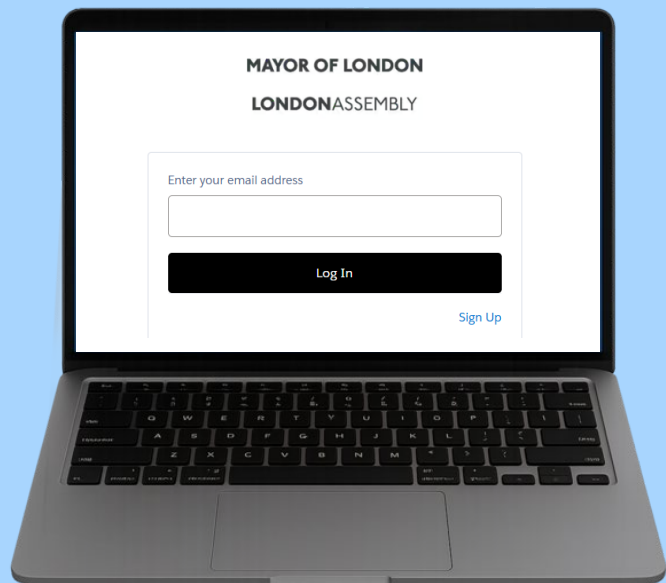


# MAYOR OF LONDON

## Booklet 2 About our application form



Our Green Roots Fund round 3



Easy Read booklet

# Who we are and what this booklet is about

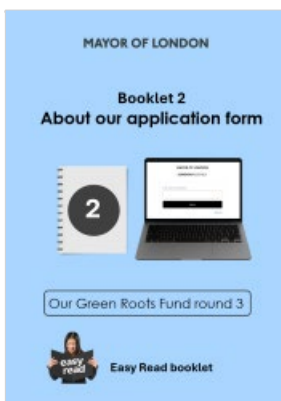
GREATER  
**LONDON**  
AUTHORITY

We are the **Greater London Authority**.

The Mayor of London is part of Greater London Authority.

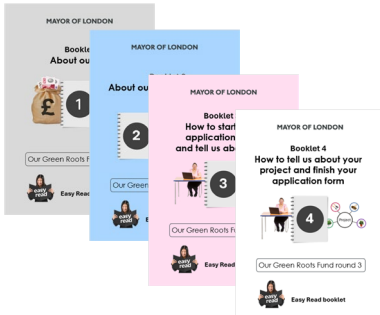


We make sure London is a great place to live. We are in charge of services like housing and transport.



This booklet tells you about our application form for our fund called our Green Roots Fund.

# About our other booklets



We have 4 booklets that tell you about our fund and how to fill in the application form for our fund.

You do not have to read all the booklets at once. You can take breaks.

These are called

**Booklet 1. About our fund**

**Booklet 2. About our application form**

**Booklet 3. How to start your application form and tell us about you**

**Booklet 4. How to tell us about your project and finish your application form.**



We explain many difficult words and ideas in this booklet that we do not in the others.

# Our application form



Our application form will ask you questions about your organisation and project.



## Your organisation

The questions about your organisation help us find out if you can apply for our fund.

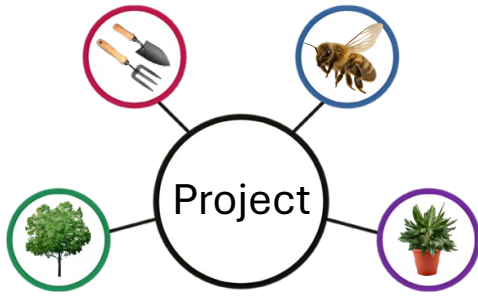


We do not use this information to decide if you will get some of our fund.



If you apply with another organisation, the lead organisation needs to answer these questions.

# Your project



You need to tell us about your project. This includes what you will do and why.

We will then ask you some questions



**How will your project meet our goals?**



**Why your project is important?**



**How will your project include different people in London?**



**What is your plan to do your project?**



We will read your answers to these questions to decide if we will give you some of our fund.



## How will your project meet our goals?

Our goals are what we want the projects that we fund to do.



We want your project to make or look after green or blue spaces in London.



