

District Council Chief EHO's
Group Chief EHO's
NIFLG Members
CIEH NI Centre
LACORS

11th January 2008

Reference: **ENF/NI/08/003**

Dear Colleagues,

**INVITATION TO APPLY FOR A FOOD STANDARDS AGENCY GRANT FOR
LOCAL FOOD HYGIENE AND HEALTHY EATING INITIATIVES**

I am pleased to announce that the Food Standards Agency is continuing its support of local food initiatives by offering grants of up to £10,000 to District Councils. The scheme is open to applications from District Councils, food liaison groups and Environmental Health Committees and their (equivalents in all UK countries).

Through this letter, I would like to invite you to bid for one of these grants in 2008-09, to support local projects to promote good food hygiene and healthy eating messages. Applications are invited for projects to start from May 2008 ending by 31 March 2009.

Based on past experience, due to the popularity of this initiative, grants are awarded based on assessment against the criteria set out in the guidance and it is unlikely that we will be able to support all applications received. An appraisal panel will select the best applications to be supported against the criteria described in Guidance that accompanies this letter.



Please bring this information to the attention of those in your organisation who might be interested in submitting a proposal.

Themes for initiatives

As described in our Strategic Plan 2005-2010, the Agency is committed to reducing foodborne illness and encouraging consumers to choose a healthy diet. This year we are seeking applications for projects that focus on the following themes:

- **Working with older people**
- **Projects that utilise or are based on the Agency's Food Competency Framework for Children and Young People**
- **Continuation or extension of existing initiatives tailored to new areas or new target audiences**

Applying for a grant

District Councils, food liaison groups and Environmental Health Committees are invited to submit a brief project plan outlining their proposal for support for relevant initiatives on the enclosed application form. Applications can be submitted in one of the 3 following categories:

- Food Hygiene
- Healthy Eating
- Joint (a combination of Food Hygiene and Healthy Eating)

Two further documents (guidance for grant applicants 2008/9 and grants application form 2008/9) are also provided with this letter:

- **Guidance for Applicants**, which provides details of how to apply and outlines the type of information our Assessment Panel will look for when assessing the proposals. This should help to focus both your application and the **assessment process.**

- **The Application Form**, which needs to be completed with contact details and details of your proposed project and sent back to the FSA at the address detailed below. The Application Form includes details of the proposed project and its costs, the Agreement between your Council and the Agency (which you will need to sign to show that you have accepted the terms of the grant), Administration Instructions that include day-to-day contact details and the Agency's General Conditions of Agreement.

Please note that we are not looking for detailed applications and our Assessment Panel will not expect fully worked up programmes that itemise all actions and activities. The description of the proposed project in Section 2 of the Application Form should be no longer than 4 pages.

Completed applications should be sent to:

Mrs Jackie Spencer, Food Standards Agency,

Room 808C, Aviation House, 125 Kingsway,

London WC2B 6NH

Applications must be received in hard copy by 5pm on Friday 29 February 2008

It will not be possible for applications received after that date, or not submitted in hard copy, or in full, to be considered.

Further details about the grants scheme, downloadable copies of these documents and links to summaries of previous projects can be found on our website at:

<http://www.food.gov.uk/enforcement/laresource/lahngrants> .

If there is anything that is unclear or that you would like to discuss, please contact

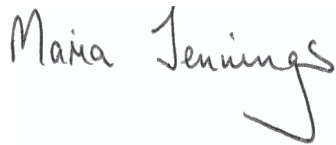
**Maria Jennings (Tel: 028 9041 7714, E-mail:
maria.jennings@foodstandards.gsi.gov.uk)**

OR

**Jackie Spencer (Tel: 020 7276 8900, Email:
jackie.spencer@foodstandards.gsi.gov.uk)**

I very much hope that your Council will submit a proposal and that these grants will help to encourage and support some interesting local food hygiene and healthy eating initiatives.

Yours Faithfully

A handwritten signature in black ink that reads "Maria Jennings". The signature is written in a cursive style with a large, sweeping flourish at the end of the name.

Maria Jennings
Head of Consumer Choice and Trading Standards