



Food Hubs

How to Guide

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What is a Food Hub?

A Food Hub is one of the many ways to support local people to tackle food insecurity.

Food Hubs can enable local people to purchase food that would otherwise go to landfill.

Food Hubs can also provide support for families who are struggling financially.



By setting up a Food Hub, you are not only supporting local families, you are also making relevant connections and supporting local children.

If you decide to set up a Food Hub, there are lots of organisations that may be able to share information, resources and supply food including FareShare and [The Bread and Butter Thing](#).

Most food hubs in Bassetlaw are supported by [FareShare](#) which operates a membership scheme as detailed below. This is often 'topped up' by local suppliers and VCSE organisations. Food hubs can run once a week or more often according to capacity and need.

Please contact BFIN@BCVS.org.uk if you are interested in setting up a new VCSE group to provide food support to local people.

A typical Food Hub - What to expect on the day... (timings just for example)

14.30 – FareShare Van arrives on site

14.35 – Unloading of the produce



14.50 – Brief with the team on the structure of the day.



15.00 (though depending on timings) – Hub open to families/community to shop.

15.45 – End of session, load up van.

Setting up deliveries

During the first couple of weeks you will be testing and trialing the quantities of food that are best for your organisation, as well as layouts and structures.

Every group is different and this allows the Hub to be tailored to suit your environment and the specific needs of your families. Some hubs will require more food than others.

FareShare works on a pricing structure which can be adapted and tweaked at any time. For example, you may find you need more or less at different times of the year.

Weight can be adjusted, changed or stopped on a weekly basis, there are no commitments. However please contact FareShare directly to agree specifics.



Membership Fee Structure

Band	Weight kg (Up to)	Per Collection	Per Delivery	Per LCP
Band 12	880	£394.00	£466.00	£445.00
Band 11	780	£350.00	£415.00	£396.00
Band 10	680	£306.00	£365.00	£347.00
Band 9	580	£263.00	£314.00	£299.00
Band 8	480	£219.00	£263.00	£250.00
Band 7	380	£175.00	£211.00	£200.00
Band 6	280	£126.00	£154.00	£145.00
Band 5	220	£105.00	£126.00	£120.00
Band 4	180	£84.00	£101.00	£96.00
Band 3	150	£69.00	£84.00	£79.00
Band 2	120	£54.00	£65.00	£61.00
Band 1	80	£36.00	£44.00	£42.00

Fees will be invoiced for the period: 1st April – 31st March (if you start your membership after April then you will be charged from your start date until 31st March, then annually thereafter).

You can pay your annual fee online by credit or debit card or via BACs transfer (these details will be on the invoice).

This can be paid in one lump sum or in monthly or quarterly instalments. The first payment must be paid within 30 days of receiving the invoice.

Paying in instalments

If you pay in instalments FareShare ask that you are a month in advance of the orders that you receive. Your total balance will need to be settled by 28th February 2025 at the latest.

Once the deliveries are set up, FareShare Midlands will deliver to you directly at your hub. Contact details to set up this process are:

Anthony Holder – anthony.holder@faresharemidlands.org.uk

Mobile – 079494 079 517

FareShare work with organisations to support in timing of food drops and they are happy to unload the crates on the day.



Things to consider

For the project to be sustainable it is essential that there is a group of staff or volunteers that will support the running of the Hub.

For some organisations, staff are happy to take on this responsibility, and in others they have a volunteer model. If you need volunteers please set up an account with BCVS [here](#).

Kingston was the pilot Hub within the BFIN network

Kerrie Longley from Kingston Park Academy, said:

'We were thrilled when we started working with Rhubarb Farm and BCVS. As a school community, we are growing increasingly aware of the cost of living crisis and how it is impacting on our families. When Steph approached the school and asked us to be involved as the pilot school for the area, we jumped at the chance. At 3pm, on the first day, we opened the gates to parents and what happened massively surpassed our expectations. Almost all of our families came along and bought the £3 bag to fill with a wide variety of food. The feedback we had showed how much it meant to our school community and we look forward to doing it all again each week.'

Support for a Fridge and Freezer

BCVS may be able to help you to find funding to resource a fridge and freezer and other funding to support running costs. Please speak to our group development officers if you need support with this.



FAQs

Does the Food Hub take up a lot of time?

The structure shown above is the general timings for the first few occasions. We find the whole process takes approximately two hours once all systems are in place.

Are we tied into anything? Can we stop at any time?

You are not tied into any long-term commitments and you can change at any point. If you want to change quantities or delay deliveries you can do this at any point following discussions with your suppliers including FareShare for those organisations who become members. However, FareShare has confirmed it would like to see a minimum of 6 to 12 months membership being proposed wherever possible.

Do we need to source the fridge/freezer?

You can choose to work with ambient food only with no need for above, however, if you secure storage it will help to diversify the food you can access and offer.

Does the Hub cost a lot of money to run?

An example and breakdown of costings will be shared with you, however, you should find most weeks you will make a slight surplus which can be used to purchase additional supplies, other direct costs or volunteer expenses etc.

A few funding opportunities

Nottinghamshire focus:

- **Notts Community Foundation** - <http://www.nottscf.org.uk>
- **Boots Charitable Trust** - https://www.boots-uk.com/corporate_social_responsibility/boots-charitable-trust.aspx
- **The JN Derbyshire Trust** - supports people in Nottingham and Nottinghamshire by making grants to community and voluntary groups who work to improve their communities. Awards up to £10k. <https://www.nottscf.org.uk/grant/j-n-derbyshire-trust/>
- **May Hearnshaw Charitable Trust** (May Hearnshaw's Charity) Focus: promotion of education, advancement of religion and relief of poverty and sickness. Grants are made to charities working in the South Yorkshire, North Nottinghamshire, Derbyshire, East Lancashire and Cheshire areas. Applications may be made in writing to the correspondent. Email: paul.randall@bhp.co.uk
- **Lady Hind Trust:** <http://www.ladyhindtrust.org.uk/node/7> and the Charles Littlewood Hill Trust https://www.charleshill.org.uk/?page_id=22 (the two trusts are connected)
- **Hillard's Charitable Trust** – usually only £1k grant, but make two £10k grants per year. <https://www.hillardstrust.org/grants>
- **Dunn Family Charitable Trust** - This trust supports general charitable purposes including health and social welfare. There is some preference for organisations in Nottinghamshire and the trust seems to provide annual support to about two thirds of its beneficiaries. contact@rushcliffe.co.uk
- **The Jones Charitable Trust:** <https://www.thejonescharitabletrust.org.uk/>
- **Forman Hardy Charitable Trust** - <https://www.activenotts.org.uk/funding/558>
- **BCVS Community Grants** <https://www.bcv.org.uk/bcvgrants>

National:

- **Garfield Weston Foundation** <https://garfieldweston.org/> Info: Broad range of focus areas including welfare, community and youth. 2 types of grants - regular up to £100k and major over £100k. Awards grants for Capital, Project and Revenue costs. Regular Grants Programme (under £100k) is open all year round.
- **North Drift Foundation** <https://www.northdrift.org/> Focus: General charitable purposes; education; health; human rights; relief of poverty. Application form on website.
- **National Lottery Awards for All** <https://www.tnlcommunityfund.org.uk/funding/programmes/national-lottery-awards-for-all-england>