**Crane Valley Community Fund Application Guidance**

THIS IS A GUIDANCE DOCUMENT ONLY AND CANNOT BE SUBMITTED. THE ACTUAL APPLICATION FORM IS COMPLETED AND SUBMITTED ON OUR ONLINE PORTAL. SUBMISSION VIA THE PORTAL IS THE ONLY WAY THAT WE ACCEPT APPLICATIONS TO THIS FUND.

PLEASE FIND THE APPLICATION LINK ON OUR WEBSITE HERE: <HTTPS://WWW.GROUNDWORK.ORG.UK/APPLY-FOR-A-GRANT/LONDON-GRANTS/THE-CRANE-VALLEY-GRANT-PROGRAMME/>

IF YOU NEED ANY SUPPORT USING THIS PORTAL, PLEASE GET INTOUCH AT:

[CRANEVALLEYGRANTS@GROUNDWORK.ORG.UK](mailto:CRANEVALLEYGRANTS@GROUNDWORK.ORG.UK)

The Crane Valley Community Fund is offering small grants up to £2,000 to cover organisational costs such as Field Equipment, PPE, Operational Services and Training, promotional materials, site infrastructure, events. The Community Fund is part of the Crane Valley Grant Programme, alongside the Crane Valley Project Fund, and will support activities within the River Crane Catchment Area ([see map here](https://environment.data.gov.uk/catchment-planning/OperationalCatchment/3112))

There is no match funding or in kind support requirement. However, a Community Fund award may form a component of a larger funding package for a project with similar or complementary community-focused objectives.

The fund aims to deliver a range of environmental and associated community benefits throughout the Crane Valley. The fund has been devised specifically in response to local community groups requesting a source of small scale funding to support their activities.

Applications for the 23/24 Crane valley Community Fun will open on the 3rd of May 2023. There are four application windows for the 23/24 Crane valley Community Fund:

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| --- | --- |
| **Milestone** | **Date** |
| Applications Open | 03rd May 2023 |
| Applicant Workshop | 17th May, 2023, 2pm |
| First deadline for assessment | 23rd May 2023, 12pm |
| Second deadline for assessment | 21st August, 2023, 12pm |
| Third deadline for assessment | 20th November, 2023, 12pm |
| Final deadline (application window closes) | 04th of March, 2024, 12pm |

**You will be able to submit an application at any time from the 3rd of May 2023, until the 4th of March 2024. However, applications will only be assessed at the following deadline date.** *E.g. you are able to submit an application on the 25th of December 2023, but this will be assessed after the next application deadline, the 4th of March 2024.*

We would encourage you to apply as early as possible as the amount of funding available will decrease as grants are awarded. Please refer to our [website](https://www.groundwork.org.uk/apply-for-a-grant/london-grants/the-crane-valley-grant-programme/) for specific dates (these may be updated as the programme progresses).

**Completing the application form:**

This document sets out the Crane Valley Community Fund application form questions and guidance. Please ensure you have read the guidance notes for each question fully. Your application may be rejected if you do not provide all the information required for us to make an assessment. Please note that, due to a predicted high level of demand and a desire to work with as many local organisations as possible, each organisation may only be granted one successful bid across all four rounds per year.

Before completing the Application Form, please make sure you are able to meet the following requirements:

* Your project is based in the Crane Valley area (please use map [here](https://environment.data.gov.uk/catchment-planning/OperationalCatchment/3112) to confirm).
* You are looking for funding up to £2,000 for spending/activities/works that will bring environmental or community benefits within the Crane Valley area.
* You have a bank account for your organisation, or have a partner organisation who will be able to process grant payments for you.

If you have any difficulties filling out the form, would like support filling out the online form, or have any further questions about the Crane Valley Community Fund or the wider Crane Valley Grant Programme, please contact Lewis or John on [cranevalleygrants@groundwork.org.uk](mailto:cranevalleygrants@groundwork.org.uk), or call 0207 239 1292.

# **Section 1** – **About you/Your Group or Organisation**

1. **The name of the group**

Please give the name of the group leading the project. If you do not currently have a name, work together to come up with something that best describes you as a group.

1. **Main contact (this should be the person who is responsible for this application form and answering any questions that we may have about your project)**
   * Title:
   * First name:
   * Last name:
2. **Main contact address**  
   (Please give the contact address of the lead person. If you are applying as an un-constituted group then this must be the address of the lead applicant. If you are applying as an organisation this must be your organisation's office address)
   * Postal code:
   * Contact telephone number:   
     Please give us the best telephone number to contact you on to discuss this application – this can be a mobile or a landline
   * E-mail:
   * Where did you find out about the Crane Valley Community Fund?

