



Promoting Greener Communities

PROSPECTUS

Please read carefully before completing the application form.

This round of the Our Space Award will fund projects that must be completed by 13 February 2023

What is the Our Space Award?

The Our Space Award (OSA) aims to help Londoners clean and green the city through active community engagement and participation, increasing a sense of community ownership over shared spaces. It will support Londoners of all ages and backgrounds, communities and schools in greening their neighbourhoods, making them inclusive places for all to enjoy. It does this by enabling more groups to access funding for projects. The activities funded by the OSA will be designed to also make a significant contribution to a number of wider social and environmental objectives, notably:

- Tree planting (we hope each project can plant at least one tree). For further guidance on best locations to plant trees, please click [here](#).
- Climate resilience and adaptations to climate change;
- Improvements to water quality and drainage through planting and reducing hard surfaces;
- Ecological and biodiversity benefits;
- Climate education alongside physical improvements;
- Improving air quality;
- Reducing health inequalities and social isolation.

Ways in which you may be able to achieve the above objectives are:

- New tree planting



Promoting Greener Communities



Tideway

- Native planting
- Pollinator planting
- Drought tolerant planting
- Rewilding areas
- Nest boxes, rock piles, bug hotels etc
- Water habitat creation or improvement
- Planting aimed at improving water quality
- Rainwater harvesting
- Creation of composting area, use of organic compost, organic mulching, use of food waste etc
- Volunteer and community engagement
- Increasing access to nature
- Raingardens
- Sustainable urban drainage systems

OSA supports projects throughout Greater London. In addition, Tideway, the company building London's 'super sewer', is contributing substantial new funding in 2021/22 to support groups and projects in the infrastructure project's 14 London Boroughs: Hounslow, Ealing, Richmond Upon Thames, Wandsworth, Hammersmith & Fulham, Kensington & Chelsea, City of Westminster, City of London, Lambeth, Southwark, Lewisham, Tower Hamlets, Newham, Greenwich. The 'super sewer' will clean up the River Thames for future generations and Tideway is particularly interested in supporting projects which have a link with water or an element of environmental education. Tideway are also keen to engage with grantees to see how it might be able to assist projects, through staff volunteering. You can find out more about the Tideway project [here](#).

The OSA will play its part by harnessing existing and new volunteer efforts in improving all types of open space, whilst engendering a true sense of civic pride amongst participants and encouraging a greater sense of ownership felt by communities over their shared spaces. The OSA also offers local people the opportunity to shape the ongoing maintenance and improvement of their areas by working with partners from the public, private and voluntary sectors and stimulates mutual learning at all levels.

Who do we help?

We help community groups of three or more people who meet regularly. Your group does not have to be formally arranged or constituted, but it does need to put energy and enthusiasm into your project, and your



group needs to be based in London. We support projects across all types of open space – in parks, on housing estates, in town centres, in woodlands and in school grounds. We prioritise applications where OSA funding forms a substantial part of the project and will truly enable the project to happen.

We also aim to reach groups which do not necessarily have a track record of fundraising. If you are applying as an informal, non-constituted group* then we will need reference details from someone who can vouch for your work in the local community. This could be a local councillor, local authority employee, school, a local charity or doctors’ surgery, for example. Please get in touch if you’re unsure who to ask. You may also wish to partner with a constituted organisation who can act as your ‘nurture organisation’ to assist you in your delivery and planning.

* We consider a non-constituted group to be a group that does not have a formal document setting out its activities or structure, but which may work together for campaigns, projects or events.

You’ll see some examples of past projects on our webpage [here](#).

What support is available?

We offer three tiers of grants going from £500 all the way up to £20,000:

- Small grants of £500 up to £2,000;
- Standard grants of £2,000 up to £5,000; and
- Flagship grants of £5,000 to £20,000*.

Small and Standard grants are available for any group to apply for. We will prioritise awarding flagship grants to those who have previously successfully delivered an Our Space Award project, though if you feel you have a really transformational project but haven’t delivered an Our Space Award grant previously then get in contact with us. Please note that we anticipate funding a maximum of four flagship projects in this funding round.

* Please note, if you receive a flagship grant you will be paid 80% at the beginning of your project and 20% upon successful completion of your project and submission of monitoring information. All other grants are paid upfront.

