

# SCAF member-led event & activity fund

## “Create, Innovate, Participate!”



### Guidance notes

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#### Overview of the Scottish Alliance for Food

The Scottish Alliance for Food (SCAF) is a collaborative, cross-disciplinary, cross-sectoral research Alliance funded by the Scottish Funding Council. SCAF aims to connect stakeholders across disciplines and sectors to deliver collaborative, future-focused research that will help transform how food links to health, equity, and sustainability. Our values are

- **Evidence-based** – Our work is underpinned by the latest available evidence and driven by robust data.
- **Inclusive** – Our work is shaped by diverse voices and perspectives.
- **Collaborative** – Working together is at the core of our alliance.

Through evidence-based policies and a thriving, innovative sector, SCAF envisions a transformed food system that prioritises health and environmental sustainability for all, regardless of socioeconomic status. This vision shifts responsibility from individual consumers to structural changes, empowering stakeholders across the system while reducing stigma around food choices and fostering a sustainable, health-focused economy.

#### Call priorities

This fund supports events and activities aligned with SCAF’s mission and values. This includes, for example, grant writing workshops, networking events, research showcases, collaboration events, field visits, research sandpits, short placements, writing retreats, and communication projects.

Events and activities should align with the SCAF mission and aim to

- foster collaboration and shared responsibility to formulate and tackle critical emerging research questions for a better food future for all
- drive transformational change in the broader food landscape to support food practices and behaviours linked to health, sustainability and equity.

The outputs and outcomes of the proposed events and activities should be associated with one or more of the SCAF themes and/or cross-cutting workstreams:

- Mapping the Food System.
- Innovation-led Food Systems Research.
- Culture, Heritage & Behaviour.
- Food Security, Environment, & Community.
- Food System Workstream
- Academy of Citizens

The proposed events and activities should be associated with at least two of the SCAF planned outputs and outcomes (see application form).

This award will typically be in the range of £200-500, with costs up to £1000 maximum, supporting expenses associated with venue and equipment hire, [event catering\\*](#), [travel\\*](#), facilitation or material when appropriate and relevant. With each award, the SCAF team will provide modest administration and communication support (including support for dissemination and registration). However, the event/activity is expected to be organised by the awardee, acknowledging SCAF input and support.

Risks associated with the event/activity are not the responsibility of SCAF to manage, monitor or mitigate, and rest fully with the awardee and their institution.

The event/activity must be conducted within a 4-month period or less of receiving the award.

\* see **Note on event catering and travel****Note on event catering and travel****Note on event catering and travel****Note on event catering and travel**[note on travel and catering](#) at the bottom of this document

## Who can apply?

All applicants must be SCAF members and have joined the SCAF Slack community at the point of application. You may register as a member via our website: <https://scaf-arc.co.uk/takepart/>

Researchers and professionals working in fields relevant to food and nutrition (academic and non-academic tracks), as well as members of the public interested in the broader topic of food, are eligible to apply.

Applicants should not be in receipt of another currently active SCAF award (including pump-priming as Principal Investigator, or another SCAF award for an event or activity).

If the applicant is not currently employed in Scotland, a clear justification should be provided about the event/activity's relevance to SCAF.

## Ineligible costs

Funding must not be used for the purposes of

- Indirect or estates related costs at the institution you are based in
- Recouped salaries, recouped staff time
- Costs relating to intellectual property protection, including but not limited to registering, maintaining, or supporting patents
- Travel or catering not meeting the SCAF criteria (see note on travel and catering below)
- Funding for events/activities already held in the past or planned less than 6 weeks from the application submission date

## Review & Assessment

The SCAF office staff will review applications to ensure that all eligibility requirements are met. Incomplete submissions will be returned to applicants for resubmission. Applications for review will be blinded with the applicant-specific information split from the event/activity proposal.

Applications will be reviewed by a small committee within SCAF with no current direct existing working relationship with the applicant (e.g. same institution/organisation, ongoing project or supervision).

