**Capital Clean-up for community grants and kits**

Application form – summer 2016

Please read the accompanying **guidance notes** before filling out and submitting this form. This form also has notes throughout. You can see these by putting the cursor above the small reference numbers in the text or double-clicking them to go to the note. To return to where you were previously, double click the reference number at the start of the note.

You can apply for grants and clean-up kits:

* If you wish to apply for a grant and a clean-up kit, please fill out all sections below.
* If you wish to apply for a grant only, please complete all sections.
* If you wish to apply for a kit only, please complete all sections **except sections 4 and 5**.

You may find it helpful to use bullet points or numbering when answering some of the questions.

**Please send us your completed form and supporting information by 5pm 14 March 2016.** Incomplete applications and those received after this date will not be eligible.

#### Support applied for

Please tick the box below which relates to the support you wish to apply for:

|  |  |  |
| --- | --- | --- |
| Kit only |[ ]  Grant Only |[ ]  Kit and Grant |[ ]

1. **Applicant details**
	1. **Main contact for application**

|  |  |
| --- | --- |
| Full name of lead applicant |  |
| Name of organisation / group you represent |  |
| Full address (including postcode) |  |
| Telephone number |  |
| Email **[[1]](#endnote-1)** |  |

* 1. **Postal address (if different to the above)**

|  |  |
| --- | --- |
| Contact name |  |
| Organisation name |  |
| Full address **[[2]](#endnote-2)**(including postcode) |  |

* 1. **About your organisation or group**

|  |  |
| --- | --- |
| Description of your group (including legal status) **[[3]](#endnote-3)** |  |

Does your organisation / group have a bank account? **[[4]](#endnote-4)**

|  |  |
| --- | --- |
| Yes **[ ]**  | No **[ ]**  |

**NB: You can only apply for a grant if your organisation or group has a bank account. This cannot be an individual’s bank account.**

#### Your Capital Clean-up project

Please specify what type of clean-up you are planning (please tick one only):

|  |  |
| --- | --- |
| **Waterway Clean-up** (including towpaths and any other land by a waterway)  | [ ]  |
| **Land Clean-up** (spaces away from waterways) | **[ ]**  |

If your activity covers both then please pick the type to which the majority of your activities relate.

* 1. **About your Capital Clean-up event(s)**

|  |  |
| --- | --- |
| Name of your Capital Clean-up project. **[[5]](#endnote-5)** |  |
| Where it will take place (including postcode). |  |
| London borough(s) involved. |  |
| Have you or your group organised any activities or events at this site? If so, what type of activities were they? *(clean-ups, gardening, festivals etc).* |  |
| History and previous activity at the site. | *(200 words max.)* |
| Tell us why the project is needed.  | *(200 words max.)* |
| Describe what sort of things you will do at your Clean-up project/event and what will be the end result. (If you are applying for a kit, please refer to the ‘kit assessment criteria’ in appendix 1) | *(200 words max.)* |
| Date(s) of your Capital Clean-up event(s)? **[[6]](#endnote-6)** |  |
| How many volunteers will be involved?[[7]](#endnote-7) |  |
| Do you agree to publish this event on Team London / Speed Volunteering / Project Dirt and open it so others can join in? **[[8]](#endnote-8)** |  |
| If not, please explain why. |  |

* 1. **Partnerships and in-kind support [[9]](#endnote-9)**

Please list any **organisations** you are currently, or expect to be, working with (such as, but not limited to, boroughs, community groups, local businesses, schools).

|  |  |
| --- | --- |
| Name of organisation / authority | Please state the services / time / equipment / assistance they are contributing |
|  |  |
|  |  |
|  |  |
|  |  |

Please describe what local community support you already have for your project, or how you plan to get this in-kind support:

|  |
| --- |
|  |

* 1. **Permissions (if you are not the landowner)**

**IMPORTANT**: If you have not done so already, you must get written permission from the landowner or responsible authority. If your application is successful, you will need written evidence of their permission before you are issued the grant (an email/letter is sufficient).

