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| Guidelines and Application |
| Food Relief Financial Reserve |

# Purpose

In September 2021 the Government committed $6 million to establish a Food Relief Financial Reserve that will enhance and maintain capacity in the food relief system. Over three assessment periods, grants will be available for a range of initiatives to deliver more food to Victorians in need and boost the capacity of key community food relief organisations.

This program will ensure Victorians continue to receive support while vaccination rates increase, and Victoria works towards reopening in line with the National Plan.

**Funding will be available to deliver additional food relief activities until 16 January 2022.**

# What we are seeking

The Department of Families, Fairness and Housing is seeking project proposals across four objectives. Providers may seek funding under one or all of the objectives.

## Hospitality sector support

* Supporting food relief providers to partner with local hospitality businesses to purchase raw produce and/or prepared meals, supporting businesses with cost recovery for food and keeping more staff engaged, while increasing the availability of food for vulnerable community members.
* Partnerships may include working with restaurants and cafes to prepare nutritious meals, and/or local delivery services for the transport of food from hospitality venues to the relief provider and/or directly to community organisations.
* Applicants should be specific about the number of additional meals/hampers or other items that will result from the partnership.

## Food purchasing and transport

* Supporting food relief providers to purchase raw produce and staple food products from a range of suppliers (primary producers, manufacturers, wholesalers) and logistics costs to transport products to regional and metropolitan food distribution centres.
* Projects may also include approaches to deliver food directly to people and communities in need.
* Applicants should be specific about the types and amount of food that will be purchased and delivered, how it will be delivered and how this will meet a need in the community.

## Food relief workforce

* Supporting food relief providers to employ staff while volunteer programs are limited by stay-at-home restrictions. All positions funded through this project must be additional to the organisation’s ongoing paid workforce.
* Applicants should be specific about the number of staff, hours per staff member, and what role each staff member will have.

## Food relief innovation

* Supporting projects that establish clearer plans and actions to manage periods of surge demand or to develop new approaches to food distribution. This may include localised partnerships for culturally appropriate food relief, or pilot projects that increase dignified access to healthy and affordable food options.
* Applicants should be specific about the number of additional meals/hampers or other items that will result from the new approach.

# Who can apply?

* Proposals are sought from community food relief providers, including state-wide and regional food relief distribution services. Eligible organisations will be experiencing acute demand that is unable to be met by new or existing relationships with food relief distribution centres or local suppliers.
* Proposals that support partnerships with community and ethno-specific groups, or that develop or strengthen partnerships, are considered highly desirable.

# Conditions of funding

* Agencies must be able to commence program delivery immediately following written confirmation from the department.
* The funded organisations must agree to enter into a Funding Agreement with the Department of Families Fairness and Housing.
* The project activities must be delivered by 16 January 2022.
* Organisations will complete a streamlined acquittal and project report at the completion of the activities.

# Key dates

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| --- | --- |
| **Submissions received by** | **9:00am, Monday 6 December 2021** |
| **Organisations advised of outcome** | from 13 December 2021 |
| **Agreement signed and invoice submitted** | from 17 December 2021 |
| **Acquittal and report** | 31 January 2022 |

# How to apply

Organisations seeking funding must complete the application form (next page) and submit completed forms to foodrelief.team@dhhs.vic.gov.au by the closing date and time.

## Tips

* Be specific about what is an existing program and what additional activities are proposed to be delivered.
* Outline why the proposed method is preferred. Have partnerships with the major food relief providers been explored?
* Be clear how the additional food relief activity will be delivered prior to 16 January 2022.

# Application Form

## Organisation details

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Postal address** |  |
| **Office address** (if different from postal address) |  |
| **Entity status** (incorporated association, company etc.) |  |
| **Registration number** |  |
| **Registered for GST** | Yes / No |
| **Australian Business Number (ABN)** |  |

### Primary contact person

|  |  |
| --- | --- |
| **Contact person** |  |
| **Position title** |  |
| **Telephone number** |  |
| **E-mail address** |  |

## Project details

Which objectives will the project deliver? Mark with X.

|  |  |
| --- | --- |
| Hospitality sector partnerships |  |
| Food purchasing and transport |  |
| Food relief workforce |  |
| Food relief innovation |  |

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| Provide a brief overview of your proposal (maximum 250 words). |
|  |
| Priority location(s) | e.g. State-wide or list LGAs |

*[This table should clearly list the additional activity to be delivered, in units (e.g. number of meals). This will be your target for reporting against in the project report and acquittal. – you may delete this instruction text when ready]*

|  |  |
| --- | --- |
| Expected impact(Suggested measures provided as options for demonstration of expected impact. Not all details are required, dependent on the proposed project, or you may add others).  | **Hospitality sector partnerships*** *Number of meals:*
* *Kilograms and/or value of avoided food waste:*
* *Number of partnerships:*
* *Other*
 |
| **Food purchasing and transport*** *Kilograms of food purchased:*
* *Additional agencies supported:*
* *Other*
 |
| **Food relief workforce*** *FTE:*
* *Total employees:*
* *Other*
 |
| **Food relief innovation** |

|  |  |
| --- | --- |
| Total amount requested |  |
| Project completion date |  … / … / 2021 |

|  |
| --- |
| What relationships / systems / capacity does your organisation have in place to immediately commence delivery? (maximum 50 words) |
|  |

## Budget

*[Complete all relevant tables as per the objectives of your proposal, and delete any tables not required. Provide an item for each element of your proposal. – you may delete this instruction text when ready]*

Hospitality sector partnerships (insert more rows if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Amount (excl. GST) | GST amount (if applicable) | Total (incl. GST if applicable) |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
| Total cost | $ | $ | $ |

Food purchasing and transport (insert more rows if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Amount (excl. GST) | GST amount (if applicable) | Total (incl. GST if applicable) |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
| Total cost | $ | $ | $ |

Food relief workforce (insert more rows if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Roles | Amount (excl. GST) | GST amount (if applicable) | Total (incl. GST if applicable) |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
| Total cost | $ | $ | $ |

Food relief innovation (insert more rows if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Amount (excl. GST) | GST amount (if applicable) | Total (incl. GST if applicable) |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
| Total cost | $ | $ | $ |

## Declaration

*[Organisations must accept all statements to be eligible. – you may delete this instruction text when ready]*

|  |  |
| --- | --- |
|  | My organisation has capacity and will commence delivery of the project immediately upon written confirmation from the department |
|  | The project will, at all times, comply with the health directions of the Victorian Chief Health Officer and Department of Health |
|  | My organisation agrees to enter into a Funding Agreement with the Department of Families Fairness and Housing |
|  | My organisation agrees to provide a project acquittal and report |

### Endorsement

The submission must be signed by an authorised person.

|  |  |
| --- | --- |
| **Signature of authorised officer** |  |
| **Name of authorised officer** |  |
| **Title/office held** |  |
| **Date** |  |