We want these green or blue spaces to

- help with the bad effects of climate change.
- make people in London feel happier and healthier.
- be used by anyone who wants to use them.



You need to explain what you want to achieve by the end of your project.



We will ask you what type of project you will do and what theme it best fits.



## Why your project is important?

You need to explain why your project is important and needs to happen.



Like if your project will



- help people stay happy
- help people be healthy or give them a place to exercise
- create a new green space for people who don't have one they can use



- help stop the bad effects of climate change



- help groups of people who are most affected by climate change



- help keep wildlife safe
- make sure places in London have more nature.



You need to explain

- who your project will help
- why your project needs to happen in the area you choose
- how your project works well with other projects or work in the same area



For example, your project might help the local council with their plan to protect wildlife.



You need to use research, facts and numbers to explain why your project needs to happen.

## How will your project include different people in London?



Your project should help new groups of people to use green or blue spaces.



These might be people who find it difficult to use green or blue spaces or do not live near them.



Like deaf or disabled people, **ethnic minorities**, or people who do not have much money.



An **ethnic minority** is someone who lives in a place where most other people have a different skin colour or background.

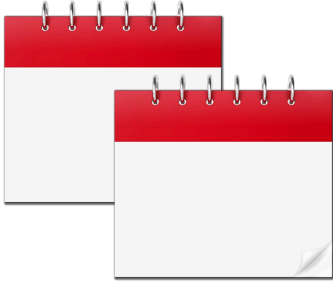


You should work with these groups to help them make or look after green spaces in their local area.



## What is your plan to do your project?

You need to have a step by step plan of how you will do your project.



Each step of your plan needs a start and end date. This includes all the activities you will do.



Think about how long it may take to get **landowner permission**.



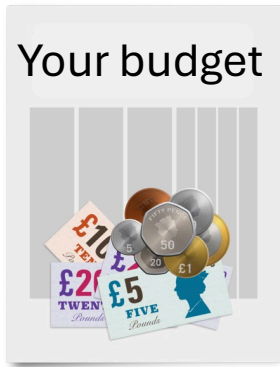
**Landowner permission** is when the person who owns the land says you can do work on it.



Your plan also needs to explain how you will meet our goals.



You need to explain how your project will still help people when you have finished all your work.

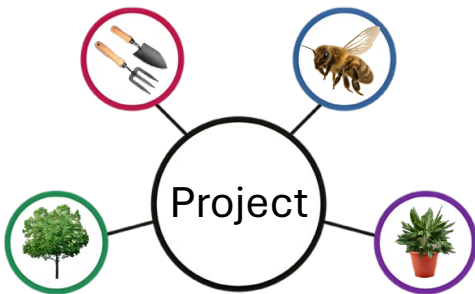


You need to tell us your **budget**.

Your **budget** shows how you will spend the money we give you.



You need to tell us about your match funding.



You need to tell us why your project will be **good value**.



**Good value** means the money you will spend on your project is worth it.



You should tell us if you have looked after budgets before and what computer programmes or apps you used.



It is important that your project does not have any bad affects on wildlife, nature or Earth.



In your plan, you need to show you are thinking about

- how much water you will use
- how you will use and get rid of materials like paper and packaging.
- how you will keep wildlife safe.
- how much and what **energy** you will use.



**Energy** powers equipment. Gas and electricity are types of energy.



You should try not to use

- chemicals like herbicides
- dirty fuels like gas that go into the air when they are burned
- materials made out of peat.



You need to think about the **risks** that might happen when you do your project.

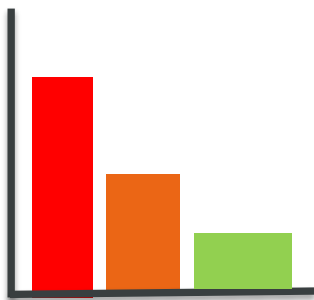


**Risks** are bad or dangerous things that could happen.



You need to think about

- how likely these risks are to happen
- how bad the impact would be
- what you will do to stop them.



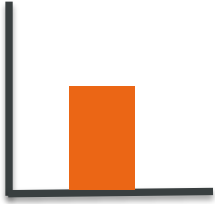
You should give each risk 1 of 3 ratings to show how likely they are to happen and how bad the impact would be.



