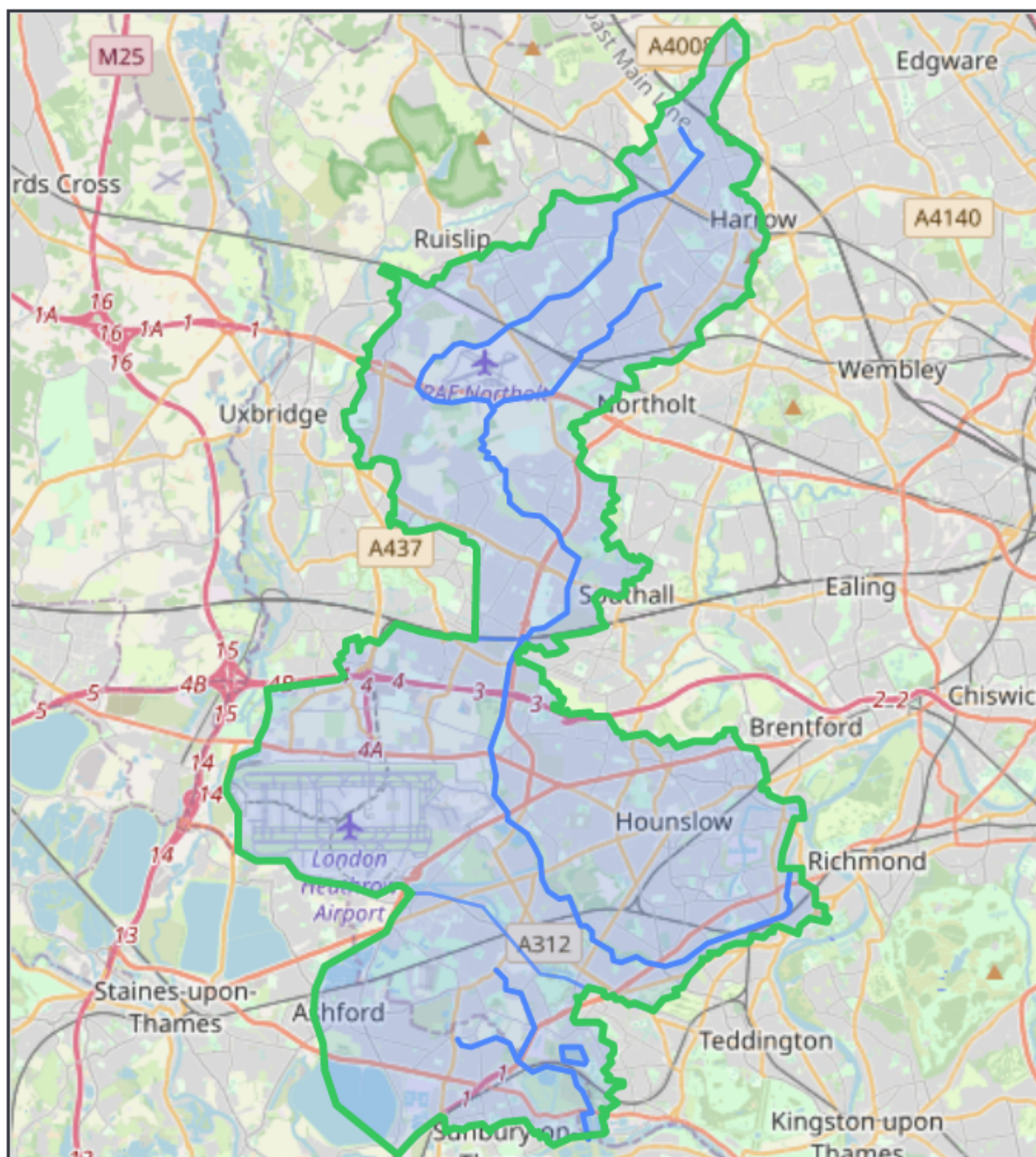# Crane Valley Grant Programme
Funding Year 2022 to 2023

What is the Crane Valley Grant Programme?

The Crane Valley Partnership and Thames Water have commissioned a grant programme that will bring wide environmental and community benefits within the catchment area of the River Crane in West London ([see zoomable map here](#)).

