hub activity and has been developed in partnership with Starbucks UK.





# Contents

- The story so far
- Key information
- Application process
- Application guidance
- What happens if you're successful?

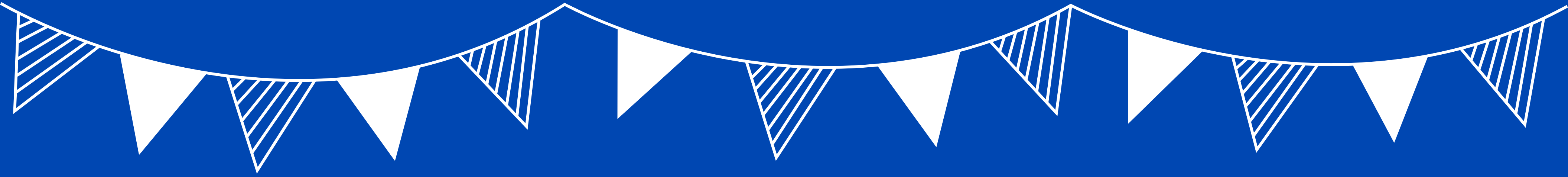
## The story so far

In 2020, a survey of the Community Fridge Network found there was huge appetite for volunteers to create their own local food-themed initiatives. More unfamiliar vegetables were often left behind at the fridge so volunteers wanted to build confidence around cooking from scratch to help make food go further.

There was also a growing need for a social space for events and get-togethers to help address social isolation. Volunteers were brimming with ideas but didn't necessarily have the time or resource to make them happen.

In comes community food hubs, Hubbub's way of allowing this evolution in the network to flourish. Over the past three years, we have supported 150 food hub projects across the network.





# Key information

# Who is eligible?

## Who **can** apply?

- Community fridges who are registered **members** of the **Community Fridge Network** run by Hubbub.
- 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.

## What if I have applied for/received **other funding** from Hubbub?

Community fridges **can** apply even if they have applied for or received other funding from Hubbub.



# Project themes

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



## 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, events related to cooking, growing, budgeting, workshops, or even how to set up a food surplus enterprise.



## Affordable food

**Supporting collaborative purchasing and/or local food retail**

To develop new local forms of food retail; collaborative purchasing or local production.

**This could include:** Food co-operatives, food box schemes, fruit and vegetable stalls, meals on wheels.



## Community connection

**Support community cohesion and resilience**

To provide opportunities for their community to come together around food.

**This could include:** Community meals, chatty cafes and recipe sharing.



## Growing

**Increase the amount of food grown locally**

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, skill and seed shares.

# What is the funding for?

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 on:

- **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
- **Volunteer** expenses
- **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





# Is this funding for me?

Not all community fridges will be ready to start a food hub activity. It's important to consider if you have the team resource and the right permissions and setup at your location to run this type of activity, especially for outdoor growing activities.

Carefully consider the following before applying:

- Do you currently have enough **volunteers** to run the community fridge?
- Can you get the activity up and running within **six months**?
- Do you need **planning** permission?
- Have you sought **permission** from the landlord or local authorities?
- Have you spoken to someone with the **expertise** and interest in delivering the activities e.g. gardeners, chefs?

This funding is not for:

- **Core costs** not related to the activity.
- **Building renovations.**
- **Equipment** e.g. a fridge or new technology.
- **Buying food** for the community fridge, becoming a food bank or delivering emergency food parcels (see [Trussell Trust for more info.](#))



# What's included?

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Successful applicants will receive:

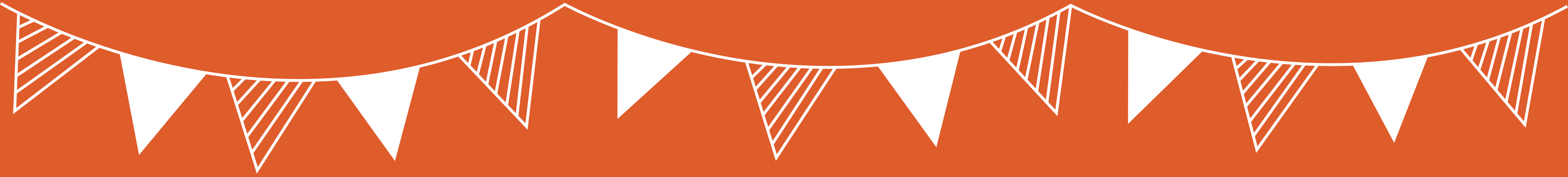
- **£9,000 in grant funding** in June/July 2024
- Opportunities to learn from and share with other food hubs in '**food hubble**' peer groups
- **A newsletter** with opportunities and news from the network
- **Bespoke workshops, training, webinars** tailored to food hubs' needs
- Option for professional **photography** (like the beautiful snaps in this handbook!)



