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**Armagh City
Banbridge
& Craigavon**
Borough Council

Armagh City, Banbridge and Craigavon Council Community Development Good Relations

Expression of Interest (Eoi) **Guidance Notes** for the Social Supermarket and Wraparound Service Pilot Project Grant Scheme 2022

- **Now Open with a Pre-Funding Workshop for the Co Design Process**
- **Expression of Interest Application Grants of up to £10000**

Guidance Notes

GUIDANCE NOTES INDEX

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PART A - Context/Background to Grant Funding

Welfare Reform Mitigation Report

In response to recommendations in the Welfare Reform Mitigations report¹ the Department for Communities has operated a Social Supermarket Pilot programme since October 2017. The aim of this programme has been to test the potential for the concept to tackle food poverty and its root causes. In addition to social supermarkets, as a response to the pandemic, the Department supported a number of food support interventions in 2020/21 including funding to councils. Following positive evaluation of the Social Supermarket Pilot Programme the Minister has approved an approach which will expand the concept to all council areas.

¹ [Welfare Reform Mitigations Working Group Report \(executiveoffice-ni.gov.uk\)](http://executiveoffice-ni.gov.uk)

ABC Council

The Armagh City, Banbridge and Craigavon Council (ABC Council) is committed to supporting and developing the 'food and beyond' support structure.

The Social Supermarket and Wraparound Service Model suggests a pathway through the financial distress journey by offering personal dignity, development and progression, addressing food insecurity and causes and greater access to sustainability of nutritional food and wraparound support services.

Food, is one of three areas (Fuel and Financial inclusion) which has been identified, by ABC Council, requiring further support as we progress through the COVID 19 Recovery and the Cost of Living Crisis environment. This needed commitment is due to the recognised economic pressures as the government support scheme on offer changes and the cost of living spirals due to the ongoing challenges and the reaction to economic instability. This will leave people facing stark choices in terms of essentials.

Objective and Scope

- The objective of the Social Supermarket fund is to support and work towards holistic, flexible, sustainable social supermarket and '**beyond food**' support type approaches to food insecurity/poverty addressing both the underlying cause and the immediate need, offering progression through support wraparound services and a robust structure.
- At the heart of the project is effective **co design** engagement and collaborative work for a co-ordinated response **to meet the food insecurity need** and be accessible for ABC residents throughout the whole borough. Recognising the participant's journey and development and progression, for example, a response plan approach (with consideration to nutrition, coaching, skills development and wraparound support in all areas) would be of particular interest such as;
 - ✓ Emergency Response (Food Bank)
 - ✓ Social Supermarket Response
 - ✓ Voucher Supermarket Response
 - ✓ One 'stop- workshop', where a learning kitchen provides the opportunity for nutritional food training and preparation; for the participant to take away self-prepared meals and receive coaching through breakaway wraparound support.
 - ✓ Fresh Food and Pre prepared meals
 - ✓ Rural Support network
 - ✓ Young Adult support network
 - ✓ Sustainability project support (Repair Café, Library of Things, Energy Efficiency Cooking, Allotments)

With all planned responses offering the necessary support of professional wraparound services and suitable partnerships for a 'people centred' intervention with progressive development steps. Working in partnership with the ABC Advice providers in Armagh, Banbridge and Craigavon areas for the continued establishment of an effective and efficient network process.

The referral assessment will be such to enable the alignment of the individuals need with a suitable response progression plan. The main objective being to eventually exit the food insecurity period into a stable life stage.

PART B - Overview of Co- Design

Social Supermarket Co-Design Process

Scope of co-design

'To identify holistic and flexible approaches to food poverty and food insecurity in our community that address both the underlying cause and the immediate need.'