Permissions relate to the site you have identified in section 3.1 above.

|  |  |
| --- | --- |
| Who is the landowner or responsible authority? |  |
| Have you already told them of your plans to organise a clean-up? |  |
| If so, has permission been granted? |  |

1. **Grant Assessment Criteria – Grants only**

Please comment on how you will achieve the objectives of the Capital Clean-up programme:

|  |  |
| --- | --- |
| Objective | *Points to consider (please do not feel constrained to just the aspects listed – include any other relevant information in your answers)* |
| Benefit the environment  | * Condition of site
* Size of site
* Biodiversity impact
 |
| *(100 words max.)*  |
| Benefit communities  | * Degree of benefit to wider community
* Raising environmental awareness
* Community cohesion
 |
| *(100 words max.)*  |
| Benefit the economy  | * Involve young, low skilled or unemployed people
* Skills or training
* Benefits to local businesses
 |
| *(100 words max.)* |
| Provide value for money | * Proposed budget
* Number of volunteers involved
* Match funding / partnership working
* Length of the proposed activity
 |
| *(100 words max.)* |

**IMPORTANT**: Please provide at least **three colour** photographs (at various angles) of the location you are targeting together with this application form. If you are successful, we will ask you to submit 3 after photos at the end of the project from the same angles. Please ensure these photos are clear and in focus.

#### Finance – Grants Only

* 1. **Budget breakdown**

 **(NB all costs stated below must include VAT)**

*Please refer to the guidance notes section 9.3 for more information on what types of expenditure Capital Clean-up grants can be used for.*

Please give estimated costs in the table below. You will need to do some initial research into the equipment and services needed for your clean-up. (Please expand the table or add extra rows as necessary). Please make your budget as detailed as possible as this will enable to panel to clearly understand what you are applying for.

|  |  |  |
| --- | --- | --- |
| **Item**  | **How will the item(s) be used in your clean-up?** | **Estimated cost**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Waste disposal costs\*** |  |  |
|  |  |  |
| **TOTAL GRANT REQUESTED** | £ |

|  |  |
| --- | --- |
| \*If you do not have detailed waste disposal costs, how will you dispose of materials collected at your clean-up? |  |

* 1. **Match Funding**

Please detail any other funding you will be using to carry out the project.

|  |  |  |
| --- | --- | --- |
| **Name of funding body / organisation** | **Amount of funding already secured/offered** | **Amount of funding applied for but not yet secured** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL:** | **£** |

1. **Proof of Expenditure**

If your application is successful, your organisation will receive the clean-up kits and / or the full grant (providing the signed grant agreement has been received) in May 2016, before your event(s). Please note that in signing this application you are committing to keeping all evidence of expenditure (receipts, invoices etc.) and providing copies of these with your monitoring form, after the event(s). In relation to kits, this relates to expenditure of the £50 voucher. In relation to grants, this is the full expenditure of the grant monies.

|  |  |
| --- | --- |
| Please confirm that you have understood the above | **[ ]**  |

1. **After your Capital Clean-up event**

Please describe how you will continue to use your clean-up grant and kit and any other clean-up activities you may have planned. Priority will be given to groups who can show a longer term commitment to improving their local environment.

|  |
| --- |
|  |

#### About Capital Clean-up

* 1. **Support from McDonald’s**

Capital Clean-up is supported by McDonald’s. Would you be interested in receiving support, such as volunteers, from your local McDonald’s restaurant?

Please tick your preference: Yes **[ ]** No **[ ]**

We will provide more information regarding this support with kits and / or grant offer letters.

* 1. **Contact with Capital Clean-up**

|  |  |
| --- | --- |
| How did you find out about Capital Clean-up? **[[10]](#endnote-10)** |  |
| Would you like to be kept up to date about Capital Clean-up? **[[11]](#endnote-11)** | Yes, I would like to receive email updatesabout Capital Clean-up | [ ]  |

1. **Publicity**

Successful applicants may be asked to volunteer to take part in Capital Clean-up publicity organised by the Mayor. Applicants should, where appropriate, acknowledge the Mayor of London in publicity on their Capital Clean-up activities.

