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| **Food for Thought Education Fund - Phase 11****FY 2024 – 2025****Application Form**The **aim** of the fund is:**To provide progressive, high quality learning experiences in food education which build sustainability and capacity for future development.**Please read the ‘Guidance’ (link provided on the website) before completing the application form. |
| **Name of Local Authority:**i.e., where establishments are either a **Local Authority** primary school, secondary school or ELCC  |  |
| **Name of Establishment:** i.e., an **independent** ASN school or an **independent** ELCC (which is in partnership with their local authority) |  |

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| **Level of Grants** | Funding awards will be **up to** **£3,000\*** per individual project. When applying as a cluster or associated group of establishments, **each establishment** must be *named* on the form. Please note we can’t accept bids involving a combination of public and non-public establishments. With regard to Cluster bids, in this instance more than £3000\* can be requested and the breakdown of that shown clearly in the form**.** It may not be possible to fund every element of each successful application. The total amount awarded will be subject to budget availability and adherence to the aims of the fund. |
| **Eligibility** | **Public Bodies**The fund allows Local Authority primary schools, secondary schools and Early Learning and Childcare Centres to apply for grants of up to £3000. **Non-Public Bodies**Independent ELCCs **which are in partnership with their local authority** and Independent ASN schools are also eligible to apply for grants of up to £3000.**PLEASE READ GUIDANCE NOTES FOR FULL DETAILS**. |
| **Number of establishments involved in the bid** |  |
| **Name of Establishment(s) involved****(if cluster bid, include *all* establishment names)** |  |
| **Application completed by (name)** |  |
| **Deadline for Applications** | **To arrive no later than 12 noon on Thursday 27th June 2024*** If any sections are incomplete, this will impact on the assessment of your application.
* **Please return the completed application form as a Word attachment by email** to foodforthought@educationscotland.gov.scot
* Please do not send your application as a link to a secure file in GLOW.
* Supporting documents are not required.

Please ensure that you retain a copy of the application form for your own records. |
| **Period of Fund** | Successful applicants will receive notification of funding by the **second week of August 2024.** Project activities should take place between **September and December 2024** and final reports should be submitted by **end of** **January 2025.** |
| **Please email your application to:** | **FoodforThought@educationscotland.gov.scot****Please note – the end of the email address is *scot* not uk** |

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| **SECTION 1: ABOUT YOU** |
| Please give the name and contact details of the person within your establishment/ school who will deal with this application, all correspondence relating to it and the management of the Food for Thought Fund. The person named here must be authorised to answer all queries and to sign all paperwork relating to this application and be responsible for the overall management and co-ordination of the project. The named person should also be the first point of contact for Education Scotland. | Name: |
| Position:  |
| Establishment/School:  |
| Address: |
| Postcode: |
| Direct Telephone:  |
| Mobile: |
| Email: please check that it is accurate  |
| Please re-enter your email address: |
| 1. Has your establishment received Food for Thought Funding in the previous phases shown? Please tick all that apply:
 | Phase 7 🞏 (2019/20) Phase 8 🞏 (2021/22) Phase 9 🞏 (2022/23) Phase 10 🞏 (2023/24) **Not Applicable** 🞏 |

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| **Fair Work First**[Fair Work First](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/1/) is the Scottish Government’s policy for driving good quality and fair work across the labour market by applying specific criteria to grants (and other funding and contracts), being awarded across the public sector. **Fair Work First is applicable to all employers**. It is a mandatory requirement that organisations receiving public sector grants will need to pay at least the real Living Wage and provide channels for staff to have a say in the workplace.If your establishment is **not a public body**, you are required to confirm below that your establishment:1. pays workers at least the real Living Wage;
2. provides appropriate channels for effective workers' voice, such as trade union recognition;
3. can demonstrate compliance of points 1 and 2 above in line with guidance found [here](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/11/).

