

		<h2>Meal for the Medic</h2>
<b>Country name:</b>		Poland
<b>Region:</b>		Mazovia Region
<b>City:</b>		Łomianki
<b>Public organisation responsible for the initiative</b>	<b>National language</b>	Urząd Miejski w Łomiankach, Stowarzyszenie Mieszkańcy Łomianek
	<b>English</b>	Łomianki City Hall, „Mieszkańcy Łomianek” Association
<b>Department (if any)</b>		n/a
<b>Address:</b>		2 Malarska Str. 05-092 Łomianki
<b>Webpage:</b>		n/a

**Initiative description (max number of characters with spaces: 2500)**

<b>Title:</b>	Meal for the medic
<b>Features of group/s of beneficiaries</b>	<ul style="list-style-type: none"> <li>• Small and medium enterprises from Łomianki City operating and restaurants and meet delivery.</li> <li>• Companies respecting formal regulations regarding serving meals take away during COVID pandemic times.</li> </ul>
<b>Initiative / tool objective</b>	<ul style="list-style-type: none"> <li>• General goal of the initiative was to support local companies losing clients during lock down and engage them in a local social actions.</li> <li>• Secondary goal was to focus social support public intervention mechanisms on business and connect existing formal social mechanisms with business needs.</li> </ul>
<b>Steps / phases / stages of tool / initiative implementation and its activities description</b>	<p>The presented initiative was implemented under formal national regulation that allows self-government organisations (e.g. Cities Hall) to finance small public initiatives implemented by local NGO. The general requirement was that every initiative should be financed as a formal public task, directly connected to local Social Programme or NGO Support Programme or other social formal document defined on a local level.</p> <p>In the Lomianki case, the presented initiative was financed by City Hall as a public task connected to the Cooperation Programme with NGO in the City, under formal application prepared by NGO.</p>

The programme covers priorities focused on social problems that are usually supported by NGOs on the local level e.g. poverty, household abuse, low access to the culture, education and sport. In the presented case the general goal was to support companies (that is not included in the aforementioned Cooperation Programme) was implemented through defining social goal ("Meals for medic" working in closest Hospital where Łomianki inhabitants are usually transferred if diagnosed positive for COVID and required hospital treatment) that can be executed by local enterprises.

Formal regulations allowed financing public social initiatives, so delivery of the meals for medics was the general goal of the application that was prepared by the „Mieszkańcy Łomianek” Association. In the further description in the form, it was explained that under social contexts there are companies that will be invited to implement the expected distribution/delivery of the meals to the hospital (480 hot meals).

The author of the application and an organizer of the initiative connected two separate goals (local inhabitants sense of security and economic support for local restaurants) in one process, and City Hall as a formal administrator of public funds operated to transfer public resources on a business site. Consequently, a public social-oriented tool was used as an instrument to obtain two integrated goals.

#### **Step 1 – local consultancies**

Objective: Define potential participants and users of the mechanisms.

Scope of activities (activities description):

Activities were dedicated to assessing how to deliver hot meals to the hospital. As there were strong restrictions regarding the functioning of the Hospital Emergency Department and meal delivery companies (restaurants) direct consultancies and feasibility study was necessary.

The initiative started in November 2020 so at the end of the budget year and due to formal ruler and public funding must have been spent till the 10th of December, so there was a very short time for implementation and reporting costs.

Through local consultancies, all potential institutions involved were aware of the difficulties and ready to operate in the shorter available time.

During consultancies, there were a few entrepreneurs interested to participate in the action.

Assessment Step was also dedicated to monitoring and in-deep study of formal procedure that was planned to use.

#### **Step 2 – formal application and procedure**

Objective: Receiving formal acceptance of the project and signing of the agreement.

Scope of activities (activities description):

Within the second Step, the aforementioned association prepared the application using forms defined as inappropriate regulation – SMALL GRANTS TOOL. Due to formal rules, the application was presented to the Major of the City, accepted and published in Public Journal for a minimum time (7 days) for potential objections from other public institutions in the City.

The formal procedure was executed in the shortest available time (approx. 10 days) that allowed the Assassination to start an initiative in a short time.

SMALL GRANTS TOOL rules:

1. Time for implementation: 90 days
2. Max budget: 10 000 PLN (approx. 23 EURO)

The application form was available in the official Journal.

