

Grow Back Greener Fund 2022 Appendix A: Application Form

This sample application form is for information only. Please **DO NOT** complete this form, but fill in the [online form](#).

Disclaimer

Please note that decisions to grant funding are subject to a formal decision-making process. You must not place any reliance whatsoever on the support of the GLA until formally notified in writing that your application has been successful and your authorised signatory(ies) has executed and returned a funding agreement, which will be sent to you by Groundwork London.

Accordingly, any expenditure that you incur or commit to in the course of preparing your proposal prior to formal notification and execution and return of the funding agreement is incurred and/or committed to entirely at your own risk.

Gateway Questions

To check if your project is eligible for the Grow Back Greener Fund and to access the online application form, please answer the following questions.

i. Are you applying on behalf of a constituted organisation which has its own bank account, with two separate signatories, into which a grant can be paid?

Yes No

ii. Is your organisation eligible to apply for this fund?

Applications are open to:

- Registered charities including Charitable Incorporated Organisations
- Formally constituted community groups
- Social and not-for-profit businesses including Community Interest Companies and social enterprises
- Community Benefit Societies
- Tenants and residents' associations, or Tenant Management Organisations (TMO)
- Housing associations
- Local authorities, where working in collaboration one or more local community groups, schools or civil society organisations. For applications to the tree planting theme, local authorities may apply on their own. However, collaborative projects are welcomed.

- Schools, including academy trusts, parents' associations or other organisations working on behalf of a school.

Yes No

Please note: If you have a great idea for a greening project but aren't an incorporated or constituted group, we may be able to offer advice. Please contact Groundwork London to discuss your idea. Please email greenercity@london.gov.uk, or call Kamrul Islam on 07540 126 706 or Lewis Fieldson on 07889 756247.

iii. Will the activity funded by this grant be completed by December 2023?

Yes No

iv. Will all the proposed activities take place within Greater London?

Yes No

v. If your application is successful and you are awarded funding, will you be happy to ensure that, where appropriate, publicity is given to the fact that the Mayor of London is supporting your project?

Yes No

vi. Do you own the land where your activity will take place, or have written land owner permission for your activity?

Yes No

vii. Have you considered whether your project may need planning permission, whether the site is affected by contaminated land, or contains any planning, heritage or nature conservation designations, and planned accordingly?

Yes No

Section 1: About your organisation

Please provide information about your organisation. If your project is a joint or partnership application, please provide the details of the lead organisation that will be the accountable body for the grant and manage the funds.

1.1. Organisation name	
1.2. Organisation address (including postcode)	

1.3. Organisation type (Legal status of organisation, e.g. registered charity, constituted community group)	
1.4. Charity and/or company number (if applicable)	
1.5. Organisation website (if applicable)	
1.6. Contact first and last name	
1.7. Contact position	
1.8. Phone number	
1.9. Email address	
1.10. Where did you find out about the Grow Back Greener Fund?	
1.11. Is your organisation led by people who identify as one of the following: (As part of the GLA's mission to ensure we are supporting groups that are less likely to access green spaces, it is important that we capture this information. We define 'led by' as an organisation where at least 51 per cent of senior managers, management committee, board, governing body or council identify as belonging to one of these groups.)	<input type="checkbox"/> Londoners aged 65+ <input type="checkbox"/> Lower-income Londoners <input type="checkbox"/> Deaf Londoners/Londoners with a disability <input type="checkbox"/> Londoners from Black, Asian and minority ethnic (BAME) communities <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ+) Londoners <input type="checkbox"/> Not led by Londoners that identify as belonging to one of the above groups

Please confirm that you would be able to produce the following documentation on request. (Newly-formed organisations are not excluded from applying if they do not have

two years of audited accounts, but they will be required to have a statement of the organisation's current turnover, profit and loss, and cash flow position.)

