

# MAYOR OF LONDON

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## **Capital Clean-up – grants and kits** Application guidance notes – summer 2016

### **1. Introduction**

Capital Clean-up is a partnership campaign led by the Mayor of London to help Londoners work together to spruce up their city. It is supported by McDonald's and is part of the Mayor's wider Team London Volunteering programmes.

McDonald's is committed to helping tackle litter in local communities in which they operate and does this by actively organising anti-litter events across the country. By supporting Capital Clean-up they hope to encourage and enable even more people to look after, improve and take pride in where they live and work and so instil a greater sense of community across London.

We want charities, community groups and local businesses to apply for clean-up kits and grants of between £500 and £1,500, to bring volunteers and communities together by organising clean-up events this summer.

Capital Clean-up has already helped thousands of Londoners plan and run local improvement events, from litter picking in Havering to graffiti removal in Merton, path building in Penge to pallet gardening in Herne Hill. What will you do?

To take part just find a spot that needs a little TLC and tell us how you would like to improve it and keep it looking great! Please use these guidance notes to support your application and check out our Community Clean-up [Toolkit](#) for advice on how to run an event. We will be updating the Toolkit throughout the programme as necessary. For more information see [www.london.gov.uk/cleanup](http://www.london.gov.uk/cleanup).

*Capital Clean-up aims to:*

- encourage and support local communities to look after London's shared open spaces (green spaces, parks, waterways and streetscapes) and get involved in their long term care
- use the campaign to change attitudes to local environmental issues and create a sense of community ownership in local areas
- raise awareness of volunteering, make it more accessible to everyone, and increase the number of volunteers across London

Supported by



- work with partner organisations and involve new community and business groups to achieve joint objectives, share best practice and create innovative new approaches.
- work with all parts of communities to help to make London a safer place by reducing antisocial behaviour
- work alongside existing local council services to make impact at a local level

## 2. Eligibility

### Eligible Applicants:

- Constituted community groups\* (for grants only)
- Registered charities
- Uniformed youth groups
- Interest groups
- Sports groups
- SMEs (small and medium sized enterprises / businesses)
- Schools
- Faith groups
- London boroughs (if working in partnership with an identified community to plan and carry out a clean-up)

\*The main requirements of a constituted group are that:

- It has a name and clear general aims and objectives.
- It has a chairperson, treasurer and secretary, who are elected at the Annual General Meeting (AGM).
- It holds an AGM with reports from the chairperson, treasurer and secretary.
- It has a bank account with three general signatories.
- It has a simple constitution document detailing the above requirements.

REMEMBER: Your clean-up can range from a small group of neighbours who want to spruce up a bit of land to a group of enthusiasts keen to take on a bigger, longer term challenge!

## 3. Support available

Capital Clean-up offers two types of support:

- **Clean-up kits**
- **Grants between £500 and £1,500.**

Please note that you are able to apply for both a grant and a kit. Rather than including items available in the kit (these items are listed below) as part of any proposed budget for a grant application, please apply for a kit in addition to a grant (this is straightforward and can be done on the same form).

#### a) **Content of clean-up kits**

Capital Clean-up kits contain a number of items that will allow you to carry out litterpicks and small improvements works;

- £50 voucher which can be used to buy paint, plants, equipment or any other materials for improvement works;
- litterpickers
- refuse bag hoops
- pairs of heavy duty gloves
- high visibility vests

Bear in mind the range of items that you could purchase with the £50 worth of vouchers. That could green up a neglected flower bed, repaint some rusty railings or buy some long handled nets for collecting rubbish from waterways!

#### b) **Grants**

Grants of £500 to £1,500 are available. These can be used for a huge range of activities.

### **4. Timescale**

<b>Activity</b>	<b>Date</b>
Application period opens / all material online to download, complete and submit	11 January 2016
Application period closes	14 March 2015 at 5pm
Applicants notified of award of clean-up kits	Week commencing 25 April 2016
Grant offer letters and grants issued	Week commencing 25 April 2015
Grant agreements returned by	Week commencing 9 May
Kits sent out	Week commencing 9 May 2016
Grant payment	2 weeks after receipt of signed grant agreement
Grant funded Capital Clean-up events / activities to take place	16 May – 19 Sept 2015
Monitoring forms from all grant and kit recipients due	3 October 2015 at 9 am

## 5. Permission and support from the landowner or managing authority and other authorisations

If you are not the landowner, you must provide a letter or email from the landowner or managing authority for any proposed activities stating their approval and / or permission for your plans.