'The identified solutions must adopt the principles of a Social Supermarket in that they should not simply provide food aid and must respect the dignity of clients

Role and Purpose of the Co-Design Group

Quick Overview -

The Co-Design Group is being established to:

- ensure the relevant expertise both professional and lived experience is involved
- collaborate on a co-design basis *to identify, test, develop proposals to tackle food poverty and root causes within the council area*
- consider place-based approaches that builds on the existing structure and partnerships

Co-design Membership (council level)

Membership will include delivery, referral partners, informal and formal support services, statutory and government, suggested list as follows

- Existing Social Supermarket Pilot organisations
- Community and Voluntary Sector currently involved in food support
- Community and Voluntary Sector currently involved with wraparound services e.g. local advice services

- Neighbourhood Renewal Partnerships
- Local volunteer centres
- Housing associations
- Health Trusts
- Public Health Authority
- NIHE

Co-Design Principles

Outcomes-focused –

***Co-design** is about achieving change and improving results or having a positive impact. While the outputs matter, the outcomes are more important.*

Inclusive

Different types of participants with different kinds of knowledge (lived experience, professional and specialist expertise) are involved in the process.

Participative

People are involved as active participants with meaningful input throughout the process. Co-design is not about tokenistic consultation.

Respect and Trust

All participants are seen as experts and their input (time, knowledge and other contributions) is valued and has equal standing.

Adaptive

*Co-design is an experimental process aiming at innovation. It should be full of feedback loops, learning, iteration, and trial and error*On-Going

PART C Eligibility & Funding

Eligibility

Attendance at Expression of Interest (EoI) **Workshop** for the Social Supermarket and Wraparound Service Pilot Project Grant Scheme 2022

Date- Thursday 24 November

Time - 10am – 11.30am

Location – South Lakes Leisure Centre, Craigavon

Date – Monday 28 November

Time – 10am – 11.30am

Location – Banbridge Leisure Centre

Date – Monday 5 December

Time – 10am – 11.30am

Location – Banbridge Leisure Centre

Date – Tuesday 13 December

Time – 2pm – 3.30pm

Location – TBC

- Direct experience - established 7 years with direct experience of developing and / or managing a food provision and wraparound support project. Who are eligible in accordance with good governance; for example, equivalent to, and not limited to a demonstration of (links below) - The Code of Good Governance 2022 five principles and Appendix 1, Getting It Right Checklist, Developing Governing Group, as recommended by the Charity Commission with a support team and network in place.
- Submit a complete application with required declarations.

Funding /Budget

The anticipated budget is available to deliver to 7 successful applicants over a period of 18 months (to include an exit/contingency plan).

(Please note council reserves the right to extend the period due to changing circumstances and/or the availability of additional funding).

- The Budget Cap will be a maximum grant of up to **£10000** grant rate subject to attending the Pre Funding Workshop and Eligibility Criteria
- To fulfil our due diligence responsibilities on behalf of our funders and programme partners, we must ensure that grant funding is being invested directly.
- The approximate cost associated with the delivery of the project to include - all operational, management and performance monitoring costs in the submission noted in relevance to the delivery of the project. (Note - direct labour costs are NOT eligible or direct payments to vulnerable residents. A voucher scheme is acceptable.)

- Suggested eligible funding (with rationale and represented value for money) includes;
 - Equipment (to a max spend of £10000 to follow council procurement procedures –
 - Where three written quotations are required for spend up to £7,500, and four written quotations for spend up to £10,000. Please note; internet screenshots are not acceptable.
 - Traveling costs, part fund towards car fuel for the delivery of the food service.

➤ **Budget** up to £10000

➤ **Indicative Budget (with cost breakdown) within the Eol Response Template**

One of the purposes of this Eol process is to gather market intelligence regarding the budget requirement. Respondents should therefore include an indicative budget (with breakdown of costs) within the Eol Response Template.

➤ **Procurement Procedure**

Value for money must be evidence with quotes containing the specification of goods required, Company name & Address, Organisational name & and Address, Quantity, Price and Date.

➤ **Not In Scope**

The funding is not available to provide direct payments to vulnerable people or labour costs.

➤ **Duration**

The fund will be released during the financial year from November 2022 – ending March 2023

Note – Council throughout this process reserves the right not to proceed with this Funding Grant.

➤ **Evidence and Publicity**

Successful applicants will be required to produce evidence and ongoing reporting of the outcomes of the funded project. All publicity relating to funding will require prior approval from DFC and Council.

