



## **Eat Well Age Well – Tackling Malnutrition in Older People Living at Home in Scotland Small Ideas, Big Impact Fund**

### **Guidance Notes**

Although malnutrition can occur in overweight individuals, the focus of this fund is in those who are underweight.

This fund is suitable for individuals, groups and public sector practitioners that are able to develop and complete work aimed at preventing, detecting or treating malnutrition and supporting older people to eat well, age well and live well.

We'd like to encourage people from all across Scotland to help us in our quest to reduce the number of older people who are at risk of becoming malnourished, or already are hungry and malnourished. If you have an idea, or ideas, to help older people to eat more, to eat better and to improve their wellbeing, then we'd love to hear from you. We'd like this fund to reach far and wide across all types of communities in Scotland. This fund has been specifically designed so that individuals, community groups, sheltered housing complexes, social enterprises, charities and public sector workers can test out their ideas around the theme of older people living well via food.

If at any point in preparing your application you would like additional help from our Project Dietitian, our Innovations Officer in working up your idea, or our Impact and Policy Officer, please contact us at any time at: [hello@eatwellagewell.org.uk](mailto:hello@eatwellagewell.org.uk) or call us on: 0131 4478151

Please send completed application forms to: [hello@eatwellagewell.org.uk](mailto:hello@eatwellagewell.org.uk) with the subject 'Grant Application'

Alternatively, you can post your completed application to:

Eat Well Age Well  
111 Oxfords Road North  
Edinburgh  
EH14, 1ED

**Please read these application notes before you fill in an application form.**

Closing date for applications **Friday 7<sup>th</sup> December 2018**

#### **How much money can we apply for?**

You can apply for any amount between £50 and £5000.

Your project or activity can be a one off event, over a number of weeks or months or for longer as long as it fully concludes by and is evaluated by **February 28<sup>th</sup> 2020**.

#### **Who can apply?**

Anyone! We can all have good ideas and everyone in the community can help older people eat well, age well and live well. Whether you're a group or an individual, you're welcome to apply and you don't have to be a charity or a community project either. You could be a carer,

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a dietitian, or a volunteer or maybe you're simply a member of the community who would like to make a difference for local older people.

### Who can't apply?

For Profit Organisations

### What you can apply for

There are many ways to help. No matter how big or small, we would love to hear your ideas. We will consider all requests if you can show that they contribute to the main aim of this fund: **to prevent, detect or treat malnutrition and support older people to eat well, age well and live well**. It is therefore expected that projects will integrate food into planned activities.

You must be able to identify that your project or activity is both needed and wanted by older people in your community. You must also be able to show us that your project will have some sort of measurable impact on the problem you are proposing to tackle.

We expect the things that we fund will have added benefits for older people too, and we'd like you to tell us if the activities you plan will help address any of the risk factors below:

- Supporting mental wellbeing
- Supporting access to food and drink
- Increasing physical activity and movement
- Reducing social isolation and/or loneliness

. Examples of activities which may make a difference:

- Increasing cooking skills of older people which may help them maintain a balanced, varied diet and optimal weight
- Incorporating a food aspect into a physical activity project e.g. offering lunch club after walking group
- Staff/volunteer/carer training which as part of a wider food project (e.g. REHIS Older Peoples Course, or how to set up and run a lunch club)
- Peer support or befriending projects which increase opportunities for older people to eat together
- Intergenerational food work to reduce social isolation e.g. cooking and eating together

### Your planned project or activity must be one of the following:

- A new activity
- A new development to a current activity (this may include running a current activity in a new area)

### What will we fund?

Costs that you need to set up and run the project. This might include:

- Any items (e.g. equipment, materials) that may be required to help you deliver your project idea
- Additional costs of employing someone to prepare or deliver the project

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- Other resources that might be needed for your project e.g. venue hire, food for events, training sessions
- Other project costs such as volunteer training and/or expenses

### **What are we not able to fund?**

We will **not** fund any ongoing costs to continue what you are already doing e.g. staff costs, administration costs and rent/utility bills.

### **Is the funding restricted?**

The funding is to be used for the purposes in your plan, unless your idea changes and develops as you progress with the work. Any potential changes should be discussed with the Eat Well Age Well Team at the earliest opportunity. If you produce accounts, you will not have to show this as 'restricted' funding.

### **Evaluating projects**

We will be looking for projects that can make a difference and that will generate evidence to influence policy and practice around malnutrition and hydration. We can provide advice and discuss how you might incorporate measures of impact into your project and help you with this requirement for your grant application.

You can also refer to our website for information to help you think about outcomes and how you might want to evaluate your project.

