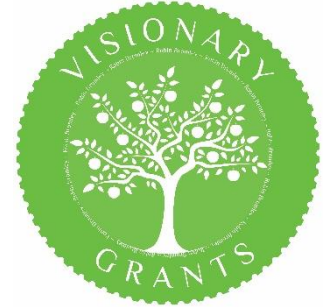




## Application Guidelines 2024

The Robin Bromley Visionary Grants program aims to empower Canteen Supervisors to undertake professional development and training and/or enhance the canteen by purchasing essential equipment with funds provided by this program.

This is a Foodcore Nutrition Services Inc. initiative in partnership with Brownes Dairy.



### Who is eligible?

Each of the following criteria MUST be met:

- Grants are available to Canteen Supervisors or canteens in schools of all education systems within Western Australia only
- The canteen/school must be fully compliant with the Department of Education's Student Health Care Policy that includes Healthy Food and Drinks including:
  - » canteen menu is compliant with the HFD policy e.g. >60% green; <40% amber
  - » paid and voluntary canteen staff have completed FoodSafe® training (or equivalent)
  - » paid and voluntary canteen staff have completed [All about Allergens for schools](#) training
- The canteen/school must demonstrate evidence of how the canteen is involved with the school community in creating a healthy food and drink environment i.e. healthy food promotions, see example on page 2
- Applicants can be either in a paid or volunteer capacity providing they are the Canteen Supervisor/Manager i.e. the person responsible for day to day operation of the canteen
- Members of the Foodcore Board are eligible to apply for the grants, however, if applying, they will be excluded from the selection panel for the funding period
- Successful applicants and/or schools cannot reapply for two consecutive years after being awarded the grant
- If the application is unsuccessful, the Canteen Supervisor/canteen is eligible to reapply the following year
- Schools must be current members of the Association. Membership forms can be completed and submitted with the application.

### Grant Inclusions

The grant can only be used for approved purposes. Examples include but are not limited to:

- Professional development/training e.g.
  - » Food safety and hygiene training such as: Foodsafe® Food handler training, face to face/virtual delivery (conducted by Foodcore); Food Safety Supervisor training (conducted by Foodcore or other suitable providers)
  - » CORE Finances training (conducted by Foodcore)
  - » Computer skills training

- Equipment:
  - » Essential equipment to increase menu options categorised as green and/or implement best business practice e.g. a blender to make fruit smoothies; display fridge; computer for the canteen record keeping
  - » Canteen uniforms e.g. shirts, caps, aprons.

*Note: if considering purchasing a computer for the canteen, investigate Department of Education's Common Use Agreement and ICT purchasing and standards (for public schools); IT support within your school; and internet access options prior to applying.*

### Grant amount

- Three grants will be awarded each year
- Each grant is worth \$1,000 (inc. GST), this means your application needs to be for at least \$1,000.

### Funding will not be provided for any other requirements, for example:

- One off events that are unlikely to contribute long-term benefits to the individual and school canteen e.g. fruit and veg month promotion; one day events
- Training or equipment not related to healthy eating e.g. cake decorating course; purchasing a deep fryer
- Wages and operational costs of the canteen
- One off presentations or guest speakers to the school e.g. asking a dietitian to present to the school community
- Building and infrastructure e.g. repairs and maintenance.

### Timeline – 2024/25

- Applications to be submitted to Foodcore by close of business Friday 18 October. Late applications will not be accepted
- Applications to be emailed to [foodcore@education.wa.edu.au](mailto:foodcore@education.wa.edu.au)
- Applicants notified by Friday 15 November
- Successful school/parent body to raise an invoice for \$1,000 (inc. GST)
- Foodcore will make a payment to the school/parent body nominated bank account, not to a personal account
- Funds to be acquitted by 30 June 2025 unless written permission from Foodcore to carry over to end of the year.

### Application procedure

1. Contact Foodcore 08 9264 4999 to discuss your application before submission!
2. Complete the application form and submit to [foodcore@education.wa.edu.au](mailto:foodcore@education.wa.edu.au) before the closing date
3. Use grant money for approved purposes only
4. Provide evaluation and acquittal documents including receipts.

### Branding and acknowledgement

All activities must acknowledge the funding source in the following way:

- All materials and activities funded by the Robin Bromley Visionary Grants must carry either:
  - » The words - 'Funding proudly provided by the Robin Bromley Visionary Grants, a Foodcore Nutrition Services Inc. initiative in partnership with Brownes Dairy' and/or;
  - » The Robin Bromley Visionary Grant banner, which includes the Foodcore and Brownes Dairy logos (electronic file will be provided to successful applicants).