You can apply for funding for a wide variety of items, such as materials, sessional worker fees, plants, tools, storage. However, please note that budgets should adhere to the following criteria for small, standard and flagship grants.

Type	Description	%
Capital	<p>This includes items which will be used to physically create the project. These include:</p> <ul style="list-style-type: none"> - Tools and plant hire - Plants and compost - Materials such as wood, benches, nails, screws, paint etc 	50% minimum

Revenue	This includes costs needed prior to the physical works and staff costs. These can include: <ul style="list-style-type: none"> - Labour costs; - Sessional workers; - Educational sessions relating to creation, maintenance or environmental benefit of the project; - Design fees; - Volunteer management and recruitment. 	40% maximum
Ancillary	These are costs which are not essential to the project being completed, but which can help to make it more successful. Examples are: <ul style="list-style-type: none"> - Celebration Events - Volunteer refreshments - Promotion and marketing. 	10% maximum

Please note that in addition to the above, we will want to see that items in budgets offer good value for money. This doesn't mean you need to choose the cheapest option, but you should be able to show that your budget offers both quality alongside a reasonable price.

If you have any queries regarding which category particular costs would fit into then please contact a member of the Our Space Award team, who will be happy to talk through your project and budget with you.

How can we help?

We can help you get your project off the ground - whether or not you have really clear plans for your space, or are looking for some ideas and inspiration. We will be on hand to help provide advice, guidance and expertise as needed. If needed, our staff can also work with you to help you transform your local spaces – be this setting up a community garden or food growing project; biodiversity gardens or planting in response to climate change or any other ways you can think of for making your space work better for you and your local community. We will provide support for you and your local community to explore ways to live in a more environmentally sustainable way and we would look for commitment from the project leads to this. Tell us your ideas, and we will see if we can help you.

As mentioned above, we also aim to support groups who may not have been awarded grant funding previously through our small and standard grants. We actively encourage you to call our team to ask any queries about your proposed projects and ideas, to ensure you stand the best chance of being successful in your application!

Do you qualify to apply for Our Space Awards?



Please use the below checklist before you apply, and please note we will ask you to complete a short eligibility checker prior to accessing the application form portal.

- ✓ Your project will be completed by 13th February 2023 if applying for a small, standard or flagship grant.
- ✓ The space is underused, neglected or would be significantly more usable or environmentally beneficial through improvements.
- ✓ You have in principle permission from the landowner for the works at the site which you are proposing.
- ✓ Your project idea will make a real difference to the current site.
- ✓ You will encourage volunteering on your project and in the local community, with a focus on increasing the sense of ownership over the shared space.
- ✓ You will support the aims and objectives of OSA through social media and publicity.
- ✓ You will complete and adhere to monitoring and evaluation of your project so we get to hear of all of your exciting project stories.
- ✓ If you are an informal/non-constituted group, you can provide reference details from someone who can vouch for your work in the local community.

Please note that it is essential that all deadlines for monitoring and completion of the project are met. Please ensure you bear this in mind when designing your project and completing your project plan.

How do you apply?

We strongly suggest, before starting the application process, you review the Application Questions and guidance alongside this prospectus, as this will show you the application questions, give tips on how to complete specific questions, and let you think about potential answers to your questions. **Please note that you cannot complete questions within this document and return it to us, as we will not be able to accept applications in this form.**

Once you have reviewed the above document alongside this prospectus and feel you and your project is eligible, you will need to complete a short eligibility checker here. This will ensure that before you put the work into the application you are going to be eligible for funding.

Once you have completed the eligibility checker and if you are eligible, you will be provided with a link to the application form (**please do either proceed to the application form and start it at this point, or save the link for later**). You will be asked to create an account on our portal if you have not already received or applied for a grant from Groundwork London through this portal. You will find guidance on using the application portal on the website here.

ActionFunder: optional alternative application process for Small Grants

If you are applying for a Small Grant (£500 - £2,000), you will have the option of applying via [ActionFunder](https://www.actionfunder.org). ActionFunder is a simple online system that allows groups to upload multiple projects that require funding – either in writing or through a short video application. Projects submitted via ActionFunder will be seen by multiple funders. For more information on ActionFunder, see <https://www.actionfunder.org/how-it-works/group>

You can apply for a Small Grants through ActionFunder by using the standard application form found on the ActionFunder website, [here](#).

