



Small Grants for SoupFest Fund

Guidance Notes 2018



The SoupFest Fund aims to assist organisations working with the homeless sector in Bedford Borough by funding specific projects or capital items.

Bedford Homeless Partnership are distributing this funding on behalf of SoupFest.

Please Note: Funding cannot be granted retrospectively. Please ensure you submit your request prior to purchasing equipment or items.

Eligibility criteria

- The applicant organisation must operate in the homelessness sector in Bedford Borough.
- Organisations must have a governing document and a building society or bank account. Any grant awarded will be paid by BACS to the organisation named. Payments will not be made to individuals.
- If your organisation does not have a governing document or bank account, we may, in particular circumstances, consider purchasing items on behalf of your project. Each application will be considered on merit.

How much funding is available?

- We will award one-off grants up to the sum of £250 for capital items or towards a specific project which can be quantified.
- It is a condition of the award that:
 - Bedford Homeless Partnership and SoupFest are kept informed of what the funds have been used for, and will require written or photographic evidence of the project.
 - Details of organisations and projects supported will be used for publicity and marketing purposes (including the Bedford Homeless Database) by Bedford Homeless Partnership and SoupFest.

Examples of projects we will not fund

- Applications from profit making organisations or statutory bodies.
- Applications from organisations not working within Bedford Borough.
- Organisations that have not filled in all sections of the application form or do not provide any other requested information.

Application and procedures

- Only requests on the official application form will be considered.
- On receipt of the completed application, we may contact you to ask for additional information.
- The decision of the Grants Panel is final. You will be notified within 1 month of receipt of your application whether a grant will be provided, although we aim to respond in 14 days if possible.

Assistance

If you need any assistance completing this form, please contact **Sam Price** (Homeless Inter-Agency Officer) on 01234 880615 or sam@bedfordhomeless.org.uk

The completed form

Please send your completed form and any supporting documents to **Sam Price**, Bedford Homeless Partnership, c/o CVS, 43 Bromham Road, Bedford MK40 2AA or by email to sam@bedfordhomeless.org.uk



SoupFest – Background Information



Selling Hot Soup in Harpur Square to raise funds for Bedford's homeless

SoupFest is an annual festival of soup celebrating Bedfordshire's talented chefs & raising money for the homeless at the same time. Local businesses and volunteers pull together in order to set up and run the one day event, selling homemade soup and bread to the public to raise funds for the homeless.

Local homeless organisations are invited to send representatives on the day. They are able to raise awareness about the services they provide, and listen to any concerns or queries the public might have about the rough sleepers in Bedford. They can also share information about how the public might be able to help alleviate some of the issues surrounding the homelessness issue in Bedford.

Local choirs and musicians perform throughout the day, entertaining the SoupFesters and encouraging them to stop a while and talk to each other, making new friends and reacquainting themselves with old ones.

It all happens on the first Tuesday of December in Bedford's Harpur Square thanks to the kind permission of the Borough Council.

SoupFest was established by local businesswoman Emma Garrett in 2017 after she was inspired to do so by a similar event in Jersey, Channel Islands. All monies raised are distributed to support the local homeless population, via the various homeless organisations - grants of up to £250 can be applied for.