1. **Secondary Contact (if any)**
   * Title:
   * First name:
   * Last name:
   * Contact telephone number:
   * E-mail:
2. **Organisation Type**
   1. **Type of Group (please tick one from the options below).**   
      Please select the option below which best fits your group. If more than one is applicable please choose the option which your organisation identifies the most closely with. 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. Please note that we include NGOs within the categories below as appropriate.
   * 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
   * Other
   1. **If you have selected ‘Other’, please provide more information:**
   2. **If you are a Company, what is your Company Registration Number? If you are a Charity, what is your Charity Registration Number?**
3. **Bank Account**
   1. **Do you have an Organisation/Group bank account?**- Please note that your group/organisation must have a bank account to be eligible for funding through this programme.  
      - If you are successful your organisation has a Building Society account with a passbook, you will need to provide a copy of a letter dated within the last three months from a representative of your local branch confirming the account details, roll number, name on the account. We will not be able to accept photocopies of passbooks as evidence of an account.
   2. **If Yes, please provide the names of at least two signatories:**
   3. **If no (if applying as an unconstituted group), please confirm that another organisation is able to accept funds on your behalf and please provide their details below:**(e.g Title, first name, last name, borough, postcode, contact telephone number, e-mail.) If you are unconstituted, but do not have an organisation to accept funds on your behalf, please contact us.
4. **Landowner/Other Permissions/permits**

Please tell us what permissions/permits you need to complete your project, and confirm you have secured those in principle. Please note you will need to provide proof of permissions before any grant monies are paid if you are successful.

# **Section 2 - About Your Request.**

1. **Please provide a name for your funding request**

This should be a very brief description of what you are looking for funding for e.g. “Planting in [xxx] Park” or “Shovels for clearing”.

1. **When do you plan to complete your spending by?**
2. **What would you use the Crane Valley Community Fund grant for and what benefits will that bring? (max. 500 words. This is a maximum, not a target)**Some areas you may wish to cover are below. Please note you do not need to address each bullet point:
   * What items you will purchase and what they will be used for/how they will benefit your organisation?
   * How will the purchase benefit the environment or community in your area, and how will you ensure accessibility to those benefits for all?
   * Are you carrying out activities/a project with the grant funding? If so perhaps provide a simple timeline of those activities.
   * Are you working with any partners? If so what are their roles?
   * Is there an ongoing impact the grant monies will have?
   * Please note that we will request a budget breakdown/financial information in the next question so you do not need to include that information in this answer.

Section 3 – Finance

1. **How much funding are you requesting from the Crane Valley Community Fund?**
2. **How do you intend to spend your grant? Please list how you will spend your grant below.  
     
   Please ensure that in your description you breakdown how you have calculated any item costs, e.g. cost per hour for staff time.**

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| --- | --- |
| **Description** | **Amount requested (£)** |
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| **Total**  **(Use the calculate button to check. This should match the answer to q 10 above).** |  |

1. **Match Funding / In kind support (if applicable).**Whilst you do not have to have any match funding or in kind support for your project, it would be helpful to know if any is in place.
   1. Please set out any match funding you have, including the amount, the source of funding, what it will be used for and whether or not it is secured. **Please note these amounts should not be included in the table above.** (200 words)
   2. Please set out any in-kind support your project will have, including the value (in **£**), the source of the in-kind support, what the in kind support is, estimated number of hours if relevant and whether or not it is secured. (200 words)
   3. **Please give an estimate of the value in pounds of the support.**This can include where the in-kind support is for a discount on materials for example.Where giving a value to volunteer time, please use the London Living Wage to calculate this, unless another higher rate is more suitable.
2. **What is the total value of your project in pounds?**

This will include the amount you are requesting from The Crane Valley Project Fund, plus the total value of any match funding and in-kind support. Please ensure the value agrees with the answers provided elsewhere in the application.

# Section 4 **–** Privacy Information

Who we are:

Groundwork is the data processor and contract holder (ICO registration number Z9988876) for personal data about the Crane Value Grant Programme 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 the funders of Our Space Award. We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry. We may be publishing the details of organisations that have been successful in applying.  
  
Please tick the box to confirm that you have understood the Privacy Information above, know your rights and how your data will be used.  
  
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:  
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. No personal details will be requested through this process. 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 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. We will only contact you for purpose of the newsletter and to inform you of other funding opportunities  
  
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: london@groundwork.org.uk

Phone: 0207 922 1230

Post: Groundwork London, 18-21 Morley Street, London, SE1 7QZ

Please tick to confirm that you are aware of the monitoring and evaluation requirements of this grant scheme

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

**Section 6 – Declaration**

What Happens Next?  
  
Once we receive your Application Form we will complete checks to determine if you are eligible for funding for your project.   
  
Failure to complete this form fully will delay any consideration of your project.  
  
Please sign by ticking the box and completing the name and position information below once you are satisfied that you have completed the form correctly.  
  
I, as the applicant, declare that I have read and understood the guidance and Application form.  
  
I declare that the information given in this Application form is true and accurate to the best of my knowledge and belief.  
  
I declare that I have permission from any other partner(s) involved the project to sign the Application form on their behalf. **I understand that information given by me will be treated in confidence, but may be submitted for checking against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant or for the purposes of the prevention or detection of crime.**

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.

**Print name:**

**Date:**

Once you have completed your Application form through the portal, please click the **“**REVIEW**”** button, where you will be able to review your application in full. Once you are satisfied that it is complete, click “SUBMIT” at the bottom of the next page to submit your application.