

The RE:LEAF Community Grant Scheme 2012-2015

Application form for round one: 2012-2013

Applicants are advised to read the accompanying guidance notes carefully before completing and submitting this form along with any supporting information.

The form should be completed electronically if possible. Incomplete forms or those which do not meet the criteria set out in the guidance notes may be rejected. Please keep answers succinct, and within word limits where these are specified.

Section 1: Applicant Details

A. Key contact for application

Full name of project manager	
Name of organisation	
Address of organisation (including postcode)	
Telephone number	
Email	

B. Details of organisation

Legal status of organisation (e.g. registered charity, ltd company etc)	
Short description of organisation (not more than 100 words)	
Brief summary of experience of community engagement in environmental projects (no more than 200 words)	

C. Details of partnerships

Please provide a brief description below of any partner organisations you are/will be working with on this project (max 200 words, bullet points are fine).

D. Permissions (if you are not the landowner)

Please ensure that you have obtained the necessary consents required from landowners and relevant authorities (see sections **2** and **4D** of Guidance Notes).

Landowner's name	
Landowner's address	
Landowners telephone number	
Landowners email	
Please confirm you have permission from the landowner by putting 'yes' in the box. A letter/email from the landowner is also required with the application	

Section 2: Project Information

A. Overview

Name of project	
London borough(s) in which project will take place	
Location in which project will take place (including postcode)	
Brief description of project (no more than 200 words)	
Objectives – list your objectives for the project (see section 1 and 4A of the guidance notes)	
Outline why the project is needed (no more than 200 words) – include information on the local environment and the community.	
Anticipated project start date	
Anticipated project completion date (see sections 2 and 3 of the guidance notes)	

B. Community engagement and environmental outputs

Who are the intended beneficiaries of this project? (Please include relevant details such as ages, geographic area of residence, ethnicity, etc.)	
How will you identify the needs of your primary target group and ensure they remain engaged in the planning, delivery and maintenance of the project?	
Does this project link with other environmental or community projects being undertaken in the area? If so please provide details	

C. Output Profiles: Please show key outputs which will be generated by this project

	Number
Area of woodland managed (ha)	
Trees planted (standards or semi standards)	
Trees planted (whips)	
Area of land improved (square metres)	
Children & young people actively involved in projects	
Adults actively involved in projects	
Partners/organisations actively involved	

D. Project milestones

Date to be achieved	Milestone
Before the project starts E.g. permissions secured, partners engaged, volunteers identified	
Delivery of project List key activities including PR opportunities	
Maintenance of project E.g. maintenance activities, continued community engagement	

Section 4: Finance

A. Detail of funding (see sections 4B – 4C of the guidance notes)

Item /Activity	Total cost (including match funding)	Grant requested from GLA*
TOTAL		
Summary of match funding (how is this being provided)		

*this should be no more than 50 per cent of the total cost and should exclude match funding

B. Declaration

The individual within the applicant organisation who will sign the contract should complete the declaration.

I certify that the entries in this form and any other attachments enclosed are true, to the best of my knowledge.

I can also confirm that I am not aware of any reason why the project may not proceed or be delayed other than those reasons declared and the commitment cannot be made within the timescales indicated in this document.

I understand that if the application is incomplete, it may be rejected.

C. Authorised signatory of the applicant:

Name	
Position / Job Title	
Organisation	
Signature	
Date	

D. Supporting information

If you are not the landowner you must include a letter/email from the landowner which confirms agreement to the project.

In addition we prefer applications to include:

- Three “before” photographs of the site where the proposals will take place
- Maps to identify location of project (if available)
- Any letters of support from key stakeholders or permissions already obtained
- Evidence of accessibility to match funding

What happens next?

Please submit this completed form electronically with all appropriate attachments to the contact below, by **midday on 16 November 2012**.

Programmes Officer (Contracts Team)
Groundwork London
12 Baron Street
London, N1 9LL.

E-mail: londonprogrammes@groundwork.org.uk

Telephone: 020 7239 1292

All project proposals will be assessed according to assessment criteria and some may be visited for verification purposes. Your application will then be evaluated by an assessment panel to ensure that it meets the eligibility criteria. The panel will meet during **December 2012**.