



Promoting Greener Communities



## **Our Space Award – Application Guidance 2023-24**

*This is not the application form, this is guidance notes to support your application planning. Please apply on the [Groundwork website](#).*

### **Completing the Application Form**

Please complete and submit the application form online if you are wishing to apply for funds from the Our Space Award. Please ensure you read this Application Guidance before completing the application form. Your application may be rejected if you do not provide all the information required for us to make an assessment. Due to a predicted high level of demand and a desire to work with as many organisations as possible, if you apply for more than one grant, a maximum of one project per applicant will be eligible to receive funding. We will prioritise reaching as many organisations across London as possible over the programme as a whole.

**The deadline for submitting your application form is midday on Monday 11 December 2023. The delivery of projects must be completed by Monday 10 February 2025 and monitoring information submitted by Friday 28 February 2025.**

**Please complete the application form as follows:**

- **If you are applying for a small grant, complete sections 1, 2, 5, 6 and 7;**
- **If you are applying for a standard grant, complete section 1, 2, 3, 5, 6 and 7;**
- **If you are applying for a flagship grant, complete all sections**

**We will prioritise awarding flagship grants to those who have previously successfully delivered an Our Space Award project. Please note that we anticipate awarding a maximum of two flagship grants in this funding round.**

**Before completing your application form, please make sure you are able to meet the following requirements, if successful:**

- You must be able to provide your UK bank account details or the details of the organisation accepting the funds on your behalf

- You will be responsible for all financial and legal aspects of your project. By the time of project delivery, all successful applicants (including individuals and non-constituted groups) must have relevant insurance, risk assessments, and an up-to-date Safeguarding Policy if you are working with Children, Young People and Vulnerable Adults. You may be asked for copies of the relevant documentation at the funding agreement stage
- If applying as an informal/unconstituted group, you will need to give details of one referee who can vouch for your work in your local community (this could be a local councillor, local authority employee, school, a local charity or doctors' surgery, for example). Please get in touch if you are unsure who to ask.

If you have any difficulties filling in the application form online, would like support filling in the application form, or have any further questions about the Our Space Award or the application process, please contact Groundwork London on (email) [OurSpaceAward@groundwork.org.uk](mailto:OurSpaceAward@groundwork.org.uk) or (telephone) **020 7239 1390** or **07549 020 277**.

## Guidance Information

Please provide us with sufficient information to establish if your project is eligible for grant funding. You will need to have any additional documents in an electronic format (e.g. Word file, pdf, jpeg, etc.) available to upload in the correct section in the application form as you will not be able to submit your application form unless it is complete. **If you are a constituted organisation then you must submit your organisation's governance document with the application.**

**You can find out more information about the Our Space Award grant programme by clicking [here](#).**

Please make sure you save your application regularly by clicking on 'Save & Finish Later'. This will take you back to the home page and you will need to click on the application form link to open your form again, but will ensure that you do not lose work unexpectedly.

Please note, if you do not work on your application form for 90 minutes, you will automatically be logged out of our online system. Any work that you have not saved by then will be lost, so make sure you save regularly!

**We strongly advise you use Microsoft Edge, Google Chrome or Mozilla Firefox, as other web browsers do not fully support the application form.**

## Section 1 – Applicant Details

### 1. Organisation/Group name:

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.

### 2. 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

### 3. Main contact address

Please give the contact address of your organisation/group. If you are applying as an unconstituted 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.

- Address and postcode
- 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 Our Space Award?

### 4. Secondary contact

This must be different from the main contact previously given

- Name
- Contact telephone number
- E-mail

### 5. a. Type of Group

Please select the option below which best fits your group. We consider an unconstituted 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.

- Educational Establishment
- Religious Organisation
- Local Authority
- Registered Charity
- Informal or unconstituted 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

**5. b. If you select 'Other', please provide more information**

**5. c. Registration Number**

- If you are a Company, what is your Company Registration Number?
- If you are a Charity, what is your Charity Registration Number?