# Timeline

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Timings	Detail
April 2024	<ul style="list-style-type: none"><li>• <b>1st of April</b> - Applications open on the <a href="#">funding webpage here</a>.</li><li>• <b>30<sup>th</sup> of April</b> - Applications close at midnight.</li></ul>
May 2024	<ul style="list-style-type: none"><li>• Applications are assessed against the <b>eligibility criteria (see page 15)</b>.</li><li>• The panel will create a <b>short-list</b> of applicants who may be asked to supply further information.</li><li>• The final <b>50 projects</b> will then be chosen.</li></ul>
June 2024	<ul style="list-style-type: none"><li>• Hubbub will email all applicants with the <b>outcome</b> of their application before the <b>14<sup>th</sup> of June</b>.</li><li>• Successful groups will be asked to submit their <b>onboarding documents (see page 18)</b>.</li><li>• Once complete, successful groups will receive <b>£9,000 in funding</b> in June or July 2024.</li></ul>
Dec 2024	<ul style="list-style-type: none"><li>• Food hubs complete <b>6-month survey</b>.</li></ul>
June 2025	<ul style="list-style-type: none"><li>• Food hubs complete <b>12-month survey</b>.</li></ul>



# Applications

# Our principles

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Hubbub is signed up to **IVAR's Flexible Funding** commitments. That means we fund in an open and trusting way, to make life easier for people who apply for and receive our grants. Everything we do should be accessible, transparent and collaborative. [Read more here.](#)

Hubbub are committed to **diversity and inclusion**. We offer funding equally across all areas and will assess all applications on an individual basis, with each being reviewed on **merit and suitability only**. We will make sure that no applicant receives less favourable treatment (either directly or indirectly) on the grounds of:

- Age
- Disability
- Gender or gender reassignment
- Marriage/Civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sex or sexual orientation (the protected characteristics)

If you'd like to ask for any **reasonable adjustments** to remove any barriers to your application, then please get in touch at [foodhubs@hubbub.org.uk](mailto:foodhubs@hubbub.org.uk).



# How to apply

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Here is the application form

## Step 1 – Write your answers

- Read the application questions beforehand.
- We strongly recommend you write up your answers first in your own document before submitting them to the Jotform.
- Note the word count and guidance on what we are looking for in your response.
- Unfortunately, the Jotform application form does not allow you to save your progress as you go.

## Step 2 - Review your answers

- Please ensure your answers are brief and clearly expressed.
- Check for accuracy and typos, especially the email address.

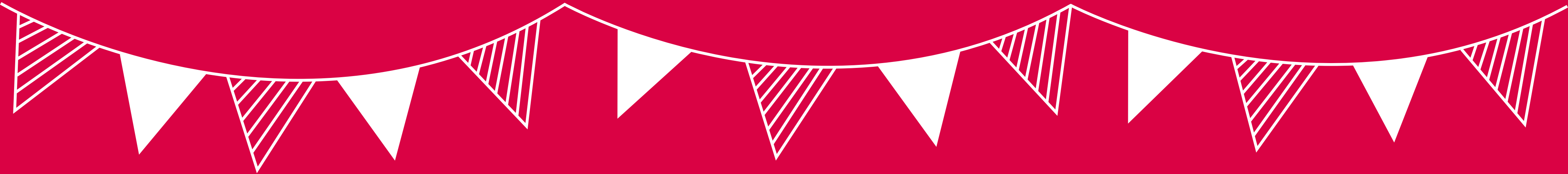
## Step 3 - Submit your answers

- When you're happy, copy over your answers to the Jotform application form.

