



Bupa Foundation Green Community Grants

Guidance Document

Introduction and Guidance

Bupa Foundation Green Community Grants support practical projects which help both people and planet health. We want to make a positive difference to local communities.

The scheme is open to all schools, registered charities and not-for-profit organisations. We want to help fund practical projects which benefit both people and planet health, with priority given to regeneration of green spaces for community use.

Grants of between £500 and £2,500 are available. Projects must be delivered by the end of April 2024.

What will we fund?

Some examples of project ideas could be:

- Improving green spaces for community activities
- Tree planting to improve air quality and biodiversity
- A school wanting to create an outdoor classroom or 'forest school'
- A community group who'd like to create an allotment
- A voluntary organisation wanting to install sustainable equipment, e.g. a heat pump

This is not an exhaustive list and other project ideas are also welcomed.

How do you apply?

If you're a Bupa colleague or customer, you can [pass on this link](#) to an organisation for them to apply directly. This could be an organisation you are involved with, your child's school or sports club or even just a local group you know of who do great things!

If you are a community organisation you can apply directly [using this link](#)

When can you apply?

Bupa Foundation Green Community Grants will open for applications on 1st June 2023.

We will close for applications at Midday on Friday 30th June 2023.

Who can apply?

Grants can be awarded to schools, registered charities, not-for-profit organisations, local authorities and social housing providers.

Applications are **not** eligible from:

- Individuals
- Community Interest Companies with shares (CIC's)
- Community Interest Companies with guarantee that are less than two years old
- Profit-making organisations
- Unconstituted organisations

What can't we fund?

- Work that has already taken place or will have taken place before you receive a grant from us. (please note that you can apply for an ongoing project, however we will only fund it from the date you receive a grant from us).
- Research projects
- Political donations
- Fundraising activities or challenges (e.g. costs for a sky dive etc.)
- Running costs and organisation overheads (we can fund staff salary costs as long as these are directly for project delivery).
- Conferences or seminars
- Activities which collect funds for redistribution to other charities or individuals
- Overseas appeals
- Expeditions or overseas travel
- Promotion of a religious or political cause
- Marketing promotions
- Projects or activities that the state has a legal obligation to provide.

What documents will you need to submit with your application?

- A copy of your governing document (e.g. constitution, memorandum or articles of association).
- If your organisation is **NOT** a registered charity or a registered company (i.e. you don't have a charity or company number and are not registered with the Charity Commission or Companies House), we will require the **Main contact to provide two forms of Identification - one for proof of name and the other for proof of address.**
- A project consent form if you are making a capital improvement to land or a building (This will be provided in the application form).

Please note all documents will need to be in an electronic format (e.g. Word/ Excel file, jpeg, pdf etc). If your organisation cannot provide all of these documents you are not eligible to apply.

What support is available to you?

If you have any questions about the programme or the application process please contact Groundwork UK on **0121 237 5802** or by email at bupafoundationgreengrants@groundwork.org.uk

How to use these guidance notes

The aim of these notes is to help you complete your application form online. We'll explain how to start using our online system as well as providing you with a guide to the information you must give us about your project. We'll also tell you why we're asking for certain information and how we use the information you give us.

Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a grant or access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or access our services and information, please contact Groundwork at bupafoundationgreengrants@groundwork.org.uk or on 0121 237 5802 to discuss the type of support we can provide.

Applying Online

We manage all our grants using an online grant management system called Flexi Grant.

If this is your first application you will need to create an account. Click on the New Account link to register your email address and password.

These will be your login details, and you'll need them every time you use our online application system. If you forget your password or any other part of your login details, please follow the link on the Flexi Grant homepage, which will allow you to reset this information.

