

Food for Thought: Education Fund Phase 9 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' before completing the application form

Name of Local Authority (or indicate if Independent)	Highland Council
Level of Grants	<p>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. In this instance more than £3000* can be requested and the breakdown shown clearly in the form.</p> <p>It may not be possible to fund every element of each successful proposal. The total amount will be subject to budget availability and adherence to the aims of the fund.</p>
Eligibility	<p>Applications are invited from practitioners in early learning and childcare settings, schools/clusters/associated school groups across Scotland. NB: We will accept one application per establishment or cluster. Note - ASN schools in the independent sector are also eligible to apply.</p> <p>PLEASE READ GUIDANCE NOTES FOR FULL DETAILS.</p>
Number of establishments involved in the bid	1
Name of Establishment(s) involved (if cluster bid, include <i>all</i> establishment names)	St Clements Special School
Application completed by (name)	Alison Duncan
Deadline for Applications	<p>To arrive no later than 12 noon on Wednesday 22nd June 2022</p> <ul style="list-style-type: none"> • If any sections are incomplete, this will impact on the assessment of your application.

	<ul style="list-style-type: none"> Only return the completed application form. Supporting documents are not required. <p>Please ensure that you retain a copy of the application form for your own records.</p>
Period of Fund	Successful applicants will receive notification of funding by the first week of August 2022 . Project activities should take place between September and December 2022 and final reports should be submitted by end of January 2023 .
Please email your application to:	<p>Email: FoodforThought@educationscotland.gov.scot</p> <p>Please note – the end of the email address is scot not uk</p>

SECTION 1: ABOUT YOU	
Local Authority:	Local Authority (or state if Independent): Highland Council
<p>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.</p> <p>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.</p>	Name: Alison Duncan
	Position: Class Teacher
	Establishment/School: St Clements Special School
	Address: Tulloch Street, Dingwall
	Postcode: IV15 9JZ
	Direct Telephone: 01349 863284
	Mobile: 07725948672
	Email: alison.duncan@highland.gov.uk
	Please re-enter your email address: alison.duncan@highland .gov.uk
Has your establishment received Food for Thought Funding previously? Please tick all that apply:	Phase 5 <input type="checkbox"/> (2017/18) Phase 6 <input type="checkbox"/> (2018/19) Phase 7 <input type="checkbox"/> (2019/20) Phase 8 <input type="checkbox"/> (2021/22) n/a <input type="checkbox"/>

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 9 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>;
<https://www.zerowastescotland.org.uk/food-waste/teaching-resources>
- 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.
<https://www.dyw.scot/>

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 :

Food Summary Page . Includes skills progression using the Es and Os and the Benchmarks.	X
Love Food, Hate Waste	X
Farm Visits	x
Developing the Young Workforce .	x
Inequity/attainment gap	X
Good Food Nation: Scotland's National Food and Drink Policy	
A healthier Future – Scotland's Diet and Weight Delivery Plan	X
Helping parents with food and eating	
Better Eating, Better Learning : new context for school food, follow up to Hungry for Success	
Beyond the School Gate : improving food choices in the school community	