## Step 4 - Keep a record

- A copy of your answers will be sent to the email address supplied in the form.





# Application guidance

# What we're looking for

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## How we assess each application

- A **clearly defined activity** that sits under one of the four 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.
- Demonstration of how the £9,000 will be spent to **maximise social and environmental impact**.
- 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.

## How we assess the whole pool of applications

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





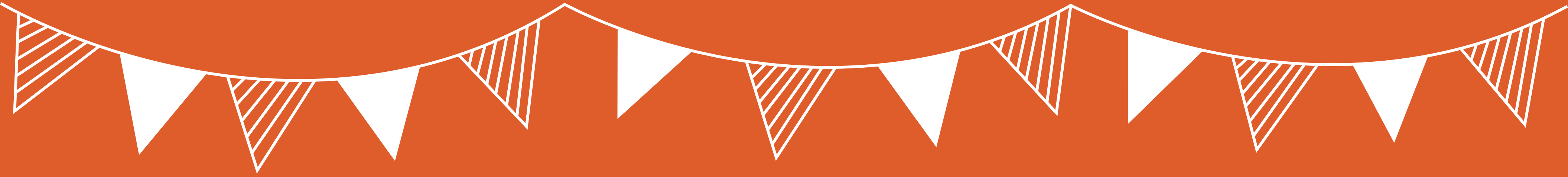
# What we're looking for

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In previous grant funds, these were the most common reasons why an application lost marks:

- The activity proposed **doesn't meet the criteria** for this funding.
- It is **not clear enough what the activity is** and how it would be delivered e.g. mentioning many activities so it was unclear what this funding would go towards.
- There was an **inconsistency in answers:** e.g., costs allocated in budget didn't match the description of the food hub activity.
- Budget **did not include costings**, was significantly less than the grant or did not use the funding in the most cost-effective way.
- It wasn't clear that **the community needed or asked for** the specifically chosen project.
- It is not clear how the project will work alongside and/or appears to replace the **existing community fridge**.





**What happens if you're  
successful?**

# Successful applicants

Hubbub will contact the email address on the application form with the final decision before the **14<sup>th</sup> of June**.

If successful, groups will be asked to complete:

- **Letter of Agreement** with Hubbub committing to deliver the project set out in the application.
- **Due Diligence** with the details and signatures of trustees/directors or finance leads within the organisation.
- **Registration form** to confirm main points of contact and submit a bank statement displaying the account details of the organisation.

Once complete, successful groups will receive **£9,000** in funding to run their food hub activity.

An applicant will be deemed ineligible if they refuse to provide further requested information and/or are uncontactable for a period of more than 14 days.



# Impact reporting

Hubbub requires food hubs to complete two simple steps:

1. **6-month survey** in December 2024
2. **12-month survey** in June 2025

You will be notified when these are due. For both surveys, the 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?
- Space to share **case studies**
- Space to upload **photos**



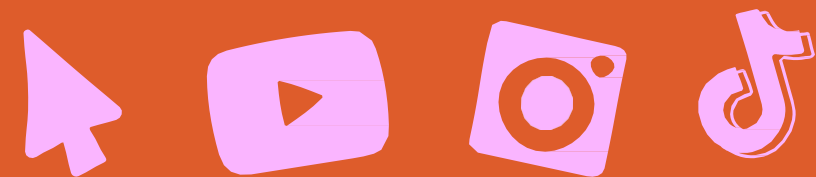
# Recap

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Key timings	Detail
1 <sup>st</sup> April 2024	Applications open on the <a href="#">funding webpage here</a> . Here is the <a href="#">application form to complete</a> .
30th April 2024	Applications close at 23.59.
14 <sup>th</sup> June 2024	Hubbub will email everyone with the outcome of their application by this date.
June/July 2024	Winners receive funding on completion of documents.
July 2024-April 2025	<ul style="list-style-type: none"><li>• Projects get underway!</li><li>• 6-month and 12-month survey.</li><li>• 'Food hubble' peer groups, newsletter and bespoke support.</li></ul>

# Thank you

[foodhubs@hubbub.org.uk](mailto:foodhubs@hubbub.org.uk)



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