

**MAYOR OF LONDON**

## **Booklet 4**

# **How to tell us about your project and finish your application form**



**Our Green Roots Fund round 3**



**Easy Read booklet**

# Who we are and what this booklet is about

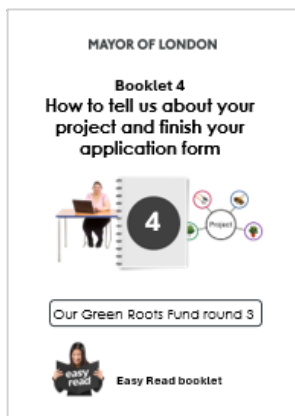
**GREATER  
LONDON  
AUTHORITY**

We are the **Greater London Authority**.

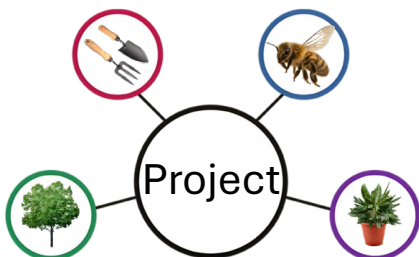
The Mayor of London is part of Greater London Authority.



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

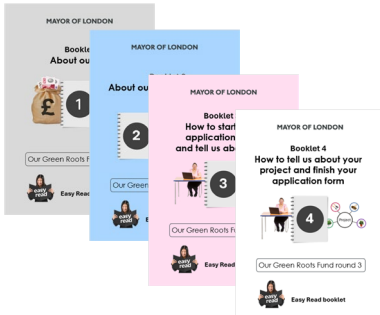


This booklet tells you how to fill in the application form for our Green Roots Fund.



It tells you what we will ask you about your project.

# 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**

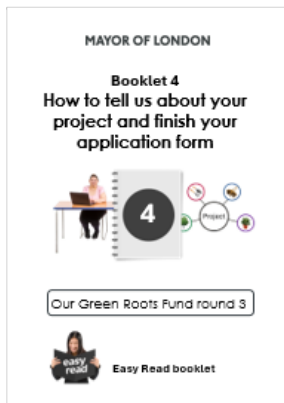
**Booklet 3. How to start your application form and tell us about you**

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

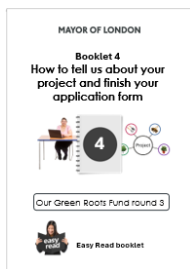


We explain many difficult words and ideas in our other booklets that we do not in this booklet.

# How to use this booklet



This booklet tells you how to fill in the application form, it is not the real application form.

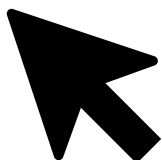


It might help to have this booklet open while you fill in the application.



This booklet has lots of **instructions** about what to type, click or choose in the application.

**Instructions** tell you how to do something.



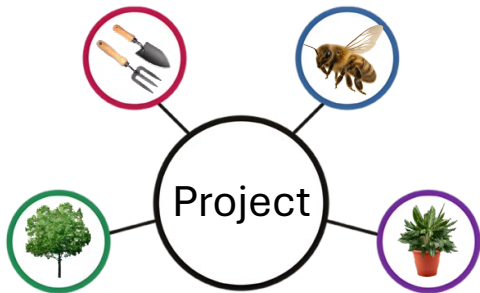
Make sure you keep clicking save as you fill in the application form.



Send us an email if you need help with the application form

[GreenRoots@london.gov.uk](mailto:GreenRoots@london.gov.uk)

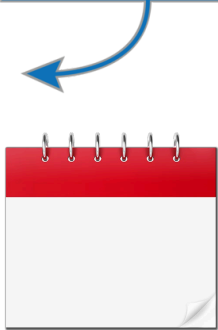
# About your project



The next part of the application form asks you about your project.

**Name**

type the name of your project



Type the date your project will start.



Type how long your project will last.



Type how much of our fund you need.

# Payments



If we decide to give you money, we will send you your fund in 3 payments.