When you're working on your application online it's useful to remember:

- You can fill in your application in one go, or work on it at different times
- You can fill in the sections of the form in whichever order you prefer, but you will only be able to submit your application when all of the sections are complete
- You will be logged out of your form if you don't save or navigate to another page within 2 hours, however, the system will save your work up until the point you stopped working on the form.
- Questions that have been filled out are saved, however, if you stop typing in the middle of answering a question and get logged out for inactivity, that question would need to be started again.
- The online form may work differently if you are using a computer or an Apple Mac. At the same time, it works better on certain browsers than others. If you do have any such issues please email us on bupafoundationgreengrants@groundwork.org.uk and a member of the team will be happy to help you.

- Please note, we have received feedback that there have been accessibility issues when using tablets. Please try to complete any applications, and if you are successful, grant monitoring, on a device other than a tablet to avoid any issues.
- With any attachments, please ensure the filename contains letters and numbers only. Using special or unusual characters causes issues when accessing your application.

Getting Started Checklist

Make sure you have read this guidance document before starting your application form.

Have you got everything you need to complete your application form?

- Your organisations contact details and information
- Your organisations governing document e.g. Constitution, Memorandum and Articles of Association. Your governing document must include a dissolution clause or asset lock.
- Main contact ID: If your organisation is **NOT** a registered charity or a registered company, we will require the **Main contact to provide two forms of ID - one for proof of name and the other for proof of address.**
- Your written project proposal, including evidence of demand for your project
- Your project location and postcode
- Your Project Budget
- Your completed project consent form (if you are making a physical change to a building or open space)
- A photo of the current condition of the project site.

Application Form

This section will take you through each of the questions in the application form and provide advice and guidance on the information to include.

Section 1: About your organisation and contacts

Q1: Organisation Details

We need to know the name of your group, your address, phone number and email address. This should be the name of the organisation that is applying for funding. The name you enter should match with the information on your governing document i.e. Constitution, Articles of Association etc.

Q2: Primary and Alternative Contact details

We ask you to provide two contacts for your grant application. One of these contacts must be:

- Listed as a director/ trustee on Companies House and/or Charity Commission if you are registered
- A member of the management committee i.e. Chair, Treasurer, Secretary if you are not registered

Your Primary Contact should be a key person involved in your project. They should be able to talk about your project and provide further information if required. It is very important to us that you provide the correct email address and daytime phone number so that we can communicate updates and decisions on your application.

Please let us know if the main contact has any particular communication needs. We intend to use email as our main means of communication for environmental reasons. If this will cause problems for you please ensure you let us know your preferred alternative. Groundwork UK is an environmental charity and we aim to save paper wherever possible, so it is very important that your email addresses are correct and the email account is active and checked regularly.

If your application is successful, the grant offer will be emailed to the main contact. They will be responsible for sending us updates throughout the project and a final report at the end.

If your contacts change throughout the lifetime of the project it is your responsibility to confirm any changes, we will not be able to discuss the application with anyone who is not a named contact on the application form.

Alternative Contact Details

To add your alternative contact's details please click the 'Add more contacts' button. We ask for an alternative contact so that if we are unable to get in touch with the main contact there is a second person we can contact who represents the group. Please note that the main and alternative contact cannot be related or live at the same address and must provide different telephone numbers and different email addresses.

If you are NOT a registered organisation the Alternate contact MUST be a Bank Account Signatory for the bank account you will use if you are successful in receiving a grant. **Bank account signatories must be unrelated and not living at the same**

address. Please let us know if your alternative contact has any particular communication needs.

Please double check your email addresses are correct, as this is our main means of communication with you. The system cannot notify us of incorrect email addresses.

Q3: Safeguarding

If your organisation is working with children or vulnerable adults, it is a requirement of the programme, that your organisation has an up to date Safeguarding Policy in place. Please tick the box to confirm this.

Please view our [Safeguarding Requirements for Grantees Document](#) for more information about Groundwork's Safeguarding requirements for grant holders.

Q4: What type is your organisation?

Please tell us what type your group falls under. If your group is a registered charity or company, please give us your charity/company number. Please ensure that you review the whole list before selecting one so as to give us the most accurate information about your organisation type.

Q5: Are you a registered organisation?

