

Community Gardens and Open Spaces Funding

Application Form

Please refer to the guidance notes before completing this form.

JULY 2024

Section 1: About your organisation

Applicant organisation name	<input type="text"/>
Lead Contact name	<input type="text"/>
Contact Email address	<input type="text"/>
Contact phone	<input type="text"/>
Postal address	<input type="text"/>

Please confirm the type of organisation: (Please tick)

- Charity
- Community Organisation with a constitution
- Social Enterprise / CIC
- Faith Based Organisation
- Parish / Town Council

Charity registration number (where applicable)	<input type="text"/>
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Does your organisation have its own bank account?	<input type="text"/>
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Do you have an established project group to manage and deliver this project or does a group need to be set up?	<input type="text"/>
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Section 2: About the project

Project name

Project start date

Project end date

Exact location of project area
(please include What3Words,
photos, maps etc)

Does your organisation own
or lease this area? (if leased
please include length of lease)

If no, do you have written
permission from the
landowner?

Please give the name of the
person or organisation which
owns the land.

Is Planning Permission
required for this project?

Please set out a brief description of what you are proposing to do with the piece of land.
Where possible, please provide plans, drawings, photographs etc.

Is this a new or existing project?

Will the area be accessible
to all the community?

How do you know there is a
need for this project?

How will you measure the success of your project? (Please tick which items apply)

- Hosting events
- Numbers of visitors / users
- Numbers of volunteers
- Numbers of trees planted
- Measuring area improved
- Case studies
- Before and after photos
- Feedback from members / visitors
- Other (please specify)

We are keen to fund projects that match our five key Climate Change outcomes.
Will your project support any of the following (please tick)

- Help reducing carbon emissions
- Help reduce negative climate effects
- Help people change their behaviour to
- Support positive climate change
- Increase biodiversity
- Help boost the green economy

Section 3 Project Budget

How much total funding does your project require?
(Including existing funding and funding you have from elsewhere)

How much funding in total do you require from this fund?

Have you received funding or are you applying for for this project from another source? Please specify

Please list expenditure.

(up to £3K Capital and up to £1000 Revenue – any items costing over £2.5k are subject to procurement procedures – please see Guidelines)

Capital	Amount
Structures (sheds, shelters, fencing etc)	<input type="text"/>
Resurfacing	<input type="text"/>
Rain Water Harvesting (Water butts, watering cans etc)	<input type="text"/>
Tools	<input type="text"/>
Equipment	<input type="text"/>
Plants and trees	<input type="text"/>
Other (please specify)	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total funding required	<input type="text"/>

Do you require any other support other than funding? Please specify:

Section 4 Additional Information

Does your organisation have adequate insurances in place both for any items of equipment purchased and for the activities it delivers?

Yes

No

You are required to have Public Liability Insurance – please include your certificate.

Yes

No

Does your project involve:

- Working with vulnerable adults? Yes No
- Working with young people under 18? Yes No

If you have ticked 'Yes' to either of the above please tick the box to confirm that your organisation understands and discharges its duties and responsibilities in respect of their protection.

Send your completed application to community.gardens@braintree.gov.uk

Declaration:

I declare that:

- I am authorised to sign this form on behalf of the organisation.
- The information on this application form and the supporting information enclosed is accurate to the best of my knowledge.
- If successful, the organisation will provide regular feedback about the project to Braintree District Council for UKSPF monitoring purposes.
- My organisation has the power to accept a grant subject to the grant conditions stated.
- My organisation has the relevant insurances in place including Public Liability Insurance.
- Health and Safety risk assessments will be completed ahead of any works completed and any risks mitigated. All works completed will be entirely at our organisations own risk.

Signed

Date

Name

Position

In line with the Data Protection Act 2018 and UK GDPR, Braintree District Council is the data controller and collects your personal data in order to process your UK Shared Prosperity Fund application. We will only collect the personal data from you we need for assessing and administering the funding application. We may need to contact you for further information to support your application. We will retain your information for monitoring, analysing and targeting and may contact you by phone or email. We may share your data with the Government under the terms of the UKSPF award as may be requested.