Your first payment will be 50% of your fund.



We will send your first payment within 30 working days after you sign our **funding agreement**.



Our **funding agreement** is a document we will send you if we decide to give you our fund. It explains the rules we all must follow.



We will then send you another 40% of your fund when you have spent 40% of your first payment.



Type the date you think you will have spent 40% of your first payment.



Your third payment will be the last 10% of your fund.



If you will plant trees, we will also send you money you asked for to look after them.

## Where your project will happen



We will ask where your project will happen.



Type the address of the place you will do your project



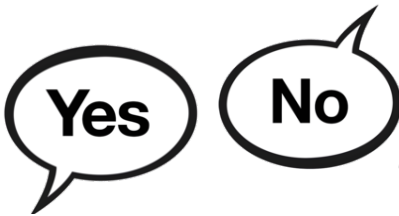
A list of boroughs will show.

Choose the borough that the address is in.

Type the **grid reference** for the address.



A **grid reference** is way to find out an address using numbers. Apps like Ordnance Survey work out grid references.



Click **yes** or **no** to tell us if your project will happen in a **designated site**.



A **designated site** is an area that is protected because it is important for nature and gives wildlife a home.



If you click yes type the name of it and tell us why it is a designated site.



Click **add project delivery address** to tell us about another address.



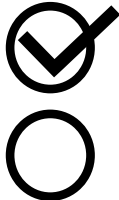
You can tell us up to 5 delivery addresses.

# Organisations you are working with



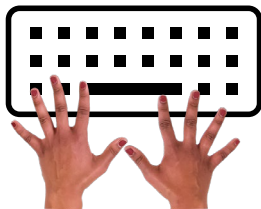
We will ask if you are working with other organisations.

**Name**

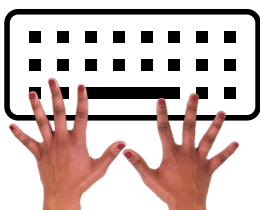


Type the name of the organisation.

Choose what type of organisation they are.



If you click **charity** type your charity number.



If you click

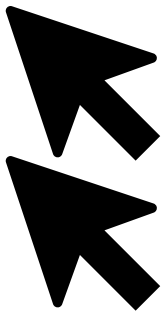
**Community Interest Company Limited by Guarantee or by Shares**

or **company Limited by Shares** type your company number.



We will ask what type of **partner** they are.

A **partner** is someone you work with.



Click [delivery partner](#)

or

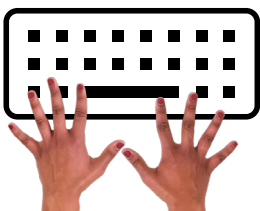
Click [strategic partner](#)



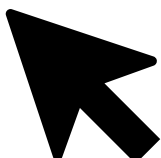
A **delivery partner** will help with the activities in your project. They will use some of your fund.



A **strategic partner** will give you advice and support. They will not use your fund.



Type how this organisation will help you with your project



Click [add new partner](#)

to tell us about another organisation.

# Our questions

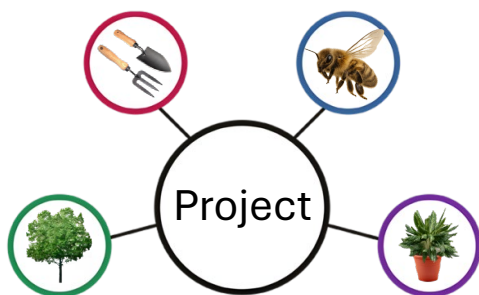


How will your project meet our goals?

In the application, this question is called **ambition and impact**.

We will ask

- about your project
- how your project will help us with our goals
- why people or wildlife need your project
- what you plan to do
- how you will make it happen.



**Write your answer in 150 words.**

We will ask what type of project you want to do.