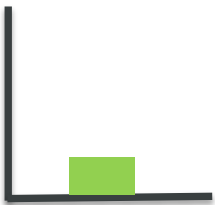
We explain the 3 ratings on the next page.



**High** means the risk is very likely to happen, and the impact would be very bad.



**Medium** means the risk is likely to happen, and the impact would be bad.



**Low** means the risk is not likely to happen, and the impact would not be bad.



If your project includes planting trees, you must look after them.



If a tree dies within 3 years, you must plant another tree.

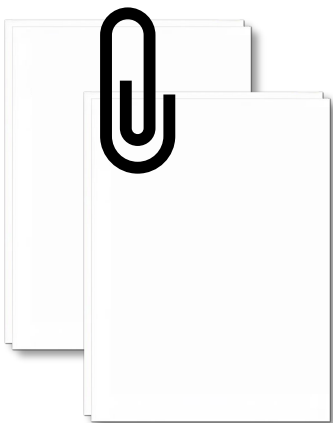


If you do not, we will ask for some or all the money we give you back.



If you plant more than 20 trees, you can include the cost to look after them in your budget.

# Safeguarding



You will need to send us a **safeguarding policy** if you will work with

- children
- young people
- **vulnerable adults**
- volunteers.

A **safeguarding policy** is a document that explains how you will keep people safe.

**Vulnerable adults** are adults that need support to stay safe.

## Supporting documents

**Supporting documents** are documents that show us how your organisation works.

Public bodies **do not** need to send us the documents on the next page.



You need to send us copies of

- your **audited accounts** or documents that show how much money you made and spent in the last year.
- your **Certificate of incorporation**
- your **VAT registration certificate**
- a document that shows you are registered as a charity, if you are a charity.

**Audited accounts** are accounts that have been checked by a someone called an auditor.

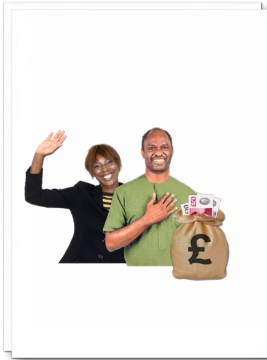
They check that the money you have made and spent in the last year makes sense.

**Certificate of incorporation** is a document that shows you are an official organisation.

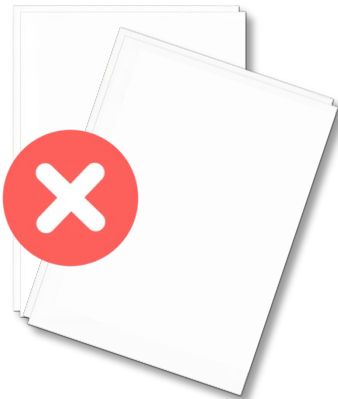
**VAT registration certificate** is a document that shows you pay VAT.



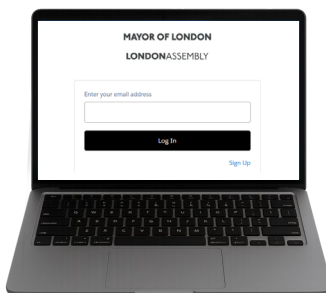
You need to send us a document that shows you are allowed to do work on the green or blue space.



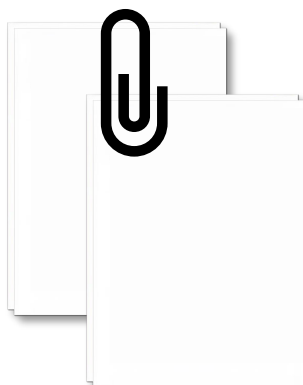
If you will work with other organisations, send us a document that says how they will help you.



Please do not send us long documents. You can ask us if a document is too long to send.



Tell us about these documents in your application form and why they are important.



We might ask you to send us more supporting documents after you send us your application.



In your project, you might collect information about green or blue spaces and wildlife.



GiGL

You must send this information to an organisation called **Greenspace Information for Greater London**. Also called **GIGL**.



They can also send you information that might help your project.

Talk to them before you start your project.



Go to their website  
[www.gigl.org.uk](http://www.gigl.org.uk)

Now read booklet 3  
about how to start your application form  
and tell us about you