PART D - How to Apply for Funding

1. Understand the Key Elements

- *Maximising* existing structures, services and partnerships to provide food provision and professional wraparound service support to all areas of ABC borough and to all residents in need in ABC.
- **The Social Supermarket and Wraparound Service Pilot Projects** through available funding from the Social Supermarket Fund; the Department of

Communities, Community Support Budget, aims to transition away from the emergency response to a more sustainable, long term response to food insecurity and financial distress through the support intervention of the Social Supermarket model and its wraparound services (providing support beyond food, working with the established Advice partners in Armagh, Banbridge and Craigavon). Transitioning people out of food poverty and respects the dignity of clients

- The Social Supermarket model is to meet the developing needs of local communities, being located in ABC and accessible to all areas of ABC and build on existing structures and partnerships to meet those needs. Offering a transformative solution which is *needed* to tackle the root cause of food poverty and social vulnerability.
- The intention is to provide a *long term solution* in a dignified manner rather than a short term crisis provision. This is to be achieved through the delivery of a referral network and structure for coaching and professional wraparound support which includes, but is not limited to:
 - Advice on debt
 - Benefits
 - Budgeting
 - Healthy Eating and Food Preparation
 - Housing
 - Physical and Mental Referral
 - Education, training and volunteering opportunities to enhance employability skills.

➤ **2. Read these Guidance notes carefully to ascertain if you can answer YES to ALL the following –**

➤ The organisation has 7 years direct experience of developing and / or managing a food provision and wraparound support project.	YES/NO
➤ The organisation is located in the ABC Area	YES/NO
➤ Works with the established Advice partners in Armagh, Banbridge and Craigavon	YES/NO
➤ The organisation has a good understanding of the needs and challenges of the different residents and communities experiencing disadvantage across the Borough.	YES/NO
➤ Can demonstrate a good understanding of the Objective and key elements	YES/NO
➤ Understand the Social Supermarket Co Design Process and will commit to shaping the future project	YES/NO

through positive improvement, transformation and innovation.	
➤ Can reflect in the Project the ABC people centred approach of the needs of the borough residents now and beyond the 18 months of funding.	YES/NO
➤ Is eligible in accordance with the self declaration document.	YES/NO
➤ Demonstrate equality, accessibility and sustainability with robust business links and supply chains.	YES/NO
➤ Is eligible in accordance with good governance (in all areas of the organisation) ; for example, equivalent to, and not limited to a demonstration of - The Code of Good Governance 2022 five principles and Appendix 1, Getting It Right Checklist, Developing Governing Group, as recommended by the Charity Commission with a support team and network in place.	YES/NO
➤ Understands the budgeting and procurement process and can adhere to its criteria	YES/NO
➤ Can adhere to the timeframe requirements	YES/NO
➤ Will produce and provide relevant evaluation/feedback and outcomes.	YES/NO

- **3. Project** - Have a project in mind with a robust rationale and evidence to support its need and eligibility.
- **4. Register** to attend the Pre Funding Workshop
- **5. Apply** through the Online Expression of Interest Process.

Submission of Expressions of Interest should take the format of a written submission (Arial 12 with numbered pages) with all sections completed.

Declaration Pages must be completed -

Declaration

You must confirm by ticking the boxes below that your organisation is, has, or will have by the commencement of the proposed project activity, the following:

Not a commercial organisation. If, in the reasonable opinion of the Council, the organisation applying for the funding is a de facto commercial organisation, whatever

the legal make-up of the organisation, then the council shall not fund that organisation. The decision of the Council shall be final in this regard *

No conflicts of interest with any of the suppliers who you will use for activities being funded by the grant applied for *

A safeguarding policy if your project involves children, young people or vulnerable adults or there is a possibility of children, young people or vulnerable adults going to your activities, for example, an open day in a public space *

If your organisation has employees - an equal opportunities policy or statement and adheres to relevant legislation *

Adequate insurance to cover all activities run by the organisation, for example, public liability insurance *

Any licences and all other relevant permissions needed to complete the activity, for example, entertainments licence, road closures, and so on *

Completed any relevant risk assessments that your activity may require *

Access NI checks completed on all staff, coaches and volunteers where appropriate *

Armagh City, Banbridge and Craigavon Borough Council will not provide funding to any organisation which does not comply with the above or otherwise in its absolute discretion does not appear to be fit and proper to receive funding. If it transpires that you have provided false information in this application we may take appropriate legal action against you.