This could be the local council if your site is a borough managed park.

If you are planning a waterway clean-up, Thames21 can tell you who to notify ahead of your clean-up. In some instances this will be the Canal and River Trust.

It is advised that you contact the relevant landowner to organise these permissions or authorities as early as possible as this process can tend to take some time.

It is also important to consider whether there are any other authorisations which you might need to carry out your works. Again, you need to leave plenty of time to confirm these as they can take a while to secure.

## 6. Publicity

Successful applicants may be requested to take part in Capital Clean-up publicity organised by the Mayor. Where appropriate, applicants should also acknowledge the Mayor of London in publicity regarding their Capital Clean-up activities.

Successful applicants can access Capital Clean-up posters and a press release template. These can be adapted to publicise individual Capital Clean-up events.

If you plan to do any additional publicity (including press interviews, written articles, filmmaking) you must obtain prior approval from the Mayor of London. If you are creating a page on your group's website, or an affiliated website, and using a Mayor of London logo you will need to agree this publicity with us first.

Please note this does not include use of your own social media tools, but please remember to connect with Capital Clean-up on [Twitter](#) and [Project Dirt](#). The hashtag for Twitter is #Capitalcleanup. You may also wish to include the handle for the Mayor's environment twitter feed: @LDN\_environment. If you have space, the Groundwork London twitter handle is @GroundworkLON. Including these two handles will help your publicity reach an even larger audience.

The hashtag has been in use for a few years now, so you might like to have a look to see news on projects that have been carried out before.

If you are unsure whether permission is needed or have any other questions on promoting your event(s) please contact us for advice and information.

## 7. Training for successful applicants (waterway grants only)

Capital Clean-up partner Thames21 is giving accredited training to applicants who receive waterway grants and kits. This will ensure the Capital Clean-up waterway activities are as safe and environmentally useful as possible.

One member of each group or organisation awarded a waterway grant will be required to attend the 'Leading a Waterway Clean Up' training course provided by Thames21. This will ensure a coordinated approach to what is often a more specialised activity. This free course will be in two day-long sessions, and is a great opportunity. You will receive a workbook and an Northern Advisory Council for Further Education (NCFE) accredited certificate once you've finished. After the training you can apply for the Thames21 'badge'; an agreement which will give you a package of support including public liability insurance cover for your clean-up activities and ongoing advice and guidance from a leading waterway charity. Find out more at [www.thames21.org.uk/project/training](http://www.thames21.org.uk/project/training).

Further information, including course dates and how to register, will be provided to all those awarded a grant for activities on a waterway.

## 8. The application process

Applicants should read these guidance notes carefully before completing the application form. In order to apply for a grant and / or kit you must complete the application form and return it with the relevant supporting information to Groundwork London by **5pm, 14 March 2016**. Applications received after this date will not be eligible.

We need an electronic copy of your form, with a signed declaration, by the deadline. We suggest completing the form using Microsoft Word, then emailing the electronic version of the application form along with all other supporting information to [capitalclean-up@london.gov.uk](mailto:capitalclean-up@london.gov.uk). You may wish to scan the form once completed, or use an electronic signature.

**Please note that a typed name is not sufficient.**

## 8.1. Supporting information

With your completed application form you are required to provide:

- A minimum of three colour photographs (at various angles) of your proposed Capital Clean-up site as it is currently. As part of the monitoring process we will ask you to provide photos once activities have been carried out, so try to take photos which will be part of a good 'before and after' comparison.
- A map to identify the specific site where your Capital Clean-up will take place (Google maps are sufficient).
- Any letters or emails of support or permissions from landowners that you have already obtained. If not already obtained when you submit your application, you must provide proof of landowner permission if you are awarded a kit and/or grants. Please note that kits and grants will only be issued once proof of all necessary permissions are obtained (see section 5 of this guidance and section 3.3 of the application form).
- If you are representing a constituted community group, a copy of your group's constitution (see section 2).

## 8.2. How applications will be assessed

Applications will be assessed by members of the Capital Clean-up advisory panel. You can expect to hear back by the week beginning 25 April 2016. A conditional offer may be made if any information or permissions are outstanding.

