**Crane Valley Project 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 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](https://www.thameswater.co.uk/media-library/home/about-us/responsibility/smarter-water-catchments/river-crane-smarter-water-catchment-plan.pdf) and [the Update](https://www.thameswater.co.uk/media-library/home/about-us/responsibility/smarter-water-catchments/updates/river-crane-update.pdf), including the 12 Smart Water Catchment benefits set out page 29 of the Plan (please note these are two documents). The Project Fund is part of the Crane Valley Grant Programme, alongside the Crane Valley Community Fund, and will support activities within the River Crane Catchment Area ([see map here](https://environment.data.gov.uk/catchment-planning/OperationalCatchment/3112))

Whilst there is no match funding or in kind support requirement, applications that have this support in place will be looked on more favourably than others will. A Project Fund award may form a component of a larger funding package for a project with similar or complementary objectives.

The Crane Valley Project Fund will support a wide range of projects which fall into the following categories:

* Feasibility;
* Implementation and Delivery;
* Education and Engagement; and
* Research and Development

The application window for **Round 1** is open from **11th April until 23rd of May, 12pm 2023**. We expect to inform applicants of decisions in June 2023.

The application window for **Round 2** is open from **19th September until 13th November, 12pm, 2023**. We expect to inform applicants of decisions in December 2023.

**Completing the application form:**

This document sets out the Crane Valley Project 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 per annum. **Please note, you do not need to meet the word limit for each question. The larger the amount of money you are requesting, the greater level of detail we would expect you to provide.**

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 between £2,000 to £100,000 for a project which will help deliver actions which are set out within the within the [River Crane Smarter Water Catchment Plan](https://www.thameswater.co.uk/media-library/home/about-us/responsibility/smarter-water-catchments/river-crane-smarter-water-catchment-plan.pdf) and [Update](https://www.thameswater.co.uk/media-library/home/about-us/responsibility/smarter-water-catchments/updates/river-crane-update.pdf) (please note these are two documents)
* Your funding will be spent by 30 September 2024
* You are a constituted organisation
* You have a bank account for your organisation

If you have any difficulties filling out the online form, would like support filling out the form, or have any further questions about the Crane Valley Project 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.

When are ready to complete the submit application, please follow this link on our website, found [**here**](https://www.groundwork.org.uk/apply-for-a-grant/london-grants/the-crane-valley-grant-programme/).

**Application Questions:**

# **Section 1 – About the Applicant**

1. **The name of the group**

Please give the name of the group leading the project.

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:

1. **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 Project Fund?
2. **Secondary Contact (if any)**
   * Title:
   * First name:
   * Last name:
   * Contact telephone number:
   * E-mail:
3. **Company 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. Please note that we include NGOs within the categories below as appropriate.
      * Educational Establishment
      * Religious Organisation
      * Local Authority
      * Registered Charity
      * Company Limited by Guarantee
      * Not for Profit Community Interest Company (CIC)
      * Social Enterprise
      * Constituted Community Organisation
      * Friends of Group
      * Tenants and Residents Association
      * Other
   2. **If you have selected ‘Other’, please provide more information?**
   3. **If you are a Company, what is your Company Registration Number? If you are a Charity, what is your Charity Registration Number?  
      N.B. you will be required to provide copies of constitutional documents prior to payment of any fund if you are successful in your application**
4. **How long has your organisation been in existence?**
5. **Please confirm that you have an Organisation/Group bank account with at least two signatories by providing the names of at least two signatories below.**
   * Please note that your group/organisation must have a bank account with at least two signatories to be eligible for funding through this programme.
   * If you are successful and 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.
6. **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 Project**

1. **Project name**What will you call your project?
2. **Project start date**This must not be before 01/06/2023If your application is for work/activity enhancing an existing project, or continuing a project that has already begun, please provide the date that you intend to start works/activities relevant to this application.
3. **Project end date**This must be before 30/09/2024  
   Please note that your start and end date may be approximate at this stage, and can be updated if you are successful prior to the beginning of delivery (though they must fall within the dates above).
4. **Project address**
   1. **The address of your project site/the location of your project:**

* (Please provide full address and postcode. This should be the primary site of your project if your project will deliver across multiple areas. If there is no postcode for the site, please provide the postcode of the nearest building. If you are delivering in more than one location, please add additional addresses in the next question)
* Address Line 1:
* Address Line 2:
* Address Line 3:
* Postcode:
* Borough:
* If activity as part of your project is taking place in more than one borough, please select those boroughs. Please note that projects must be in the London Boroughs of Ealing, Harrow, Hillingdon, Hounslow and Richmond upon Thames and within the River Crane Catchment Area (see map here)  
  1. **Please indicate which watercourse will be most affected by your project. If you are not sure, please note the one closest to the project site.**
* River Crane
* Yeading Book (western arm, eastern arm or the combined section)
* Roxbourne
* Upper Duke of Northumberland’s River
* Lower Duke of Northumberland’s River
* Longford River
* Hounslow Drain
* Whitton Brook
* Smart’s Brook
* Greenhill Stream
* Ickenham Stream
* Frogs Ditch
* Grand Union Canal (Hayes/Southall area)
* Portlane Brook

* 1. **Please provide any other key addresses below if your project is happening in more than one place.**Please provide the full address and include the borough and postcode.

1. **What is your project idea? (800 words)**Tell us as much as you can about what you are planning to do. This should include:A brief summary of the project and your overall aims.A description of the activities that will take place to achieve your aims.A short description of the area you will work in and the challenges involved.Explains the difference your project will make to the area.
2. **Can you select the most relevant category of project from those listed below:**

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 behavior 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.

