

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 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

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.

The Crane Valley Project Fund is offering grants of between £3,000 to £100,000. Funding is available to organisations that will deliver projects aligned with the aims of the River Crane Smarter Water Catchment Plan and Update.

The Smarter Water Catchment Plan aims to implement a systems-based view of the environment, collectively addressing multiple challenges and co-delivering solutions to protect and enhance the environment of the River Crane Catchment area.

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](#)).

Whilst match funding or in kind support is not a requirement for receiving a grant award, it is strongly encouraged. 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 that fall into the following categories:

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

The application window is open from 23rd June, 2025 until 4th August, 2025. We expect to inform applicants of funding decisions no later than three weeks after the deadline.

Completing the application form:

This is the Crane Valley Project 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.

Please note that, due to a predicted high level of demand and a desire to work with as many organisations as possible, each organisation may only be granted one successful application per annum.

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 Catchment area (please use map [here](#) to confirm)
- You are looking for funding between £3,000 to £100,000 for a project which will help deliver actions which are set out within the [River Crane Smarter Water Catchment Plan](#) and [Update](#) (please note these are two documents)
- Your awarded grant funds will be spent by 16th February 2026.
- You are a constituted organisation.
- Your organisation has a UK bank account with two unrelated signatories.

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 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 us at CraneValleyGrants@groundwork.org.uk, or call us on 0207 239 1390.

***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 Name

1b. Organisation Address

This must be your organisation's office address.

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

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

5. 5a. *Organisation Type (please tick one from the options below).

- 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

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.

5c. *How long has your organisation been in existence?

6. *Please confirm that your organisation/group has a UK bank account with at least two unrelated signatories by providing the names of the signatories below.

- Please note that your group/organisation must have a UK bank account with at least two unrelated 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.

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

Please provide a name for your project.

9. *Project Start Date

If 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.

This must on or after 23rd June, 2025.

10. *Project End Date

This must be on or before 16th February 2026.

11a. Project address

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 question 11d.

- *Project Address Line 1:
- Project Address Line 2:
- Project Address Line 3:
- *Project Address Postal Code:

11b. *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

11c. *Please indicate which watercourse will be most impacted by your project.

If not or partially applicable to your project, please select the watercourse closest to your 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

11d. Please provide any other important project addresses below, if you are delivering in more than one location.

Please provide full addresses, and include boroughs and postcodes.

12. *What is your project idea? [max. 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 impact your project will have on the local environment and communities
- You do not need to meet the word count. The amount of detail you provide should relate to the amount of funding you are requesting.

13. *Please 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.

14. River Crane Smarter Water Catchment Plan

- a. Please choose at least one (up to three) of the Crane Valley Grant Programme aims that most closely relate to your project.**

Please note, that projects are able to deliver activities to promote community engagement/education, raise awareness and support and develop partnership resilience and capacity, for any of the below aims chosen. These are not included as individual aims below.

- Disconnect or attenuate surface water from the sewerage system
- Support to achieve Good Ecological Status: address urban diffuse source pollution
- Support to achieve Good Ecological Status: address physical modifications to the river
- Support to achieve Good Ecological Status: address point source pollution, including misconnections
- Reduce water consumption
- Protect & enhance biodiversity

- b. *Explain how your project will meet the aim(s) chosen above. (400 words)**

- Please include any notable best-practice guidance you will be drawing on to deliver your project.
- Please quantify your projected project outcomes, where possible.

15. Partners

- a. *Are you going to be delivering the project with any partners?**

Yes/No

- b. 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.

Please specify whether their support is secured in principle or in fact.

- 16. *Please provide additional data on the projected outputs of your project.**

Answers do not have to be precisely calculated, but please provide realistic and informed figures where possible.

Not all projects will be concerned with all of the categories below. Please input '0' in the field if it does not apply to your project.

<p>*a. 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.</p>	
<p>*b. Of the total participants stated in 16a., how many will be children??</p>	
<p>*c. How many volunteers will be helping to deliver your project?</p>	
<p>*d. 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.</p>	
<p>*e. How many events will be held as part of the delivery of this project?</p>	
<p>*f. How many events will you be delivering in/with schools as part of this project?</p>	
<p>*g. What area of land in metres squared will be improved?</p>	
<p>*h. What length of river/watercourse in metres will be enhanced?</p>	
<p>*i. How many trees will be planted?</p>	
<p>*j. Will your project create any new flood storage or wetland areas? Please insert the size of habitat / storage created in metres squared.</p>	

17. ***What kind of transformation will your project bring?** [max. 200 words]

Please list the physical, social and/or environmental changes you hope to achieve through your project delivery.

18. ***How will you ensure this project reaches and engages with people in the local community?** [max. 400 words]

Please consider the following points:

- Your engagement plan and what tools you will use to reach your audience.
- Engaging this audience to take part and complete your project.
- 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.

19. *Will your project be open to all sections of the community (people of all abilities, ethnicities, and ages)? [max. 200 words]

Tell us about how you are going to publicise/spread the word about the project, activities and events and how you will ensure nobody is excluded from the overall benefits of the project.

20. *What safeguarding policy/procedures will you put in place to ensure all participants and vulnerable people are protected? [max. 200 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.

21. *Do you have a group of people committed to maintaining any improvements for the longer term? How will you ensure that there is a lasting legacy of the project? [max. 200 words]

Please consider the sustainability of your project following completion of the funding period.

22. 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 – Project Plan

23. *Please provide a project plan, setting out the key activities and tasks for your project and the dates on which they will take place. Please list at least 5 activities.

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

Section 4 – Risk Register

24. *Please set out the three main risks to delivery of your project, and planned mitigations. [max. 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 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

25. *How much funding are you requesting from the Crane Valley Project Fund?

This must be from £3,000 to £100,000.

26. *How do you intend to spend your grant? Please list how you will spend your grant below.

Please ensure you have included detail regarding how you have calculated any costs in the Item description field.

Budget Item Description	Budget Item Cost
e.g. Project lead staff costs (£12 per hour for 6 weeks)	£2,700
TOTAL Please check that the total item cost matches the grant amount requested in question 15.	

27. Match Funding/ In-Kind support (if applicable).

We do not require your project to have secured any match funding or in-kind support. However, the partnership would strongly encourage applicants to secure match funding or in-kind support for your project.

Please note that applicants solely applying under the Project Fund aim 'Protect & enhance biodiversity' will need to state secured match funding in their application to be eligible for a grant award.

- 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.** [max. 200 words]

Please note these amounts should not be included in the table for question 26.

- 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 hours if relevant and whether or not it is secured.** [max. 200 words]

Please give an estimate of the value in pounds of the support or resources provided e.g. a discount on materials.

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.

Please note these amounts should not be included in the table for question 26.

28. *What is the total value of your project?

This needs to include the amount you are requesting from the Crane Valley Project 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 25, 26 and 27 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 %
*Is your organisation BAME-led?	
*Is your organisation Disabled-led?	
*Is your organisation LGBTQIA+-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 Grants 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 Grants 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 I have understood the Privacy Information above, know my rights and how my 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

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 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 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.