	Enter Yes/No (we do not want to see this documentation, just be assured that you have it if required)
Copy of the most recent audited accounts OR a statement of the organisation's turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of trading/operations where this information is not available in audited form	
Copies of the organisation's public liability and employer's liability insurance policies	
Volunteer policy including assurance of appropriate DBS / CRB checks for volunteers	
Safeguarding policy (if working with children and/or vulnerable adults)	
Health and safety policy or equivalent	
Equality and diversity policy or equivalent	
A copy of the organisation's governing document (i.e. Articles of Association or your constitution)	

Section 2: About your project

Please provide the overview details of your project below. This section does not form part of the scoring assessment but will be used to check that your project is eligible and suitable for the fund.

2.1. Proposed project name		
2.2. In which London borough(s) will your project take place?		
2.3. Project location(s) <i>(Please provide a full address including postcode, and/or a grid reference)</i>		
2.4. Please provide the details of any partner organisations who will be delivering the project with you. <i>(Please provide the name of the partner organisation and their role within the project. Please note: that you must provide evidence of support from each partner. This will likely be a short letter. These can be uploaded below.)</i>	Partner organisation	Role within the project
2.5. Is your organisation the landowner or manager of the site(s)? If not, who is the landowner/manager <i>(If you do not own the site where your project will take place, you must have written permission from the landowner for your project to take place as proposed during the delivery period of December 2022 to December 2023 before submitting an application. Please attach this proof of permission with your application. If the landowner is a local authority, this permission must come from an Officer.)</i>		

<p>2.6. Will your project take place within a designated site? <i>(e.g. Wildlife Site/Site of Nature Conservation Interest, Local Nature Reserve, heritage designation, SSSI).</i> <i>You can find this information on GiGL's Discover London Map.)</i></p> <p>If yes, please provide the name of the site and its designation if applicable, as well as details of any ecological advice you have obtained. You should upload evidence of this advice with your application.</p>	
<p>2.7. Please provide an overview of your project, including what activities are planned and the key outcomes it will achieve (maximum 200 words)</p>	
<p>2.8. Please upload at least three photographs of your project site, and where relevant, a site plan or sketch map showing any planned works.</p>	
<p>2.9 Please upload letters of support from any named partners and clear written landowner permission for the activities in this application during the proposed timeline</p>	
<p>2.10. How much new green cover or green space will your project create (in m²) <i>(e.g. converting grey to green by depaving)?</i></p>	
<p>2.11. How much existing green space will your project improve (m²)?</p>	
<p>2.12. How many trees will your project plant (if any)?</p>	

2.13. How many adult volunteers will take part in your project?	
2.14. How many children will take part in your project?	
2.15. How many people will take part in apprenticeships through your project?	
2.16. Will any new jobs be created through your project? If so, how many? <i>(Please note this refers to positions that are created in order to deliver the project and jobs created longer term as a result of the project.)</i>	

Section 3: Meeting the aims of the Grow Back Greener Fund

Please use the application guidance in Section 4.2 of the [Grants Guide](#) to support completing this section. This section will form 60% of the assessment (15% for each question).

<p>3.1.a What Grow Back Greener theme are you applying for? (tick box)</p> <p><i>Please select one of these options</i></p> <ul style="list-style-type: none"> • <i>Green spaces and waterways</i> • <i>Tree planting</i>
<p>3.1.b How will your project enhance green space and/or waterways or plant trees to enhance London's resilience to the impacts of climate change? (maximum 500 words)</p>
<p>3.2. How will your project support the priorities of the fund, and respond to local needs, by targeting a location(s) that has either poor access to green space, high climate risk and/or low tree canopy cover? (maximum 500 words)</p> <p><i>(For the green spaces and waterways theme, you should use the London 10-Minute Walk Map to check whether your project will take place in one of these areas and include this in your response. You should also use the London Climate Risk Maps to check climate risk in your area. If your project falls within an area of high climate risk, you should also refer to this and how your project will address this in your response.</i></p> <p><i>For the tree planting theme, you should use the London Tree Canopy Cover Map and London Climate Risk Maps to check tree cover and climate risk at your project location.)</i></p>
<p>3.3. How will your project provide opportunities for Londoners, especially people who are less likely to access green space, to play an active role in making London greener and to develop new skills, including through volunteering, apprenticeships and creating new job roles? (maximum 600 words)</p>
<p>3.4. How will you ensure that your project leaves a positive legacy, including any ongoing plans for maintaining the space, offering training or sustaining community engagement? (maximum 400 words)</p>