For successful applications, points 1 and 2 above will be included in the grant funding offer terms and conditions that you will receive, along with the requirement for completion of a [short survey](http://saltire/_layouts/15/download.aspx?SourceUrl=%2FDocuments%2FFinance%2520documents%2FFair%2520Work%2520First%2520survey.docx&FldUrl=&Source=http%3A%2F%2Fsaltire%2Fmy-workplace%2Ffinance%2FPages%2FApplying-Fair-Work-First-to-grants.aspx) to monitor the impact of Fair Work First and the benefits achieved.More information on the importance of Fair Work can be found [here](https://www.fairworkconvention.scot/the-fair-work-framework/).**Non public bodies** who do not complete this section will be deemed non-compliant and the application will not be considered further.Public Bodies, i.e., a Local Authority primary school, secondary school or ELCC applications, do not need to complete this section. |
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| **SECTION 2: MAKING LINKS**  |
| Projects should deliver the aim of the Food for Thought Fund: *To provide progressive, high quality learning experiences in food education which build sustainability and capacity for future development.*In Phase 11 we would also like bids to address one or more of the following :* to increase awareness of the Love Food, Hate Waste campaign. <https://scotland.lovefoodhatewaste.com>;
* to increase children and young people’s experiential farm to fork learning through farm links or visits, when such visits are allowed.

 <https://www.rhet.org.uk>* to encourage establishments to link with at least one business / community partner to help address skills for learning, life and work.

Establishments will be able to seek help from the organisations shown above if required but may already have their own links and partnerships in place. Note - Assistance for bus travel to farms may be available from RHET. Please do not include bus travel in your Food for Thought budget.**Please tick any themes, initiatives and Scottish Government guidance below which will relate to your project :** |

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| [Food Summary Page](https://education.gov.scot/improvement/learning-resources/hwb42-food-education-summary). Includes skills progression using the Es and Os and the Benchmarks.  |  |
| [Love Food, Hate Waste](https://scotland.lovefoodhatewaste.com/) |  |
| [Farm Visits](https://www.rhet.org.uk) (Royal Highland Education Trust) |  |
| [Inequity/attainment gap](https://www.gov.scot/policies/schools/pupil-attainment/) |  |
| [Good Food Nation: Scotland's National Food and Drink Policy](https://www.gov.scot/policies/food-and-drink/good-food-nation/) |  |
| [A healthier Future – Scotland’s Diet and Weight Delivery Plan](https://www.gov.scot/publications/healthier-future-action-ambitions-diet-activity-healthy-weight-consultation-document/) |  |
| [Helping parents with food and eating](https://www.parentclub.scot/topics/food-eating) |  |
| [Better Eating, Better Learning](http://www.scotland.gov.uk/Resource/0044/00445740.pdf): new context for school food, follow up to Hungry for Success  |  |
| [Beyond the School Gate:](http://www.scotland.gov.uk/Resource/0044/00449317.pdf) improving food choices in the school community  |  |

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| **SECTION 3 : ABOUT YOUR PROJECT** |
| Please give a **50 word summary** of your project Please note that we may use this wording in reports and in press releases, so it should be a concise statement of your proposed plans. |  |
| Please give an overview below of your plans, school-based activities and deadlines, with reference to Section 2. (a timeline can be very helpful). You may go to a second page for this section.Please refer to the guidance Section 5 below on how we will assess your application. |
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| **SECTION 4: YOUR PROJECT BUDGET** |
| Please include a breakdown of costs. Consider how you intend to ensure the fund will build a legacy for food education in your school. *Please refer to the guidance notes for information on ineligible items.*Rows may be added if necessary. **PLEASE NOTE LIMITED OR NO DETAIL MAY RESULT IN YOUR APPLICATION BEING UNSUCCESSFUL**. |
| **Detail** | **Amount** |
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| **Food for Thought Total Expenditure (receipts for items of £500 or more, must be retained)** | **£** |
| Any additional Income | £ |
| **Total Project Expenditure** (receipts for items of £500 + must be retained) | £ |