**6. How long has your organisation/group been in existence?**

**7. Are you a Constituted Organisation/Group? Yes/No**

We consider an unconstituted 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 upload a copy of your group's Governance document. This could be a Constitution, Code of Conduct, Memorandum and Articles of Association etc. Your organisation's governing document needs to include a 'dissolution' or 'winding up' clause, providing for the return of any unspent grant monies to be returned to the funder of origin.

**8. Do you have an Organisation/Group bank account with at least two signatories? Yes/No**

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.

- If Yes, please provide the names of at least two signatories**
- If No (i.e. if applying as an unconstituted group), please confirm that another organisation is able to accept funds on your behalf, provide their details (Organisation, contact name, address and postcode, telephone number, e-mail address), and upload a letter from your partner organisation which states they are happy to accept funds on your behalf** You can use a template letter [here](#).

**9. Landowner/Other Permissions**

Please tell us what permissions you need to complete your project, and confirm you have secured those or if they are confirmed in principle. Please note you will need to provide proof of permission from the landowner before any grant monies are paid if you are successful.

## 10. Referee Details - If applying as an informal/unconstituted group

If you are an informal or unconstituted group, you must provide reference details of an organisation or individual who can vouch for your work in the local community. This could include local councillors, an organisation you have worked with in the past, a community centre you are involved with, etc.

- Referee Name
- Referee Organisation
- Referee Occupation
- Referee Email
- Referee Telephone number

## Section 2 – About Your Project

### Grant Funding Amounts:

Please note below the levels of grant funding that you can apply for:

- **Small grant** - £500 to £2,000
- **Standard grant** - £2,001 to £5,000
- **Flagship grant** - £5,001 to £20,000

**Please note: We will prioritise awarding flagship grants to those who have previously successfully delivered an Our Space Award project. We anticipate funding a maximum of two flagship grants in this funding round.**

## 11. How much funding are you requesting from Our Space Award?

**Small and Standard grants** will receive 100% of the grant upfront and will need to provide evidence of expenditure at the end of your project.

**Flagship grants** will be paid 80% at the beginning of your project and 20% upon successful completion of your project and submission of monitoring information.

## 12. Project name What will you call your project?

## 13. Project start date This must not be before 16 February 2024

## 14. Project end date This must be before 10 February 2025

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 in green above).

**15. 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 and post code
- Borough If activity is taking place in more than one borough, please select those boroughs. Please note that activity must be within Greater London.
- Please provide any other key addresses if your project is happening in more than one place. Please provide the full address and include the borough and postcode.

**16. What is your project idea? (400 words)**

Tell us as much as you can about what you are planning to do. This should include:

- How the space is underused, neglected or would be significantly more usable or environmentally beneficial through your proposed improvements
- A description of the activities that will take place to transform the space
- A short description of the space and the challenges involved
- The difference you will make and explains how the community will get involved
- How this will help increase a sense of ownership in the area

**17. Due to the adverse effects of climate change, how will your project mitigate the impact of drought and create a water resilient space? (200 words)**

**18. Photos** Please upload three photos of the site you wish to transform

**19. a. Are you going to be delivering the project with any partners? Yes/No**

**b. 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

**20. Why do you want to carry out your project? (200 words)**

Is there a specific need you are trying to address?

Have you spoken with members of your local community?

Why is this project important for the community and to the area?

**21. a. What kind of transformation will your project bring? Please select from the list below and provide further information if your project will deliver any of the following:**

- New tree planting
- Native planting
- Pollinator planting
- Drought tolerant planting
- Rewilding area

- Water habitat creation or improvement
- Water quality improvement
- Rainwater harvesting
- Creation of composting area, use of organic compost, organic mulching, use of food waste etc.

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

Please remember, Our Space Award wants applicants to think about climate resilience and enhancing biodiversity in your projects.

**22. Please provide an estimate of the numbers of individuals that you are expecting to see engage with your project and other project outputs.**

- We understand that the impact of your project is not necessarily linked to the number of people participating. If your project works with a smaller group but with more focused engagement, for example, please detail in the question below.
- **Participants** means the number of people who will take part in your project, for example members of the community taking part in community events.
- **Volunteers** means the people working in or supporting the organisation/group, unpaid.

