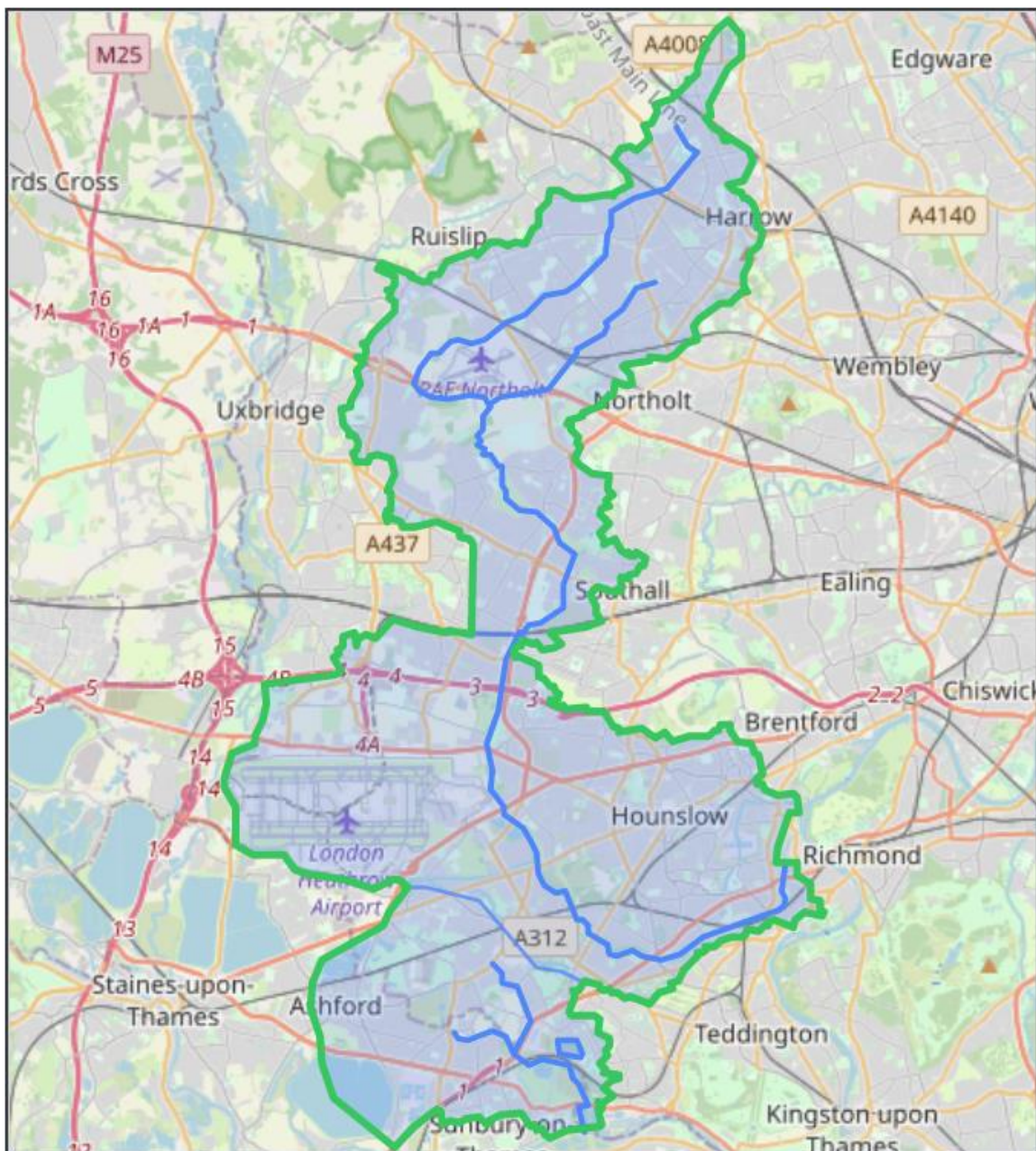


# Crane Valley Grant Programme 2024

## Programme Prospectus

### What is the Crane Valley Grant Programme?

The Crane Valley Partnership and Thames Water have commissioned a grant programme that will bring wide environmental and community benefits within the catchment area of the River Crane in West London ([see zoomable map here](#)).



The Crane Valley Grant Programme is part of Thames Water's Smarter Water Catchments initiative. The programme recognises that grassroots, community, environment and conservation groups, often focusing on a particular area, are uniquely placed to carry out works and projects which will bring a wide range of benefits, including those contained within the [River Crane Smarter Water Catchment Plan](#) and it's [Update](#).

