**London Schools’ Climate Kick-Start Prizes 2022**

Application Form – July 2022

Please read the accompanying [**guidance notes**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.groundwork.org.uk%2Fwp-content%2Fuploads%2F2022%2F07%2FLSCK-Prize-guidance-notes-2022.docx&wdOrigin=BROWSELINK)before filling out and submitting this form. This form also has notes throughout. Where the guidance notes are relevant to a particular question, the section of the guidance notes is set out.

You may find it helpful to use bullet points or numbering when answering some of the questions.

Please submit your completed form and supporting information through the [Groundwork online portal](https://www.grantrequest.co.uk/SID_123?SA=SNA&FID=35209) 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.

**Please note that decisions to grant funding are subject to a formal decision-making process. You must not place any reliance whatsoever on the support of City Hall until formally notified in writing that your application has been successful and your authorised signatory(ies) has executed and returned a funding agreement, which will be sent to you by Groundwork.**

**Accordingly, any expenditure that you incur or commit to in the course of preparing your proposal prior to formal notification and execution and return of the funding agreement is incurred and/or committed to entirely at your own risk.**

1. **Applicant details** 
   1. **Main contact for application**

|  |  |
| --- | --- |
| Full name of lead applicant |  |
| Applicant’s role at the school / education provider |  |
| Name of school / education provider |  |
| Full address of school / education provider  (including postcode) |  |
| Telephone number |  |
| Email (Ensure this is an email that you check regularly as this will be the primary way we communicate with you) |  |
| How did you find out about the London Schools’ Climate Kick-Start? |  |

* 1. **About your school or education provider**

|  |  |
| --- | --- |
| London Borough of school / education provider | (drop down menu of London Boroughs) |
| Type of school / education provider (please note that grants are only available to state secondary schools in Greater London) | (tick boxes)  Academy  Free school  Foundation / voluntary school  Grammar school  Local authority maintained school / community school  Special school (e.g. Pupil Referral Unit or Alternative Provision)  Other state secondary school |
| School Unique Reference Number (URN) |  |
| Approximate number of students at the school |  |

#### Your Climate Kick-Start Prize project

* 1. **About your project**

|  |  |
| --- | --- |
| Name of your project (try to make this something that will be memorable and help identify your project) |  |
| Where your project will take place (please include the full address, including postcode) |  |
| What is the proposed start date of your project? (This must not be before 7 November 2022) |  |
| What is the proposed end date of your project? (This must not be after 31 October 2023) |  |
| How many students do you hope to engage with your project? |  |
| Which school year groups will be involved? | Check list of age groups (Year 7, Year 8 etc. – to Year 11) |

* 1. **Permissions (if the project takes place outside of school grounds)**

If your project takes place outside of school grounds, you must get written permission from the landowner or responsible authority. If your application is successful, you will need written evidence of their permission before you are issued the grant (an email/letter is sufficient).

|  |  |
| --- | --- |
| Will your project take place outside of school grounds? |  |
| If yes, who is the landowner or responsible authority? |  |
| Have they already granted permission? If not, what discussions have you had with them so far to agree permission? |  |
| If you have written evidence of permission, please upload here. If not, please note we will require this prior to confirming an in principle offer of funding. |  |

1. **Grant Assessment Criteria**

**3.1 Describe the project you are proposing as part of the London Schools’ Climate Kick-Start Prize**

Please include the need identified, how you are addressing the need, and include any partner organisations or specialist facilitators you plan to work with and their roles.

|  |
| --- |
| *(300 words max.)* |

Please upload any photos/details of an existing project here if you are proposing to extend or expand it as part of the grant.

|  |
| --- |
| [Attachment upload] |

**3.2 Please include any evidence of your school / education provider being in an area of need (such as suffering the effects of air pollution, lack of access to green space or climate vulnerability).** You may wish to refer to our [Climate Risk Mapping](https://gisportal.london.gov.uk/portal/apps/webappviewer/index.html?id=7322196111894840b5e9bae464478167) to demonstrate evidence of need or check your postcode on [Right To Know](https://www.right-to-know.org/). Instructions on how to use these websites can be found [here](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.groundwork.org.uk%2Fwp-content%2Fuploads%2F2022%2F07%2FClimate-Risk-Mapping-Right-to-Know-instructions-2022.docx&wdOrigin=BROWSELINK).

|  |
| --- |
| *(200 words max.)* |

Please explain how your proposed project will achieve the objectives of the London Schools’ Climate Kick-Start. Feel free to use bullet points.

