



SCOTTISH WHOLESale ASSOCIATION

The voice of the Scottish Food, Drink and Allied Trades

Scottish Wholesale Local Food and Drink Growth Fund

Terms & Conditions Declaration Form

Fund available

The Scottish Wholesale Local Food and Drink Growth Fund, funded by the Scottish Government and managed by the Scottish Wholesale Association (SWA), has been set up to support wholesalers in increasing the volume of local Scottish produce being sold through wholesale channels.

Grant funding of up to £10,000 is available per wholesale business. Applicants must provide at least 50% of the total project(s) costs in match funding. For example, if a project cost is £15,000, the applicant can apply for a £7,500 grant.

In total, SWA has secured £195,000 from the Scottish Government to deliver the fund. The fund represents the third phase of the Delivering Growth Through Wholesale (DGTW) local sourcing programme launched in 2021, developed by SWA in partnership with the Scottish Agricultural Organisation Society and Scotland Food & Drink.

The fund is open to applications until Friday 6th September 2024.

For the purposes of this fund, “local Scottish produce” means produce produced locally (in your locality, region or elsewhere in Scotland), and which has a short supply chain (i.e. there are fewer steps between the primary producer of the food and the person who eats the food).

Examples of funded activities

The Scottish Wholesale Local Food and Drink Growth Fund will help wholesale businesses become local sourcing wholesalers, increasing their sales and support of Scottish micro and SME producers/manufacturers, or working with their customer base to develop local sourcing strategies, in line with the [Scottish Government's Good Food Nation Bill](#).

Grant funding can be used for the following activities:

- Creating joint business plans for a wholesaler and a producer working in collaboration to develop new customers and markets for their product(s).
- Identifying and understanding business resource capabilities and capacity in relation to local sourcing.
- Producing a local sourcing strategy and monitoring processes.
- Creating dedicated areas or displays for local products in wholesaler depots/warehouse(s).
- Covering producer participation costs for attending wholesaler events and tradeshow.
- Supporting local authorities in their procurement of local produce and in developing their local Good Food Nation strategies.
- Training and/or financing a local/regional sourcing buyer.
- Training wholesale sales teams to become the sales agents for the Scottish producer's products.
- Exploring options to support wholesalers and their suppliers to attain accreditation standards that would help them create or enter new Scottish markets or outlets (e.g. SALSA).

Other activities not mentioned above will be considered if they are deemed by the panel assessing applications to be in line with the funding conditions and required outcomes. Such activities cannot include listing or stocking fees, promotional support or advertising, waste or supporting pricing and margins.

Eligibility

The Scottish Wholesale Local Food and Drink Growth Fund is open to food and drink wholesalers who sell into the Scottish retail, hospitality and leisure sector, on-trade and the public sector.

For the purposes of this fund, food and drink wholesale must be the primary part of the business, equating to 80% or more of business turnover (see below).

Applicants, who are food and/ or drink wholesalers and who meet all of the following criteria, are eligible to apply:

- Their business is exclusively or mainly wholesale (as defined below).
- They have premises and employees based in Scotland.
- They are not considered to be an ‘ailing or insolvent’ economic actor as defined in s24 of the Subsidy Control Act 2022 (SCA) (or, where an applicant would be considered an “ailing or insolvent” economic actor, that they satisfy the conditions required for Rescuing set out in s19 of the SCA).
- They are willing to share the relevant sales data with the Scottish Wholesale Association, as outlined within Appendix 1 below, for a period of three years after completion of the activity/s funded by the Scottish Wholesale Local Food and Drink Growth Fund.

For the purposes of this fund, “food and drink wholesale” or “wholesale” means a route to market in the consolidation and distribution of multi-supplier food and drink products for onward trade resell. For example, a primary or secondary producer, such as a meat producer, farmer, baker, food processor, or hatchery, who manufactures / makes / grows / processes / repackages products as more than 20% of their business turnover, but who may themselves wholesale as a route to market for their products (i.e. to local butchers, retailers or hotels etc.) will not be eligible for this fund, as wholesale does not constitute 80% or more of their business turnover.

