

Appendix A: Application Form

This sample application form is for information only. Please DO NOT complete this form, but fill in the [online form](#)

Disclaimer

Please note that decisions to grant funding are subject to a formal decision-making process. You must not place any reliance whatsoever on the support of the GLA until formally notified in writing that your application has been successful and your authorised signatory(ies) has executed and returned a funding agreement, which will be sent to you by Groundwork London.

Accordingly, any expenditure that you incur or commit to in the course of preparing your proposal prior to formal notification and execution and return of the funding agreement is incurred and/or committed to entirely at your own risk.

Gateway Questions

To check if your project is eligible for the Rewild London Fund and to access the online application form, please answer the following questions.

i. Are you applying on behalf of a constituted organisation which has its own bank account, with two separate signatories, into which a grant can be paid?

Yes No

ii. Is your organisation eligible to apply for this fund?

Applications are open to:

- local authorities
- civil society organisations which manage land. These could include:
 - registered charities including charitable incorporated organisations
 - formally constituted community groups
 - social and not-for-profit businesses including community interest companies and social enterprises
 - community benefit societies

Yes No

iii. Will all the proposed activity take place within Greater London?

Yes No

iv. **Do you own the land where your activity will take place, or have written land owner permission for your activity?**

Yes No

v. **Is your organisation the primary manager of the site/s included in the proposed project?**

Yes No

vi. **Will the activity funded by this grant be completed by March 2024?**

Yes No

Section 1: About your organisation

Please provide information about your organisation. If your project is a joint or partnership application, please provide the details of the lead organisation that will be the accountable body for the grant and managing the funds.

1.1. Organisation name	
1.2. Organisation address (including postcode)	
1.3. Legal status of organisation (e.g. local authority, registered charity, constituted community group, community interest company)	
1.4. Charity and/or company number (if applicable)	
1.5. Organisation website (if applicable)	
1.6. Contact name	
1.7. Contact position	

1.8. Phone number	
1.9. Email address	

Please confirm that you would be able to produce the following documentation on request as part of our due diligence processes [newly-formed organisations are not excluded from applying if they do not have two years of audited accounts, but they will be required to have a statement of the organisation's current turnover, profit and loss, and cash flow position.]

	Enter Yes/ No (we do not want to see this documentation, just be assured that you have it if required)
Copy of the most recent audited accounts OR a statement of the organisation's turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of trading/operations where this information is not available in audited form	
Copies of the organisation's public liability and employer's liability insurance policies	
Volunteer policy including assurance of appropriate DBS / CRB checks for volunteers	
Safeguarding policy (if working with children and/or vulnerable adults)	
Health and safety policy or equivalent	
Equality and diversity policy or equivalent	
A copy of the organisation's governing document (i.e. Articles of Association or your constitution)	

Section 2: About your project

Please provide the overview details of your project below. This section does not form part of the scoring assessment but will be used to check that your project is eligible and suitable for the fund.

2.1. Proposed project name		
2.2. In which London borough(s) will your project take place?		
2.3. Project location(s) Please provide a full address including postcode, and/or a grid reference		
2.4. SINC details Please provide the name and grade of each of the SINC/s that are included in the project, and if available, the SINC code.		
2.5. Please provide the details of any partner organisations who will be delivering the project with you	Partner organisation	Role within the project
2.6. Is your organisation the landowner or manager of the site(s)? If not, who is the landowner/manager?		
2.7. Please provide details about any other designations of your site/s (e.g. Local Nature Reserve, Public Open Space, heritage designation, SSSI)		

2.8. Please provide a summary of your project and relevant information about site management history and any key issues. (maximum 400 words)

2.9. Supporting information

Please upload the supporting information you are including with your application, which must include:

- **a site map denoting existing key habitats/features**
- **a sketch design, plan or map showing the location of any planned habitat restoration or creation** (the more detail the better)
- **a map of your site in its wider context**, highlighting any key ecological connections that are relevant to the project
- **a minimum of 3 and maximum of 5 existing site photos per site**

Supporting information could also include:

- evidence of landowner permission (if required)
- letters of support
- summaries of site management plans
- feasibility study
- ecological surveys

Section 3: Meeting the aims of the Rewild London Fund

Please use this section to respond to the aims set out in Section 5.2 of the Rewild London Fund guide. *This section will form 60 per cent of the assessment (15 per cent for each question).*

3.1. How will your project increase the resilience of the SINC network, respond to the ecological emergency and contribute to the London Environment Strategy habitat targets?

(maximum 500 words)

3.2. What will your project do to enhance a Site(s) of Importance for Nature Conservation and/or improve ecological connectivity between SINC(s)? Refer to the outputs from your project listed at 3.5

(maximum 500 words)

3.3. How will you ensure that your project leaves a positive legacy and supports the site(s) to be better managed in the long term?

