

## **Greening the City Community Grant scheme**

### **Application Guidance Document**

This document aims to provide you with some support in completing the application form for the Greening the City Community Grant scheme. Please also refer to the scheme information leaflet.

If you are unsure about any section of the form please contact Delegated Grants, Herefordshire Council [delegatedgrants@herefordshire.gov.uk](mailto:delegatedgrants@herefordshire.gov.uk) or telephone 01432 260753. For any specific enquiries about eligibility or technical queries please contact Dave Tristram at Hereford City Council on 01432 260456, [Dave.Tristram@herefordcitycouncil.gov.uk](mailto:Dave.Tristram@herefordcitycouncil.gov.uk)

#### **Section 1 – Contact details & background**

**1.1 – 1.2** Please complete the required sections to provide us with information about your organisation.

**1.3** Describe your organisations main purpose. What are the organisations aims. Please provide links to a website if you have one.

**1.4** Please tell us if your organisation is affiliated to another body and who it is.

#### **Section 2 – Project Purpose**

In this section we would like to know more about your project and your plans.

##### **2.1 – 250 Word Limit**

The aim of this grant funding scheme is to support community groups to apply to enhance and increase green spaces and support the biodiversity of areas within the boundary of the Stronger Towns Fund within Hereford City

In this section please provide us with information on what you want to do with this project (in less than 250 words), what works will be done and what you will be spending the grant funding on. Please confirm also the evidence of need for this project. You may find it helpful to refer to the grant funding leaflet for more information on eligible expenses.

Please attach a map of the site with your application form.

**2.2** Please tell us in as much detail the location for our proposed project. Please include a grid reference (if known), the City Ward name and postcode.

**2.3 – 2.6** Please confirm who owns the land and that permission has been granted for the project at the location in section 2.2 above.

Please confirm what is the land is currently being used for and how it will be maintained once the project ends. Also, detail any professional advice that you have sought for the proposed project.

**2.7** Please tell us the total cost of your project, how much you wish to apply for and any other funding sources (if relevant). You may find it useful to detail your Project Costs in an excel spreadsheet or word document and provide it with your application form.

For any single item over the value of £250 please provide at least two like for like quotes which demonstrate value for money. These can be screen captures from the internet clearly showing the supplier name along with full details of the items requested relevant to your project. Please state who your chosen supplier is.

Please let us know if you have applied or been granted any other funding for your project, and when you expect to hear a decision.

**2.8** Tell us what experience/knowledge the group has for delivering this kind of project in less than 500 words.

**2.9** This section is designed to get you thinking about your project outcomes as you progress the project and help you identify what success looks like. Will the project be creating a new green space or enhancing an existing one? Please describe how the outcome will be achieved and how you intend to measure this and what evidence you need to provide to show progress of the project

### Section 3 – Management, monitoring and evaluation

**3.0 – 3.3** Please tell us how many people will be involved in the project including the Management Committee, Volunteers and any others.

Tell us who will have overall responsibility for the project and how they will make it happen, and who will keep an account of progress and activity, such as receipts and invoices, bank statements and all records for reporting project progress and expenditure.

**3.4** Please confirm what records you will keep to provide when reporting progress of your project, such as case study, a physical site survey and photographic evidence. If your project is successful, you will be asked to provide photographs of the site before any works are undertaken.

**3.5** Please tell us what the key activities are for your project and expected timescales including start and end dates. All projects will need to complete and submit their final reports and claims by 31<sup>st</sup> January 2024 so all activities must be concluded before then.

**3.6** This section is to tell us about your project outputs or achievements. If successful, your project will need to confirm the area measured in square metres (sqm) of new green spaces created or sqm of enhanced green spaces. For example if you are creating a new green space then put 0 in the current number column and the additional sqm expected to be achieved in the final column i.e. 23.

Please also tell us how many community groups will be involved in the project.

**3.7** Tell us how you will keep the local community involved and informed about your project and its progress. If your project is successful, you will be asked to report on this and provide evidence of any publicity the project receives.

**3.8** List the necessary insurances, permissions and licences that are required for this project. If not yet in place, please confirm when you expect to hear. If your project is successful, you will be asked to provide copies of these when accepting your grant offer.

**3.9** This section is to get you thinking about the end of the project and what success will look like, and how you will measure that success. This is linked to section 2.9.

#### Section 4 – Fraud Prevention Notice

Please read this statement. If you have any queries please contact us.

#### Section 5 – Data Protection

Please read this statement. If you have any queries please contact us.

Checklist – please check and tick the boxes to confirm you have completed and enclosed the additional information requested.

#### Section 6 – Declaration

Please note that two signatures are required who are authorised to sign on behalf of your organisation. This will usually be the Chair or Director plus one other senior member such as the Treasurer. Electronic signatures are required; please do not type your name.

We may ask for copies of minutes of a meeting to show that the organisation has agreed to undertake the project activities.

If your application is approved you will be asked to provide;

- A copy of your organisation's constitution
- A recent bank statement showing your organisation's name, account number and sort code
- Supporting evidence that other funding is in place (where relevant)
- Copies of any relevant licences/permissions or insurances
- A copy of your equality policy (if in existence)