The Crane Valley Grant Programme is part of Thames Water's Smarter Water Catchments initiative. The programme recognises that grassroots community groups, often focusing on a particular area, are uniquely placed to carry out works and projects which will bring these wider benefits and those contained within the [River Crane Smarter Water Catchment Plan](#) and [Update](#). It understands that working with a range of groups can make bigger and better improvements than groups and organisations can separately. It aims to ensure that benefits of the programme are enjoyed by all communities in the Crane Valley area, and that, alongside physical works, elements such as education, awareness raising, research and development, organisational costs and feasibility are also supported. For more information on the River Crane Smarter Water Catchment please see the [Thames Water](#) and [Crane Valley Partnership](#) websites.

Groundwork London, with over 20 years in grant management experience, are partnering with Thames Water and the Crane Valley Partnership to ensure that the Grant Programme is delivered to achieve both the aims of the funders, but also importantly the aims of the grantees and communities in the Crane Valley area. We have extensive experience in both supporting community groups and delivering projects ourselves, and will use this supportive and constructive experience to support you, so please do not hesitate to contact us with any queries.

There are two funds within the Crane Valley Grant Programme – the Community Fund and the Project Fund. This is the first year for both these funds – the intention is to run the funds in future programme years to 2025.

More details on these two funds, including their aims, what support is available and eligibility, are set out below. Please note that for both funds all applications must relate to work/activity within the Crane Valley Catchment Area, as shown on this [map.](#)

Crane Valley Community Fund

The Community Fund is offering small grants of up to £2,000 to cover organisational costs such as field equipment, PPE, operational services and training, promotional materials, site infrastructure and events. It aims to deliver a range of environmental and associated community benefits throughout the Crane Valley and has been devised specifically in response to local community groups requesting a source of small scale funding to support their activities. It provides support to the existing work of groups as well as smaller projects. A (non-exhaustive) list of items groups may apply for are listed in Appendix 1.

The following groups are eligible:

- Educational Establishment

- Religious Organisation

- Local Authority

- Registered Charity

- Informal or un-constituted group

- Company Limited by Guarantee

- Not for Profit Community Interest Company (CIC)

- Social Enterprise

- Constituted Community Organisation

- Friends of Group

- Tenants and Residents Association

We may also be able to fund other organisations where the key objectives are related to the public interest.

Applications can be submitted up to 6 March 2023, with awards being made at four intervals during the application window. The dates of these, and the timelines for decisions etc. are set out below in the How to Apply section.

Crane Valley Project Fund

The Crane Valley Project Fund is offering grants of between £2,000 and £100,000. Funding is available to projects that will help to deliver actions which are set out within the **River Crane Smarter Water Catchment Plan** and **Update**, including the 12 Smarter Water Catchment benefits set out page 29 of the Plan (please note these are two documents). The Smarter Water Catchments benefits are:

- Developing partnership resilience and capacity;

- Reducing pollution/improving water quality,

- Creating/enhancing habitat,

- Improving water flow,

- Reducing flood risk,

- Protecting heritage,

- Improving public access and/or site connectivity,

- Promoting health and wellbeing,

- Reducing carbon footprint,

- Delivering economic benefits,

- Raising awareness and support,

- Promoting community engagement

The activities and projects that could be supported through this fund are wide ranging. There are no limits on categories of cost (capital, resource etc), but all projects should meet at least three of the benefits outlined above. We are looking for projects that fit into one of the following categories:

- Feasibility – an assessment of the practicality of carrying a project, looking at the strengths and weaknesses or different approaches.

- Implementation and Delivery – carrying out activities based on a project plan, to achieve specific outcomes.

- Education and Engagement – raising knowledge and awareness of environmental needs in the area, and encouraging behaviour change in the wider community.

- Research and Development – carrying out work which will allow for innovative or new approach to challenges in the Crane Valley.

Eligibility of groups that can apply is the same as for the Community Fund, save that unconstitutional groups are not eligible given the size of grants available. If you have any queries regarding this then please do contact us before applying.

Where can project activities take place?

Projects and activities must take place within the Crane Valley, as shown on the map attached. However, projects and activities can take place in a wide range of different localities, such as parks, on housing estates, woodlands and school grounds.

How to apply?

You will find application documentation and guidance regarding the programme on Groundwork London's webpage here. We strongly suggest you review these in depth and contact the Groundwork London team to discuss your proposal. In terms of applying, you must follow the steps below:

- Firstly, read all the guidance and documentation available on the Groundwork London website here. This is key to ensure you have full knowledge of the programme and are best placed to design your project I line with its objectives.