You must confirm by ticking the box that none of your committee members, staff, coaches, volunteers or other members of your organisation have been convicted of any criminal offence not considered to be "spent" under the Rehabilitation of Offenders (NI) Order 1978 which has not been disclosed with this application. *

You do not need to include a copy of your safeguarding policy, employment policy, insurance, licence, permissions, risk assessments or confirmation of Access NI checks, but they may be requested at any time and may be required if your application for funding is successful.

Monitoring Form

PROMOTING EQUALITY & GOOD RELATIONS STATEMENT

All companies must complete this section

Armagh, Banbridge & Craigavon District Council, in carrying out its functions, has a statutory duty, (in accordance with Section 75 of the Northern Act 1998), to have regard to the need to promote Equality of Opportunity between persons of different;

1. Religious belief
2. Political opinion
3. Racial Group
4. Age
5. Marital status
6. Sexual orientation
7. Gender
8. Disability
9. Dependants

In addition, without prejudice to its obligations above, the Council, in carrying out its functions, shall have regard to the desirability of promoting Good Relations between persons of different religious belief, political opinion or racial group.

I/We (please insert the name of individual / your organisation) _____ recognise these obligations and undertake not to act in any way, which would contravene Armagh, Banbridge & Craigavon District Council's Statutory Duty. We confirm our commitment to the principals of affording equality of opportunity in all aspects of our organisation's activities, in particular with regard to access and participation in these events.

Date _____

Authorised signature _____

Position in organisation _____

➤ **6. Response should include -**

Outputs and Recording

- Delivery/operational plan with target actions
- What outcomes this activity would achieve within the context of the fund

Outcomes should include;

- Statistical evidence, in accordance with shared agreements, of the need and the means to improving the quality of life for participants and the local community.
- Anticipated number of users
- Quantity of food redistributed
- Demonstrate an ability to establish in ABC borough a robust and food safe, legally compliant regulated supply chain and subsequent storage and distribution model capable of development, growth and sustainability.
- Ability to provide an uptake of professional wraparound support services e.g. coaching, debt counselling, benefits advice, healthy eating & preparation advice, budgeting advice, essential skills training/employability skills, supported employment/work experience, supported housing)
- Working with the established Advice partners in Armagh, Banbridge and Craigavon
- Provide suitable premises in ABC that can be developed and operational in a town centre base (preferable) for easy access and a plan for equality to the urban and rural residents of ABC. Networking through partnerships for easy access and collection.
- Projects that demonstrate a partnership (e.g. centralisation and economies of scale, avoiding duplication and focusing on collaborative efficiency) approach and innovation are of particular interest.
- Full costing model (including a proposed membership plan).
- A key performance indicator framework and routine monitoring reports; (routine management reports addressing all relevant performance, financial, operational, regulatory and commercial issues, trends, opportunities). Monthly report data to include- funded amount used; project outputs; number of households and individuals supported with food; number of people benefited from direct wraparound service; positive outputs; lessons learnt; extended resources used.

Team Experience and Expertise

- Experience to include - established 7 years with direct experience of developing and / or managing a food provision and wraparound support project demonstrating experience and expertise necessary to deliver.
- Adhere to Good Governance, for instance, equivalent to, and not limited to a demonstration of; The Code of Good Governance 2022 five principles and Appendix 1, Getting It Right Checklist, Developing Governing Group, as recommended by the Charity Commission.

- [Home | The Charity Commission for Northern Ireland \(charitycommissionni.org.uk\)](#)
- **CCNI EG042 Monitoring and compliance guidance - getting it right (1)**
- [20190627-eg042-getting-it-right-v30.pdf \(charitycommissionni.org.uk\)](#)
- **Good Governance – A Health Check Principle 1: Understanding its function in delivering organisational purpose**
- [Code-of-Good-Governance-Health-Check-9June22.pdf \(volunteernow.co.uk\)](#)

- Details and access to an established network of volunteers and information of the team that will deliver including; Roles, Responsibilities, Experience and Expertise (relevant training) in successfully delivering similar initiatives.
- A visual representation of the team structure
- A breakdown of all proposed resource allocations.

