**The FoodSync Impact Challenge Fund Application Form**

It’s time to think differently about food.

We are looking for an individual, organisation, or business with an outstanding idea or venture that promises to drive lasting change in the food system.

FoodSync will provide funding of up to £20,000 to the winning business plan to establish a high impact venture in Greater Manchester that meets at least one of the four pillars of the FoodSync ethos.

All applicants should refer to the Guidance notes as they complete the form.

Once your application has been successfully submitted you will receive an email with a confirmation. Please check that you receive this.

**We cannot accept submissions after the deadline of 1st Novemeber. Please send applications with all supporting documents to hello@foodsync.co.uk.**

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| --- | --- |
| **Contact Details** | We will use these to contact you as the lead for the funding. |
| Full Name |  |
| Address |  |
| Postcode |  |
| Email |  |
| Telephone |  |
| Do you have any communication requirements? | *If yes please tell us:* |

Please complete the following sections:

Section 1 – Existing business organisation details\*

Section 2 – New Venture organisation details\*

Section 3 – Proposed venture information

Section 4 – Compatibility with FoodSync vision

Section 5 – Costing and financial information

Section 6 – Marketing plan

Section 7 – Longevity

\* Please complete either Section 1 or Section 2

Section 1 - Existing business organisation details

*Please complete this section if you are applying on behalf of an existing social enterprise, charity, or business.*

*If you are applying to set up a new venture please go to Section 2.*

|  |  |
| --- | --- |
| **Organisation details** |  |
| Organisation name |  |
| Date established |  |
| Charity number |  |
| Company number |  |
| Organisation website |  |
| Organisation social media handle(s) |  |
| Annual income for last financial year |  |
| Annual expenditure for last financial year |  |
| What was your organisation's total income in the last financial year? (£) | *If you are a new business that has not yet operated for a full financial year, please enter your total income as 0.* |
| What are your organisation’s aims and objectives? | *Max 100 words* |

Section 2 - New Venture organisation details

*Please complete this section if you are applying on behalf of a new venture. If you applying on behalf of an existing social enterprise, charity, or business please complete Section 1.*

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| --- | --- |
| Organisation details |  |
| Are you applying as an individual? | YES/ NO |
| Are you an established sole trader? | YES/ NO |
| What legal status will your new venture adopt? | *Eg charity, limited company, CIC, or sole trader* |
| Why have you chosen this structure? |  |

Section 3 - Proposed venture information

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| --- | --- |
| **Proposed Venture** | *How will you utilise the FoodSync Impact Challenge Fund?* |
| Venture title |  |
| Is this a working title? | YES/ NO |
| What is the mission statement of the venture? | *Max 500 words* |
| Who will benefit from the venture? |  |
| Project summary | *Tell us about your proposed venture. Please include a time line of the 12 months, and include an estimate of costs for each stage. Max 600 words* |
| Do you currently have any direct competition? If yes, please specify. |  |
| What is your USP? |  |
| What stage of development are you currently at with the venture? |  |
| What geographical area will your venture cover? |  |
| What evidence do you have that the demand for your venture exists? |  |
| Start and end dates for the funding | *When would you like to start your venture? And when would you have spent the funding? Please link back to the project summary.* |
| What are the three most important things you want to achieve by the end of the grant period? |  |

Section 4 - Compatibility with FoodSync vision

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| --- | --- |
| Which FoodSync pillar(s) fits best with the activity or venture you are proposing? | *What issues are you addressing with your project/ venture? Tell us how you meet your chosen pilar(s) and what the benefits will be. Max 500 words for each theme.* |
| Improving Economic Prosperity (jobs, skills, opportunities) |  |
| Health & Wellbeing (reducing malnutrition, improving diets, food accessibility) |  |
| Reducing Environmental Impact |  |
| Creating Wider Social Impact (reducing inequalities, promoting diversity, or increasing social cohesion) |  |

Section 5 - Costing and financial information

Please provide a breakdown of the whole venture cost and what you are asking the FICF to fund:

|  |  |  |  |
| --- | --- | --- | --- |
| Item and breakdown  (e.g. X months salary at £X per month) | Cost | FoodSync Y/N | Where will the remaining funding come from? Is it secured? |
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|  | Total Venture Cost |  |  |
|  | Total FoodSync Contribution |  |  |

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| **Organisation Financial information** | *Please provide the following information for your business bank account. If you do not have a business bank account, please state why.* |
| Account name |  |
| Registered address |  |
| Sort code |  |
| Account number |  |
| Do you require any licences, consents, insurances, or permissions to start the venture? | *Please list all that apply, all that you have in place, and all that still needs to be done before you can start your venture.* |

*We will require proof of your banking details*. E.g. Bank statements

Section 6 - Marketing plan

|  |  |
| --- | --- |
| **Marketing, Promotion and Brand** |  |
| How will you promote your new venture, what is your marketing strategy and what support do you require? | *Max 500 words* |

Section 7 - Longevity

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| --- | --- |
| **Sustainability and Longevity** | *Please outline your measure of success for the following areas. Where possible, please benchmark these against the current data.* |
| Economic success measure |  |
| Social success measure |  |
| Environmental success measure |  |
| Health success measure |  |
| Once the 12 months are over, will further funding be needed? |  |

**Supporting Documents**

Supporting documents must be attached; applications that are submitted without the correct supporting documents will be unsuccessful*.*

Please ensure that each file uploaded has a descriptive title eg “business premises rental agreement”

**Required documents**

* Business Plan
* 12 month Action Plan, demonstrating how the funding will support your venture
* Proof of business bank account: recent bank statement or bank account open letter
* Annual accounts and governance documents (if existing business/charity/organisation)
* CV detailing your expertise

The following documents may be required if the project is awarded:

* Quotes for items of equipment over
* Insurance documents
* Rental agreements
* Relevant licences

Please email your application and supporting documents to hello@foodsync.co.uk

**Referees**

Please provide the details of two contactable referees for your project.

These can be from any of the below:

* a partner organisation/ employer that you have worked with
* a professional who is supporting you
* a contact from a third sector support organisation

**Next steps:**

We may contact you at any point in this timeline to ask for further information or clarification.

Our expert panel will meet early November to discuss all applications.

We will agree a monitoring and evaluation framework with the winner as part of the funding agreement, and conduct a full evaluation at the end of 12 months.

Funding will be paid in instalments depending on need and successful reporting at each stage. We will also provide ongoing mentoring and media support as required.

We reserve the right to withhold funding if agreed milestones have not been achieved.