## Application Form

### School

<b>School Name:</b>								
<b>Address:</b>								
<b>Phone:</b>								
<b>Email:</b>								
<b>ABN:</b>								
<b>Canteen operation</b>	Parent body		School		Private		Other	

### Applicant details

<b>Name:</b>			
<b>Position:</b>		Paid	
		Volunteer	
<b>Time in position:</b>			
<b>Additional staff (paid and/or volunteer):</b>			
<b>Email:</b>			
<b>ABN:</b>			

## Eligibility criteria

To be eligible the school must be fully compliant with the Department of Education's Student Health Care Policy that includes Healthy Food and Drinks and provide documentation, please tick the appropriate box.

Criteria	Evidence Attached
<p>Canteen menu compliant with HFD policy (non-compliant menus will void the application)</p> <ul style="list-style-type: none"><li>- Menu submitted with application</li><li>- More than 60% green choices and less than 40% amber choices</li><li>- Amber savoury items restricted to no more than 2 days per week</li><li>- No red items</li></ul>	
<p>School community involvement in creating a healthy food and drink environment minimum of 4 of the following 8 areas</p> <ul style="list-style-type: none"><li>- Promotion of theme day</li><li>- Menu colour coded</li><li>- Green meal deals on the menu</li><li>- School newsletter, website or Facebook posts about healthy eating</li><li>- Menu or chalk board used as an advertising tool at the canteen</li><li>- Healthy catering to the broader school community (e.g. staff meetings)</li><li>- School kitchen garden links (e.g. cooking with garden produce)</li><li>- Cross curricular links (e.g. promoting Italian food for language classes)</li></ul>	
<p>Food safety and hygiene training</p> <ul style="list-style-type: none"><li>- Completion of FoodSafe® Food Handler Training (or equivalent) and certificate provided (online training available via Foodcore for FREE)</li></ul>	
<p>All about Allergens Training</p> <ul style="list-style-type: none"><li>- Completion of All about Allergens training for schools and certificate provided (access online for free)</li></ul>	

**1. Provide a brief overarching vision of what the grant will be used for or grant use**

*For example:*

*Our canteen is over 20 years old with worn out laminated benches. We would like to purchase stainless steel benches, 1 x 1200mm x 750mm and 1 x 1800mm x 750mm*

**2. Provide an explanation of how this will enhance the canteen's ability to provide a healthy menu**

*For example:*

*Stainless steel benches will allow our canteen to increase the range of foods prepared onsite; alleviate food hygiene concerns that we have with the current benches; and will improve the aesthetics of the canteen making it look more professional. We aim to add a range of healthy green foods to the menu e.g. mac and cheese, fried rice and other green rated meals. A large stainless bench provides room to prepare items in bulk and layout containers for easy filling and then freezing.*

**3. Demonstrate how this will create a sustainable change to the canteen both for the short and long term that will allow for ongoing provision of healthy food items.**

**Note: Funds cannot be used for one off events.**

Short term benefits

*For example: Menu changes and ability to avoid food safety issues*

Long term benefits

*For example: Stainless steel benches are durable, come with an extensive warranty and will provide a more organised set up in the canteen.*

4. Proposed cost – copies of quotes must be attached		
Name of supplier/manufacture or provider of goods	Amount (inc. GST)	Quote attached please tick
Total		
Total Inc. GST		

Applications over \$1000 must include a letter from the Principal/Parent Body President outlining how the remainder of the funds will be obtained		
Applicable	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Undertakings and Conditions of the Grant**

I/we agree:

- To collaborate with Foodcore and use the grant funds as described in this application
- To keep accurate financial records of how the grant funds are used e.g. providing the original receipts with the evaluation and acquittal forms
- To acknowledge the funding source as directed by Foodcore
- To use the funds for the approved purpose only
- To seek approval from Foodcore in writing to make changes to how the funds are used
- To acknowledge the right of Foodcore to terminate this agreement if the grant funds are not applied according to the agreed application, or within the time frame. In the event of the agreement being terminated, funds not spent as authorised must be repaid to Foodcore
- To provide the following documentation to Foodcore by the end of the grant period i.e. 30 June 2025:
  - a completed evaluation using the form provided
  - copies of original receipts for all purchases
  - copies of any photos, pictures, articles or media associated with the grant (with appropriate consent)
  - an acquittal form signed by the Principal/Parent Body President to show expenditure as per the approved funding allocation

*Declaration: I/we declare that the information on this application form is correct and understand that if approved by Foodcore, I/we will abide by these undertakings and conditions detailed above.*

*Unsigned applications will not be accepted.*

Applicant	Name:	
	Signature:	
	Date:	
Approved by: (please select)	Name:	
Principal <input type="checkbox"/>	Signature:	
Parent Body President <input type="checkbox"/>	Date:	