Number of participants	
Number of volunteers	
How many children will be involved? <i>As participants or volunteers</i>	
What area of land in meters squared (m2) will be improved?	
Number of trees planted Each project must plant at least one tree. For guidance on best locations to plant trees, please click <a href="#">here</a> .	
Any other useful information, such as number of plants, area painted, benches stalled etc.	

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

- Think about how you will engage your audience and encourage them to take part in your project
- Tell us how you are going to publicise/spread the word about your project, activities and events
- Think about how your project will increase a sense of ownership over the shared space
- 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 with a new group of people

**24. How will you ensure that the project is open to all sections of the community (i.e. people of all abilities, ethnicities, and ages)?**

Tell us how you will make sure nobody is excluded from taking part. Please also tell us how you will ensure local people participate in this project.

**25. 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.

**26. Do you have any plans for how the site will be looked after in the longer term? (150 words)**

Do you have a group of people committed to maintaining the space for a long time? Do you have a housing association officer or council officer that might be able to help you? How will this be funded/resourced?

For flagship projects we would expect this to include details of maintenance costs.

### Section 3 – Project Plan

**27. If you are applying for a grant of between £2,001 to £20,000 (a Standard or Flagship grant), you must 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.**

You should set out **at least 5 activities** within your project plan for standard grants and **10 for flagship** grants, but you may wish to provide more.

Please note, all activities must be completed by **10 February 2025**, with monitoring information due by **28 February 2025**.

Activity	Activity Date	Comments
e.g. digging out area for new plant beds	03/04/2024	e.g. to be completed by volunteer team



## Section 4 – Risk Register (Flagship only)

If you are applying for a grant of £5,000 to £20,000 (Flagship grant), please complete the risk register.

**28. Please set out the three main risks to delivery of your project, and your planned mitigations. (200 words)**

This should set out the three main risks that may impact the successful delivery of your project, and the means by which you plan to mitigate against those risks to ensure your project aims are achieved.

**You should provide information on**

- **Risk**, including the potential impact
- **Mitigation**, how will you prevent or reduce this risk
- **Probability**, 1 = not likely, 4 = likely
- **Impact**, 1= low, 4 = high

**For example:**

- **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

If you applied for Small or Standard grants then please skip this section.

## Section 5 – Finance

**29. 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. If you are applying for a grant, please tell us how you would like to spend your grant if you are successful. Please note, budgets should adhere to the following criteria:

For small, standard and flagship projects the amounts within those brackets should be as follows:

- Capital costs minimum 50% (e.g. materials, tools, plants)
- Revenue costs up to 40% (e.g. volunteer management time, project management, design)
- Ancillary costs up to 10% (e.g. refreshments, travel costs)

Description	Amount requested (£)
Demonstrate your cost calculation here. E.g. timber for raised beds	Do not write £ E.g. 200
<b>Total</b>	

**30. Match Funding (if applicable)**

You don't have to have any match funding for your project, but if you do, please tell us about it below. Please include the amount, source of funding, what it will be used for and whether or not this is secured. (200 words)

**31. Have you received any public funding before?**

Please let us know if you have received any funding previously. Please let us know the funder, how much, when, and the name of the fund. If you are unsure whether any funding is public or not, then please contact a member of the grant team.

**32. Please detail any in-kind support your project will have (e.g. free room hire, volunteer labour), including a monetary value (200 words)**

- Please ensure that you set out any contribution to the project. 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
- Please provide a value in pounds sterling for all in-kind support, and explain how you have calculated that value

**Section 6 – Privacy Information**

**Who we are:**

Groundwork is the data processor and contract holder (ICO registration number Z9988876) for personal data about the Our Space Award 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 London uses Blackbaud Grantmaking (BBGM) grant management system to store your personal data in order for us to administer your grant. BBGM 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.

**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](mailto:london@groundwork.org.uk)

Phone: 0207 922 1230

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

Please note, you can sign up to our grants mailing list [here](#) at any time.

### **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.

**Once you have completed your Application form, please click the “REVIEW” button below, 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.**