(maximum 300 words)

3.4. How will your project capture best practice and share approaches and learning?

(maximum 300 words)

3.5. What outputs and outcomes will your project deliver?

Please populate the relevant boxes

Number of SINC improved or connected	
Area of SINC improved (ha)	
Priority habitat restored or enhanced (ha) <i>*See London Environment Strategy for definition</i>	
Acid grassland	
Chalk grassland	
Coastal and floodplain grazing marsh	
Fen, marsh and swamp	
Flower-rich grassland*	
Heathland	
Lowland meadow	
Open mosaic habitat	
Orchards	
Species-rich woodland*	
Reedbeds	
Rivers and streams	
Priority habitat created (ha) <i>*See London Environment Strategy for definition</i>	
Acid grassland	
Chalk grassland	
Coastal and floodplain grazing marsh	
Fen, marsh and swamp	
Flower-rich grassland*	
Heathland	
Lowland meadow	
Open mosaic habitat	
Orchards	
Species-rich woodland*	
Reedbeds	

Rivers and streams	
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Please list any other outputs/outcomes relevant to your project below (if applicable):

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4.3 Risk Register

Please complete the risk register below to demonstrate how you have considered the risks to successfully completing your project, and how you will mitigate these risks.

This should include health and safety risks and mitigations.

While restrictions introduced to combat the spread of COVID-19 have been lifted, projects should always follow the latest guidance. The most recent COVID-19 updates and information can be found on **GOV.UK**.

You should consider in your risk register measures that you could introduce to ensure that your project can continue to be delivered safely and in a timely manner, should social distancing and other public health measures be reintroduced in the future. This could include restricting the number of volunteers attending sessions.

Description of the risk	How will you mitigate/respond to the risk?	Probability: How likely is it to happen? Score from 1 - 4	Impact: How big an impact would it have? Score from 1 - 4	Total score (Probability x Impact)	RAG rating Red = 9 - 12 Amber = 5 – 8 Green = 1 - 4

Section 5: Budget

This section will form 20 per cent of the assessment

<p>5.1 Which funding stream are you applying for? To be eligible to apply for the larger grant amount, you must have a transformational, flagship project idea. We expect to fund only 2-3 of these projects. If you believe you have a suitable project and want to discuss it further, please get in touch at rewildlondon@london.gov.uk.</p> <p>If you are successful, the reporting and monitoring requirements may be more than stated in the grants guide, and may include a site visit.</p>	<p><input type="checkbox"/> Smaller grants: £10k to £50k <input type="checkbox"/> Larger grants: £50k to £150k</p>		
<p>5.2 What size of grant are you requesting from the Rewild London Fund?</p>	<p>£</p>		
<p>5.3 What is the total cost of your project? Including the grant applied for, and any cash or in-kind match funding</p>	<p>£</p>		
<p>5.4 How much match funding do you have? Please indicate the source and type of this match funding and whether it is secured/applied for/not yet applied for?</p> <p>Projects must have a minimum of 20 per cent match funding, which can be either cash or in-kind support (including volunteer time), or a combination of the two. Please see Section 3.2. of the application guidance for more details on calculating in-kind contributions</p>			
<p>Funding source</p>	<p>Cash or in-kind</p>	<p>Amount</p>	<p>Secured/applied for/not yet applied for</p>
<p>5.5 Please outline your project budget below.</p> <p>This should show how you would spend the grant. It should include both the items that would be funded by the Rewild London Fund, and through match funding (cash or in-kind). Please provide as much detail as possible.</p> <p>Please read the guidance in Section 3.3 of the prospectus for further detail on eligible costs.</p>			

<ul style="list-style-type: none"> A maximum of 10 per cent of the grant be allocated to the maintenance of newly created habitats beyond the end of the project 			
Item	Expenditure funded by the Rewild London Fund	Expenditure funded from match funding sources	
		Amount	Source
TOTAL			

Section 6: Equalities Monitoring

This information is used to monitor the different backgrounds of grant applicants and recipients. **It is not part of the assessment and is optional.**

We define Black Asian and minority ethnic (BAME)-led as an organisation where at least 51 per cent of senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led and LGBT+ led organisations.

This information will not be used identify any individual and is only used for the purpose of equality monitoring. 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.

Is your organisation:	
6.1. BAME-led?	
6.2. Disabled-led?	
6.3. LGBT+ led	

<p>6.4. What percentage of your organisation's senior staff/board/trustees is male?</p>	
<p>6.5. Do young people have a formal role in the decision-making within your organisation e.g. a youth advisory board</p>	

Description of Actions in relation to Equalities, Diversity and Inclusion	
<p>6.6. Please describe how your proposed actions reflect your duties under the Equality Act 2010 <i>(a few lines)</i></p>	
<p>6.7. Describe how your proposed actions will incorporate inclusive design and improve accessibility (where applicable) <i>(a few lines)</i></p>	
<p>6.8. Will the results of the actions (where applicable) be accessible to all? <i>(a few lines)</i></p>	
<p>6.9. Describe how you are distributing the funding openly and equitably, and how this will be monitored (where applicable) <i>(a few lines)</i></p>	