SECTION 3 : ABOUT YOUR PROJECT	
<p>Please give a 50 word summary of your project</p> <p>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.</p>	<p>Our Grow, Cook, Eat, Learn project aims to support our pupils with ASN, to expand their food horizons and improve their life skills through exploring, tasting and cooking simple, healthy meals. The programme will culminate in a school cooking week, whereby pupils will serve a menu designed, sourced and cooked by them.</p>
<p>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.</p>	
<p>Children with Additional Support Needs (ASN) frequently have a very limited diets and will often only eat a very narrow range of foods. It is estimated than 9 out of 10 children with autism will have some form of eating disorder. Some children will have such aversion to food that their diet will consist of only one item.</p> <p>During lunch times much of the food is thrown away with the children often only eating one part of the lunch. The food is discarded with the general waste and none is composted. Discarding the food into the general waste bin also contributes to a lack of awareness of the impact of food waste and disposal on the environment.</p> <p>Selective eating is apparent across the wider school day with snack items focusing on highly processed, sugary food. Children with ASN can find it difficult to cope with change and uncertainty. Processed food offers a level of consistency which is impossible to obtain from fresh produce; an apple can be hard, soft, sweet, sour or rotten whereas a chocolate bar is the same every time. Helping children understand and tolerate change is a significant part of the work of special schools and when children learn to eat new foods they are becoming more open to change and new experiences.</p> <p>In addition to aversion to particular food groups children can also exhibit restrictive mealtime behaviours that can contribute to parental anxiety when eating out with their child. St Clements School wants to equip each of our pupils with the knowledge, skills and confidence to make braver and healthier choices which support them both at school and at home.</p> <p>St Clements is a special school for 3-18 years olds in Dingwall, Highland. We currently have 56 children with the role increasing. Our classes are small and are supported by a high ratio of adults to pupils which allows us to help the children reach their full potential. We work collaboratively across the school and across age groups. Older children relish the opportunity to pass skills on to younger pupils. We plan to adopt this project as a multi-disciplinary and cross class strategy where older children have the opportunity to demonstrate the skills they learn and support each other.</p> <p>Our canteen cooking area and senior stage pupils are located in a Victoria era school building. There is one cooker available for use and it is located at the back of the canteen area so is difficult to demonstrate cooking skills so all pupils can see. The hob is at worktop height so not safely accessible for wheelchair users or shorter pupils. It is proposed to purchase a mobile cooking trolley which would be used at the same time as the school cooker to maximise visibility and accessibility.</p> <p>Life skills, particularly cooking, are vital skills for all children. It is particularly important to teach and support children so that they not only have the knowledge but also have the belief that they can do things themselves. Learned helplessness is common among children and adults with ASN as it is</p>	

normally easier and quicker for parents and carers to do things for the young person and so over time, the young person does less and less themselves. Here at St Clements School, we believe everyone should be encouraged to do what they can themselves but this can often require specialised equipment which is expensive. We plan to purchase sufficient adapted cooking equipment to support all children in the school to learn to cook.

The **Grow, Cook, Eat, Learn** project intends to widen our pupil's dietary horizons in four main ways:

- Grow –
 - We will plant and grow a small number of seasonal vegetables such as peas, courgettes and fruit trees. The small community garden space next to the school will be used to plant two apple trees and the flowering and fruiting cycles will be integrated into class learning. Any apples which develop will be picked and shared.
 - We will also build 2 raised bed areas, one in the junior and one in the senior playgrounds. These will be used to grow on young seasonal edible plants. Staff and friends of the school have volunteered to build and fill the raised beds. *August – September 2022.*
 - Pupils will investigate seasonal vegetables in their classes and will vote on which vegetables to plant. *August – September 2022.*
 - The school propose to incorporate one or more farm visits via the Royal Highland Educational Trust programme and are trying to arrange speakers to come to school to ignite our pupil's enthusiasm for farming. *Proposed dates TBC.*
- Taste –
 - We will regularly buy and try a variety of different fresh food stuffs by taking trips to our local greengrocer to choose a different vegetable or fruit to cook or eat. Pupils will regularly visit the grocers or supermarket and record the vegetables they see. Each class will decide what to buy and will taste it in class. Tasting sessions will be incorporated into the culinary programme where classes will cook and sample what they make. *August 2022 – June 2023.*
 - Tasting of unfamiliar foods will also be carried out via a structured food exposure programme. This gradual introduction of fresh produce will build children's resilience to unfamiliar foods. *August 2022 – June 2023.*
- Cook –
 - The project lead will develop a cooking programme which will incorporate videos, symbolised instruction sheets, special skills lessons and cooking sessions with each class. *July – August 2022.*
 - Pupils will be supported to choose specific dishes to cook and will budget and shop for the ingredients. Using specialised adapted equipment the children will prepare and cook the dishes learning hygiene and culinary skills as the terms progress. *September 2022 – June 2023.*
 - In order for each class to continue these cooking sessions one person per team is required to hold a Food and Hygiene Certificate. To ensure classes are adequately covered it is proposed to train 2 staff per class in this. *August – September 2022.*
 - A parent who is a chef has offered to join us during some cooking sessions to showcase particular skills and to talk about his job. A staff member also has a relation who is also a chef who has also offered to come in. *Dates TBC.*
- Learn –
 - Pupils will create a menu and invite significant adults in to school for a Cook It Up day where they will prepare and serve a dish showcasing the skills they have learned over the year and join their adult in eating it. *May 2023 – June 2023.*
 - In addition to learning cooking skills, pupils will over the course of the project, also film short instructional videos which will be posted on the school's social media channels to inspire others to try cooking. *Project lifetime.*
 - Classes will also contribute to a St Clements Cooks! cook book which will include all our favourite tried and tested recipes. The recipe book will have a 'how to' section where we show how anyone and everyone can get involved. *Project lifetime, proposed publish date May/June 2023.*