The programme understands that working with a range of groups can make bigger and better improvements than groups and organisations can separately. It aims to ensure that benefits of the programme are enjoyed by all communities in the Crane Valley area and that alongside physical works, elements such as education, awareness raising, research and development, organisational costs and feasibility of projects are also supported. For more information on the River Crane Smarter Water Catchment, please see the [Thames Water](#) and [Crane Valley Partnership](#) websites.

**Groundwork London** are partnering with **Thames Water** and the **Crane Valley Partnership** to deliver the programme for the benefit of the communities in the Crane Valley area. Groundwork have extensive experience in supporting, and delivering alongside, community groups and we are available to extend this experience to you so please do not hesitate to contact us with any queries.

There are two funds within the Crane Valley Grant Programme – **the Community Fund** and **the Project Fund**.

More details on these two funds, including their aims, what support is available and the eligibility requirements, are set out below. Please note that for both funds all applications must relate to work/activity within the Crane Valley Catchment Area, as shown on this [map](#).

If you would like guidance on what kind of projects are most suitable in the catchment area, then please contact our programme partners, Let's Go Outside and Learn at [info@lgoal.org.uk](mailto:info@lgoal.org.uk).

## What kind of funding are you looking for?

There are two different funding streams on The Crane Valley Grant Programme:

### [The Community Fund:](#)

Small, community based grants of up to £3,000 for catchment-based initiatives, new or continued environmental and social work and associated costs.

### [The Project Fund:](#)

Larger, project grants of between £3,001 and £100,000 for higher impact projects that deliver against the 12 Smarter Water Catchment Initiatives.

# Crane Valley Community Fund

The Community Fund is offering small grants of up to £3,000 to cover organisational costs such as field equipment, PPE, operational services and training, promotional materials, site infrastructure and events. It aims to deliver a range of environmental and associated community benefits throughout the Crane Valley and has been created in response to local community groups requesting a source of small scale funding to support their activities. It provides support to the existing work of groups as well as smaller projects. A (non-exhaustive) list of items groups may apply for are listed in Appendix 1.

The following groups are eligible:

- Educational Establishments
- Religious Organisations
- Local Authorities
- Registered Charities
- Informal or un-constituted groups
- Companies Limited by Guarantee
- Not for Profit Community Interest Companies (CIC)
- Social Enterprises
- Constituted Community Organisations
- Friends of Groups
- Tenants and Residents Associations

We may also be able to fund other organisations where the key objectives are related to the public interest.

Applications can be submitted up to **18<sup>th</sup> November 2024**, with awards being made at three intervals during the application window. The dates of these and the timelines for decisions etc. are set out below in the How to Apply section.

This year there is approximately £40,000 available on the Community Fund. This is for the entire 24/25 period. We would encourage you to apply as early as possible as the amount of funding available will decrease as grants are awarded.

## Please Note:

- You can submit an application at any point from the 28<sup>th</sup> May 2024 until the 18<sup>th</sup> November 2024 – the application will not close at any point during this period.
- However, applications will only be assessed at the following deadline date. For example, you are able to submit an application on the 5<sup>th</sup> October 2024, but this will be assessed after the next application deadline, the 18<sup>th</sup> November 2024.
- All grant monies awarded through the Community Fund must be spent by 28th February 2025.

- We will hold short mid-project calls after three months of award to check progress, and to see if we can support you in any way.
- You will be required to provide evidence of expenditure with your final monitoring. Where this is not received in part or in full, we may seek to reclaim any awarded monies.

#### Timeline:

| Timeline                             |                            |
|--------------------------------------|----------------------------|
| Applications open for Community Fund | Tuesday, 28th May 2024     |
| First deadline for assessment        | Monday, 24th June 2024     |
| Second deadline for assessment       | Monday, 2nd September 2024 |
| Final deadline for assessment        | Monday, 18th November 2024 |
| Deadline for reporting               | Friday, 28th February 2025 |

#### Eligibility Criteria

- Does your activity take place within the Crane Valley Catchment area? See map [here](#)
- Are you applying for up to £3,000?
- Does your idea reflect the aims of the Crane Valley Project Grant programme? Please use the Grants Programme Guide to understand the aims of the programme.
- Will the activity funded by this grant be completed by 28<sup>th</sup> February 2025?
- Does your organisation have a UK bank account with two unrelated signatories; or Do you have a sponsor organisation that has a UK bank account with two unrelated signatories, that is able to ringfence awarded grant funds on your behalf?

#### How to apply to the Community Fund:

- Review all programme documentation first. Everything can be found on our website [here](#). This is key to ensure you have full knowledge of the programme and are best placed to design your project in line with its objectives.
- Please note that you can only complete the checker once, so if you have lost the link please let us know and we can help you with this.
- If you are eligible, you will be presented with the link to the application at the end of the eligibility quiz.
- Please either register on our application portal if you have not applied for a grant with us before, or please use your existing log in details if you have.