- Secondly, complete the eligibility checker for the Fund relevant to you. This will ensure that your organisation and your proposal are eligible for funding under the relevant Fund.

- If you have successfully completed the Eligibility checker and are eligible, you will receive a link to our online application portal at the end of that checker. **Please note that you can only complete the checker once, so if you have lost the link please let us know and we can help you with this.**

- Please either register on our application portal if you have not applied for a grant with us before, or please use your existing log in details if you have.

- Complete the application on the portal. Please ensure you regularly save your application. You will receive a confirmation when you have successfully submitted your application.

What are the timelines?

The timelines for the two funds are below:

Community Fund

30/06/22	Applications Open
25/07/22	First deadline for assessment
01/08/22	First awards made
15/08/22	Funding agreements signed/payments made
26/09/22	Second deadline for assessment
03/10/22	Second awards made
17/10/22	Funding agreements signed/payments made (100% of grant)
28/11/22	Third deadline for assessment
05/12/22	Third awards
19/12/22	Funding agreements signed/payments made (100% of grant)
06/03/23	Final deadline (application close)
13/03/23	Final awards
27/03/23	Funding agreements signed/payments made (100% of grant)
30/09/23	Final monitoring submitted

Project Fund

30/06/22	Application Window opens
15/08/22	Application Window closes
05/09/22	Decisions to applicants
19/09/22	Funding Agreements signed
26/09/22	Initial Payments to Grantees (80%)
Jan to July/23	Mid project monitoring calls
June/July	*Application window for 2023/24 anticipated: funding decisions in August 2023*
30/09/23	Final monitoring deadline
16/10/23	Final payments of 20% expected

Please note the following:

- For the Community Fund we expect that for most grants all monies will be spent within six months of award. If this is not the case for your proposal please explain why.

- If you are applying for a grant for works which will precede an application to the Project Fund in the next funding year, we would advise you complete and report on all works prior to applying in 2023. For example, if you are awarded a grant for a Feasibility or Research and Development project in 2022, we will wish to see reporting on that project prior before deciding on any proposal for a linked Implementation and Delivery project from August 2023. Please see FAQs for more on this.

- Whilst there is no mid point monitoring on the Community Fund, we will hold brief calls after three months of award to check progress and see if we can support you in any way.

- For the Project Fund, we will schedule the timing of mid project monitoring calls after award.

- For the Project Fund, final payments will be made approximately two weeks after the receipt of all required monitoring information. This means that if a project is scheduled to finish 31 July 2023, and all required monitoring is submitted by this date, you will receive final payment on approximately 14 August 2023. We expect all final 20% payments to be completed by 16 October 2023.

- You will be required to provide evidence of expenditure with your final monitoring. Where this is not received in part or in full we may seek to reclaim any awarded monies.

Are there tips for drafting your application and using the portal?

Below are some tips on putting together your application and using the portal. There is an additional FAQ section later in this document.

Application Tips

1. Ensure you have a clear idea and outline of your project prior to completing the form.

2. Assume that we do not know anything about your organisation or project

3. Do not use jargon, and try to ensure you refer back to our guidance and documentation where relevant.

4. Carefully read all the questions and ensure that the answers you are giving are answering the questions asked. If you are applying to a number of programmes for the same project, please ensure you spend time ensuring you answers are relevant to the application in hand.

5. Use positive statements, when describing your proposal.

6. Ensure your message is easily understandable and suitable for the audience (ie the Funder).

7. Ensure your budget is as detailed and accurate as possible.

8. Proof read your application before submitting. If possible ask someone else to proof read it.

Portal Tips

1. Use Microsoft Edge, Internet Explorer or Firefox as using other browsers might affect the functionality of the portal.

2. If you are drafting the application with a number of people, use the application question and guidance document to draft your answers, then copy them into the form (checking that all elements of your answers have copied across).

3. If you get a message saying your email address has already been registered contact us, as we will be able to check and if necessary reset your profile.

4. Save regularly. If you do not have any activity for 90 minutes the portal will close and you will lose any unsaved work.

5. Do not use the forward, back and refresh buttons in your browser – use the section tabs within the portal, otherwise you may lose unsaved work.

What if I need further advice on my proposal/application?