Our Space Awards deadlines and what happens after you've submitted your application?

The next deadline for your Our Space Awards application is:

Midday, 15th December 2021

When you submit your application through our portal you will receive an automated message containing a copy of your application form and confirming its submission. It will then go to the Our Space Award panel that will take place within one month of the application deadline. We will notify successful applicants as soon as possible and let you know if there are any conditions of the grant. You'll be asked to sign a grant acceptance form which will confirm your obligations as part of the funding to provide monitoring information and to participate in social media activity.

You will be asked to provide mid delivery monitoring information in July 2022. This is so we can see how you are progressing and whether there is any assistance that we can provide to you to ensure your project is a success.

Please note that it is essential that you meet these dates to ensure we can provide the right support to projects in future rounds. You should bear these in mind when designing your project.

If you are unsuccessful we will provide feedback to assist with future grant applications and signpost you to other potential avenues of support for your project.

FAQs

Frequently Asked Questions about the Our Space Award:

Can two or more organisations apply together?

Yes, as partners, though one organisation must act as the lead organisation and will be responsible for money, communications, and completing monitoring. When making your application you may wish to see whether there are nearby organisations that you can partner with and share costs on, such as tools, storage etc.

Does the project space need to be accessible to the public?

The site does not necessarily need to be open access to the public, but it should be accessible by a large part of the community. For example school grounds or gardens at community centres would qualify, but a private residents' garden would not. If there are any barriers to entry to a space, such as paid membership, these spaces will also not be eligible.

Can councils apply?



Yes, but the project must be one that has come from the community and involves community work, rather than council contractors. We will want to see evidence that consultation has been carried out and ideas for the final project should be decided by the local community.

Can schools apply?

Like councils, yes, but we would like projects to be driven by consultation with school children, parents and the wider community. We will prioritise projects where the wider community is involved and will benefit.

Are non-greening projects allowed?

An element of greening is preferred but not required (though all projects must plant at least one tree). However, we prefer that projects don't remove greening!

Is there guidance on creating projects which involve aspects such as Sustainable Urban Drainage or Air Quality?

There are good guides available online, for example on School Air Quality Greening (https://www.groundwork.org.uk/wp-content/uploads/2019/08/Air_Quality_GI_Toolkit_for_Schools.pdf),

Sustainable Urban Drainage:

<http://content.tfl.gov.uk/sustainable-urban-drainage-november-2016.pdf>,
<https://www.london.gov.uk/what-we-do/environment/climate-change/surface-water>,
https://www.lbhf.gov.uk/sites/default/files/section_attachments/living_with_rainwater_in_hf_guide.pdf

If you have any queries on the guidance above or any other guidance you may have found online please contact the Our Space Award team who will be able to assist you.

Are contractors allowed?

You can use contractors for work, however this should only be where it is necessary or for safety reasons. Where possible work should be carried out by the community and volunteers, as we feel that this helps to promote the sense of ownership over the project space.

Can large organisations or charities apply?

Yes, but all projects should be driven by the needs and wants of the community. Community consultation should have taken place and they should be heavily involved in the development of the project. Bear in mind that the Our Space Award aims to ensure funding is available for groups who may not have accessed grant funding previously as well as those with a track record of project delivery.

Do I need match funding?

No, you do not need match funding. We prefer to support projects which will not happen without Our Space Award support. Therefore we may prioritise projects which do not have large amounts of match funding.

Will extensions be allowed in any circumstance?

We will only be able to offer extensions where there have been events which are not foreseeable or beyond the applicants control. Please ensure you bear in mind the project delivery period when designing your project and ensure your activities are suitable.

Contact details

If you have any queries about your proposed project, please do not hesitate to get in contact with Ma'ayan or Louise from the Our Space Award team on 0207 239 1390 or ourspaceaward@groundwork.org.uk. As mentioned above, we are happy to help talk through any project ideas or eligibility queries you might have!

Please follow this link for more information about some of the projects that took place in 2018 and 2019: <https://www.groundwork.org.uk/Sites/london/news/category/our-space-award-projects>



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