If your project bid is successful, we will agree with you an end date and a date following this by which an evaluation form (and any data collected) would need to be submitted. Separate guidance on the content of this will be provided.

### **How we will assess your application form**

Your application will be assessed based on criteria listed above:

Questions to consider:

- Will the project or activity prevent, detect or treat malnutrition and support older people to eat well, live well and age well?
- How will you identify and target malnourished individuals through your project or activity?
- Does the project or activity address one of the risk factors linked to malnutrition in older people?
- Does the project or activity integrate food in some way into your planned activities?
- Is the project or activity new or a new development to current work?
- Can we measure what your project or activity hopes to achieve?

We will aim to acknowledge receipt of your application within **7 days**. A decision regarding your application will be made within **30 days of the closing date**. Unsuccessful applicants will receive feedback and an opportunity to revise/develop their application with the support of the Eat Well Age Well team for resubmission in the next round of grants (May 2019).

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## What information do I need to provide?

If your application is successful, in order to release funds, we will require some further information from you:

### Individuals

If you are an individual, you will need to provide **2 x proof of Identity and proof of address and bank account matching your name and ID where we can pay the funds into.** We will also need some background information about how you are involved with older people, where and for how long.

### Community group

If you are a group, you will also need to provide **proof of existence** and some background about who is involved in your group, what you do, where you do it and how long you have been active in your community. You do not have to be a constituted community group to apply for this fund.

### Registered Charity/Social Enterprise

If you are a registered charity or social enterprise you will need to provide your **charity number**, any other entity status number and background about what you do, where you do it and how long you have been active.

### Public Sector

If you work in the public sector, you will need to **provide evidence of support from your Line Manager** to show you have capacity to deliver your project, as well as some background about yourself and your work with older people.

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## Guide to filling the application form

### Section 1:

Fill in the applicable sections so we have details about you, and your organisation, if relevant.

### Section 2:

We want it to be as easy as possible for those interested in this fund to submit their idea. We don't need lots of jargon or complicated terms, just explain in your own words what you do and how you might be involved with older people and food.

Tell us in a bit more detail about the older people you currently, or intend to, work with and what needs they have expressed to you. In addition, we would like to know where you are in Scotland and what area your idea will cover (this could be a street, a village, a town, a region or more than one region, or even the whole country).

### Section 3:

Think of a name for the work you are doing, again just keep it simple and easy to understand.

Tell us exactly how much money you need and outline what you will do with the funding. We are looking for an overview of what you plan to spend the money on, we do not need a detailed spreadsheet (though you can submit one if you wish), but a simple list under some headings with totals will suffice. We may come back to you to review your costs if necessary.

*For example, if you plan to do a series of lunches for older people with screening and information sessions added in, you might plan your events like this table below (please note these figures are for illustrative purposes only).*

Equipment <ul style="list-style-type: none"> <li>• Cookware and dinnerware</li> </ul>	£250
Venue <ul style="list-style-type: none"> <li>• Hall hire x 6 events</li> </ul>	£600
Information and screening <ul style="list-style-type: none"> <li>• Weighing scales and armbands</li> </ul>	£100
Volunteer expenses <ul style="list-style-type: none"> <li>• Travel costs and lunch for 6 x events</li> </ul>	£100
Other event costs <ul style="list-style-type: none"> <li>• Foods to show adding calories and packs to take home x 6 events</li> </ul>	£800
<b>Total Small Idea Big Impact request</b>	<b>£1,850</b>

We'd like to know how many older people you are hoping will benefit from your project. If you're unsure exactly at this stage, then a rough idea will suffice.

Most importantly within your plan, is the information you can give about how your idea and project will help older people to eat well, live well and age well. Tell us how you think your project will help improve the lives of older people. What things will have to have happened to show that your project has been successful?



Please give us the expected start and end dates for your work, making sure it will be completely finished and all funds spent by **February 28<sup>th</sup> 2020**

One of the main work areas for Eat Well Age Well is to provide more data and evidence than currently exists around older people at risk of, or experiencing, malnourishment living at home in the community. Our team will work with you to understand what your project is doing, what things you are doing that are measurable, and ways in which you can measure them. We would also like to know if you think your idea/project will also help reduce loneliness and isolation among older people. The research indicates a strong link between malnutrition and other risk factors so we hope to use this fund as a way of demonstrating positive impacts for people by using food as the theme.

We don't want to restrict how you can show the success of your project, so if you think pictures would tell a good story, or a video, questionnaire, screening results, or audio conversations, then please create records of your work in a variety of ways. You will need to be able to provide records of your project to us.

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