Click [implementation project](#)

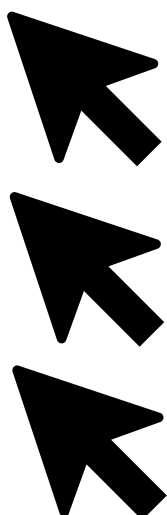
or

Click [enabling project](#)

or

Click [implementation project](#)

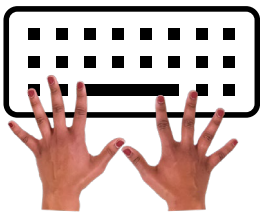
and [enabling project](#)



We will ask what **themes** your project is about.

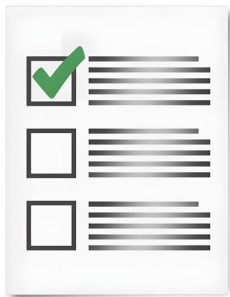


Your **themes** are what your project will focus on making better. For example, to grow food or make a park better.



Choose up to 4 themes.

Type any themes you want to add that are not in the list.

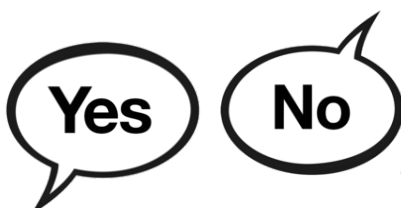


We will ask what you want to achieve by the end of your project.

**Write your answer in 150 words.**



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

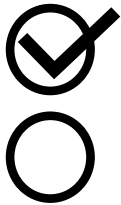


Click **yes** or **no** to tell us if you will send this information to **Greenspace Information for Greater London**.



Why is your project needed?

In the application form,  
this question is called  
**need and opportunity.**



Choose the need your  
project will help with.

This means who or what your  
project will help with.



For example, climate, nature  
or people.



We will ask what your project's **strategic objectives** are.

Your **strategic objectives** explain what your project will achieve. For example, to stop floods or make the air cleaner.

We will ask if your project will help with our priority themes



Click

or

Click

or

Click

or

Click



We will ask why your project is important and needs to happen.

**Write your answer in 300 words.**



We will ask what would happen if your project did not happen right now

**Write your answer in 300 words.**



How will your project include different people in London?

In the application form, this question is called **inclusion**.



We will ask what groups are not using the green or blue space you want to work on.

We will ask how you will help them use it.

**Write your answer in 300 words.**



We will ask how you will involve people in your project who

- live near the green or blue space.
- might find it difficult to use green or blue spaces.



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

**Write your answer in 300 words.**



We will ask if you will involve anyone else in your project. Like volunteers or community groups.

**Write your answer in 300 words.**



What is your plan to do your project?

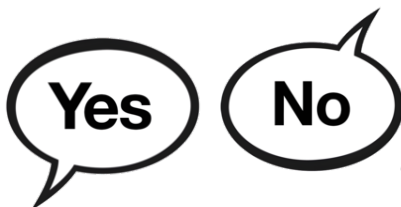
In the application form, this question is called **deliverability and long term legacy**.



We will ask if you need permission to do your project.

**Write your answer in 150 words.**

If you do, we will ask if you already have permission.



Click  or  to tell us if you already have permission.



We will ask if you need landowner permission.

Click  or  to tell us if you need landowner permission.



If you need landowner permission but you do not have it yet, tell us when you will get it. Tell us if you own the land.

**Write your answer in 150 words.**



We will ask how you will make sure everyone involved in your project is safe.

Tell us what policies, interventions and methods you will use.

**Write your answer in 150 words.**



We will ask how you will make sure your project still helps nature and people when your fund is gone.

**Write your answer in 150 words.**

# Milestones



In your application form, we will ask what your project milestones are.



Your milestones can be important dates or activities.

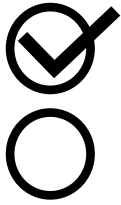


Your first and last milestone will be the dates your project starts and finishes.

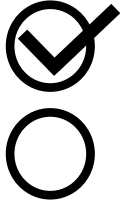


Type and tell us about your milestone.

Type the date this milestone will happen.



Choose if your milestone is a date or activity.