Section 5: Budget

This section will form 20 per cent of the assessment

<p>5.1. What size of grant are you requesting from the Grow Back Greener Fund?</p> <p><i>(Grants of between £10,000 - £50,000 are available <u>for both themes</u>.)</i></p> <p><i>However, for <u>projects under the green spaces and waterways theme</u> that will create new green spaces, grants of up to £75,000 are available. This is to reflect the higher costs of some of these types of projects, such as depaving and installing sustainable drainage systems.</i></p> <p><i>If you think that your project could qualify for a grant of up to £75,000, please contact Groundwork London before submitting your application. Please email greencity@london.gov.uk, or call Kamrul Islam on 07540 126706 or Lewis Fieldson on 07889 756247.)</i></p>	£		
<p>5.2. What is the total cost of your project?</p> <p><i>(Including the grant applied for, and any cash or in-kind match funding)</i></p>	£		
<p>5.3. How much match funding do you have? Please indicate the source and type of this match funding and whether it is secured/applied for/not yet applied for?</p> <p>Projects must have a minimum of 20 per cent match funding, which can be either cash or in-kind support (including volunteer time), or a combination of the two. Please see Section 2.2. of the application guidance for more details on calculating in-kind contributions</p> <p>You can see an example budget in Appendix B of the Grants Guide</p>			
Funding source	Cash or in-kind	Amount	Secured/applied for/ not yet applied for

5.4. Please outline your project budget below.

This should show how you would spend the grant. It should include both the items that would be funded by the Grow Back Greener Fund (GBGF), and through match funding (cash or in-kind). Please provide as much detail as possible.

Please read the guidance in Section 5 of the prospectus for further detail on eligible costs.

- A maximum of 15 per cent of the grant can be allocated to overheads
- A maximum of 20 per cent of the grant be allocated to maintenance beyond the end of the project

Item	Expenditure funded by GBGF	Match Funding Amount	Matching Funding Source
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
TOTAL	£	£	

If you wish to explain any of your budget items/calculations you may do so here.

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Section 6: Equalities Monitoring

This information is used to monitor the different backgrounds of grant applicants and recipients. **It is not part of the assessment and is optional.**

We define Black, Asian and minority ethnic (BAME) - led as an organisation where at least 51% of senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led and LGBT+ led organisations.

This information will not be used identify any individual and is only used for the purpose of equality monitoring. To the extent that this information relates to an identifiable individual (as defined under Article 4 of the General Data Protection Regulation (GDPR)), it will be processed in accordance with section 8, Schedule 1, of the Data Protection Act 2018 - the purpose of identifying or keeping under review the existence or absence of equality of opportunity.

Is your organisation:	
6.1. BAME-led?	<i>(Yes/No)</i>
6.2. Disabled-led?	<i>(Yes/No)</i>
6.3. LGBT+ led	<i>(Yes/No)</i>
6.4. What percentage of your organisation's senior staff/board/trustees is male?	
6.5. Do young people have a formal role in the decision-making within your organisation? (e.g. a youth advisory board)	<i>(Yes/No)</i>
6.6. Please describe how your proposed actions reflect your duties under the Equality Act 2010	<i>(A few lines)</i>
6.7. Describe how your proposed actions will incorporate inclusive design and improve accessibility (where applicable)	<i>(A few lines)</i>

6.8. Will the results of the actions (where applicable) be accessible to all?	<i>(A few lines)</i>
6.9. Describe how you are distributing the funding openly and equitably, and how this will be monitored (where applicable)	<i>(A few lines)</i>