You are a registered organisation if you are:

- A charity registered with the Charity Commission
- A company registered with Companies House
- A school
- A public sector organisation such as a parish council

If your organisation is one of the above, please provide your charity or company number.

If your organisation is **NOT** one of the above, we will require the **Main contact to provide two forms of ID - one for proof of name and the other for proof of address.**

FORMS OF IDENTIFICATION GUIDANCE

You cannot use one form of identification for both name and address. For example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill.

Proof of Name - please upload a document, such as your Current signed passport; a Current UK or EEA photocard driving licence; or Original birth certificate (UK birth

certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)

Proof of Address - please upload a document, such as a Utility bill (water, gas or electric - issued within the last three months, Local authority council tax bill for the current council tax year; Tenancy agreement from a housing association or a council; Current UK driving licence (but only if not used for the name evidence).

You can take a picture of your document with your mobile phone or you can scan your document and then upload to the attachment fields.

Q6: About your organisation

Please tell us about your organisation, how long it has been in existence and some information about what you do. This should include details about where you work and who you help and support.

Q7: Governing Document

This section allows you to upload the governing document for your organisation e.g. your constitution or articles of association.

If you need any help with writing a governing document, information and guidance can be found on our [resources page](#).

Q8: Web address

Please tell us the web address for your organisation if you have one. If your organisation has a Facebook page, Instagram or Twitter, please also provide the links

Q9: How did you hear about the grant programme?

Please tell us whether you were encouraged to apply by either a BUPA employee or a customer. If you have the name of the person that encouraged you to apply you have the option to add.

If you heard about the grant programme in another way, please also let us know how.

Section 2 - About your project

Q10: What is the name of your project?

Please tell us your project name.

Q11: Where is your project located?

Please provide the full address and postcode for your project. If there is no postcode for the site, please provide the postcode of the nearest building. If your project will take place across a number of sites, please include the address of each site.

Q12: Please upload a photo of the project site.

This should have been taken within the last 3 months. It will help us to understand the project site and should you be successful in receiving a grant, we will be able to use it as a 'before' photo to show the transformation that the funding has made.

Q13: Please tell us about your project and what the funds will be used for.

Tell us in more detail what the project is and what you want to do. We want to gain a full picture of what will happen and have assurance that everything has been planned thoroughly. Information to cover includes:

- what your project will deliver
- what the funding requested will be spent on
- how you have estimated your costs to ensure that they are accurate
- how you will address any risks that you have identified within your project
- who will be involved and how

Some hints and tips for writing your project description include:

- Write in clear, simple language, avoiding jargon, acronyms and abbreviations
- Remember there is a word limit, so focus on telling us key information
- Remember that people who are assessing your application or making decisions do not necessarily know your local area

Q14: Project start and end dates

We expect to inform applicants of decisions by the end of September 2023 so please ensure your project start date is after this. All projects must be completed by the end of April 2024. We cannot fund any activity that has taken place prior to the grant award being made.

Q15: Why is your project needed?

Here you should tell us why your project is needed. Tell us about the current condition of the site and why it may prevent certain activities taking place. Are the current facilities

old and unusable or does it lack biodiversity or feel unsafe. This answer should include any feedback you have from people who use the site.

Q16: How will your project be maintained once it is complete?

We want to make sure that we fund sustainable projects that can be used for years to come. Please tell us how you will ensure that any improvements made through the grant will be looked after and how you will ensure that activities can continue and that the site will continue to be well used.

Q17- Q17c: Project permissions

If your project involves improvements to an open space or building, it is important that you have the necessary permissions in place for the project to go ahead.

Some important permissions to consider include:

- **Permission from the landowner or leaseholder:** You must complete the project consent form contained within the application form. If your group owns the land or has a lease agreement that exceeds three years then your group can sign this form. Otherwise the external landowner or leaseholder must sign.
- **Planning permission:** Will your project require planning permission to go ahead? You can find this out by contacting your local planning authority for an informal opinion. To find your local planning authority, visit www.planningportal.gov.uk and enter the postcode of your project site. If you already have planning permission in place, please upload the evidence to your application form.
- **Any other permissions:** It is your responsibility to also check whether any other permissions are required for your project. This could include permissions for work to trees, historic or listed buildings or sites of scientific or wildlife importance. Please provide detail of any other permissions that you require and upload evidence of those you have in place.