|  |  |
| --- | --- |
| Objective | *Points to consider (use these as a guide)* |
| **3.3 How will your project engage your students with climate change, air pollution, biodiversity or wider environmental themes?** | * Think of local, tangible, relatable examples and “hands-on” project areas * How might this impact the students in their daily lives, and also their friends and family? * How might this help to encourage more ‘environmentally friendly’ changes in the students’ daily habits? |
| *(200 words max.)* | |
| **3.4 How will you ensure your project is inclusive and will involve and engage all students?** | * How will your project engage pupils in its design, development and future legacy? * How will your project ensure that students from all backgrounds and abilities are engaged? * How will you know if your project is a success and how will you get feedback on your project? * Will this project also have an impact on the wider community? |
| *(200 words max.)* | |
| **3.5 How will it help provide students with skills or knowledge to secure a future ‘green’ career?** | * Does it provide practical experience of designing and implementing environmental solutions? * How does it link in with the work of organisations or experts who can upskill and inspire students? * How does it help students to think of future career pathways they might not have previously? |
| *(200 words max.)* | |
| **3.6 What are the anticipated environmental outcomes of the project for your school / education provider?** | * What impact might it have in the medium-to-long term in and around the school (e.g. on carbon emissions, biodiversity and wildlife, air quality or adapting to climate change)? * Does this build on any existing environmental projects / strategy for the school? * Does this begin environmental work which can then be built on in the future? |
| *(200 words max.)* | |

#### Finance

* 1. **Budget breakdown**

**(NB all costs stated below must include VAT)**

*Please refer to the guidance notes Section 6.3 for more information on what types of expenditure activity grants can be used for.*

Please give estimated costs in the table below. You will need to do some initial research into the equipment and services needed for your project. Please make your budget as detailed as possible as this will enable the panel to clearly understand what you are applying for.

| **Item / Resource** | **Estimated expenditure funded by London Schools’ Climate Kick-Start Prize** |
| --- | --- |
| £ |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **Total grant request:**  **£** |

* 1. **If you have any match funding for your project, please list it below stating the amount, the source of the funding, and how the funding is being used. Also include any in-kind support you are receiving. Please provide as much detail as possible.**

*e.g. £100 from a parent towards plants and compost; 7 hours of time volunteered by landscape architect*

|  |
| --- |
| *(200 words max.)* |

1. **Proof of Expenditure**

If your application is successful, your organisation will receive the full grant (providing the signed grant agreement has been received) in November 2022 before your project starts. Please note that in signing this application you are committing to keeping all evidence of expenditure (receipts, invoices etc.) and providing copies of these with your monitoring form, after the project.

|  |  |
| --- | --- |
| Please confirm that you have understood the above |  |

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 project.

All successful applicants will have access to marketing tools and a guide for social media. Should you be successful, you must agree for a school representative and number of students to attend an event as part of the London Schools’ Climate Kick-Start in central London in November 2022 (date TBC) to present your project.

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.

Please confirm that you have understood the above:

#### Equalities Profiling (Optional)

This information is used solely to monitor the different backgrounds of grant applicants and recipients. This information is not part of the assessment. We define BAME-led as at least 51% of the senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led and LGBTQ+-led organisations.

This information will not be used identify any individual and is only used for the purpose of equality monitoring; it will not be considered in assessment of your application. To the extent that this information relates to an identifiable individual (as defined under Article 4 of the General Data Protection Regulation (GDPR)), it will be processed in accordance with section 8, Schedule 1, of the Data Protection Act 2018 - the purpose of identifying or keeping under review the existence or absence of equality of opportunity.

|  |  |
| --- | --- |
|  | **Yes / No or %** |
| % of students eligible for Free School Meals (FSM) |  |
| % of students from Black, Asian and minority ethnic backgrounds |  |
| BAME-led |  |
| D/deaf or Disabled-led |  |
| LGBTQ+-led |  |
| Do young people have a formal role in the decision making within your organisation? E.g. a youth advisory board. |  |

#### Privacy Information

**Who we are:**   
Groundwork is the data processor and contract holder (ICO registration number Z6601182) for personal data about LSCK applicants and approved grantees.  
  
We do not trade personal data for commercial purposes and will only disclose it if required by law, necessary to administer your grant, or with your consent.  
  
Groundwork uses GIFTS grant management system to store your personal data in order for us to administer your grant. GIFTS data is hosted on Microsoft Azure servers within the EU.  
  
**Details of our processing:**   
We believe that for the purpose of administering your grant processing is justified on the basis of a Contract (Grant Agreement); except for sending email marketing about Groundwork’s other activities which we carry out on the basis of consent. If you want to read our reasoning on this, you’re welcome to read more below.  
  
**Applicants and Grantees:**   
Groundwork will process personal data for the following purposes:

Administration of grant (assessing your application, grant due diligence, processing grant payments grant variations, grant monitoring, end of grant reporting).

