**London Schools’ Climate Kick-Start Prize**

Guidance Notes – July 2022

# Introduction

**About the London Schools’ Climate Kick-Start**

The London Schools’ Climate Kick-Start is a city-wide schools programme by The Mayor of London and key partners including Let’s Go Zero 2030 and Bloomberg, supported by the London Schools Climate Summit. It is designed to empower young people to help tackle the climate and ecological emergencies, and air pollution, through practical, positive action, and by encouraging students into green careers.

If you are a secondary school or alternative education provider in Greater London, we would love you to take part whether you are new to environmental action or not. Five £10,000 Climate Kick-Start Prizes and a selection of free careers-related activities are available for *state-funded* schools and education providers, and *all* secondary schools and education providers are welcome to receive free lesson resources related to green career options and pathways.

This builds on the success of the first Climate Kick-Start in 2021 which empowered 66,000 young people to go further and faster in addressing the climate and ecological emergencies, and London’s toxic air pollution. The programme engaged a high proportion of students from lower incomes (39 per cent) and Black, Asian and minority ethnic groups (65 per cent), and schools new to environmental action (48 per cent).

We aim to showcase the fantastic work that so many London secondary schools and associated organisations are already doing to help tackle environmental issues, but also to enable all students to get a better understanding of the pathways and opportunities into green careers through hands-on experience. Last year’s programme was supported by a number of high-profile advocates and organisations who championed the work of the schools involved.

**Programme Format**

As part of the programme, a Mayoral prizegiving event will award prizes of £10,000 each to five London secondary schools. The funding will facilitate innovative projects over the following year, giving students practical experience of designing and implementing environmental solutions to issues such as such as climate change, deforestation, biodiversity loss, air pollution and single-use plastics.

The prizegiving event forms part of a week of activities between the 7th and 11th of November to coincide with the UN Climate Change Conference in Egypt (COP27).

Activities will be career-focused to build a pipeline of potential candidates for the Mayor’s green careers programmes. This will include four flagship regional events and a series of opportunities for school drop-ins by sector professionals. Alongside face-to-face activities, a digital ‘green careers’ toolkit will be made available to all secondary schools in London.

**Funding**

* We will award Climate Kick-Start Prizes of up to £10,000 to around five state schools to help accelerate or kickstart projects which engage students with tackling the climate and ecological emergencies (e.g. to install a green roof, school allotment or zero waste programme). Crucially projects should provide students with practical skills to help prepare them for a future career in the environmental sector.

The Climate Kick-Start will:

* Help students understand environmental challenges (e.g. climate change, biodiversity loss and air pollution) with local, tangible examples relevant to their lives, and empower them to take positive action
* Help to engage under-represented groups with environmental programmes – giving a voice to the worst affected but least engaged
* Upskill students to develop pioneering projects to help them in their future career progression in the environmental sector
* Promote a greener, more sustainable future and reduce the impacts of climate change and air pollution on local communities.

Additionally, we hope the programme will:

* Aid teachers’ continual professional development, helping them to better understand green skills and jobs of the future, and support students to gain the necessary knowledge and skills
* Enable students to make informed decisions at Key Stage 3 before going on to choose GCSE subjects, and help channel them into a green career pathway.

The target audiences are:

* London secondary school students
* Their teachers, families and friends
* Ensuring we reach traditionally under-represented audiences (lower income and Black, Asian and minority ethnic groups)

Find out more about the [London Schools’ Climate Kick-Start](http://www.london.gov.uk/climate-kick-start).

##### Climate Kick-Start Prizes

We’re offering grants of between £8,000 to £10,000 to enable around five state schools to kick-start or accelerate longer-term environmental work and provide exemplar projects to inspire other London schools. (Unfortunately, independent and private schools are not eligible to apply). In some cases, this may not cover the total cost of the project (e.g. an energy or energy efficiency project), but may provide a launchpad for you to secure additional funding, or provide match-funding for an existing proposal.

These grants can also be used to contribute to existing projects you have implemented or are planning in your school (for example, to accelerate or increase the project’s impact or to better engage students with the design and development).