Service Management and Governance

- A dedicated Service Manager is expected to be nominated, who will act as the main point of contact to council. It will be a requirement of any future contract that the Service Manager will have the necessary authority to take decisions, at all times, and deal directly with all matters relating to this contract to ensure any issues which may arise are resolved in a timely manner.

PART E - Assessment and Scoring

EXPRESSION OF INTEREST RESPONSE TEMPLATE

To express interest in delivering **The Social Supermarket and Wraparound Service Pilot Project** please complete the Expression of Interest form below.

Eol Item		Response
Organisation name		
Contact name		
Contact e-mail		
Contact role		
Organisation legal status		
Organisation Establishment Date		Date- Years of Experience -
Levels of company insurance	Professional Indemnity	£
	Public Liability	£
	Employers Liability	£
Short description of your organisation, to include governance in place (200 words max.)		
Proposed Project, needs and targets to be achieved. Delivery Plan to include approach, innovation and equality to ABC resident needs (600 words max)		
Description of relevant experience and team structure (300 words max.)		
Anticipated budget required to deliver the project and allocation (attached quotations)		
The project can be completed by the timeframe 31 March 2023.		

Note of issues to be considered prior to finalisation of procurement process (max. 100 words)	
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Thank you for taking time to complete the EoI.

*By submitting this EOI for the **Social Supermarket and Wraparound Service Pilot Projects**, I confirm that; the information provided is true and complete and I will commit to the requirements.*

Business Name	
Name (printed)	
Signature	
Date	

I confirm that I have signed and submitted the required declaration document on pages 19-20-

Business Name	
Name (printed)	
Signature	
Date	

Scoring Mechanism

The response to the mandatory requirements will be assessed as **pass or fail**:

Fail	Unacceptable Where the submission has failed in sufficiently to demonstrate the ability to meet all of the requirements. Resulting in exclusion from the funding.
Pass	Acceptable Where the submission has fully demonstrated an ability to meet all of the requirements.

To ensure a fair process and that submitted EOI's reflect the **Social Supermarket and Wraparound Service Pilot Project** for communities across the borough, a number of **eligibility criteria** have been set:

<ul style="list-style-type: none"> • Stage 1 Of Assessment – Eligibility • Direct Experience of 7 years developing and / or managing food provision and wraparound support project. • Who are eligible in accordance with good governance; for example, equivalent to, and not limited to a demonstration of (links below) - The Code of Good Governance 2022 five principles and Appendix 1, Getting It Right Checklist, Developing Governing Group, as recommended by the Charity Commission with a support team and network in place. • Attended the Workshop • Submit a complete application with required declarations. 	PASS/FAIL
<ul style="list-style-type: none"> • Stage 2 Score Assessment • Demonstrate a good understanding and meet the criteria. <ul style="list-style-type: none"> ➤ The Specification, Objective and Scope, for example; Organisational status Established Experience of 7 years developing and / or managing food provision and wraparound support project. ➤ Key Elements and Response, for example; Evidence of project need and requirement Location, accessibility & equality Good Governance Beyond Food support type approach – Social Supermarket and Wraparound Service Pilot Projects, transitioning pathway. Working with the established Advice partners in Armagh, Banbridge and Craigavon Maximisation and Sustainability of existing food and service. Establishment of a robust and structured Supply Chain (collaborative networking for accessibility) Innovation Performance Framework Team Service Management Budget allocation costs Rational and Procurement 	SCORING
<ul style="list-style-type: none"> • Have a good understanding of the needs and challenges of the different residents and communities experiencing disadvantage across the Borough. 	

<ul style="list-style-type: none"> • Be committed to co-design and to shape the future of the project and to disseminate and share information to; • Facilitate and achieve positive improvement and transformation for the financial distress and food insecurity needs of the community • Reflect the project and the 'ABC people centred' approach for the needs of the Boroughs residents, now and beyond 18 months funding.