Groundwork London and Crane Valley Partnership will be running information sessions for both funds, setting out the key aims, tips on applying and use of the portal. In addition, we will run at least

one application workshop focused on the Project Fund, which will be a more in depth look at project development, completing proposals, groups exercises, alongside use of the portal. You can find more information on these on our website [here.](#)

The grants team at Groundwork London are available to assist with both the logistics of application and development of your project. Please call on 02072391292 or email us on CraneValleyGrants@groundwork.org.uk. We will be happy to arrange a call to see how we can assist you.

In addition, the Crane Valley Partnership are on hand to help ensure your project is as successful as possible and relevant to the area. If you are applying as an unconstituted group, and need a partner organisation, Habitats and Heritage may be able to support. Please contact colin@habitatsandheritage.org.uk

FAQs

Can two or more organisations apply together?

Yes, we welcome partnership bids, 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.

Can I apply for two projects

You may make multiple applications, but you will only be awarded funding for one project as the lead partner in each funding year. We would therefore suggest focusing on one application to ensure you spend adequate time on it.

If you receive a grant in one fund year you can apply for funding in future years, including for follow up work on the same project.

Can my proposal be 'Phase 1' of a two or more phase project?

It is anticipated that projects funded through both the Community Fund and the Project Fund could be the initial phase, phase one, of a project that applies for/receives a grant through the Project Fund programme in future year as 'phase two' of the same project. For example an organisation might apply for a Project Fund feasibility/Research and Development themed piece of work or training through the Community Fund in one year (phase one) and then a apply for Delivery and Implementation funding in a future year (phase two).

Please note that for phased projects as described above, we will wish to see any relevant works complete and all monitoring submitted before making awards of further funding.

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

The site does not necessarily need to be open access to the public, however, there should not be barriers to the wide community enjoying the benefits of the project.

Can councils apply?

Not for the Community Fund but yes for the Project Fund. The council will need to be a partner or at least fully engaged with any project which is on council land. We will also want to see engagement with the community on the proposal and through the project.

Can schools apply?

Yes and where relevant 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 contractors allowed?

Yes, though we do want to see value for money and where possible engagement and volunteering from the community. Please ensure you can show value for money in relation to any contractor costs.

Do I need match funding?

No, you do not need match funding. However we do prefer to see some level of in kind support or match funding, particularly with Project Fund applications.

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.

Appendix one

What can be funded through the Community Fund?

The following are *examples* of things that community grants can be spent on. It is not an exhaustive listing:

Category 1: Field equipment

- litter pickers
- litter bag hoops
- secateurs, shears and loppers
- hedge trimmers
- chain saws [subject to proof of operator(s) proficiency]
- strimmers
- scythes
- electrical generators
- forks, spades, hoes
- ladders
- hoses
- walkie-talkies
- sampling nets, buckets, trays and bottles
- gazebos
- outdoor event tables and seats
- barbecue/outdoor catering equipment
- water bottles and thermos flasks
- first aid kits
- torches
- bat detectors and other wildlife monitoring equipment
- still and video cameras
- OS maps
- Branded clothing [T shirts]

Category 2: Personal Protective Equipment (PPE)

- protective gloves
- hard hats
- ear defenders/guards
- safety goggles
- overalls
- safety boots
- life jackets
- waders
- Fluorescent tabards/jackets

Category 3: Operational services and training

- public liability and other relevant insurance fees
- license application fees

- website and email hosting fees
- bookkeeping/accountancy support
- printing costs
- first aid training
- Health and Safety training
- operators certificate training
- translation services
- specialist site surveys
- specialist risk assessments
- specialist environmental contractor services (e.g Operation Centaur, INNS control)
- portaloo hire

Category 4: Promotional materials

- website design
- pop-up banners and mobile display boards
- posters and leaflets
- recreational route maps
- logo design

Category 5: Site infrastructure [subject to agreement with landowner]

- benches
- picnic tables
- interpretation panels
- wayfaring signs
- trail indicator posts
- notice boards
- litter bins
- nest boxes and bug hotels
- wildlife hides
- construction materials (e.g. for path or river enhancement works)
- fencing and gates
- nursery plants
- trees
- compost and mulch
- trellis and/or planters
- rainwater harvesting systems
- paint

Category 6: Events

- venue hire (e.g. for an AGM or conference)
- marquee hire
- event insurance
- catering
- furniture hire
- security services
- van hire
- lighting
- public address system hire