Terms and Conditions

- The fund is open to applications until the Friday 6th September 2024.
- All grant funded activities must be completed by 31st March 2025.
- Any producers/manufacturers included within the activity proposal must be Scottish and SME or micro in size.
- Applications are assessed by a panel that includes an assessor independent of the Scottish Wholesale Association. The decisions of the panel are final.
- The grant is made to enable the applicant to carry out the funded activity(s).
 - The grant shall only be used for the purposes of the funded activity(s) and for no other purpose whatsoever.
 - No part of the grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

- The grant cannot be used to cover Value Added Tax (VAT) payable on the funded activities.
- Applicants will be informed of the outcome of their application within 30 days of the fund closing date.
- Grant payment will be made to the applicant on receipt of proof of the funded activity having been completed and upon SWA being satisfied that the original conditions on which the match grant funding was agreed have been met. Payment will not be withheld should the potential return not match original expectations, so long as the actual activity was undertaken, e.g. the anticipated sales, or number of new customers, generated through a producer attending a tradeshow was less than projected. In such circumstances, payment would still be made on the basis that the producer attended the tradeshow.
- Retrospective applications for work already commenced or completed will not be accepted.
- Applicants should not start activities or confirm any spend until they have received confirmation of grant award.
- SWA reserves the right to close the fund early should it become oversubscribed.
- Successful applicants may be contacted by SWA to develop a case study on their local sourcing activities.

Should the total sum applied for exceed the total that is available in the fund, grant funding requests will be reviewed and considered based on fairness and proportionality across all applicants. This will include, among other matters, consideration of:

- The proposed return on investment, activity potential and speed of potential return.
- Whether the applicant has SWA trained 'Wholesale Local Food Champions' and if any producer partner has completed the 'Delivering Growth Through Wholesale' training programme.
- How activities bring wider socio-economic benefits and align with Scottish Government ambitions outlined within the Good Food Nation Bill.
- Location and size of applicants, ensuring equity of funding across the whole of Scotland and for wholesalers of all sizes.
- Maximising the number of activities that the total funding pot could support (e.g. funding more smaller activities rather than fewer larger activities).
- Date of application.

Evidence required to support the grant funding claim

The applicant must provide the following supporting documentation to accompany the this declaration form:

- Last set of audited or unaudited annual accounts (redacted accounts acceptable).
- Identification (copy of passport or driving licence of person submitting declaration on behalf of the business) and business bank details.
- Completed Grant Application (<https://www.surveymonkey.com/r/qq5md5k>) form that evidences that the main business activity of the applicant is wholesale, with wholesale making up 80% or more of business turnover, as defined above.
- Completed Grant Application (<https://www.surveymonkey.com/r/qq5md5k>) form that evidences details of the customer base supplied and % of their business attribution (i.e. retail, direct to consumer, hospitality, on-trade, public sector).

Declarations

Please sign to confirm the following:

I/we declare that the information in this form is true and accurate at the time of applying. I/we understand that sufficient evidence must be given in proof of the undertaking of the proposed funded activity(s), and which may include a visit to my/our business, prior to funds being released.

I/we understand that sales data must be provided to allow the evaluation of the Scottish Wholesale Growth Fund and Scottish products stocked and sold before and after implementation of the funded activity, and that ongoing data must be supplied annually up to and including 2027, or as otherwise agreed by the Programme Director. This data will be anonymised and used for the purposes of providing wholesale sector insights to the Scottish Government, and the wholesale sector. Further details are set out in Appendix 1 below. I/we undertake to comply with the terms of Appendix 1 and the terms and conditions upon which grant funding may be made available, as detailed in this form.

By signing this declaration form, I/we confirm my/our application for £..... grant funding from the Scottish Wholesale Local Food and Drink Growth Fund and confirm that I/we will match this funding by the same, or greater, amount.

I/we agree to the terms of this declaration and to the information being held on file by the Scottish Wholesale Association, which will be available to be viewed by the Scottish Government.

I/we understand that the panel's decision will be final. I/we acknowledge that a list of the successful businesses may be displayed on the Scottish Wholesale Association and Scottish Government websites.

I/we undertake to inform you immediately if any changes occur which could affect this application in any way.

