

Grow Back Greener Fund 2021 Appendix B: Completed question examples

These examples of completed application form sections are for information only. Please DO NOT complete this form, but fill in the [online form](#).

4.1. EXAMPLE 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 November 2022.**

Milestone	Completion Date	Actions
<i>Community consultation</i>	<i>15/8/2021</i>	<i>Prepare online consultation form Send consultation form to local contacts and community groups. Promote on social media.</i>
<i>Landowner permission in place</i>	<i>30/8/2021</i>	<i>Confirm with landowner File written approval</i>
<i>Match funding in place</i>	<i>6/9/2021</i>	<i>Confirm sources of match funding in writing</i>
<i>Submit grant application</i>	<i>13/9/2021</i>	<i>Follow the guidelines and submit proposal along with photos and draft designs</i>
<i>Grant award announcement</i>	<i>Late October 2021</i>	<i>If successful notify community and local press</i>
<i>Establish project steering group</i>	<i>10/11/2021</i>	<i>Establish a project steering group and decide on roles and responsibilities</i>
<i>Agree project design and approach</i>	<i>8/12/2021</i>	<i>Final designs and technical approach agreed with steering group Agree detailed project plan with group Agree how to measure impact of project and evaluate success Agree maintenance plan for after the project is completed Agree risk assessment for project and COVID-19</i>

		<i>protocols</i>
<i>Purchase necessary equipment</i>	<i>31/1/2022</i>	<i>Timetable the purchase and arrival of equipment and plants – remember to keep all receipts!</i>
<i>Groundworks completed</i>	<i>29/2/2022</i>	<i>Onsite works prepared by professional team or experienced volunteers</i>
<i>Professional gardener works completed</i>	<i>30/4/2022</i>	<i>Gardener in place to establish an easily maintained planting plan</i>
<i>Hold volunteer planting days</i>	<i>During May 2022</i>	<i>Promote pre-booked volunteer days Prepare materials to build planters Prepare materials to build living willow structure Invite local press Take lots of photos and film!</i>
<i>Final project snagging completed</i>	<i>June 2022</i>	<i>Make check list of all the last jobs that are needed</i>
<i>Project open day</i>	<i>August 2022</i>	<i>Invite press and local MP Advertise through social media and posters on site Prepare refreshments Book photographer</i>
<i>Project monitoring and evaluation</i>	<i>September 2022</i>	<i>Look back at initial project objectives, carry out repeat visitor number survey, gather feedback on project</i>
<i>Submit claim</i>	<i>October 2022</i>	<i>Look at guidelines and submit all paperwork</i>
<i>Maintenance</i>	<i>Ongoing through spring 2023</i>	<i>Arrange monthly volunteering days. Arrange watering in hot weather</i>

4.2. EXAMPLE 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
Bad weather leads to low turnout for volunteer planting day, resulting in project being behind schedule	Multiple volunteer days scheduled in case of cancellation. Communications with volunteers describes suitable clothes for wet weather. Small group of volunteers recruited to plant despite weather conditions.	2	2	4	Green
Volunteer planting days may present a public health risk during the COVID-19 pandemic	Schedule small group volunteer sessions in line with social distancing guidelines, with advance booking essential. Make appropriate PPE available to all volunteers. Provide volunteers with clear health and safety protocols, including individual tools.	2	3	6	Amber
Risk of injury from use of tools for building planters and digging beds including spades, stakes and secateurs	All volunteer planting supervised by trained staff assessed as competent. Volunteers and children supervised at all times. Only tools appropriate for the task and supplied by staff to be used Comprehensive risk assessment carried out ahead of planting days.	1	4	4	Green
The new planters do not survive due to vandalism or lack of	Maintenance plan in place to regular water, weed and monitor planters. Local community engaged in project and participate in planting	2	3	6	Amber

maintenance	to raise awareness and minimise risk of vandalism.				
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5.4. EXAMPLE budget: community orchard project

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.

Please read the guidance in Section 2.3 of the prospectus for further detail on eligible costs.

- A maximum of 15 per cent of the grant can be allocated to overheads
- A maximum of 10 per cent of the grant be allocated to maintenance beyond the end of the project

Item	Expenditure funded by the Grow Back Greener Fund	Expenditure funded from match funding sources	
		Amount	Source
<i>Preparing tree pits in green space, planting trees with twin stakes, ties, watering tube and mulch. Orchard + avenue.</i>	<i>£2,700 (approx. £60 per tree)</i>		
<i>Ground clearance and preparation</i>	<i>£2,500</i>		
<i>420 woodland whips for hedging by orchard (hazel, blackthorn, crab apple, dog rose, elder, wild cherry)*</i>		<i>Free wild harvest tree pack</i>	<i>Woodland Trust</i>
<i>Mulch for whip planting</i>	<i>£200</i>		
<i>25 orchard trees (16 x apple, 4 x pear, 3 x plum, 2 x crab apple)</i>	<i>£1,750 (approx. £70 per tree)</i>		
<i>20 standard trees for avenue (London Plane)</i>	<i>£3,200 (£160 per tree)</i>		
<i>Shrubs for orchard planting</i>	<i>£200</i>		
<i>Wildflower species mix for 125m² in orchard (flower mix / supplier cost)</i>	<i>£52</i>		
<i>Tools for volunteering day (20 x spades; gloves)</i>	<i>£150</i>		

<i>PPE for volunteers (masks, gloves)</i>	<i>£100</i>		
<i>New sign board for orchard</i>		<i>£100</i>	<i>Awards for All grant</i>
<i>Orchard design advice – 1x day for preparing planting plan</i>	<i>£300</i>		
<i>Orchard management training course for lead volunteers</i>	<i>£1000</i>		
<i>Overheads</i>	<i>£1000</i>		
<i>Maintaining standard trees (combined watering and weeding, tie and stake checking x 14 visits in each season)</i>		<i>£3,000</i>	<i>Council contractors</i>
<i>Volunteering days to weed & water whips and orchard x8</i>		<i>£1,085 in kind (100 volunteer hours @ London Living Wage)</i>	<i>Friends of park group</i>
Total	£13,152	£4,185	Total project cost: £17,337