

Green Partnership Awards Guidance Notes

Please refer to these guidance notes when completing your application. If you have any questions or difficulties, please contact us on 01772 530650 or email GPA@lancashire.gov.uk.

Your contact details

Question 1: What is the name of your project?

E.g. Growing Healthier Community Orchard Project

Question 2: Full name of your organisation or group (if any)

E.g. Growing Healthier Community Allotment Group

Question 3: Name of the contact person

Please include the name of the person we should contact regarding your application.

E.g. Mrs A N Other, Chairperson

Question 4: Address of your organisation

We need to know where your organisation is based or its usual postal address.

E.g. Red Rose Community Centre, Station Street, (Town / City), Lancs, (Postcode).

Question 5: Main contact's address

Include if this is different from the organisation address.

E.g. 3 Railway Cottages, Another Town, Lancs, (Postcode).

Question 6: Phone Number(s)

Please include the telephone numbers(s) by which the main contact can be reached.

E.g. (01524) 1234567 / 078910111213

Question 7: Email

Please include the email address by which the main contact can be reached.

E.g. anotherperson1@newmail.com

Question 8: Does your organisation have a website?

We may want to look at your website to find out more about your organisation.

Yes, please see www.growinghealthieranothertown.com

Tell us about you or your group!

Question 9: What are the main activities of your organisation? What are your aims and objectives?

Please tell us about your group's activities and what your group was set up to achieve.

E.g. We are a community group set up specifically with the aim of encouraging local people in to learn about food growing and to provide education on the benefits of growing food locally. We do this through monthly workshops on our community allotment site and working with the local school and provide free produce for those who take part.

Question 10: Have you previously been involved in any other environmental activities?

Think about the experience you and your group has in environmental activities and give us the details here.

E.g. Yes. Two years ago we set up our allotment site and have started a local composting scheme.

Question 11: Have you ever received a Green Partnership Award before?

Please note that if you have not yet returned the completion report for a previous application we cannot accept any further applications until you do so. Please select the appropriate answer.

E.g. Yes.

Question 12: If yes what was it for? (Please include the reference number if you have it)

Please tell us about any previous Green Partnership Awards that your group has received. Please note that multiple applications from an organisation within the same financial year are acceptable, as long as the projects are independent. Organisations seeking regular repeat funding for a project similar to or a continuation of an existing project may be advised to consider alternative funding.

E.g. GPA provided tools and seeds when we initially set up our allotment project. GLA45/09/10

Your Project

Question 13: When do you aim to start and finish the work? Do you have a work programme?

Please tell us about your project's timetable in as much detail as possible

E.g. Start design April 2013, complete design May 2013, secure funding June 2013, start work on site July 2013, complete work on site September 2013.

If you are working with a site: -

Question 14: Which Lancashire district will your project take place in? Please choose your district from the drop-down list.

E.g. Ribble Valley

Question 15: If you are working with a site, where is it located?

Please be as detailed as possible, include street names and postcode where applicable.

E.g. On the Growing Healthier Community Allotment. Adjacent to the Red Rose Community Centre.

Question 16: Please provide the site grid reference.

This is important as it allows us to accurately locate your project. This can be supplied in the 6 figure SD format used in maps and A to Zs. The first three numbers are the x co-ordinate read along the bottom of the map; the last three numbers are the y co-ordinate read along the side of the map.

E.g. SD439250

It can also be supplied in easting and northings. These can be found using Lancashire County Council's interactive mapping website, MARIO at mario.lancashire.gov.uk. Locate your project using the address search feature. The six figure eastings and northings are displayed in the top right of the screen.

E.g. 343987, 425061

Question 17: Who owns the land?

Please tell us who owns your site and if you have permission to do your project from the land owner. We need to have confirmation of land ownership agreement before we can assess the project.

E.g. The Parish Council own the land, which the allotment group have a 25 year lease on. We have their permission to make the changes to the site.

Question 18: Have you made plans for its future maintenance? If yes, please tell us about it.

Details of the maintenance arrangements need to be provided to allow us to assess the project.

E.g. One of our members is very experienced in tree and orchard care and we have plans for her to train other members of the group, ensuring the future success of the trees. The rest of our site is maintained as part of our monthly training activities and through our existing plot holders.

Health and Safety

Please note that applicants receiving a Green Partnership Award must accept responsibility for the health and safety of their project, assessing risks to the public and participants, both during the project's development and on its completion.

Applicants should ensure that they have sufficient liability insurance to cover their project.

If you require help in this area please contact us prior to sending in your application.

Child Protection

If you or members of your group will be working with unsupervised children or vulnerable adults as part of your project, you should ensure that you undertake a risk assessment and check that you have considered the implications for child protection and safety.

You will need to develop a child protection policy and undertake enhanced criminal records bureau (CRB) checks for any staff or volunteers working unsupervised with children or vulnerable adults.

If you require any help in this area please contact us prior to sending in your application.

Question 19: Will your project involve you and/or members of your group working with unsupervised children or vulnerable adults?

Please tick the appropriate answer (yes or no), and add an explanatory note below.

