



Ealing Food  
Partnership

# HOW TO START A FOOD PROJECT

This toolkit provides step-by-step guidance for residents and community groups looking to start food-related projects within the Ealing borough. Whether you're planning a community garden, food bank, cooking club, or farmers' market, this guide will help you navigate the process.



## INITIAL PLANNING

### Project Assessment

Define your project's core purpose

- Identify the specific food-related need in your community
- Determine your target beneficiaries
- Outline your project's main objectives



### Community Research

- Research existing food projects to avoid duplication
- Identify potential collaboration opportunities

### Resource Assessment

- Estimate required budget
- Identify potential funding sources
- List needed equipment and materials
- Calculate volunteer/staff requirements



## COUNCIL PERMISSIONS

### Food Safety Registration

- Register with Ealing Council's Environmental Health department
- Complete food hygiene certificates if handling food
- Obtain necessary licenses for food preparation/distribution

### Insurance Requirements

- Public liability insurance
- Employer's liability insurance (if applicable)
- Food product liability insurance

## FUNDING & SUPPORT

### Funding Options

- See what council grants are available [here](#)
- External grants may be available from places such as:
  - National Lottery Community Fund
  - London Community Foundation
  - Food-specific grants (e.g., Sustain, Food for Life)

### Community Support

- Crowdfunding platforms
- Local business sponsorship
- Community fundraising events



# HOW TO START A FOOD PROJECT

## IMPLEMENTATION

### Project Launch Checklist

#### Location Setup

- Secure and prepare your venue
- Install necessary equipment
- Ensure accessibility compliance



### Marketing and Promotion

- Design promotional materials
- Utilise council communication channels
- Engage local media
- Create social media presence

### Team Building

- Recruit and train volunteers
- Assign roles and responsibilities
- Create volunteer schedules



## SUSTAINABILITY & GROWTH

### Monitoring and Evaluation

#### Impact Measurement

- Set up data collection systems
- Define success metrics
- Regular progress reviews

### Community Engagement

- Regular feedback sessions
- Community advisory board
- Partnership development

## USEFUL RESOURCES

- Food safety guidelines
- Grant application templates
- Risk assessment forms
- Volunteer management tools
- Marketing templates



## SIGN UP TO THE EALING FOOD PARTNERSHIP

The Ealing Food Partnership can help you on your journey in creating a successful food project. Please sign up via our [website](#). Alternatively please email our Food Partnership Lead on [pascoeapawa@ealing.gov.uk](mailto:pascoeapawa@ealing.gov.uk) with any questions or for further support and information on training and events.