

**SCOTLAND FOOD & DRINK PARTNERSHIP
REGIONAL FOOD FUND 2023/24
GUIDANCE NOTES**

INTRODUCTION

Thank you for your interest in the Scotland Food & Drink Partnership Regional Food Fund (RFF). Before you complete the application form, **please carefully read the following guidance notes.**

If you have any further questions, please contact the team on rff@foodanddrink.scot

ABOUT THE FUND

What is it?

The RFF has a budget of £100k to support the development of regional food and drink projects across Scotland. For the purposes of the Fund, regional food can be defined as being produced/caught and processed within Scotland.

The RFF aims to:

- Contribute to the development of regional food in line with the national food and drink strategy, [Sustaining Scotland, Supplying the World](#); [Food Tourism Scotland](#) national action plan and Pillar 2, Connecting Scottish producers with buyers, [Local Food for Everyone](#)
- Provide funding for small-scale regional, collaborative projects that may be difficult to obtain elsewhere
- Stimulate creative, innovative & collaborative projects across the regions of Scotland

FUND CRITERIA

Key criteria

Activities must:

- Demonstrate it contributes to the promotion and sales of regional produce
- Be collaborative – demonstrate a collective benefit to other food producers/communities and, where possible, connect with a regional food group
- Align with the Scotland Food & Drink Partnership's national strategy, [Sustaining Scotland, Supplying the World](#) and [Food Tourism Scotland](#)
- Demonstrate how any risks will be minimised to ensure successful project completion
- Demonstrate legacy/have a plan in place for continuity, sustainability and long-term development and growth
- Be based and delivered in Scotland
- Be delivered by **31st March 2024**

How much money is available?

- Applicants can apply for a grant from a minimum of £1,000 to a maximum of £5,000
- VAT will not be added to the grant

Who can apply?

It is important to note that the RFF specifically applies to **collaborative** projects. As such, applications can be made by:

- Individual businesses in the food and drink sector, including primary producers, on behalf of a collaborative group or project
- Regional and community groups (both rural and urban)
- Regional food groups
- Individuals on behalf of a collaborative group or project

What kind of projects/activities will be funded?

- Applications meeting the above criteria will be considered, but could include, for example:
 - Promoting or developing regional food groups and their initiatives to showcase regional food and drink
 - Innovative projects that develop food tourism at a regional level
 - Businesses collaborating to promote Scottish provenance and sales at a regional level
 - Virtual events promoting and selling local/Scottish produce. Please note that as the fund is competitive, with a high demand anticipated, funding is not guaranteed

HOW TO APPLY

What you need to do

- Complete the online application form [here](#)
- Only applications submitted via this form will be accepted
- You can save the form as you go along
- Note the deadline of **5pm, Friday 24th November**, and that late applications will not be accepted

Top tips

- Read the application questions [here](#) and prepare your answers before starting your application online
- Please be clear, succinct and avoid jargon
- Clearly demonstrate how your project/activity meets the criteria, avoiding vague answers
- Think about how you can mitigate risks to avoid your project progressing
- Ask a colleague to proof your application before submitting
- Submit your application in good time, if possible, to avoid rushing to meet the deadline

ASSESSMENT PROCESS

- This is a competitive fund and applications will be judged in line with the assessment criteria
- Your application will be acknowledged upon receipt
- The deadline for applications is final and no extensions will be granted
- An independent panel will assess all applications
- All applicants will be notified of the panel's decision in writing within 2 weeks of the closing date

REPORTING & PAYMENT OF MONIES

- Successful applicants will receive a grant contract which they must return and sign within the requested date. This will include all the terms & conditions of the grant that must be adhered to. No monies will be issued unless this contract is signed
- Applicants will need to raise an invoice for both statements, quoting the PO provided
- Successful applications will receive 50% of the grant upfront, at an agreed date. However, consideration will be given to a greater proportion of funding (up to 75%) if it is shown that there is a specific need. Such requests must be formally made in writing to rff@foodanddrink.scot
- The balance of funding will be paid upon project completion and the receipt and approval of a satisfactory final project report outlining the impacts achieved
- An interim update will be required by the project team, with full details provided in advance

FAQs

I have received a RFF grant before – can I apply again?

- Yes, recipients of previous RFF grants can apply again but not for the same project

What does a collaborative project mean?

- It means that the project must demonstrate a collective approach and a wider benefit to other producers/networks at a local/regional or national level, rather than to just one single producer. **Projects that do not demonstrate this critical aspect will be ineligible for the grant.** For example, a business would not be entitled to apply to fund the development of their own website, but a network of producers/tourism businesses working on a regional food trail or e-commerce site would be

Are there any restrictions on eligible costs?

- Eligible costs will be judged on a case-by-case basis and at the discretion of the assessment panel

Can monies be used to contribute towards a specific activity in a bigger project?

- Yes, they can, and this is encouraged

Will I need to demonstrate funding from other sources to make the project viable?

- Yes, you will be asked to demonstrate security of other funding needed to make the project viable

We can't deliver the project before 31st March 2024– does that matter?

- Yes, only projects that can be delivered by the deadline will be considered

Will we be given communication advice/assets to help promote our project?

- Yes, a logo and communications will be provided for all grant recipients

Will there be any support/advice for the project, if successful?

- Yes, there will be a dedicated point of contact for any queries and advice