All successful applicants can access Capital Clean-up posters and a press release template. These can be adapted to publicise individual Capital Clean-up events.

If you plan to do any additional publicity (including press interviews, written articles, filmmaking) you must obtain the Mayor’s prior approval. If you are unsure if permission is needed, or have any other questions about promoting your event(s), please contact us for further advice and information.

Please note that this does not include use of your own social media tools.

If you are unsure if permission is needed or have any other questions on promoting your event/s please contact us for advice and information.

Please confirm that you have understood the above: **[ ]**

#### Declaration and signature

* 1. **Declaration**

This should be completed by the individual named in section 2.1 of this application form. Please note that for kit only applications, this application form, including the signed declaration below, will constitute your agreement with the Mayor of London as to the use of any kit which is awarded.

For grant applications, a further grant agreement document will be sent out.

|  |
| --- |
| * I certify that the entries in this form and any other attachments enclosed are true to the best of my knowledge.
* I also confirm that I am not aware of any reason why our clean-up will not take place between May and September 2016
* I agree to collect key information, as stipulated in Appendix 2, and return it by 3 October 2016.
* I agree to provide three ‘before’ and three ‘after’ photos of our site and that photos from our clean-up project can be used by the Mayor of London and Groundwork for publicity purposes.
* I agree to acknowledge the Mayor of London’s Capital Clean-up campaign in any publicity relating to this project.
* I agree to follow the health and safety guidelines as set out in the Community Toolkit and where necessary contact my local council for extra insurance.
* I agree, where feasible, that my clean-up event will be posted on Team London, Speed Volunteering and / or on Project Dirt.
* I agree that the voucher supplied with any kit will only be spent on materials that support the clean-up event.
* I agree that my organisation will use any grant funding only for the purpose shown in this application and will meet all the terms and conditions of the grant agreement once any offer of funding has been accepted.
 |

* 1. **Authorised signatory**

|  |  |
| --- | --- |
| **Name** |  |
| **Job title / role in group** |  |
| **Organisation** |  |
| **Signature** |  | **Date** |  |

*If you are emailing your application you may use an e-signature. Alternatively, please print, sign and scan this declaration / signature section and send it with the application form. The rest of the application must be submitted in Microsoft Word format.*

***Please note that a typed name in the signature space is not acceptable as a form of signature.***

#### Submitting your application

* 1. **Supporting information**

Please tick to indicate that you have included:

|  |  |
| --- | --- |
| * A minimum of three colourphotos of the clean-up location / site
 | [ ]  |
| * A map identifying your Capital Clean-up location(s) (Google map is sufficient)
 | [ ]  |
| * Any letters / emails of support or permissions
 | [ ]  |
| * A copy of your group’s constitution if you’re representing a community group (see section 2 of the guidance notes) **(Grant Only)**
 | [ ]  |

* 1. **What happens next?**

Please submit this completed form electronically with all appropriate attachments
**by 5pm,** **14 March 2016** to the contact below:

**Subject**: Capital Clean-up Grants

**Email:** capitalclean-up@london.gov.uk

c/o Groundwork London, 12 Baron Street, London, N1 9LL

Tel: 020 7239 1292

All project proposals will be assessed according to the criteria listed in sections 3, 4 and 6. If your application form does not meet our minimum requirements we will tell you as soon as possible. If it does meet them, it will be considered by an advisory panel in April 2016. Applicants will be notified of the outcome of their application by the end of April 2016.