Applications will be judged under the below criteria:

1. **Purpose** – is the event/activity coherent with SCAF's aims and vision? Are outputs and outcomes aligned with SCAF's mission?
2. **Alignment** - Clear demonstration of how the event/activity is linked with one or more of the SCAF themes and/or workstreams, and existing activities where relevant.
3. **Engagement** - Has the applicant engaged with SCAF activities or plans to give back to the SCAF community?
4. **Feasibility** - event/activity plan, timeline and costing
5. **Values** - Does the event/activity consider sustainability and equality, diversity, and inclusion?

Each criterion is scored on a 4-point scale (poor, moderate, good, excellent), with fundable events/activities requiring no criteria scoring below 1 and a median score of 60%. Decisions are final.

## How to apply & timeline

Any queries about the award can be directed to [scaf@glasgow.ac.uk](mailto:scaf@glasgow.ac.uk).

Applications are invited on a rolling basis with a maximum fund of £1500 each quarter (with quarters starting on the first working day of January, April, July, Oct). Applications are reviewed sequentially, as they are submitted, up to the exhaustion of the funding allocation for the quarter.

To apply, use the form linked below and submit an MS Word copy to the Scottish Alliance for Food inbox [scaf@glasgow.ac.uk](mailto:scaf@glasgow.ac.uk) with the email subject: "**SCAF | Member-led event application – YOUR NAME**"

SCAF Member-led event & activity fund guidance – version 1.0 – published 19/08/2024

Successful applications will usually be returned within 3 weeks.

### **Award conditions**

Should your application be successful, an award will be made under the following conditions:

1. A short report about the event/activity detailing how the award was spent and the benefits gained from receiving the award
2. A blog about the event/activity, including relevant photos, submitted no later than 2 weeks after the event.
3. Photo and details of the awardee / awardee team and for use in future media material
4. Return of the award if the event/activity has not been carried out within 4 months of the award.
5. Commitment to engage in monitoring and evaluation of the event/activity

### **Payment Arrangements**

Cost details should be submitted in the application. Payment of the award is in arrears to the institution/organisation of the applicant as detailed below. If applicants are members of the public and not part of an institution/organisation able to receive funds, please contact the SCAF office.

*The Award Holder shall invoice The University of Glasgow within one month of the end of the event in arrears based on actual expenditure and The University Glasgow shall pay the Award Holder within thirty (30) days of a valid invoice, subject always to receipt of funds from the Funder and subject to the satisfactory completion by the Award Holder of any due diligence checks as may be reasonably required.*

*The cost statement should include the breakdown of the indexed full economic cost (FEC) figures.*

### **Frequently asked questions**

Information about how to apply, forms and guidance is contained in this document and the application form linked on the SCAF webpage.

If you have a question or enquiry not covered in these documents, please contact [scaf@glasgow.ac.uk](mailto:scaf@glasgow.ac.uk). Frequently asked questions relevant to the wider pool of applicants will be posted on the website if applicable.

**Download the application form on the SCAF website:**

<https://scaf-arc.co.uk/opportunities/fundingopportunities/>

## **Note on event catering and travel:**

### *Catering:*

Food provided during SCAF events should align with the Alliance's values and consider sustainability, fair price and employment practices, and the healthfulness of the offering.

Where possible, for SCAF events and activities that involve food, you should:

- Provide plant-based food
- Prioritise using local businesses that focus on healthful, seasonal produce, fair employment practice, and who are conscious of their environmental impact.
- Minimise food waste through accurate ordering, allowing for a drop-off in numbers on the day, and planning for the use of leftover food, for instance, by encouraging participants to bring takeaway boxes to reduce waste.
- Reduce the use of single-use packaging and prioritise reusable utensils.

### *Travel:*

The carbon footprint of travel should be reduced whenever possible by using public transport and enabling online participation in in-person events. Any venues used as part of SCAF activity must be accessible by public transport, or the project must provide adequate transportation options within budget. Travel must be within Scotland and, where clearly justified and essential, the UK. Travel support should primarily be for the benefit of early career professionals, and supporting participation from members of the public, where applicable. The award can also be used to implement strategies to support sustainable engagement and attendance (including online participation). The SCAF travel policy is available here: <https://tinyurl.com/SCAF-Travel-Policy>