The personal information we will hold will be your name, contact details, grant organisation information and grant organisation payment information.  
  
Some of the above information will be shared with Greater London Authority (GLA) (the funding body).  
  
We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

Please tick the box to confirm that you have and under the Privacy Information above, know you rights and how your data will be used.

**Freedom of Information:**

As a UK public authority, the GLA is subject to the provisions of the Freedom of Informaiton Act (2000) (FoIA or ‘the Act’) which gives the public the right to request access to information held by the GLA. The information submitted as part of your application will constitute information held for the purpose of the Act.

None of the provisions under FoIA permit the GLA to withhold applications in their entirety. We do however recognise that your application might contain some sensitive information which is not suitable for disclosure.

If your application includes other information which you believe is not suitable for publication, please supply a supporting letter with this application form to provide details about:

1. what information your consider to be sensitive or not suitable for publication, and
2. the reasons why you believe this to be the case.

We will only redact or remove information where we would have valid grounds for withholding that information if it was subject to a Freedom of Information Act request.

* For more information about the exemption provisions for withholding information under FoIA, please refer to the [guidance](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/#10) published by the Information Commissioner’s Office. If your application is subject to a request under FoIA, the GLA will consult you to obtain your view about its release. The final decision about what is to be published and what can be published/released rests with the GLA.

Please tick the box to confirm that you understand the above regarding Freedom of Information.

**Feedback:**

Whether your Application form is successful or unsuccessful, we'd like to hear your thoughts about the application process. We may send out a short survey and we would be grateful if you could complete this.

**Monitoring and Evaluation:**  
If you are successful in being awarded a grant, you will need to complete some monitoring and evaluation to allow assessment of the success of your project and of the wider programme. You will be provided with monitoring documentation on award of the funding.

**Sharing other information with you:**

Sharing information with you on potential sources of future funding and information on other areas of Groundwork’s charitable work. We will only contact you for these purposes if you have provided consent.  
  
When your grant is complete, Groundwork and the GLA will keep your contact details if you have consented to our email newsletter. We will review your interaction with our newsletter, and may ask you to reconfirm consent periodically.  
  
You have the right to withdraw your consent at any time either by clicking the “unsubscribe” button or contact us directly by one of the following methods:   
  
Email: info@groundwork.org.uk  
Phone: 0121 236 8565  
Post: Groundwork UK, Suite B2, The Walker Building, 58 Oxford Street, Birmingham, B5 5NR

Please tick the box to confirm you are happy for Groundwork to contact you with details of future opportunities and information on other areas of Groundwork’s programmes.

Please tick the box to confirm you are happy for the GLA to contact you with details of future opportunities and information on other areas of the GLA.

#### Declaration and signature

* 1. **What Happens Next**

Once we receive your Application form we will complete checks to determine if you are potentially eligible to apply for funding for your project. If your application meets our requirements, a panel will be held in September 2022 to decide which activities will be funded. We will inform all applicants of the outcome of their application in October 2022.

* 1. **Declaration**

This should be completed by the individual named in Section 1.1 of this application form. A further grant agreement document will be sent out, should your application be successful.

|  |
| --- |
| * I certify that the entries in this form and any other attachments enclosed are true to the best of my knowledge * I confirm that our project will be legal, safe and well risk assessed by a competent person * I agree to be contacted by Groundwork and the Greater London Authority about my application and project * I agree to follow the health and safety guidelines recommended by the Mayor of London and Groundwork, and where necessary, will arrange appropriate insurance * I agree that my organisation holds an appropriate public liability insurance policy or will have one in place at the time of the project * I agree that my organisation has an appropriate Child Protection Policy and safeguarding arrangements in place, or will have these in place at the time of the activity (this must be compliant with current legislation and statutory guidance) * I agree for the Greater London Authority to list this project as part of the London Schools’ Climate Kick-start programme on the Greater London Authority and Groundwork websites and in related communications, and I will acknowledge Mayor of London support in any school communications regarding the project (as per section 6 of this form) * I agree to collect monitoring information as outlined in section 8 of the guidance notes and submit it by 1 December 2023 * I agree that my organisation will use any grant funding only for the purpose shown in this application and will meet all the terms and conditions of the grant agreement once any offer of funding has been accepted |

**By ticking this box, I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge.**

[Tick Box]

Print Name:

Position in Group:

Date:

If you have any queries on the above form, or any other element of the London Schools’ Climate Kick-Start Prize, please email LSCK@groundwork.org.uk where a member of the Groundwork Grants Team will be happy to assist. More details can also be found [here](https://www.groundwork.org.uk/apply-for-a-grant/london-grants/london-schools-climate-kick-start/).