If you have any queries regarding the grant scheme or the application process please email [martin.petry@london.gov.uk](mailto:martin.petry@london.gov.uk).

# 9. Grant specific guidance

## 9.1. Grant agreements

All successful grant applicants will be sent a grant agreement to complete, sign and return to Groundwork London. This must be done before the grant is issued. In the agreements, you'll be asked to commit to providing simple monitoring information to us after your event/s have taken place (by 3 October 2016).

**IMPORTANT: the grant agreement must be returned by email or post within two weeks of receiving it.**

## 9.2. Payment of grants

If you are awarded a grant, you will be asked to provide your organisation's or constituted group's bank details and evidence that the account is registered in your organisation / group's name. Grants cannot be paid into an individual's bank account. **Groundwork London will aim to pay applicants, via BACS, within 14 days of receiving the signed grant**

agreement from successful applicants. Applicants will be notified if this cannot be done for any reason.

### 9.3. What can grants be spent on?

The following are guideline amounts. They may be varied according to particular circumstances, for example we recognise that waterways clean-ups in particular may require different types of expenditure.

Expenditure type	Example
Up to 10 per cent sundries	t-shirts, flyers, refreshments
Up to 20 per cent professional support*	landscape architect
Remaining amount, minimum of 70 per cent to be spent on materials and equipment	compost, raised beds, paints, plants and tools

Please provide estimated costs for your clean-up. For example, in the grant budget table (section 5 of the application form) please breakdown the estimated costs of tools, plants, materials etc.

**NOTE:** If you are proposing expenditure which varies from the breakdown in the table above please give more detailed quotes or estimates and explain why this is needed for your project.

\*Applicants applying for grants are reminded that the main purpose of grants is to give groups the funding needed to get equipment, materials and resources to put on voluntary Capital Clean-up events in their neighbourhood. Should you require costs for disposal of collected materials, we recommend you contact your local council to see if they can help.

## 10. Team London, Speed Volunteering and Project Dirt

If you are successful you should register your event(s) on Team London Speed Volunteering site <https://speedvolunteer.london.gov.uk/> and/or Project Dirt, [www.projectdirt.com](http://www.projectdirt.com). You will be sent more information on this if you are successful in your applications.

## 11. Monitoring and evaluation

### 11.1. Monitoring forms

Monitoring forms will be sent to all successful applicants with grant agreements and kits. You must send us three digital colour photos (jpg. file) of 'before' and 'after' your clean-up showing the benefits of your activities as well as photos of the clean-up activities happening. To get a clear reflection of the difference made to the space we ask that the 'after' pictures are taken at the same spot/angle as the 'before' photos provided, as far as this is possible. We may ask you to report back on things like:

- number of Capital Clean-up events held
- number of volunteers (children and adults) actively involved
- number of volunteer hours
- number of bags of rubbish collected
- number of planters or plant beds installed, built, dug or re-planted
- number of trees planted
- length of wall, railings or other space painted
- area of land, street and / or waterways improved (estimated m<sup>2</sup>)
- number of organisations that you have worked with, excluding McDonald's(if any)

More information on monitoring is provided in the application form at Appendix 2.

The monitoring forms must be returned to Groundwork London by **3 October 2016**.

### 11.2. Financial monitoring

All applicants must keep evidence / proof of expenditure (receipts and invoices). Applicants who are awarded a kit will need to do this in relation to the use of the £50 voucher. Those who are awarded grants will need to do this for the total sum of the Capital Clean-up Grant awarded to them. These must be submitted with your monitoring form by **3 October 2016**.

If you are applying for a grant you must provide a detailed breakdown of your anticipated expenditure in the application form. We accept that your predicted budget may vary slightly from your actual expenditure. However, you should aim to spend the grant as outlined in your application form. You will be asked to explain any significant differences between the budget and the actual expenditure. If the Capital Clean-up advisory panel is not satisfied with the explanation or you fail to provide proof of expenditure for the total sum of the grant, the full grant may be reclaimed.

## 12. Contact details for further information

We hope these guidance notes have all the info you need. However, if you have any further questions or would like to discuss your ideas with us, please email: [martin.petry@london.gov.uk](mailto:martin.petry@london.gov.uk).