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| **SECTION 5: How will we assess your application? For information – please don’t complete** |
| Criteria | Score(0-4) | Weighting(1-5) | Max Score available |
| 1) How well does the bid provide progressive, sustainable learning experiences in food education, allowing learners to develop their knowledge and skills and build capacity for future learning? |  | 5 | 20 |
| 2) How well does the bid engage with the main themes including waste reduction, farm to fork learning and developing young workforce? |  | 4 | 16 |
| 3) How well does the bid represent value for money? |  | 3 | 12 |
| 4) First Time Funding? (see table below) |  | 2 | 8 |
| **Total**  |  |  | **56** |

Criteria 1 – 3 will be scored using Table A. Criteria 4 will be scored using Table B.

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| **TABLE A** |
| 0 | Unacceptable | Nil or inadequate response. Fails to meet the requirements. |
| 1 | Poor | Response is partially relevant but generally poor. The response addresses some elements of the requirements but contains insufficient/limited detail. |
| 2 | Acceptable | The response addresses a broad understanding of the requirements but may lack details on how they will be fulfilled in certain areas. |
| 3 | Good | The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. |
| 4 | Excellent | The response is comprehensive, unambiguous and demonstrates a thorough understanding of how the requirements will be met in full.  |

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| **TABLE B** | **First time funding** |
| 0 | No |
| 1 | n/a |
| 2 | n/a |
| 3 | n/a |
| 4 | Yes |

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| **SECTION 6: YOUR STATEMENT AND SIGNATURE** |
| **Before submitting your application, please ensure that you have:*** answered all sections and questions
* *not* submitted a copy of a previous application
* *not* submitted the same application as another establishment
* **signed the form using a digital signature i.e. a scan or photo of your written signature**
 |
| If you are successful, we will inform you by email **by the** **second week of August 2024** (We will also contact all unsuccessful establishments by email by the second week of August.) **Local Authority:** where establishments are either a Local Authority primary school, secondary school or ELCC -The grant funding offer letter will be issued to your local authority **by the end of August 2024.** When Education Scotland are in receipt of the completed claim form and relevant schedules required, from your local authority**, the funding will be transferred to your local authority,** where schools will then be able to download their allocated funding so that projects can begin**.** **Independent:** where you are an independent ASN school or an independent ELCC (which is in partnership with your local authority -The grant funding offer letter will be issued directly to your establishment by the end of August 2024. When Education Scotland are in receipt of your completed claim form and relevant schedules required, the funding will be transferred to you.Once we have awarded a grant we cannot give any more funding for the project. |
| **Monitoring and Evaluation of your Grant**We need to monitor your grant so that we can account for how you have used our funds. This will be ongoing throughout the duration of the project and will contribute to the final project report. Please note that we will ask you for an end of project evaluation report and completion of the SG Fair Work First survey by the **end of January 2025**  |
| **Publicity**Information on grants awarded may be made public by Education Scotland.Images submitted in support of your application may be stored electronically by us. If we later seek to use these for publicity purposes, we will contact you in order to obtain permission to do so. |
| **Complying with Conditions of Grant**You must keep to the grant conditions shown in both our offer letter and any accompanying documents. In particular: * you must not make changes to your project without notifying us first
* you must carry out your project in line with the timescales given in your application, and within the time limits shown in our offer letter, It is very important that you let us know about any delay or difficulties in keeping to the conditions so that we can give advice and help as necessary
* you will be required to acknowledge our funding in any publicity relating to this project
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| **Your Statement*** I confirm that all the information in this application is true and correct.
* I confirm that I am happy for you to provide copies of this form to any person or organisation you need to consult about this application.
* I note that any grant awarded will be subject to standard and specific conditions.
* I confirm that I have the power to accept the grant under conditions you set and to repay the grant if we do not meet them.
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| **Name** |  |
| **Position** |  |
| **Digital Signature** |  |
| **Date** |  |
| Submit application by email to FoodforThought@educationscotland.gov.scot**Note the email address ends in ‘scot’ not ‘uk’** |