1. **River Crane Smarter Water Catchment Plan**
   1. **Explain how your project will address the actions within the** [**River Crane Smarter Water Catchment Plan**](https://www.thameswater.co.uk/media-library/home/about-us/responsibility/smarter-water-catchments/river-crane-smarter-water-catchment-plan.pdf) **and the Water Catchment Plan** [**Update**](https://www.thameswater.co.uk/media-library/home/about-us/responsibility/smarter-water-catchments/updates/river-crane-update.pdf)**,** including the 12 Smart Water Catchment benefits set out page 29 of the Plan **(please note these are two documents). (400 words)**
   * You may wish to include:
   * Any notable best-practice guidance you will be drawing on to deliver your project.
   * Any other information that shows how your project will meet the actions.

* 1. **The 12 Smart Water Catchment benefits are set out below. Please select the three that most closely relate to your project**
* 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

1. **Partners**
   1. **Are you going to be delivering the project with any partners?**Yes/no
   2. **If so Please list any organisations you are currently, or expect to be, working with (such as, but not limited to, boroughs, community groups, local business, schools)**Please state the services / time / equipment / assistance they are contributing
2. **Further Details on your Project:**

Not all projects will collect information on the points below. Only give an answer to those questions that are applicable to your project.

|  |  |
| --- | --- |
| How many participants will be involved in your project? This will include anyone who is directly affected by your project, such as event or workshop attendees. |  |
| How many volunteers will be helping to deliver your project? This will include anyone who is directly affected by your project, such as event or workshop attendees. |  |
| Will any new jobs be created through your project? If so, how many? Please note this refers to both positions that are created in order to deliver the project and jobs created longer term as a result of the project. |  |
| How many events will be held as part of the delivery of this project? |  |
| How many events will you be delivering in/with schools as part of this project? |  |
| What area of land in metres squared will be improved? |  |
| What length of river/watercourse in metres will be enhanced? |  |
| How many trees will be planted? |  |
| Does your project create any new flood storage or wetland areas? |  |

1. **What kind of transformation will your project bring? (200 words)**Please list the physical, social and/or environmental changes you hope to achieve.

1. **How will you ensure this project reaches and engages with people in the local community? (400 words)**

* Think about your engagement plan and what tools you will use to reach your audience.
* Think about how you will then engage this audience to take part and complete your project.
* Think about how your project will provide volunteering opportunities now and in the future.
* If you are working with an existing group, please explain how you can widen participation or encourage new ways of working to a new group of people.

1. **Will your project be open to all sections of the community (people of all abilities, ethnicities, and ages)? (100 words)**Tell us about how you are going to publicise/spread the word about the project, activities and events and tell us how you will ensure nobody is excluded from the overall benefits of the project.
2. **What safeguarding procedures will you put in place to ensure all participants and vulnerable people are protected? (100 words)**This should include policies or procedures relating to risk assessment, health and safety, working with vulnerable people, working with children, or any other relevant procedures, which affect your project.
3. **Do you have a group of people committed to maintaining any improvements for the longer term? How will you ensure that there is a last legacy of the project? (200 words)**

# **Section 3** – **Project Plan**

1. **Please provide a project plan, setting out the key activities and tasks for your project and when they will take place.**Use the comments box to provide any additional detail you think might be helpful.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Activity Date** | **Comments** |
| e.g. digging out area for new plant beds | e.g. 03/06/2023 | e.g. to be completed by volunteer team |
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# **Section 4 – Risk Register**

1. **Please set out the three main risks to delivery of your project, and planned mitigations. (400 words)**This should set out the key risks, which exist to successful delivery of your project, and the means by which you mean to mitigate those risks and ensure your aims are achieved. **You should provide at least 3 risks**.  
   You should provide information on:

* **Risk**, including potential impact
* **Mitigation**/Risk response
* **Probability** (1 – not likely, 4 – likely)
* **Impact** (1- low, 4- high)
* **RAG** (Red: High, Amber: Medium or Green: Low) rating for how great a risk it is to the project following your mitigations.

For example, a risk could be:

* **Risk**: Inability to recruit participants
* **Mitigation**: We have already engaged with the intended group, and consulted on what activities would be likely to encourage attendance. We currently have a prospective mailing list of 100 participants, and continue to have discussions with other local community organisations to reach additional individuals.
* **Probability** – 2
* **Impact** – 4
* **RAG** – Green

# **Section 5 – Finance**

1. **How much funding are you requesting from the Crane Valley Project Fund?**This must be from £2,000 to £100,000.

1. **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.

|  |  |
| --- | --- |
| **Item** | **Amount requested (£)** |
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| **Total**  **(Use the calculate button to check this matches the answer to q25 above)** |  |

1. **Match Funding/In kind support (if applicable).**Whilst you do not have to require any match funding or in kind support for your project, we will look favorably on it being 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. (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 hours if relevant and whether or not it is secured. (200 words)**

* Please give a sensible 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.

1. **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 at questions above.

# **Section 6 - Equalities Monitoring**

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 %** |
| BAME-led |  |
| Disabled-le |  |
| LGBTQ+-led |  |
| Do young people have a formal role in the decision-making within your organisation? E.g. a youth advisory board. |  |
| What percentage of your organisation’s senior staff/ board/ trustees are male? |  |
| What percentage of your organisation’s senior staff/ board/ trustees are female? |  |

**Section 7 – 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.**

**Please tick the box if you are happy for The Crane Valley Grants Programme Partners to contact you about other opportunities in the Crane Valley Catchment Area.**

**Section 8 – Declaration**

**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.   
  
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.**