Name: _____

Authorised Signature: _____

Date: _____

PLEASE RETURN THIS DECLARATION FORM ALONG WITH:

- Audited or unaudited annual accounts, as applicable
- ID of applicant
- Plus, the separate submission of a 'Grant Funding Application' Form ([Click here](#))

Send to: fund@scottishwholesale.co.uk, no later than Friday 6th September 2024.

For enquiries, please email fund@scottishwholesale.co.uk or phone **0131 556 8753**.

Appendix 1: Further Details

Verification of Funded Activity

Please note that any supplier(s)/producer(s)/participant(s) (e.g. customer, local authority), whether new or existing to your business, involved in the proposed funded activity(s) will be contacted, to verify their participation in the activity and to get any relevant data and feedback on the activity. Contact will only be made when the funded activity has been completed and grant funding is due for payment to the applicant. Details of suppliers/producers/participants are not required at this stage of the application process.

Applicants agree to share with SWA future contact details of any supplier/producer/participant involved in the funded activity and to procure that such suppliers/producers/participants agree to share any relevant data and/or feedback with SWA so as to verify their participation and for monitoring the outcomes from the funded activity in which they were involved.

Payment Details

In order for grant funding payments to be made, these can only be paid to the business applicant and not to individuals, and only upon proof of the funded activity having been undertaken/completed and upon SWA being satisfied that the original conditions on which the match grant funding was agreed have been met.

Verification of the funded activity(s) undertaken can include but is not limited to: photos (e.g. displays, sampling, on shelf, exhibition etc), written agreements and/or contracts (e.g. joint business plans, contract of supply), proof of sales, confirmation by supplier/producer of their involvement. These should be sent along with any relevant copies of invoices and/or receipts and a fully completed Scottish Wholesale Local Food and Drink Growth Fund claim form, to fund@scottishwholesale.co.uk

Claims will be reviewed within 30 working days (excl. holidays) of receipt and once verified monies due will be paid in full by BACS into the original business applicant's bank account.

Future Monitoring

The objective of the Scottish Wholesale Local Food and Drink Growth Fund is to support Scottish wholesalers to increase their sales and range of Scottish producers and products, with the overall aim of increasing those sales by £130m by 2027 to £1bn (or the equivalent of increasing 2022 baseline sales by 5% to 35% of an average wholesaler's total turnover).

While the funded activity must be completed by 31st March 2025, for the ongoing monitoring of the outcomes of the Wholesale Local Food and Drink Growth Fund, the applicant agrees to provide SWA with annual sales (£) data of any supplier/producer/participant involved in the funded activity, along with the total amalgamated annual sales of all the other Scottish products sold by the applicant, every April for the next three years (i.e. 2025/2026/2027). The applicant also agrees to provide SWA with details of any certified organic produce in relation to any funded activity, and which market (e.g. hospitality or retail) it was supplied into.

Disputes & Resolutions

All wholesalers selected for match grant funding will be approved by the Scottish Wholesale Association, plus an independent assessor. The panel's decision will be final.

Other

If during the application process, or upon awarding of any grant funding, the circumstances of the applicant's business changes, they must immediately notify SWA. This includes any change in an applicant's constitution (for example, but not limited to, a change in status from one type of body corporate to another or a change of ownership or control).

SWA may re-assess, vary, make a deduction from, withhold, or require immediate repayment of all or any of the grant funding provided in the event that (i) the applicant fails to comply with any of its obligations under the terms of the award (and such failure is material or persistent, in SWA's reasonable opinion) or if the applicant ceases to be eligible for the award; [and /or (ii) if all or any of the grant funding provided is withheld or requires to be repaid by SWA to the Scottish Government].

Corrupt Gifts and Payments of Commission

The applicant shall ensure that neither it nor its employees breach the terms of the Bribery Act 2010 in relation to any award made under this fund, or any other grant funding provided. The applicant shall be responsible for ensuring that adequate controls are in place to prevent bribery.

Data Protection

By submitting your application, you consent to SWA's collection and use of any personal data contained therein – which data shall be held and used by us in accordance with our GDPR policy, which can be accessed here:

<https://www.scottishwholesale.co.uk/services/swa-gdpr-policy/>

Governing law

The terms set out herein shall be governed by Scots law and any disputes will be subject to the exclusive jurisdiction of the Scottish courts.