SCORING HEADLINE CRITERIA	Headline Weighting	100%
<p>Clear and Concise proposal to demonstrate a good understanding of the Social Supermarket and Wraparound Service Pilot Project Model addressing the need, governance and criteria set to result in realistic outcomes for the benefit of ABC residents.</p> <p>Aligning with The Specification, Objective, Scope, Key Elements and Response.</p>	80	(scoring x16) Example – highest score of 5 x16 = 80
Demonstrates project team and management strength to deliver the project.	10	(scoring x2) Example Highest Score of 5 x2 = 10
Illustrates Innovation, Equality, Development and Sustainability	10	(scoring x2) Example Highest Score of 5 x2 = 10
Total		

Pass Score – 70 marks.

Scoring

The EOI (based on the information supplied) is able to satisfy the criteria it will be assessed as shown by the points in the scoring table below.

Score	Comment
5 Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
4 Good	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements

	will be fulfilled. Good supporting evidence supplied.
3 Acceptable	Response is relevant. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
2 Poor	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. A response with reservations.
1 Very Poor	Response is partially relevant but generally very poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. An unacceptable response with serious reservations.
0 Unacceptable	Nil or inadequate response. Fails to address the question or demonstrate an ability to meet the requirement.

Applications must score at least 65 marks to be considered for funding.

Applicants will be ranked according to score obtained and available funding allocated to highest ranking applications. Applicants who fail to achieve a score of at least 65 marks will be advised that they have been unsuccessful. Applicants who score above 65 marks, but who do not score high enough to be awarded funding due to lack of available funding will be notified of this. Successful EOIs and Non – Successful EOI's will be notified after the assessment and scoring process.

Declarations to be completed –

Declarations –

You must confirm by ticking the boxes below that your organisation is, has, or will have by the commencement of the proposed project activity, the following:

Not a commercial organisation. If, in the reasonable opinion of the Council, the organisation applying for the funding is a de facto commercial organisation, whatever the legal make-up of the organisation, then the council shall not fund that organisation. The decision of the Council shall be final in this regard *

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Adequate insurance to cover all activities run by the organisation, for example, public liability insurance *

Any licences and all other relevant permissions needed to complete the activity, for example, entertainments licence, road closures, and so on *

Completed any relevant risk assessments that your activity may require *

Access NI checks completed on all staff, coaches and volunteers where appropriate *

Armagh City, Banbridge and Craigavon Borough Council will not provide funding to any organisation which does not comply with the above or otherwise in its absolute discretion does not appear to be fit and proper to receive funding. If it transpires that you have provided false information in this application we may take appropriate legal action against you.

You must confirm by ticking the box that none of your committee members, staff, coaches, volunteers or other members of your organisation have been convicted of

any criminal offence not considered to be “spent” under the Rehabilitation of Offenders (NI) Order 1978 which has not been disclosed with this application. *

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I/We (please insert the name of individual / your organisation) _____ recognise these obligations and undertake not to act in any way, which would contravene Armagh, Banbridge & Craigavon District Council’s Statutory Duty. We confirm our commitment to the principals of affording equality of opportunity in all aspects of our organisation’s activities, in particular with regard to access and participation in these events.

Date _____

Authorised signature _____

Position in organisation _____

PART F - Timetable

Timetable

The draft timetable below is provided as a guideline and is subject to change at the Council's complete discretion.

- Expressions of interest should be emailed no later than **12noon on Friday 16 December 2022.**, entitled **Eol for the Delivery of Social Supermarket and Wraparound Service Pilot Projects**

Description	Date / time
Advertised Eol	17 November
Mandatory Workshop	24 November, 28 November and 5 December, 13 December
Deadline for receipt of Eol	12 noon 16 December
Assessment	20 December
Successful/non successful Correspondence	21 December
LOO	28 December
Monitoring and monthly reporting	Ongoing (approx. 18 months)

Note - Subject to successful funding ongoing meetings will be organised.

PART G - Links

Important links to Council Website –

<https://www.armaghbanbridgecraigavon.gov.uk/socialsupermarketgrant>