

## Implementation agreement



The purpose of this agreement is to ensure that there is an understanding of the roles and obligations of The Grow Cook Share Project and the partnering organisation in establishing a four session Grow Cook Share Cooking Club.

The Grow Cook Share Project is a 12 month project funded until June 30<sup>th</sup> 2020. Six Cooking Clubs will be established with partner organisations during this time. Throughout the course of this project, a 'How to run a Grow Cook Share Cooking Club Manual' will be created and updated as we find better ways of doing things and learn from each of the cooking club sites.

Beyond the funding period, we anticipate that participating organisations will have the resources and systems in place to continue to operate Cooking Clubs. The Grow Cook Share Project Manual will be widely available and efforts will be made to ensure the program has the greatest opportunity to continue to be supported and expand.

### Role and responsibility of The Salvation Army:

- Identify two Cooking Club leaders to facilitate the Cooking Club. Leaders can be in paid positions or volunteers.
- Cooking Club leaders will need to be a registered volunteer at the participating organisation.
- Cooking Club leaders to complete online food safety course prior to Train the Trainer
- Cooking Club Leaders to attend the Train the Trainer held on Monday November 11<sup>th</sup> and Tuesday November 12<sup>th</sup> from 9.30 am – 3.30 pm.
- Run at least one four session Cooking Club between November and March 30<sup>th</sup> 2020.
- Contribute to the evaluation of the project including; recording brief details relating to each Cooking Club session and interview at the completion of the project.

### Role and responsibility of The Grow Cook Share Project:

- Deliver the two day Train the Trainer course providing the Cooking Club leaders with the knowledge, resources and confidence to run a Grow Cook Share Cooking Club. This will include marketing and promotional material and recipe templates.
- Provide each participating organisation start up equipment for their Cooking Club. The start up kit will include 10 aprons, 6 chopping boards and 6 sets of knives. Upon completion of the project, these resources will become the property of the participating organisation.
- Visit organisation to identify the appropriate site for the Cooking Club. A kitchen and equipment checklist will be completed and Grow Cook Share project funds will be used to purchase any further required equipment that could include; frying pans, pots etc.
- Visit Cooking Club site to ensure partnerships and food distribution systems are in place for access to fresh produce, staples and other food items to run Cooking Clubs.



- Visit Cooking Club site to establish waste management systems and provide support to establish new systems if required.
- Provide ongoing support to the Cooking Clubs in terms of resources including; session plans, seasonal recipe ideas, problem solving and decision making.
- Provide project branding and promote the overall Grow Cook Share Project and participation of partnering organisations through networks and social media channels.

## Timeline

August 2019	Two Cooking Club Leaders identified
September 2019	Site visit Kitchen and equipment checklist
September 2019	Site visit Food waste and recycling
September 2019	Site visit Food sourcing and supply systems
October 2019	Cooking club leaders complete online food hygiene and safety training
November 11 <sup>th</sup> & 12 <sup>th</sup> 9.30am – 3.30 pm	Train the Trainer two day workshop
November 2019 – March 2020	First cooking club implemented at each site
March 2020	Evaluation interviews
April 2020	Mason's Masterclass
June 2020	"Pick my Project" – Grow Cook Share Project complete Watch this space



**Participating organisation contact details:**

**Key contact:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

**Cooking Club Leaders:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Kitchen venue:** \_\_\_\_\_