Section 3: Beneficiaries Outcomes and Volunteers

Q18: Who will be the main beneficiaries of your project?

We are interested to understand who will benefit from your project. Please tick all the groups that your project will support. If your project is not targeted at a particular group of people but will benefit the wider community in general, please tick the 'not targeted' option.

Q19: Is your project directed at, or of particular relevance to people of a particular age group?

Please answer yes or no and tell us which age range the majority of your project beneficiaries will come from.

Q20 & Q21: How many people will the project support directly?

Here, please tell us the number of direct beneficiaries of the project. Direct beneficiaries are people who will use the site or be involved in activities held there. Please explain what you have based your estimated number of beneficiaries on and how will you measure this?

Q22, Q23 & Q24: Which of these outcomes will your project meet?

Tell us about the changes that will happen because of this funding. We call these changes 'outcomes'. BUPA Foundation Green Community Grants want to support practical projects which help both people and planet health. You must tick at least one 'People' outcome from Q22 and at least one 'Planet' outcome from Q23.

We also want you to provide some detail on how your project will meet the outcomes you have chosen. For example, if your project will improve physical health, tell us what activities people will be able to take part in and how their health will be improved through these activities. If you have chosen trees planted or habitats improved, tell us how many and what type. If you have chosen improved biodiversity tell us what species will be planted or encouraged through the project and how this will improve the biodiversity of the site.

Q25: Volunteering opportunities

Please tell us whether your project will include any opportunities for volunteers to be involved, the number of volunteers and what these opportunities will be. Please include detail on volunteering opportunities within the project, but also those after the project is complete, to maintain or encourage use of the site.

Section 4: Finance

Q26: How much funding are you requesting from the Bupa Foundation Green Community Grants?

You can apply for between £500 - £2,500.

A Note about VAT

If your group is registered for VAT, your expenditure figures shouldn't include VAT that you can claim back (often called recoverable VAT). If you are not registered for VAT your costs should include VAT. Any VAT that you expect to incur, but can't claim back (irrecoverable VAT) should be included in your expenditure breakdown). Further information about VAT is available on the HMRC [website](#).

Please check this carefully as we are unable to increase any grants once awarded.

Q27: How do you intend to spend your grant?

Please complete the table to provide a budget breakdown of how you intend to spend your grant should you be successful. Please ensure that your costs are realistic and well researched.

If you are applying for staffing costs, please break these down to show the number of staff, the hourly rate and the number of hours or sessions they will deliver for the project.

To fill out the name of the budget item, click on the pencil/paper icon to the left of the text 'Item1/2 etc'.

Budget Heading		Description	Total
Item 1 (<i>Click on the pencil/ paper icon to the left of the text to type in the item you are requesting funding for</i>)	Cost	Insert the total amount of funding you are requesting towards the item from Bupa Foundation Green Community Grants here.	This will update automatically.
	Total Cost	This will update automatically	This will update automatically.

Q27b: Match funding

Please tell us whether you have any other cash funding to contribute to your project, how much in total, where it is from, whether or not this has been secured and when it needs to be spent by.

Bupa Foundation Green Community Grants can fund up to 100% of your project costs, so you do not need to have any match funding. However, if you have secured additional funding, there is no limit to what this amount can be and any funding awarded by Bupa Foundation can form part of your wider project costs.

Section 5: Privacy Information

In this section of the application form we're asking you to read some important information about our commitment and responsibilities around Data Protection. It is important that you understand how the information you submit will be used and stored by us.

Section 6: Declarations

We're then asking you to confirm a number of statements. By ticking the box, you are agreeing to the statements and confirming the information you have provided is correct and you are signing the application form electronically on behalf of your organisation.

Good luck with your application!