E.g. When school children visit they will be supervised by their teachers. Nobody in the group will have unsupervised access to any of the children, who are always accompanied by their parents. The person running the workshops is CRB checked.

Tell us about your project

Question 20: What do you want to do? What do you aim to achieve with this project?

Please tell us all about your project and what you want to achieve with this funding.

Please provide us with copies of letters of support, site plans, photographs, cost estimates or quotations if you have them, by emailing these to GPA@lancashire.gov.uk once you have completed this application form, making reference to your organisation and project name. The more information you can provide at this stage the quicker we can assess the application.

E.g. We have a disused area of land on our site that we would like to turn into a community orchard, for all of our members and plot holders to use, supplementing the produce to be grown on individual plots.

We would like to include local / heritage species of apple and pear and also include plum trees and currant varieties. The group propose to include the new orchard in monthly workshop events on the site, where we invite local people and school children to join us to learn more about food growing techniques, food miles, seed-saving, and site management.

We need to purchase the fruit trees and bushes, purchase rabbit guards, stakes and netting to protect the new plants, as well as to purchase pruning equipment. We also need to prepare the site before planting, and some of the grant will be used to improve fencing and signage at the allotment.

How much money do you need and how do you plan to spend it?

Question 21: How much money are you asking for?

There is no set amount but grants around £500 are typical.

E.g. £450

Question 22: What is the total cost of your project?

Please tell us how much the whole project will cost.

E.g. £550

Question 23: Do you have other sources of income?

Please include amounts of any grants or other financial resources. The partnership expects a certain level of investment from applicant user groups. This would normally be in the region of at least 20% of the project's total cost.

E.g. Allotment Group Membership Fund : £100

Question 24: Do you have contributions in kind (e.g. volunteers, use of equipment and facilities)? Please estimate the value.

The partnership is particularly keen to support projects where volunteer effort or gifts in kind are making a contribution to the scheme e.g. building materials, tools, tool hire, plants, specialist advice, equipment or labour; or where projects have a shortfall in funding and a grant from GPA could be used to attract further funding i.e. from local sponsorship, school PTA etc.

E.g. Volunteers will be available to help throughout the project, from initial site preparation, through to planting and care while the plants are established. Estimate 8 volunteers, 5 hours each at £5.25 per hour = £210. The parish Lengthsman will mend the fence for us if we supply the materials. Estimate 3 hours at £15 per hour = £45. Plot holders have offered to provide refreshments on the work days for the volunteers, Estimate £20.

Total £250

Question 25: How do you plan to spend your grant if you are successful?

Please split your project down into its main components.

Eg: Purchase of fruit trees and bushes £200, Pruning equipment £100, New timber for fencing and protective wood stain £65, tree guards and stakes £35, New allotment sign and publicity leaflets £50.

Who will benefit from your project?

Question 26: Which particular groups of people do you hope will benefit from this funding?

Please tick the groups that apply.

Question 27: How many people will benefit from your project?

Think about the members of your group and other people in your community that your project might involve.

E.g. The group has 27 plot holders, and every month we usually have about 15 community members on our work / training days. Often plot holders attend with their family members.

Question 28: How do you expect the funding to help these groups of people?

Think about the ways in which your project will help your group and members of the wider community.

E.g. This project will add to our existing education programme, helping to educate our group and other local people about orchard care and heritage varieties. There are health and nutritional benefits for those working on the allotment in the form of exercise and eating fresh vegetables and fruit, grown organically. The project will also improve an unsightly area of the allotment for our neighbours and other local people.

Question 29: Where do most of the people live that you hope will benefit from this funding (town or district)?

E.g. Most of our members are local to our town. Some school pupils are from out-lying villages.

Question 30: What are the wider environmental and/or social benefits of your project?

Please tell us about how your project will be of benefit to the wider environment and community.

E.g. There are many social benefits to learning about food growing and working in the open air. Users will have a greater understanding about successful crop production which we hope they will be able to transfer to their own gardens, and gain a greater understanding about where food comes from. The group will form new friendships, learn from each other and see their hard work paying off when their crops are ready. There are also health benefits from physical exercise. The allotment group will be able to provide a more productive site for all, also helping to attract new members, bringing the benefits of food growing to more local people. The local school will be able to add fruit growing to its science programme as they continue to use the site.

Question 31: How did you find out that there is a need for this activity (e.g. community consultation)?

Did you consult with your group members or the wider community when you were deciding to do this project? Perhaps it was identified in your school / parish development plan or suggested by local people at a meeting. Please let us know here.

E.g. The area of land we would like to be approved has been a subject of discussion at our monthly meetings since the allotments were set up. Being an odd shape and unsuitable for additional plots, we wanted to make good use of it for our members and educational programme and could see the benefits of including an orchard.

Declaration

I certify that the information provided in this application is accurate and that all the necessary Health & Safety and Child Protection issues have been considered and addressed where relevant.

Once you have completed your application, please choose "yes" to show that the information that you have provided is accurate and that you have addressed the relevant health, safety and child protection measures. If your grant is successful, you will be asked to complete and return a signed declaration as acceptance of our offer.