1. **Application notes**

 Please give an email address that you check regularly. We will use email as the main way to contact you about your project. [↑](#endnote-ref-1)
2. Please give an address where we can send resources, for example, Capital Clean-up posters, or clean-up kit, if different to the above. [↑](#endnote-ref-2)
3. Please give details on the status of your organisation, whether registered charity, limited company, constituted tenants or residents association etc. For more information on which organisations can apply for Capital Clean-up grants see section 2 of the guidance notes. [↑](#endnote-ref-3)
4. Your organisation or group needs a bank account to be eligible for a grant. If you do not have one, you will only be able to apply for a Clean-up kit. See eligibility section in guidance notes. [↑](#endnote-ref-4)
5. Please give your event / project a name. [↑](#endnote-ref-5)
6. All supported activity must happen between May – September 2016. [↑](#endnote-ref-6)
7. Please estimate the number of volunteers you think will be involved, including those involved in the planning and organisation of the event as well as the clean-up activity itself. [↑](#endnote-ref-7)
8. If you are successful you will be expected to register your event on Team London, Speed Volunteering and/or Project Dirt. More information on this will be sent out with kits and grant offer letters. [↑](#endnote-ref-8)
9. Please note, working with partners is not a requirement of Capital Clean-up. However we are keen to see if you have looked for opportunities to link up with other organisations. We also want to know if any partners will contribute by offering help, equipment or services in-kind (at no cost to you). [↑](#endnote-ref-9)
10. Did you receive our email about support, see a poster (if so where?), hear about it via Project Dirt? [↑](#endnote-ref-10)
11. Whether or not your application is successful we would like to be able to tell you about future grant rounds and other opportunities you may be interested in.

#### Appendices

**Appendix 1: Kit Application Assessment Criteria**

Applications from community groups for a clean-up kit will be assessed against these criteria:

	1. ***Environmental improvement:*** will the kit be used to create a cleaner and greener environment?
	2. ***Community benefits:*** how will the kit be used to benefit the wider community, e.g. by improving public space for all, or bringing neighbours together on a shared project?
	3. ***Increased volunteering:*** will the kit be used for a clean-up event that can be promoted to the public? Will it encourage more volunteers to spruce up their city?
	4. ***Sustainability*:** how will the kit be used after this summer’s activity? Will the clean-up activity location continue to be monitored?
	5. ***Correct documentation*:** is the paperwork complete, have photos been submitted?**Appendix 2: Monitoring Information**

Please collect the information below and return to capitalclean-up@london.gov.uk by

**2 October 2016**

	1. **Monitoring Form**:

|  |  |  |
| --- | --- | --- |
| No. | **Key Performance Indicator** | **Number** |
| 1 | **Number of adult volunteers actively involved\***  |  |
| 2 | **Number of children/young people volunteers actively involved \* (under 18s)** |  |
| 3 | **Number of volunteer hours of activity\*** |  |
| 4 | **Numbers of bags of litter collected** (and/or weight if available) |  |
| 5 | **Approximate area of land and/or waterways improved** (m2)  |  |
| 7 | **Number of partners involved** (if any) |  |
| 8 | ***Additional information, specific to your event/project:***
	* **Number of planters or bed installed**
	* **Number of trees planted**
	* **Length of wall/railings or other space improved**
	* **Approximate area of graffiti removed** |  |

***\**** *Including volunteers who helped in planning / organising the event as well as the clean-up activity itself.*

	1. **After photos**. You must submit three ‘after’ photos. In order to get a clear idea of the difference made to the space we ask that the ‘after’ pictures are taken at the same angle shown in the ‘before’ photos sent with your application. We would also like to see photos of the clean-up activities happening if you took any. **PLEASE NOTE:** Groundwork London and The Mayor of London reserve the right to use these photographs to help promote Capital Clean-up. Therefore please only supply images of volunteers who know you will send the images to us for this purpose. A consent form which can be used to ensure volunteers accept this will be provided with the toolkit.

	1. **Short survey**. Briefly describe your overall Capital Clean-up experience including highlights, lessons learned, the value of bringing volunteers together for this, and any other comments you have. (Max 250 words). [↑](#endnote-ref-11)