

# Grow Back Greener Fund 2021 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 and Thames Water 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
- Schools, including academy trusts, parents' associations or other organisations working on behalf of a school.

Yes       No

- iii. **Will all the proposed activity take place within Greater London?**
- Yes       No
- iv. **Do you own the land where your activity will take place, or have written landowner permission for your activity?**
- Yes       No
- v. **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
- vi. **Will the activity funded by this grant be completed by November 2022?**
- Yes       No
- vii. **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 and Thames Water are supporting your project?**
- 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.

<b>1.1. Organisation name</b>	
<b>1.2. Organisation address</b> (including postcode)	
<b>1.3. Organisation type</b> (e.g. registered charity, constituted community group, community interest company)	
<b>1.4. Charity and/or company number (if applicable)</b>	

<b>1.5. Organisation website (if applicable)</b>	
<b>1.6. Contact name</b>	
<b>1.7. Contact position</b>	
<b>1.8. Phone number</b>	
<b>1.9. Email address</b>	
<b>1.10 Where did you find out about the Grow Back Greener Fund?</b>	

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.]

	<b>Enter Yes/ No</b> (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.

<b>2.1. Proposed project name</b>		
<b>2.2. Which Grow Back Greener Fund theme are you applying for? Please select</b>	Access to green space	
	Climate adaptation and water	
<b>2.3. In which London borough(s) will your project take place?</b>		
<b>2.4. Project location(s)</b> Please provide a full address including postcode, and/or a grid reference		
<b>2.5. Please provide the details of any partner organisations who will be delivering the project with you</b>	<b>Partner organisation</b>	<b>Role within the project</b>
<b>2.6. Is your organisation the landowner or manager of the site(s)? If not, who is the landowner/manager</b>		
<b>2.7. Will your project take place within a designated site (e.g. Wildlife Site/Site of Importance for Nature Conservation, Local Nature Reserve, heritage designation, SSSI).</b> You can find this information on GiGL's <a href="#">Discover London Map</a> . 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.		

**2.8. Please provide an overview of your project, including what activities are planned and the key outcomes it will achieve (maximum 200 words)**

**2.9. Please upload at least three photographs of your project site, and where relevant, a site plan or sketch map showing any planned works.**

**2.10. How much new green cover or green space will your project create (in m<sup>2</sup>) (e.g. converting grey to green by depaving)?**

**2.11. How much existing green space will your project improve (m<sup>2</sup>)?**

**2.12. How many trees will your project plant (if any)?**

**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 training through your project?**

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

Please use this section to respond to the aims set out in Section 4.2 of the Grow Back Greener Fund grants guide. *This section will form 60 per cent of the assessment (15 per cent for each question).*

**3.1. How will your project enhance green space or waterways, and/or enhance London's resilience to the impacts of climate change? (maximum 500 words)**

**3.2. How will your project support the priorities of the fund, and respond to local needs, by targeting a location(s) that has poor access to green space and/or high climate risk? (maximum 500 words)** *You should use the [Green Infrastructure Focus Map](#), and [London Climate Risk Maps](#) to check access to green space and climate risk in your area.*

**3.3. How will your project provide opportunities for Londoners, especially people who are less likely to access green space, to play an active part in making London greener and to develop new skills, including through training and volunteering? (maximum 500 words)**

**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 500 words)**





**4.2. 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.

An example of how to complete the risk register is found in [Appendix B](#).

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

How will you ensure that your project is delivered safely in line with the latest social distancing and health advice, and how could the project be adapted if restrictions on activities are tightened? (*maximum 200 words*)

## Section 5: Budget

*This section will form 20 per cent of the assessment*

<p><b>5.1. What size of grant are you requesting from the Grow Back Greener Fund?</b></p> <p>This must be:</p> <ul style="list-style-type: none"> <li>• between £10,000 and £50,000 for the <b>access to green space theme</b>.</li> <li>• between £10,000 and £75,000 for the <b>climate change adaptation and water</b></li> </ul>	£		
<p><b>5.2. What is the total cost of your project?</b></p> <p>Including the grant applied for, and any cash or in-kind match funding</p>	£		
<p><b>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?</b></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>			
<b>Funding source</b>	<b>Cash or in-kind</b>	<b>Amount</b>	<b>Secured/applied for/not yet applied for</b>
<p><b>5.4. Please outline your project budget below.</b></p> <p>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, and through match funding (cash or in-kind). Please provide as much detail as possible.</p> <p>Please read the guidance in Section 5 of the prospectus for further detail on eligible costs.</p> <ul style="list-style-type: none"> <li>• A maximum of 15 per cent of the grant can be allocated to overheads</li> <li>• A maximum of 10 per cent of the grant be allocated to maintenance beyond the end of the project</li> </ul>			



## 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.

<b>Is your organisation:</b>	
<b>6.1. BAME-led?</b>	
<b>6.2. Disabled-led?</b>	
<b>6.3. LGBT+ led</b>	
<b>6.4. What percentage of your organisation's senior staff/board/trustees is male?</b>	
<b>6.5. Do young people have a formal role in the decision-making within your organisation e.g. a youth advisory board</b>	

	Description
<b>6.6. Please describe how your proposed actions reflect your duties under the Equality Act 2010</b> <i>(a few lines)</i>	
<b>6.7. Describe how your proposed actions will incorporate inclusive design and improve accessibility (where applicable)</b> <i>(a few lines)</i>	
<b>6.8. Will the results of the actions (where applicable) be accessible to all?</b> <i>(a few lines)</i>	
<b>6.9. Describe how you are distributing the funding openly and equitably, and how this will be monitored (where applicable)</b> <i>(a few lines)</i>	