

Scottish Government Capital Investment Programme *Funding to Assist with Food-to-Go Stations in Convenience Stores*

Offering

At the SGF Conference on 3rd November 2017, the Cabinet Secretary for Rural Economy and Connectivity, announced that the Scottish Government had awarded funding of £250,000 to be made available to convenience stores throughout Scotland to provide a better food-to-go offering to consumers.

The programme will be administered by Scottish Grocers' Federation.

Aim

The grant programme aims to support and encourage the capacity of independent convenience store retailers in Scotland to innovate and respond to changing customer demands through the development of a food-to-go offering.

Funds Available

Grants will be awarded for the installation of a new food-to-go-station on a **50% match-funding basis, capped at £7,500** (i.e. 50% paid by the retailer, 50% paid by the fund). Please note that funding can only be offered on the net cost of any works being undertaken (i.e. excluding VAT).

Funds will be dispatched on the completion of works. Retailers must also show that they are compliant with legislation covering food hygiene and health and safety.

Eligibility

The grant programme is open to independent convenience stores within a definition of a SME – less than 250 employees.

Multi-site retailers with less than 250 employees can make ***only one application*** per company within any 12-month period of the grant programme being in operation.

Grants ***will not*** be awarded for the installation of franchised food-to-go stations.

When applying for funding, retailers should submit all quotes relating to the refit alongside drawings showing plans for the new food-to-go station.

Timescales

The programme will be open to applications between **1st March 2018 and 30th April 2018**. (Subject to the number of applications received the application period may be extended.) All applications will then be assessed with all applicants receiving responses to their applications by 31st May 2018. Any funds allocated will be released on the completion of

works.

Criteria

There are 2 areas of criteria which the retailer must meet to receive funding, as follows:

- Retailers should ensure that they offer locally sourced products within the food-to-go station
- Retailers should ensure that they offer a balance between consumer led choices of food-to-go and healthier eating options
- Retailers should describe how they will promote healthy eating options and Scottish products in their stores within the first 12 months of the grant being awarded.

Local Sourcing

Retailers would be expected to locally source a selection of products (from the local area or from elsewhere in Scotland).

Suggestions on Locally Sourced Products are as follows:

- Soup
- Pastries/Paninis
- Sandwiches
- Filled Rolls
- Meat Products
- Fruit
- Salads
- Sandwich Fillings – cheeses, vegetables
- Bakery items
- Eggs

Healthier Options

Retailers should also encourage the uptake of healthier option alternatives through their food-to-go station.

Suggestions on Healthier Option alternatives are as follows:

- Fruit and Vegetables
- Selected Dairy Products
- Selected Cheeses
- Selected Fruit Juices
- Selected Breakfast Cereals
- Oatmeals/Porridge Pots
- Water
- Selected Cereal/Protein Bars

Tips and Advice

Recommended Shopfitters

- Should you require any advice on recommended shopfitters, please contact SGF on 0131 343 3300.

Promotional Activity

To help promote the items on sale, why not look at these simple methods to encourage uptake of goods in your store:

- Promotional leaflets showcasing the offer available
- Promotional posters
- Blackboard Statements highlighting locally sourced goods
- Meal deal offerings

Regulations

For due diligence, when adding a food-to-go station to your premises, please consider the following:

- Ensure liaison with your local Environmental Health Department (local authority).
- Does the design and construction of your station comply with legal requirements?
- Are you aware of the main General Food Law Requirements?
- Do you keep written records of all the suppliers that provide you with food or any food ingredients?
- Have you put food safety management procedures in place and are you keeping up-to-date records of these?
- Do you and your staff understand the principles of good food hygiene?
- Have you considered all health and safety and fire safety arrangements?
- Do you describe the food and drink offer accurately?

To apply for funding, please complete the application form attached and return it to

Scottish Grocers' Federation, 222 Queensferry Road, Edinburgh, EH4 2BN

Applications should be returned no later than 30th April 2018.