

National 'Food Hygiene Rating Scheme' - application for grant funding for local authorities

Submitting your application

The closing date is **Friday 27 August 2010**

Please complete this application form (all text boxes will expand as your type) and submit it by:

- 1) emailing a copy to: scoresonthedoors@foodstandards.gsi.gov.uk, **and**
- 2) posting a signed, hard copy to: Andrew Stephenson
Enforcement & Local Authority Delivery Division
Food Standards Agency
Room 5c, Aviation House
125 Kingsway
London WC2B 6NH

Note - If your application is successful, the information detailed here will form the basis of the contract between your local authority and the Food Standards Agency (a draft contract is provided at Annex C of the application package).

Local authority/Project Lead Officer details

Name of Project Lead Officer:			
Local authority:			
Address:			
Telephone number:			
Email:			
Is this a collaborative project involving other local authorities?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify for each local authority partner; <ul style="list-style-type: none"> • Name of the local authority; and • Contact name, email address and telephone number. 			

Project details

Total grant funding requested, excluding VAT (£):	
Proposed start date of Project:	
Proposed end date of Project:	
Date for delivery of Project Report to the FSA – this must be within one month of the Project end date:	

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Project activities

Grant funding is being provided to support local authorities in the 'start up' and 'pre-launch' work required for implementing the national 'Food Hygiene Rating Scheme' (more information on 'start up' is provided in guidance developed through the UK-wide 'Scores on the Doors' Steering Group – this is available on the FSA website at

<http://www.food.gov.uk/enforcement/enfcomm/scoresdoorssteeringgroup/sotdguidance/>.

Please indicate which activities you propose to undertake:

File/database checks and database cleansing activities	<input type="checkbox"/>
Scope checks, including identification of food establishments that fall within the scope of the scheme	<input type="checkbox"/>
Development and implementation of a strategy for communicating with local businesses including publicity and promotion	<input type="checkbox"/>
Local or regional coordination by local authority officer	<input type="checkbox"/>
Other	<input type="checkbox"/>
If other, please provide details	

Project delivery and timetable

Please use the box below to describe briefly how each planned activity will be delivered and the timetable for this. It would be useful to indicate how many records will need to be checked.

Planned activity	Method of delivery	Timetable
File/database checks and database cleansing		
Scope checks		
Communicating with local businesses		

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Planned activity	Method of delivery	Timetable
Local or regional coordination by local authority officer (please specify which local authorities will be covered and the activities that would be undertaken)		
Other (please specify)		

Please use the box below to indicate who will undertake the planned project activities.

Are you proposing to use a contractor/agency or other organisation in order to undertake the proposed activities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes to the above question, please indicate which activities they will be involved in.	File/database checks and database cleansing	<input type="checkbox"/>
	Scope checks	<input type="checkbox"/>
	Communicating with local businesses	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>
	Backfilling for professional staff	<input type="checkbox"/>
	Backfilling for administrative staff	<input type="checkbox"/>

Project management

Please use the box below to describe the arrangements for managing and administrating the grant funded activities, including how these will be monitored and how their effectiveness will be evaluated and how they will contribute to the planned launch. Where there is to be local or regional coordination by a local authority officer, this should be outlined here.

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Project finances

Please provide a breakdown of costs for each planned project activity in the table below (please amend the activity title as appropriate and delete any cost elements which are not relevant).

In each case, the estimate of funding required should be detailed and should be as accurate as possible. All costs should be quoted exclusive of VAT.

Where local authority staffing costs form part of the application, these cannot cover payment for official controls. They should relate to payments for work over and above existing duties, i.e. for backfilling costs for staff to cover existing officers while working on the project or for staff overtime to cover project work. The basis for the staff costs should also be included – e.g. hourly rate and estimated no. of hours/annual salary and estimated no. of weeks.

Expenditure	Project activity					Estimated cost excluding VAT (£)
	File / database checks and database cleansing activities	Scope checks	Coms with businesses	Local / regional coordination	Other*	
LA staff overtime costs/specially recruited staff costs (Based on x hours/days/weeks @ x £)						
LA costs for contractor to backfill for LA officers carrying out planned project activities (Based on x hours/days/weeks @ x £ to cover for LA officers)						
Contractor costs for carrying out planned project activities (Please specify costs for each contractor separately)						
Travel costs for LA staff						
Travel costs for contract staff						
Stationery costs						
Postage costs						
Other costs (please specify)*						
Total £ (ex VAT)						

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*** If appropriate, please provide any details of 'other project activities' or 'other costs'**

Other project activities	
Other costs	

Declaration

I confirm that:

- (a) I have read this application and the Agency's General Conditions of Agreement;
- (b) The Agency may show this application to third parties for the purposes of obtaining expert opinion on its merits;
- (c) If successful, the work will be accommodated and administered in our Organisation in accordance with the Agency's contractual arrangements. Any staff grading and salaries quoted are correct and in accordance with the normal practice of this Organisation;
- (d) I understand that the Agency has the right to inspect our procedures and practices and that I may be asked to provide documentary evidence of our working practices or provide access and assistance to auditors appointed by the Funding Body.

If any part(s) of the standard Agency General Conditions of Agreement is/are unclear or unacceptable, then this should be declared in writing as an Annex attached to this proposal.

Signature	
Name in capitals	
Position	
Organisation	
Date	

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