

# Crane Valley Community Fund Application

**This is a guidance document only and cannot be submitted. The application form must be completed and submitted on our online portal.**

Please find the link to apply on our website here: <https://www.groundwork.org.uk/london/the-crane-valley-grant-programme/>

If you need any support using this portal, please contact us at [cranevalleygrants@groundwork.org.uk](mailto:cranevalleygrants@groundwork.org.uk)

This guidance document contains all of the questions in the application form. Please note that the questions are stated in **bold** and the guidance notes are stated underneath.

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The Crane Valley Community Fund is offering small grants up to £3,000 to deliver a range of environmental and associated community benefits throughout the Crane Valley catchment area. This can cover organisational costs such as field equipment, PPE, operational services and training, promotional materials, site infrastructure, events.

It 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).

The fund has been devised specifically in response to local community groups requesting a source of small scale funding to support their activities.

No match funding element is required for this application. However, a Community Fund award may form a component of a larger funding package for a project with similar or complementary community-focused objectives.

**You are able to submit an application for the Community Fund from 16<sup>th</sup> June 2025 up to the deadline of 15<sup>th</sup> September 2025.** There are two awarding points where applications will be assessed and grants awarded. We would encourage you to apply as early as possible as the amount of funding available will decrease as grants are awarded. Please see our website for specific dates (these may be updated as the programme progresses).

## **Completing the application form:**

This is the Crane Valley Community Fund application form guidance. Please ensure you have read the guidance notes for each question fully, and we strongly suggest you read the Crane Valley Grant Programme Guide, available on the webpage [here](#). Your application may be rejected if you do not provide all the information required for us to make an assessment.

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

- Your project is based in the Crane Valley Catchment area (please use map [here](#) to confirm).
- You are looking for a grant up to £3,000 for spending/activities/works that will bring environmental or community benefits within the Crane Valley Catchment area.
- Your awarded grant funds will be spent by 16<sup>th</sup> February 2026.
- Your organisation has a UK bank account with two unrelated signatories; or 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.

When you are ready to complete the submit application, please follow the link on our website, found [here](#).

Your application will automatically save as you complete each question. However, we do recommend drafting responses in a separate document first, to ensure the information is backed-up elsewhere.

Please continue your application by clicking 'Next' at the bottom of each page. To return to the previous page, please click on 'Previous'. Once you have reached the end of the application form and are ready to submit your application, please click 'Submit'.

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 us on [cranevalleygrants@groundwork.org.uk](mailto:cranevalleygrants@groundwork.org.uk), or call 0207 239 1390.

If you would like guidance on what kind of projects are most needed 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), and Habitats & Heritage at [stephen@habitatsandheritage.org.uk](mailto:stephen@habitatsandheritage.org.uk)

**\*I confirm that I have read and understood the above statements.**

**Click 'Next' to start your application.**

## **Application Questions:**

\*required before final submission

### **Section 1 – About the Applicant**

#### **1. \*1a. Organisation/Group Name**

Please provide the name of the group leading the project. If you do not currently have a name, please create a name that best describes you as a group.

### **\*1b. Organisation address**

If you are applying as a constituted organisation, this must be your organisation's office address. If you are applying as a non-constituted group, then this must be the address of the lead applicant.

## **2. \*Main contact**

This should be the person who is responsible for this application form. This person should be able to answer any questions that we may have about your project.

Please provide your contact telephone number. This can be mobile or landline.

Communication will primarily be through email.

- \*First name:
- \*Last name:
- \*Email address:
- \*Telephone number:

## **3. \*Where did you find out about the Crane Valley Community Fund?**

- Word of mouth
- Web search
- From a local organisation
- Groundwork Newsletter
- Other Newsletter
- WhatsApp Group
- Groundwork Social Media
- Other Social Media
- Leaflet
- Poster

**Other – please specify**

## **4. \*Secondary Contact**

If this is not applicable, please enter N/A in these fields.

- \*First name:

- \*Last name:
- \*Email address:
- \*Telephone number:

### **5.a \*Organisation/Group type**

Please select one of the options 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.

- Educational Establishment
- Religious Organisation
- Registered Charity
- Company Limited by Guarantee
- Not for Profit Community Interest Company (CIC)
- Social Enterprise
- Constituted Community Group
- Friends of Group
- Tenants and Residents Association
- Informal or non-constituted group
- Other

**If you have selected 'Other', please provide more information:**

### **5b. If you are a Company, what is your Company Registration Number? If you are a Charity, what is your Charity Registration Number?**

You will be required to provide copies of constitutional documents prior to grant payments being raised, if you are successful in your application.

