

Scottish Government Capital Investment Programme Funding to Assist with Food-to-Go Stations in Convenience Stores 2019

Application for Funding

The Scottish Government has made funding available to convenience retailers (*conditions apply*) to assist with upgrading your Food to Go offering in store.

Retailers can apply for up to £7,500 (any funding offered must be matched by the retailer) to install new Food-to-Go facilities.

To apply for funding please complete the application form below. **Applications will be received from 30th April 2019 but no later than 28th June 2019.** Applications will then be assessed and all applicants will receive a response to their application by 26th July 2019. **Funds for successful applicants will be released on the completion of works.**

WORK MUST BE COMPLETED BY 30TH APRIL 2020

| GENERAL INFORMATION | | | |
|--------------------------|--|---------------------|--|
| Full Name | | | |
| Store Name | | | |
| Symbol Group Affiliation | | | |
| Address | | | |
| Phone Number | | Mobile Phone Number | |
| E-mail Address | | | |

| FOOD TO GO OFFERING | |
|---|--|
| <p>Please state briefly what you plan to do to develop your Food to Go offering in store.</p> | |

| PRODUCT OFFER | | |
|---|------------------------------------|---|
| <p>Please state what percentage of your food-to-go offer will be (see back-up paper for further information):</p> | Be Locally Sourced | % |
| | Be Classified as Healthier Options | % |

| EXAMPLES | |
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| <p>Please give examples of goods that are likely to be on offer from your food-to-go station within the above categories:</p> | |



| PROMOTIONAL ACTIVITY | |
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| <p>Plases state what promotional activity you will undertake to increase footfall and customer purchases:</p> | |

| REDUCING FOOD WASTE AND REDUCING PACKAGING | | |
|---|--|--|
| <p>Applicant Action Plan:</p> <p>Please tick the following actions you will incorporate into your in-store plan to reduce food and packaging waste (you do not have to tick every action).</p> | <p>Make use of these resources</p> <ul style="list-style-type: none"> ○ The Retail Food Waste Prevention Guidance Document ○ The Green Retail app that was developed by ZWS a few years ago. It covers wider resource efficiency issues, but highly relevant overall. ○ Monitoring and measuring food waste guidance document – how to do it, what to measure, what tools to use. ○ Surplus food guidance document – health and safety guidelines, how to do it and what redistribution platforms are available to link up with. ○ Resource Efficient Scotland Pledge – online portal to pledge to take resource efficient actions, food waste prevention being one option. | |
| | Work towards effective stock control. Have in place a forecasting and demand planning process. | |
| | Recycle vegetable oil for biofuel. | |
| | Train staff to reduce waste. | |
| | Monitor portion sizes. | |
| | Segregate food waste and ensure edible food is eaten rather than disposed of. This could include having plans for re-use of surplus food through recipes for re-sale or redistribution. If this is not possible establish community links for redistribution of edible surplus food or work with other local businesses to find ways to re-work this waste. | |
| <p>Packaging Waste</p> | <ul style="list-style-type: none"> ● Using products that are made from recycled materials or which can be widely and easily be recycled. ● Work towards eliminating polystyrene and Styrofoam containers. | |
| | Use labels which are recyclable or compostable | |
| | <p>Promote responsible litter disposal, e.g.</p> <p>https://www.keepsotlandbeautiful.org/about-us/our-campaigns-and-innovations/keep-scotland-bru-tiful/</p> | |

TIMESCALES

| | | |
|---|------------------------|--|
| Please give estimated timescales for the following: | Work Commencement Date | |
| | Work Completion Date | |

FUNDING REQUEST

| | | |
|--|--|---|
| Funding is available on a 50% costing match agreement. | Please indicate amount of funding required (excluding VAT) <i>i.e. 50% of total costs of work but no more than £7,500</i> | £ |
| | <i>Please include a quote for any/all works to be undertaken to support your funding request.</i> | |

FOOD HYGIENE REGULATIONS

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| To comply with current regulations, please confirm (✓) that all required registration procedures and training will be undertaken to allow the sale of foods prepared on the premises for sale to the public. <i>(Please provide supporting paperwork if available.)</i> | |
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ADDITIONAL INFORMATION

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| Please add any further information which may help your application. | |
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SUPPLIERS

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| We have a list of suppliers who may be able to help you with your Food to Go offering. Please confirm (tick) if you would be happy for us to pass on your contact details. | |
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| DECLARATION | |
|---|--|
| <p>Please sign to confirm the following:</p> | <ul style="list-style-type: none"> • I declare that the information in this application is accurate at the time of applying. Any relevant back up documents can be made available on request to support my/our application. • I understand that my store may be visited prior to funds being released to ensure that work is completed on a new food-to-go station. I may also be asked to provide photographic evidence to show the completed works. • By signing this form I agree to the information being held on file by the Scottish Grocers' Federation and will be available to be viewed by the Scottish Government. The information will not be used for any other matter and will not be passed on to any third party. A LIST OF THE NAMES OF THE SUCCESSFUL BUSINESS WILL BE DISPLAYED ON THE SGF WEBSITE |
| Signed | |
| Name in Full | |
| Date Completed | |

| FOR COMPLETION BY SCOTTISH GROCERS' FEDERATION | |
|--|--|
| Date Application Received | |
| Date Acknowledged | |
| Assessment Completed | |