Types of projects could include the below (or a combination of several areas):

* planting and growing: installing a green roof, outdoor classroom or school nature garden to help climate action and nature
* waste: a ‘zero waste’ programme, ensuring all waste is reused or recycled, implementing a composting scheme for food waste, a reusable bottle and container scheme for all students, or workshops and tools to upcycle school uniforms
* food: creating a school allotment to grow canteen food, a scheme to greatly reduce food waste and its carbon impact through locally-grown, seasonal produce
* travel and air quality: a bike loan scheme, cycle infrastructure and cycle skills workshops, or an electric bus and charging point to transport students with care and support needs, air quality monitoring
* green skills: partnering with a careers service, university or college to provide work experience or formal gateways into green jobs and cleantech careers
* energy: exploring innovative solutions such as a heat pump to provide low carbon heating, clean electricity generation through installing solar panels, or new technologies like kinetic pavements
* other: anything else relevant such as sustainable drainage solutions (SuDS) to reduce surface water flooding, or de-paving a playground to reduce overheating

Projects to make school grounds greener are also eligible for the Grow Back Greener Fund, which can offer grants of up to £75,000. Applications open in July 2022 [www.london.gov.uk/grow-back-greener](http://www.london.gov.uk/grow-back-greener).

**All grant-funded projects should**:

* engage students in the design, development and future legacy
* provide students with knowledge and skills to help prepare them for a career in the green sector
* take place within Greater London, in or around your school / education provider
* focus on climate change, biodiversity and wildlife, air pollution or another environmental theme
* be delivered between 07/11/2022 and 31/10/2023 and submit monitoring information by 1 December 2023
* be for students in Key Stages 3 and 4 (ages 11 to 16)
* be free for your students to get involved in, and elements of the project should fall within the school day, so all students can take part
* be legal, safe and well risk assessed by a competent person

Grants are **not** for:

* subsidising an existing, fully funded project which is not scaled up or developed further as part of this project
* commercial projects
* projects which have a negative effect on the natural environment
* projects where our funding won’t make much difference
* projects where the London Schools’ Climate Kick-Start themes are not the activity’s main focus

**Grants available**

A total of up to £50,000 grant funding is available to support projects.

We aim to fund around 5 schools in total. We would recommend that the more grant you apply for, the more you should consider value for money and the number of students engaged in your activity.

##### How to apply

Please read these guidance notes carefully before you complete the application form.

To apply for a grant, you must complete the eligibility checker and submit your completed form and supporting information through the Groundwork online portal by **5pm, Monday 19 September 2022. *You must submit your application through the portal, applications submitted in any other way will not be accepted.*** Incomplete applications and those received after the date above will not be eligible.

[**LINK TO PORTAL**](https://www.grantrequest.co.uk/SID_123?SA=SNA&FID=35209)

Groundwork is managing the community grants on our behalf. If you have any questions about the grants scheme or application process, please email: LSCK@groundwork.org.uk

**4.1 Supporting information**

With your completed application form you must provide:

* any letters or emails of support or permissions from landowners that you have already. If you don’t have it when you submit your application, you must provide proof of landowner permission if awarded a grant. We will only issue grants once proof of all necessary permissions is obtained.
* any photos / details of an existing project you are extending / expanding as part of the grant
* please do not provide any further documentation, as it will slow down the processing of your application

##### Key dates

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Application period opens | 4 July 2022 |
| Application period closes | 19 September 2022 at 5pm |
| Grant offer letters and grants issued | Early October (notified by Monday 3 October if successful) |
| Grant agreements returned by | 14 October 2022 |
| Grant payment | 2 weeks after receipt of signed grant agreement |
| Careers resource distributed and guidance on marketing (all schools) | 3 October 2022 |
| Climate Kick-Start Prizegiving | November TBC |
| Climate Kick-Start Prize implementation | 7 November 2022 – 31 October 2023 |
| Monitoring forms due | 1 December 2023 at 9am |

1. **Application requirements**

**6.1 Eligible schools and education providers**

London Schools’ Climate Kick-Start Prizes are open to London state secondary schools or equivalent secondary education providers for Key Stages 3 and 4. This includes Academies, Free Schools, Foundation Schools, Grammar Schools, Local Authority Maintained Schools and Special Schools such as Pupil Referral Units and Alternative Provision. (Unfortunately, independent and private schools are not eligible to apply).

**Only one application per grant per school will be accepted.**

Organisations will be expected to have the following in place before commencing projects:

* A Public Liability Insurance policy (ideally of £10m)
* An appropriate Child Protection Policy and safeguarding arrangements (this must be compliant with current legislation and statutory guidance)
* A ‘competent person’ to accurately risk assess the activity

We can provide more guidance on these elements if required prior to application.