- Complete the application on the portal. Please ensure you regularly save your application. You will receive a confirmation when you have successfully submitted your application.

## Crane Valley Project Fund

The Crane Valley Project Fund is offering grants of between £3,001 to £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](#) and [Update](#), including the 12 Smarter Water Catchment benefits set out page 29 of the Plan (please note these are two documents). The Smarter Water Catchments benefits are:

- 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

The activities and projects that could be supported through this fund are wide ranging. There are no limits on categories of cost (capital, resource etc.), but all projects should meet at least three of the benefits outlined above. We are looking for projects that fit into one of the following categories:

- 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 behaviour 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.

This year there is approximately £240,000 available for the Project Fund.

Eligibility of groups that can apply is the same as for the Community Fund, **but unconstitutional groups are not eligible given the size of grants available**. If you have any queries regarding this then please do contact us before applying.

#### Please Note:

- This year there will be one application round for the project fund. See the timetable below for more detail. All grant monies awarded through the Project Fund must be spent by 28th February 2025.
- If you are applying for a grant to continue works started in the previous round, you should have completed all works associated with this prior funding before submitting an application for this round. If this applies to you then please get in contact with us at [CraneValleyGrants@groundwork.org.uk](mailto:CraneValleyGrants@groundwork.org.uk). Please see FAQs for more on this.
- We will schedule the timing of mid project monitoring calls after awarding decisions have been made, though this will be approximately half way through your project delivery period.
- Final payments will be made approximately two weeks after the receipt of all required monitoring information. This means that if a project is scheduled to finish 28<sup>th</sup> February 2025, and all required monitoring is submitted by this date, you will receive final payment on approximately 14<sup>th</sup> March 2025.
- You will be required to provide evidence of expenditure with your final monitoring. Where this is not received in part or in full we may seek to reclaim any awarded monies.

#### Timeline:

| Timeline                            |                            |
|-------------------------------------|----------------------------|
| Applications open for Project Fund  | Monday, 20th May 2024      |
| Application deadline for assessment | Monday, 1st July 2024      |
| Deadline for Reporting              | Friday, 28th February 2025 |

#### Eligibility Criteria

- Does your activity take place or your organisation operate within the Crane Valley Catchment area? See map [here](#)
- Are you applying for between £3,001 and £100,000 for a Project Fund Grant?
- Are you applying on behalf of an organisation with a bank account into which a grant can be paid?



- Will the activity funded by this grant be completed by 28<sup>th</sup> February 2025?
- Does your idea reflect the aims of the Crane Valley Project Grant programme? Please use the Grants Programme Guide to understand the aims of the programme.

### How to apply to the Project Fund:

- Read all the guidance and documentation available on the Groundwork London website [here](#). This is key to ensure you have full knowledge of the programme and are best placed to design your project in line with its objectives.
- If you are eligible, you will receive a link to our online application portal at the end of that checker. **Please note that you can only complete the checker once, so if you have lost the link please let us know and we can help you with this.**
- Please either register on our application portal if you have not applied for a grant with us before, or please use your existing log in details if you have.
- Complete the application on the portal. Please ensure you regularly save your application. You will receive a confirmation when you have successfully submitted your application.

## For Both Funds:

### Application Tips

1. Ensure you have a clear idea and outline of your project prior to completing the form.
2. Assume that we do not know anything about your organisation or project
3. Do not use jargon, and try to ensure you refer back to our guidance and documentation where relevant.
4. Carefully read all the questions and ensure that the answers you are giving are answering the questions asked. If you are applying to a number of programmes for the same project, please ensure you spend time ensuring your answers are relevant to the application in hand.
5. Use positive statements, when describing your proposal.
6. Ensure your message is easily understandable and suitable for the audience (ie the Funder).

7. Ensure your budget is as detailed and accurate as possible.
8. Proof read your application before submitting. If possible, ask someone else to proof read it.

### Portal Tips

1. Use Microsoft Edge, Google Chrome or Firefox as using other browsers might affect the functionality of the portal.
2. If you are drafting the application with a number of people, use the application question and guidance document to draft your answers, and then copy them into the form (checking that all elements of your answers have copied across).
3. If you get a message saying your email address has already been registered contact us, as we will be able to check and if necessary reset your profile.
4. Save regularly. If you do not have any activity for 90 minutes, the portal will close and you will lose any unsaved work.
5. Do not use the forward, back and refresh buttons in your browser – use the section tabs within the portal, otherwise you may lose unsaved work.