### **6a. \*Do you have an organisation/group bank account? (yes/no)**

Please note that your organisation (or your sponsor organisation, see question 6c.) must have a UK bank account with at least two unrelated signatories 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.

### **6b. If Yes, please provide the names of at least two unrelated bank account signatories:**

**6c. If No (i.e. applying as a non-constituted group), you will need to apply via a sponsor organization. Please confirm that another organisation is able to accept and ringfence funds on your behalf, and please provide their details below:**

Please provide the following details: title, first name, last name, full organization address including postcode, contact telephone number, e-mail address.

If you are unconstituted, but do not have an organisation to accept funds on your behalf, please contact us.

#### **7. \*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**

### **8. \*Project Name**

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

### **9a. \*When do you plan to start your grant spending?**

This must be on or after **16th June 2025**.

### **9b. \*When do you plan to complete your grant spending?**

This must be on or before **16th February 2026**.

### **10. \*What would you use the Crane Valley Community Fund grant for, and what benefits will that bring to your local community and/or environment? (max. 500 words)**

Some areas you may wish to cover are below. Please note you do not need to address each bullet point:

- Where will your project take place?
- 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?
- What ongoing impact will the grant monies have on your project?

- 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.
- Please note that the 500 word limit is a maximum, not a target.

**11. \*Please indicate which three of the tbc Smarter Water Catchment Benefits most closely relate to your project.**

Please note that this not have to be precise, but please try to select the benefits which you think most closely relate to your project.

You can read more about the Smarter Water Catchment Benefits [here](#).

- 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

**12. \*Please indicate which watercourse in the Crane Valley catchment area will be most affected by your project.**

If you are not sure, please select the option that is geographically closest to the site of your project.

- 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

**13. \*Please select the borough(s) in which you aim for your project to make an impact.**

Please select all the boroughs where the project is taking place. Please note that projects take place in at least one of the London Boroughs of Ealing, Harrow, Hillingdon, Hounslow and Richmond upon Thames [and](#) within the River Crane catchment area ([see map here](#))

- Ealing
- Harrow
- Hillingdon
- Hounslow
- Richmond-upon-Thames

**14. If you would like, please upload any additional documents supporting your application using the upload button below.**

Please upload standard document types (i.e. docx, pdf, jpeg) below.

### Section 3 – Finance

**15. \*How much funding are you requesting from the Crane Valley Community Fund?**

Please enter an amount up to £3,000.

**16. \*How do you intend to spend your grant?**

Please provide your project budget below. Please ensure that in the Item Description you break down how you have calculated an item's cost, e.g. rate per hour for staff time.

Item Description	Item Cost
E.g. timber for raised beds, 10 units x £7 each	£70
<p style="text-align: right;"><b>Total Item Cost</b></p> <p>Please check that the total item cost matches the grant amount requested in question 15.</p>	

## 17. Match Funding / In-Kind Support (if applicable).

Whilst you do not have to have any match funding or in-kind support, we would welcome and encourage you to secure this for your project.

**a. 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.

**b. 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.**

- Please give an estimate of the value in pounds of the support.
- This can include where in-kind support is, for example, a discount on materials or volunteer labour.
- Where giving a value to volunteer time, please use the London Living Wage to calculate this, unless another higher rate is more suitable. As of April 2025, this is £13.85 per hour.

## 18. \*What is the total value of your project?

**This needs to include the amount you are requesting from the Crane Valley Community Fund, plus the total value of any identified match funding and in-kind support.**

Please ensure the value you enter here corresponds with the answers provided in questions 15, 16 and 17 above.

## Section 4 – Privacy Information

### Who we are:

Groundwork is the data processor and contract holder (ICO registration number Z9988876) for personal data about Crane Valley 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 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 Crane Valley Grant programme. 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.

☐ **\* I 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 be required to complete monitoring and evaluation for review 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 following a successful funding award.

#### **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.

☐ **\*I confirm that I am aware of, and will complete, the monitoring and evaluation requirements of this grant scheme, if successful.**

☐ **I am happy for Groundwork to contact me with details of future funding opportunities and information on other areas of Groundwork's charitable work.**

☐ **I am happy for Crane Valley Grants Programme Partners to contact me about other opportunities in the Crane Valley Catchment Area.**

#### **Section 5 – Declaration**

## What Happens Next?

Once we receive your application form we will complete standard due diligence 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 confirming below and inputting your name and the current date 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.

☐ **\*I confirm that 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:**

**When you are ready, click 'Submit' to submit your application.**