Choose what type of cost this milestone is.



Type how much money you think you will need to spend for this milestone to happen.



Click [add new milestone](#) to tell us about another milestone.

# Risks



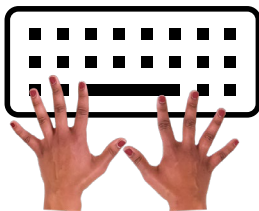
We will ask what risks come with your project.



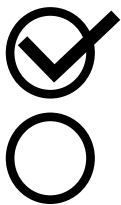
Click **add risk** to add your first risk.



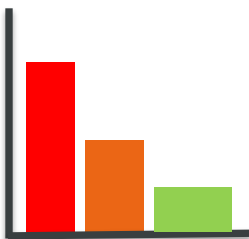
Type what the risk is.



Type what you will do to make sure the risk is less likely to happen.



Choose how the risk could badly affect people and nature.



Choose a rating to show how likely the risk is to happen and how bad the impact would be.



Click **add new risk** to tell us about another risk.

# Your match funding



Click [add new match funding](#)

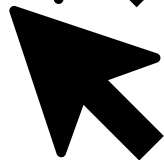
**Name**

Type the name of the organisation.



Click [match funding](#)

or



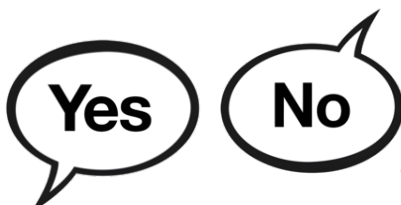
Click [in kind match funding](#)



Choose where the match funding is from.



Type the amount of money you will get, or how much the in kind match funding is worth.



Click [yes](#) or [no](#)

to tell us if you already have the match funding.



Type the date you got the match funding or the date you will get it



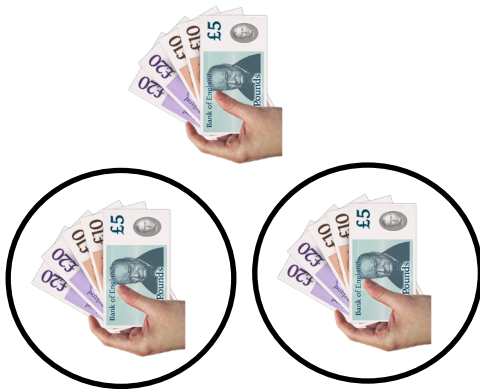
Click [add new match funding](#) to tell us about another organisation who is giving you match funding

# Your expenditure



We will ask what your expenditure is for your project.

Your **expenditure** is the total cost of your budget and match funding.



You must send us a **detailed breakdown** of your expenditure before we give you payments 2 and 3 of your fund.



A **detailed breakdown** means you must explain every cost in your project in detail.



If you apply for more than one hundred thousand pounds you need to send us a detailed breakdown of your budget as a supporting document.



Type the cost of materials.

Type the cost of plants.



Type the cost of small equipment.



Type the cost of staff.



Type the cost of travel and **subsistence**.



**Subsistence** means costs you have to pay when travelling. For example, for food or parking.



Type the cost for people to do work for you, who are not in your organisation.



Type the cost for things that tell people about your project and how they can take part. Like posters, adverts or videos.



Type the cost to pay back volunteers for costs like travel and subsistence.



Type the cost of time spent by volunteers.

Type the cost of events.



Type the cost to end **beneficiaries**.



Type the cost to plant trees.

Type the cost to look after trees after you plant them.



Type the cost to collect information about your project and to have an evaluation.



**Beneficiaries** are people you give money or services to. To end a beneficiary means to no longer give them.

# Looking after budgets



We will ask how you will look after your money, budget and expenditure.

We will ask what systems you use to help you look after them.

**Write your answer in 150 words.**



We will ask if any of your match funding is **ring fenced**.

**Ring fenced** means this money must be spent on a certain thing.

**Write your answer in 150 words.**



If you need money to look after trees you have planted, tell us what activities you will do to look after your trees for up to 2 years after your funding has ended.