* 1. **Permission and support from the landowner or managing authority and other authorisations**

If you’re not the landowner, you must have a letter / email from the landowner / managing authority stating they approve your activity / plans.

Contact the relevant landowner to organise these permissions or authorities as soon as possible as this process can take some time.

You should also consider whether there are any other authorisations you may need to carry out your activity. Again, you should leave lots of time to confirm these.

* 1. Eligible costs

Please provide estimated costs for your activity in the grant budget table (section 4 of the application form). All costs must include VAT.

The following are guideline amounts. They may be varied according to circumstances.

|  |  |  |
| --- | --- | --- |
| Expenditure type | Example | Guidance percentage (up to) |
| Sundries | Refreshments, disposables | 10% of grant amount |
| Staffing | Project management or coordination costs directly related to the activity or project | 40% |
| Professional support | Guide / expert / facilitator / external organisational support | 40% |
| Materials, equipment and infrastructure | Specialist equipment, tools, materials, site infrastructure, technical costs etc. | 80% |
| School or organisation overheads | Utility bills, rent, non-project related staffing | 0% (these costs are not eligible) |

NOTE: If your proposed expenditure varies from the breakdown in the table above, please give more detailed quotes or estimates and say why you need this. It is also advisable that you discuss your plans with Groundwork.

NOTE: When considering material and sundries, please consider your impact on the environment. We encourage sustainable options which promote reuse, recycling and low carbon production.

##### Grant process

##### How applications will be assessed

The London Schools’ Climate Kick-Start advisory panel will assess applications.  
You can expect to hear back by 3 October 2022. We may make a conditional offer if any information or permissions are outstanding.

We will give consideration to geographical spread. Our aim is to have activities and projects in a cross-section of London boroughs, and a variety of themes covered. You can find full details of the assessment criteria in the accompanying Application Form.

##### Grant agreements

All successful grant applicants will be asked to complete a grant acceptance form through the Groundwork online application portal. This must be done before the grant is issued. The agreement will ask you to provide simple monitoring information to us after your activity has finished and no later than **1 December 2023.**

**IMPORTANT: you must complete the grant agreement on the portal within two weeks of receiving it, or your offer may be withdrawn.**

* 1. **Payment of grants**

If successful, you must provide your organisation’s bank details and evidence the account is registered in your organisation name through the grant portal. **Groundwork will aim to pay applicants, via BACS, within 14 days of receiving the completed grant acceptance form. We will notify applicants if this cannot be done for any reason.**

* 1. **Publicity**

Successful applicants may be asked to volunteer to take part in London Schools’ Climate Kick-Start publicity organised by City Hall. Applicants should acknowledge the Mayor of London and London Schools’ Climate Kick-Start in publicity for their activities.

All successful applicants will have access to marketing tools and a guide for social media.

If you plan to do any extra publicity (including press interviews, written articles, filmmaking) you must get prior approval from City Hall. Please note, this does not include use of your own social media tools. If you’re creating a page on your website, or affiliated website, and using a Mayor of London logo you must agree this with us first.

If you’re not sure if permission is needed or have any other questions on promoting your activity, please contact us for advice and information.

Should you be successful in receiving a Climate Kick-Start Prize, you must agree for a school representative and number of students to attend a prizegiving event in central London in November (date TBC) to present your project.

##### Monitoring and evaluation

* 1. Monitoring forms

We will send monitoring forms to all successful applicants. We may ask you to report back on things like:

* number of students involved in your activity or project
* number of other staff members / family and friends of the students
* school survey to understand the outcomes of the activity or project (which we will supply)

The monitoring forms must be returned to Groundwork by **1 December 2023 .**

* 1. Financial monitoring

All applicants must keep evidence / proof of expenditure (receipts and invoices) for the total sum of the grant awarded to them. You must submit these with your monitoring form by 1 December 2023.

You must provide a detailed breakdown of your anticipated expenditure in the application form. We accept that your predicted budget may vary slightly from your actual expenditure. However, you should aim to spend the grant as outlined in your application form, and you should discuss any changes with Groundwork. You will be asked to explain any big differences between the budget and the actual expenditure. If the advisory panel is unsatisfied with your explanation or you don’t provide proof of expenditure for the total grant, it may be reclaimed.

##### Contact details to find out more

We hope these guidance notes contain all the information you need. If you still have questions or want to talk to us about your ideas, please email: LSCK@groundwork.org.uk