

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 Rewild London 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 [not eligible]

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

Applications are open to:

- local authorities
- civil society organisations which manage land or are working in partnership with the landowner. These could include:
 - 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

☐ Yes ☐ No [not eligible]

- iii. **Will all the proposed activities be delivered within Greater London?**

☐ Yes ☐ No [not eligible]

- iv. **Do you own the land where your activity will take place, or have written evidence of landowner permission and approval for the proposed project?**
- ☐ Yes ☐ No [not eligible]
- v. **Is your organisation the primary manager of the site/s included in the proposed project?**
- ☐ Yes ☐ No [not eligible]
- vi. **Will the activity funded by this grant be completed by March 2025?**
- ☐ Yes ☐ No [not eligible]
- vii. **Have you read and understood the grants guide to see what costs can be supported by this fund?**
- ☐ Yes ☐ No [not eligible]

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. Legal status of organisation (e.g., local authority, registered charity, constituted community group, community interest company)	
1.4. Charity and/or company number (if applicable)	

1.5. Organisation website (if applicable)	
1.6. Contact name	
1.7. Contact position	
1.8. Phone number	
1.9. Email address	

Please confirm that you would be able to produce the following documentation on request as part of our due diligence processes [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 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) Please provide a full address including postcode, and/or a grid reference		
2.4. SINC details Please provide the name and grade of each of the SINC(s) that are included in the project, and if available, the SINC code.		
2.5. Please provide the details of any partner organisations who will be delivering the project with you.	Partner organisation	Role within the project
2.6. Is your organisation the landowner or manager of the site(s)? If not, who is the landowner/ manager?		
2.7. Please provide details about any other designations of your site(s) (e.g., Local Nature Reserve, Public Open Space, heritage designation, SSSI)		

2.8. Please provide a summary of your project and relevant information about site management history and any key issues. (maximum 400 words)

2.9. Supporting information

Please upload the supporting information you are including with your application, which must include:

- **a site map denoting existing key habitats/features**
- **a sketch design, plan or map showing the location of any planned habitat restoration or creation** (the more detail the better)
- **a map of your site in its wider context**, highlighting any key ecological connections that are relevant to the project
- **a minimum of 3 and maximum of 5 existing site photos per site**

Supporting information could also include:

- evidence of landowner permission (if required)
- letters of support
- summaries of site management plans
- feasibility study
- ecological surveys

Section 3: Meeting the aims of the Rewild London Fund

Please refer to Section 5.2 of the Rewild London Fund grants guide for an explanation of what to include in this section. *This section will form 60 per cent of the assessment (15 per cent for each question).*

3.1. How will your project increase the resilience of the SINC network, respond to the ecological emergency and contribute to the London Environment Strategy habitat targets?

(maximum 500 words)

3.2. What will your project do to enhance a Site(s) of Importance for Nature Conservation, improve habitats at sites, which can then aim to qualify for SINC status, and/or improve ecological connectivity between SINC?

Refer to the outputs from your project listed at 3.5 (maximum 500 words)

3.3. How will you ensure that your project leaves a positive legacy and supports the site(s) to be better managed in the long term?

(maximum 300 words)

3.4. How will your project capture best practice, share approaches and learning,? How will your project engage the public and support activities that enable underrepresented communities to better access and actively participate in managing important wildlife sites?

(maximum 500 words)

3.5. What outputs and outcomes will your project deliver?

Please provide the target habitat outputs (i.e. priority habitat created or restored/enhanced) that your Rewild London project will have achieved upon completion. Please check that all habitat outputs only reflect the area to be directly and physically created/restored/enhanced by your project, and that the figures are accurate to the nearest 0.01ha.

It is important that you do not include the area of the habitat that will be restored or enhanced as a consequence of your project (e.g., “improving 2ha of woodland has also improved 10ha of the SINC by linking up existing habitats” – 2ha is the appropriate answer here).

London’s priority habitats are those areas of wildlife habitat which are of most importance in London. Most areas of priority habitat are protected within Sites of importance for Nature Conservation. For more information on priority habitats see section 1.1.2 of the grants guide.

Please only populate the relevant boxes.

Number of SINC improved or connected	
Area of SINC improved (ha)	
Priority habitat restored or enhanced (ha) *See London Environment Strategy for definition	
Acid grassland	
Chalk grassland	
Coastal and floodplain grazing marsh	
Fen, marsh and swamp	
Flower-rich grassland*	
Heathland	
Lowland meadow	
Open mosaic habitat	
Orchards	
Species-rich woodland*	
Reedbeds	
Rivers and streams	
Priority habitat created (ha) *See London Environment Strategy for definition	

Acid grassland	
Chalk grassland	
Coastal and floodplain grazing marsh	
Fen, marsh and swamp	
Flower-rich grassland*	
Heathland	
Lowland meadow	
Open mosaic habitat	
Orchards	
Species-rich woodland*	
Reedbeds	
Rivers and streams	

The following outputs are recorded across several GLA grant programmes. Please only populate the relevant boxes:

How many trees will your project plant (if any)?	
How many adult volunteers will take part in your project?	
How many children will take part in your project?	
How many people will take part in apprenticeships through your project?	
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 or as a result of the project.</i>	

Please list any other outputs/outcomes relevant to your project below (if applicable):

Section 4: Delivering your project

It is important that projects can be completed on time and within the agreed budget. This section will demonstrate your ability to deliver the project successfully on time and within budget, and safely. *This section will form 20 per cent of the assessment.*

4.1 Project Permissions

4.1.1 To what extent does your project have the required permissions and consents to begin delivery? These could include, but are not limited to, a Flood Risk Activity Permit, Felling Licence, Tree Preservation Order or Conservation Area formal consent.

☐ All in place ☐ Applied for ☐ Not yet applied for ☐ N/A

4.1.2 Please outline the permissions and consents your project needs to be delivered on time, and the status of your applications (150 words).

4.2 Project Plan

Please complete the project plan using the table below to indicate the key milestones in your project, when you expect them to be achieved, and the actions required to achieve them. **Your project must be completed by March 2025.**

[illegible]

4.3 Risk Register

Please complete the risk register below to demonstrate how you have considered the risks to successfully completing your project, and how you will mitigate these risks.

Description of the risk	How will you mitigate/respond to the risk?	Probability: How likely is it to happen? Score from 1 - 4	Impact: How big an impact would it have? Score from 1 - 4	Total score (Probability x Impact)	RAG rating Red = 9 - 12 Amber = 5 - 8 Green = 1 - 4

4.4 How will you ensure that your project is delivered safely? Please explain your health and safety risks and mitigations plan (maximum 200 words)

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Section 5: Budget

This section will form 20 per cent of the assessment

5.1 Which funding stream are you applying for?

To be eligible to apply for the larger grant amount, you must have a transformational, flagship project idea. We expect to fund only 2 of these projects. If you believe you have a suitable project and want to discuss it further, please get in touch at rewildlondon@london.gov.uk. If you are successful, the reporting and monitoring requirements may be more than stated in this guide and may include a site visit.

- ☐ Smaller grants: £10k to £50k
- ☐ Larger grants: £100k to £150k

TOTAL			

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 per cent 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?	
6.2. Disabled-led?	
6.3. LGBT+ led	
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	

	Description
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>	