**Write your answer in 150 words.**

# Outputs



We will ask what your outputs are for your project.

On your screen there will be a list of outputs to choose from.



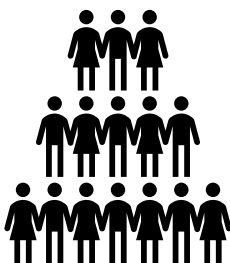
We will ask about your **indicators** for each output.

**Indicators** are how you will measure your outputs.



For example,

your **output** might be to involve people in London with green or blue spaces.



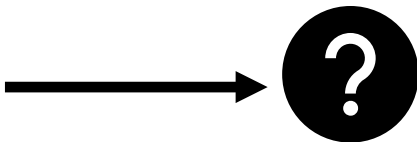
An **indicator** of this output might be the number of volunteers who help you with your project.



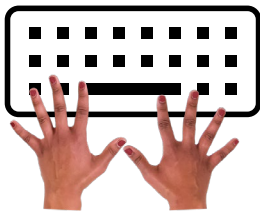
Each indicator will have a **baseline value** and a **target value**.

0

Your **baseline value** will normally be 0.



Your **target value** is the number you want to achieve.



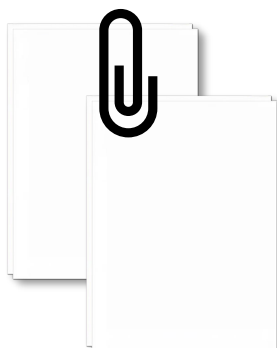
We will ask you to tell us about any indicators that we have not listed.

**Write your answer in 100 words.**



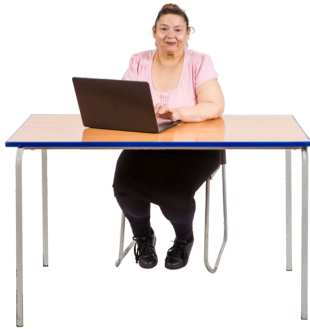
In your meetings where we ask how your project is going, we will ask you about your outputs and indicators.

## Supporting information



We ask you to send all your supporting information as PDFs.

# Agreement



At the end of the application form, you need to read and say if you agree to a few sentences.



They are to make sure you

- are the lead organisation
- everything you have said in the application form is true
- You are allowed to use the information of the people in your application.



If you agree with these sentences, click



If you do not agree with these sentences and you know they are not true click



We will also ask if you agree

- with us using your information.
- to us sending you emails
- to put up a sign at every delivery site that shows the Mayor of London logo.



If you agree,  
click



If you do not agree,  
click

## Submit your application



Before you submit your application, your online account will check for some mistakes in your application.



For example, if any information is missing and an answer is empty.



You need to fix these mistakes before you can submit your application.

# What happens next



After you submit your application, we will

- check that your organisation can apply
- decide if we will give you our fund
- tell you by email if we will give you our fund.



We think lots of people will apply for our fund. We cannot give our fund to everyone even if they all have great applications.



If we decide not to give you our fund, we will not be able to give you feedback.



**If we decide to give you our fund,** you will have a grant officer while you do your project.

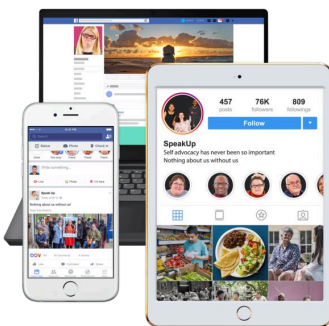
The grant officer will help you to fill in your funding agreement.



They can help answer any questions you might have while you do your project.



**If we decide to give you our fund,** you will need to show that the Mayor of London is helping to fund your project.



You can mention it on your social media or on things like posters and signs.



**If we decide to give you our fund,** you will need to talk about your project and what you have learnt about looking after green and blue spaces.

**Thank you for reading our booklets**



Good luck with your application.