	<p><b>Step 3 - implementation and reporting</b></p> <p>Objective: realization of the initiative, cooperation with companies and closing the initiative.</p> <p>Scope of activities (activities description):</p> <p>Implementation took a brief time taking into account the fact that reporting and closing the project was possible till 10 of December and an agreement between the Association and City Hall was signed at the end of November.</p> <p>The key activity in this Step was focused on communication with companies and organization of the meal delivery (formal aspects, restrictions, cooperation with shifts coordinators).</p> <p>Tiny time-window, high requirements/restrictions and the need to use special equipment for delivery was the cause, that only one company decided to participate in the action. Consequently, all delivery was prepared and executed by direct cooperation between the Restaurant and Association.</p> <p>Closer analysis of the delivery processes showed that there were many unexpected problems e.g. forced waiting until freshly arrived ambulances with COVID patients left the entrance to the Hospital.</p> <p>After successful delivery Association had prepared a formal report and closed the project.</p> <p>The whole initiative was promoted by many local social media and city's daily newspapers.</p>
Expected result(s)	<p><u>Initiative / tool organization dimension (what kind of added-value the initiative / tool brings for the implementing organization?):</u></p> <ul style="list-style-type: none"> <li>• Efficient implementation of social oriented public instrument created new possibility for future activities of the Association.</li> <li>• Possibility to generate spill-over effect of public funding.</li> </ul> <p><u>Beneficiaries dimension (what kind of added-value the initiative / tool brings for the Target Group members?):</u></p> <ul style="list-style-type: none"> <li>• Possibility to generate value by closer cooperation with local NGO.</li> </ul>

Transferability (max number of characters with spaces: 2500)

Transferability to other countries (to be assessed by all Project Partners)	<ul style="list-style-type: none"> <li>• <u>Medium</u> – the initiative / tool can be transferred with fulfilment of some demanding requirements by adopting organization</li> </ul>
Transferability on country of origin level (to be assessed by all Partner from specific country)	<ul style="list-style-type: none"> <li>• <u>High</u> – the initiative / tool can be transferred without fulfilment of demanding requirements by adopting organization</li> </ul>
Necessary resources	<p>Technical infrastructure:</p> <ul style="list-style-type: none"> <li>• Offices: <ul style="list-style-type: none"> <li>○ Not necessary</li> </ul> </li> <li>• Technology: <ul style="list-style-type: none"> <li>○ n/a</li> </ul> </li> </ul>

	<p>Knowledge:</p> <ul style="list-style-type: none"> <li>• Competences of implementing team members: <ul style="list-style-type: none"> <li>○ Ability to prepare formal applications for NGO</li> <li>○ Ability to communicate with companies/communication skills.</li> </ul> </li> <li>• Procedures: <ul style="list-style-type: none"> <li>○ Knowledge about formal regulation for NGO in the Country/Region</li> <li>○ Knowledge about documents dedicated to cooperation of local administration with social institutions.</li> </ul> </li> </ul>
	<p>Types (categories) of costs to be covered:</p> <ul style="list-style-type: none"> <li>• Costs of work of the representative of the NGO (application administration, communication, monitoring, promotion)</li> <li>• Costs of the meals</li> <li>• Costs of mobility/delivery.</li> <li>• Costs of accounting.</li> </ul> <p>Financial costs (in EUR):</p> <ul style="list-style-type: none"> <li>• Meals and delivery (due to application) – 2100 Euro</li> <li>• Administration and promotion – 150 Euro</li> <li>• Accounting – 70 Euro</li> </ul>
<p><b>Key success factors:</b></p>	<ul style="list-style-type: none"> <li>• Active association with strong Leader ready to apply for funding (using formal social instruments for business purpose)</li> <li>• Open administration that efficiently use time and possible financial resources for supporting local entrepreneurs.</li> </ul>
<p><b>Key challenges:</b></p>	<ul style="list-style-type: none"> <li>• Organization of delivery of food to Hospital in pandemic times (local problem).</li> <li>• Coordination in dynamically changing reality.</li> <li>• Local food prices.</li> </ul>
<p><b>Impact on regional economy (general description)</b></p>	<ul style="list-style-type: none"> <li>• Potential new path to use public resources for different purposes.</li> <li>• Creation of the Social Capital on local level with strong spill-over potential.</li> </ul>