Making an Impact

Incorporating pupil voice in every step of the project ensures we will develop something which will have a long lasting impact. Pupils and parents will be able to refer to the videos online or the cook book to involve their child in cooking at home. Seeing their child safely using adapted kitchen tools will give parents and carers the confidence to cook more ambitious dishes with their child which will in turn immerse the child in the whole cooking and eating process, broadening their experiences and applying the skills they learn in school to real life environments.

Carefully maintaining the adapted cooking equipment will ensure that the cooking programme can continue and grow year on year, ensuring that multiple intakes can benefit.

The St Clements Cooks! book will be available to download from our school website and the videos will be available on our school website (subject to the necessary permissions).

Inviting our parents/ carers to join their children in a meal prepared by the child will showcase the skills and abilities they are learning. Supporting our parents/ carers of children with special needs to see what their child can do rather than focus on what they cannot is a vital part of connecting with our wider school community and will create an impact which will follow the child beyond school and into adulthood.

Having the support to be independent is vital. Our **Grow, Cook, Eat, Learn** project will empower our young people to realise that they can do it now and for the future.

SECTION 4: YOUR PROJECT BUDGET	
<p>Please include a breakdown of costs. Consider how you intend to ensure the fund will build a legacy for food education in your school. <i>Please refer to the guidance notes for information on ineligible items.</i> Rows may be added if necessary.</p> <p>PLEASE NOTE LIMITED OR NO DETAIL MAY RESULT IN YOUR APPLICATION BEING UNSUCCESSFUL.</p>	
<u>Detail</u>	<u>Amount</u>
Food standards training courses for 2 staff members per class @ £10 per certificate	£120
Materials for building raised beds (wood, screws)	£250
Compost to fill 2 raised beds	£100
Construction of raised beds (2 day 4 volunteer staff and parents)	Voluntary time
Purchase of young vegetable plants	£50
Purchase of 2 mature fruit trees	£140
Purchase of specialist cooking equipment for people with disabilities including adapted cutlery and cutting/rocking knives, adapted graters and grating boards, angled measuring jugs, adjustable cooking tables for wheelchair users, spiked chopping boards with safe knives, multi-use adapted spatulas, pot pickles (to hold pots still on the cooker), non-slip anchor pads and bowls, digital scales, kettle tipper, good grip peelers, plate guards, blender and big mack switch system, junior and senior pupil sized aprons.	£1000
Mobile cooking work station (lower height for safer access for smaller children)	£1,320
Development of culinary programme including curriculum programme, laminated recipe and instruction sheets, lesson plan and supporting skills sessions (teacher time over summer)	Voluntary time
Parental voluntary cooking contribution of £10 per child per term	Unknown
Regular taste purchases and Cook It Up day ingredients	Pupil council / school funds
Tripod stand to hold class ipads and/or phones to film skills videos 2 @ £30 each	Pupil council funds
Microwave and small trolley	Pupil council / school funds
Food for Thought Total Expenditure (receipts for items of £500 or more, must be retained)	£2,980
Any additional Income	£
Total Project Expenditure (receipts for items of £500 + must be retained)	£2,980

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.

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.

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

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 if possible i.e. a scan of your written signature**

If you are successful, we will inform you by email **by the first week of August 2022** and the grant letters will be issued to authorities **by the middle of August 2022**. (We will also contact all unsuccessful establishments by email by the first week of August.) On receipt of the correctly completed funding letter from your local authority, **funding will then be transferred to the local authority**, where schools will then be able to download their allocated funding so that projects can begin. 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 by the **end of January 2023**

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

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.

Name	Alison Duncan
-------------	---------------

Position	Class Teacher
-----------------	---------------

Digital Signature	
--------------------------	---

Date	21.6.22
-------------	---------

Submit application by email to FoodforThought@educationscotland.gov.scot

Note the email address ends in 'scot' not 'uk'