### What if I need further advice on my proposal/application?

Groundwork London and Crane Valley Partnership will be running information sessions for both funds, setting out the key aims, tips on applying and use of the portal. In addition, we will run at least one application workshop focused on the Project Fund, which will be a more in depth look at project development, completing proposals, groups exercises, alongside use of the portal. You can find more information on these on our website [here](#).

The grants team at Groundwork London are available to assist with both the logistics of application and development of your project. Please call on 0207 239 1390 or email us on [CraneValleyGrants@groundwork.org.uk](mailto:CraneValleyGrants@groundwork.org.uk). We will be happy to arrange a call to see how we can assist you.

In addition, the Crane Valley Partnership are on hand to help ensure your project is as successful as possible and relevant to the area. If you are applying as an unconstituted group, and need a partner organisation, Habitats and Heritage may be able to support. Please contact [stephen@habitatsandheritage.org.uk](mailto:stephen@habitatsandheritage.org.uk)

## FAQs

### Can two or more organisations apply together?

Yes, we welcome partnership bids, though one organisation must act as the lead organisation and will be responsible for money, communications, and completing monitoring. When



making your application you may wish to see whether there are nearby organisations that you can partner with and share costs on, such as tools, storage etc.

**I feel I have good project idea but I am not sure whether I am eligible. What should I do?**

If you have any doubts about the eligibility, requirements of the fund then please get in contact with Groundwork at [CraneValleyGrants@groundwork.org.uk](mailto:CraneValleyGrants@groundwork.org.uk).

**Can I apply for two projects?**

Yes, you can submit multiple applications in the same funding year.

**Does the project space need to be accessible to the public?**

The site does not necessarily need to be open access to the public; however, there should not be barriers to the wide community enjoying the benefits of the project.

**Can councils apply?**

Not for the Community Fund but yes for the Project Fund. The council will need to be a partner or at least fully engaged with any project that is on council land. We will also want to see engagement with the community on the proposal and through the project.

**Can schools apply?**

Yes and where relevant we would like projects to be driven by consultation with schoolchildren, parents and the wider community. We will prioritise projects where the wider community is involved and will benefit.

**Are contractors allowed?**

Yes, though we do want to see value for money and where possible engagement and volunteering from the community. Please ensure you can show value for money in relation to any contractor costs.

**Do I need match funding?**

No, you do not need match funding. However, we do prefer to see some level of in kind support or match funding, particularly with Project Fund applications.

**Will extensions be allowed in any circumstance?**

We will only be able to offer extensions where there have been events which are not foreseeable or beyond the applicants control. Please ensure you bear in mind the project delivery period when designing your project and ensure your activities are suitable.

# Appendix one

## What can be funded through the Community Fund?

The following are *examples* of things that community grants can be spent on. It is not an exhaustive listing:

### Category 1: Field equipment

- litter pickers
- litter bag hoops
- secateurs, shears and loppers
- hedge trimmers
- chain saws [subject to proof of operator(s) proficiency]
- strimmers
- scythes
- electrical generators
- forks, spades, hoes
- ladders
- hoses
- walkie-talkies
- sampling nets, buckets, trays and bottles
- gazebos
- outdoor event tables and seats
- barbecue/outdoor catering equipment
- water bottles and thermos flasks
- first aid kits
- torches
- bat detectors and other wildlife monitoring equipment
- still and video cameras
- OS maps
- Branded clothing [T shirts]

### Category 2: Personal Protective Equipment (PPE)

- protective gloves
- hard hats
- ear defenders/guards
- safety goggles
- overalls
- safety boots
- life jackets
- waders
- Fluorescent tabards/jackets

### Category 3: Operational services and training

- public liability and other relevant insurance fees
- license application fees
- website and email hosting fees
- bookkeeping/accountancy support
- printing costs
- first aid training
- Health and Safety training
- operators certificate training
- translation services
- specialist site surveys
- specialist risk assessments
- specialist environmental contractor services (e.g Operation Centaur, INNS control)
- portaloos hire

### Category 4: Promotional materials

- website design
- pop-up banners and mobile display boards
- posters and leaflets
- recreational route maps
- logo design

### Category 5: Site infrastructure [subject to agreement with landowner]

- benches
- picnic tables
- interpretation panels
- wayfinding signs
- trail indicator posts
- notice boards
- litter bins
- nest boxes and bug hotels
- wildlife hides
- construction materials (e.g. for path or river enhancement works)
- fencing and gates
- nursery plants
- trees
- compost and mulch
- trellis and/or planters
- rainwater harvesting systems
- paint

### Category 6: Events

- venue hire (e.g. for an AGM or conference)
- marquee hire

- event insurance
- catering
- furniture hire
- security services
- van hire
- lighting
- public address system hire