

## Connect Local Regional Food Fund Application Form Questions

This document lists all questions contained in the on-line application for you to consider before commencing an application.

### Please Note:

- This application form should be completed and submitted online. You will be able to complete your application in stages over time and save your form as you go along if required.
- Please follow the [Guidance Notes](#) to help you complete the form.
- If there is any doubt about eligibility please email [Connect Local](#) or speak to a member of the [Connect Local team](#).

The Regional Food Fund (RFF) is to support initiatives and projects in Scotland which celebrate and promote locally sourced and produced food and drink, in line with the priorities of [Ambition 2030](#), including the aspirations of the Scottish Food Tourism strategy. The fund is for collaborative projects where groups of producers and food & drink businesses benefit from these initiatives. The fund will allow for support to food and drink producers, regional groups and networks, including farm retail and local food events where traditionally funding can be hard to find. In particular it is hoped that the funding will help new support initiatives in their early stages but which will deliver benefits over the long-term. This recognises the importance of collaboration to Scotland's food and drink progress to date. This is a competitive fund and it is not guaranteed that you will receive funding.

<b>Project Title</b>
<b>Project Manager (individual)</b>
<b>Producer group/network, community group, individual business, other</b>
<b>Total cost of your project £</b>
<b>RFF funding applied for£</b>

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## Section One - Contact Details and Project Management

- 1) Please give the name and contact details of the person within the group / network / community who will deal with this application, all correspondence relating to it and the management of the Regional Food Fund grant.

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 The Regional Food Fund.

<b>Named contact (Project Manager)</b>
<b>Position within project / network / community</b>
<b>Address</b>
<b>Postcode</b>
<b>Telephone Number</b>
<b>Mobile Number</b>
<b>Email</b>

## Section Two - Project Description

- 2) Please describe your project.

<b>Project Description (200 words):</b>
<b>Project Objective(s):</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>How will this project :</b> <ul style="list-style-type: none"><li>• Celebrate and promote locally sourced and produced food and drink?</li><li>• Fit with the priorities of Ambition2030?</li><li>• Support Food Tourism?</li><li>• Demonstrate collaboration?</li><li>• Other?</li></ul>

- 3) Please state when activities supported by this funding will take place.

Be aware that funding should only be sought if it is to be used within 12 months of the application submission date.

<b>Activity</b>	<b>Date</b>

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- 4) **Project Outcomes.** Given what we are looking for, please **outline how you will measure the outcomes of your project** and evidence progress (KPIs) made in relation to the principles of the scheme and the criteria of the Regional Food Fund.

Outcome	Measurable KPIs
Outcome 1:	
Outcome 2:	
Outcome 3:	
Other outcomes and KPIs if necessary	

Please note that we will evaluate the outcomes from a national perspective at the end of the funding period and further information may be required. Further information on monitoring, evaluation and reporting requirements will be issued in due course if your application is successful.

- 5) **Legacy and Sustainability..**

**What will the legacy of this project be and how will you sustain the activities after the initial funding?**

**Please provide any estimate of the growth benefits (£) from this project over the next 5 years:**

### Section Three - Financial Details

- 6) **Applicants may apply for up to £5,000.** Please state how much you are applying for.  
£

- 7) **Project Budget.** Please complete the budget table below. Please note limited or no detail may result in your application being unsuccessful.

EXPENDITURE	£
Please include a breakdown of key costs e.g. training/events, administration, professional costs, adding more rows if necessary.	
<b>Total Expenditure</b>	

INCOME	£
<b>Regional Food Fund Grant</b>	
<b>Other Income Sources</b> (for example other grants, donations, membership fees, sponsorship, entrance fees, etc) <u>Please itemise below:</u>	
<b>Total Income</b>	

## **Connect Local Regional Food Fund Application Form Questions**

- 8) You may provide the panel with up to a further 500 words relating to any further information you feel is necessary for the application, such as market research or feasibility study results.**
  
- 9) Please attach any supporting information for example literature etc.**

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## **Section Four - Data Protection and Freedom of Information**

### **Publicity**

Information on grants awarded may be made public by any member of the Regional Food Fund team.

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.

### **Openness and Accountability**

Reports from information you supply within your application and from comments made on your application by external assessors and staff members will be held digitally. The information you supply will be made available to those assessing your grant application. For the purposes of the Freedom of Information (Scotland) Act 2002 (FOISA) the Scottish Government is obliged, as a Scottish public authority, to make your information (which will include your application) available to anyone making a Freedom of Information request.

By submitting your application, you waive any right to raise any type of legal proceedings against SRUC or the Scottish Government as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under FOISA.

### **Information that we may release**

If your application is successful we will release the following information from your funding application if we receive a FOI request:

- Your name
- The amount of funding requested
- Your 200 word project description

If more detailed information is requested, we will consider this request under FOISA and apply the Act's exemptions and the public interest test appropriately. In the case that more detail from your funding application is to be disclosed we will contact you and advise you of this.

For further information on FOISA, please see the Scottish Information Commissioners website: [www.itspublicknowledge.co.uk](http://www.itspublicknowledge.co.uk)

### **Data Protection**

Information supplied by you in support of your application will be stored on our records system. The data we hold may be used for the following purposes:

- To report statistics
- To assess applications
- For accounting purposes
- For contacting you.

Your name, address and contact details will be held on our records system. We will use this information to correspond with you. We will not forward your details onto any other organisations.

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The details of your application may become public information (see *Openness and Accountability* above). However, your personal details will be held by us and only our staff, appointed auditors and those involved in assessing or monitoring grants will have access to them.

You have various rights under the General Data Protection Regulation (GDPR) over the personal data we hold on you:

- The right to be informed
- The right of access
- The right to rectification
- The right to object
- The right to data portability
- The right to erasure
- The right to restrict processors

By signing your application form you are agreeing that we can use your information stated in this document. If at any time you wish to invoke any of these rights, please do so in writing to [info@connectlocal.scot](mailto:info@connectlocal.scot).

For more information on the GDPR see [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## **Section Five- Your Statement and Signature**

**Before submitting your application, please ensure that you have:**

- **Answered all Sections and Questions**
- **Signed the Form using a digital signature.**

### **Your Statement**

- I confirm that I have completed all the questions on this form.
- I confirm that all the information in this application is true and correct.
- I confirm that I will tell you immediately if anything changes which could affect this application in any way.
- 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.

<b>Name</b>	
<b>Digital signature</b>	
<b>Date</b>	