**Greater Manchester Green Spaces Fund**

 **2022/23 Application Form**

This document, alongside the guidance and FAQs is intended to allow you to work on your application offline, allowing you to save, edit and review your application before you are ready to submit. Please refer to the accompanying [Greater Manchester Green Spaces Fund guide for applicants](http://www.gmenvfund@lancswt.org.uk/green-spaces-fund) for help completing your application.

Once you are ready, please copy and paste your answers into the application portal on the Greater Manchester Environment Fund’s website: [www.gmenvfund@lancswt.org.uk/green-spaces-fund](http://www.gmenvfund@lancswt.org.uk/green-spaces-fund). Alongside this you will also need to upload the following supporting documents:

* Your project activities – [Greater Manchester Green Spaces Fund project activities template.xlsx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fgmenvfund.org%2Fsites%2Fdefault%2Ffiles%2F2022-05%2FGreater%2520Manchester%2520Green%2520Spaces%2520Fund%2520project%2520activities%2520template.xlsx&wdOrigin=BROWSELINK)
* Your project costs – [Greater Manchester Green Spaces Fund project costs template.xlsx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fgmenvfund.org%2Fsites%2Fdefault%2Ffiles%2F2022-05%2FGreater%2520Manchester%2520Green%2520Spaces%2520Fund%2520project%2520costs%2520template.xlsx&wdOrigin=BROWSELINK)
* An image to represent your project
* A recent bank statement – dated within the last three months

We advise you to have these available to hand when it comes to completing our online form.

The first round of applications will close at 9am on August 22nd, 2022.

**SECTION 1: ABOUT YOUR ORGANISATION**

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| --- | --- |
| **Organisation or group** |  |
| **Contact details** | **Lead contact** | **Second contact** |
| **Full name** |  |  |
| **Email address** |  |  |
| **Role** |  |
| **Telephone/mobile number** |  |
| **Organisation address** |  |
| **Organisation postcode** |  |

**Accountable Body:**

If you are working with or being supported by an accountable body, such as a Local Authority, Local Parish Council or Registered Housing Provider, please list their details here.

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| --- | --- |
| **Accountable body** |  |
| **Address** |  |
| **Postcode** |  |
| **Support offered** |  |

**About the organisation applying for the fund**:

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| **Organisation type:** *Please select the relevant box* | Registered Charity (including Charitable Incorporated Organisations) |  |
| Community Group or Unincorporated Association |  |
| Company Limited by Guarantee |  |
| Community Interest Company  |  |
| Community Benefit Society or Social Enterprise |  |
| School or Academy Trust |  |
| Cooperative Society |  |
| Tenant and or Resident Association Organisation  |  |
| Other (please specify) |  |
| **What your organisation does:** *Please describe your organisation’s mission statement, aims and any activities or services you provide. This information will be used on our website when we promote your project.* *Please try not to exceed* ***50 words*** *in this section.* |  |
| **Registered Number:** *If applicable* |  |
| **Organisation set-up date:** *Please provide the month and year your organisation was set up*  |  |
| **Website URL** *If applicable* |  |
| **Social Media***If applicable* |  |

**Your organisation’s policies, procedures and insurance:**

Your organisation will need the following policies, procedures and insurances in place: safeguarding policy (if applicable), volunteering policy (recommended), Public Liability Insurance, Health and Safety policy, a photo consent policy and document for project participants.

[ ]  We have these in place

[ ]  We will develop these before the project starts

[ ]  We have these through our accountable body

**SECTION 2: ABOUT YOUR PROJECT**

**Please state which grant you are applying for:**

[ ]  Small grant (up to £10,000)

[ ]  Large grant (up to £40,000)

**Is this application for a new or existing project?**

[ ]  New

[ ]  Existing

**Has your application been supported by a Green Spaces Fund Advisor?** These are detailed in the accompanying Greater Manchester Green Spaces Fund guidance.

[ ]  Yes

[ ]  No

If you have answered yes above, please provide their details here:

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**Proposed project title:**

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 **Project summary:** Tell us about your project in 50 words or less.

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**Project location:**

Please provide a full address for your project. We will be prioritising projects from communities in greatest need. Please provide a postcode and, if possible, a grid reference or [what.3.words](https://what3words.com/pretty.needed.chill) for your project site.

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**Project photo:**

Please upload a representative image for your project on our online application portal.

**GMCA district(s) covered by this project:**

Please tick the appropriate box(es)

[ ]  Bolton

[ ]  Bury

[ ]  Manchester

[ ]  Oldham

[ ]  Rochdale

[ ]  Salford

[ ]  Stockport

[ ]  Tameside

[ ]  Trafford

[ ]  Wigan

**Land ownership:**

Do you own the land being used for the project or have the correct legal permission to access the site and carry out the project?

[ ]  I am the landowner

[ ]  I have written permission from the landowner

**Accessibility:**

Will your project take place on land which is open to public access? If your project will be taking place on a school or academy, it needs to be on land accessible outside of school hours.

[ ]  Yes

[ ]  No

**Planning permission:**

If planning permission is required for your project then this will need to be obtained before the works are carried out. Have you considered whether you will need planning permission for your project?

[ ]  Planning permission is needed and has / will be obtained

[ ]  Planning permission is not needed

**Protected site:**

Is your project on a protected wildlife site, such as a local nature reserve or site of biological interest?

[ ]  Yes

[ ]  No

**Your project activities**:

In the box below please describe the project from start to finish. Give details of the activities that you have planned and how the space will be looked after when the project has finished. *(Word limit – 500 words)*

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**What are you going to do and when?**

Please use the [Greater Manchester Green Spaces Fund project activities template.xlsx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fgmenvfund.org%2Fsites%2Fdefault%2Ffiles%2F2022-05%2FGreater%2520Manchester%2520Green%2520Spaces%2520Fund%2520project%2520activities%2520template.xlsx&wdOrigin=BROWSELINK) provided to estimate the physical changes and activities that will take place in your project, and approximately when you are planning for each of these to take place in your project. Fill in only those applicable to your project.

|  |  |  |
| --- | --- | --- |
| **What are you going to do?** | **Amount** | **When are you going to do it?** |
| **Amount of green you will create (m2)** |  |  |
| **Amount of green you will improve (m2)** |  |  |
| **Number of plants you will plant** |  |  |
| **Number of trees you will plant** |  |  |
| **Number of new features added (for example nesting boxes, flower beds or new access points?)** |  |  |
| **Numbers of people you will engage**  |  |  |
| **Number of volunteers you will recruit** |  |  |
| **Number of engagement sessions that will take place** |  |  |
| **Number of people you will train** |  |  |
| **Other – *not listed above*** |  |  |

**Who will be involved in your project and what will they do?** *(Word limit - 200 words)*

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**How will you maintain your project after the Green Spaces Fund is used up?** *(Word limit – 200 words)*

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**SECTION 3: MEETING THE AIMS OF THE GREATER MANCHESTER GREEN SPACES FUND**

As part of the application process, we need to understand the community need for your project, and how your project idea will help address inequalities and meet aim of the fund.

The aim of the Greater Manchester Green Spaces Fund is to tackle inequalities in access to green spaces across the city-region and benefit communities in greatest need.

The fund has three objectives. We would encourage project proposal to meet all three:

1. To benefit communities in greatest need of quality green space
2. To tackle our climate and biodiversity emergency
3. To encourage and empower communities to get involved in nature

In the first round of funding, we will prioritise projects in disadvantaged areas lacking quality greenspace. You can find out more about this in our guidance document.

**Aim 1:** **Benefit communities in greatest need of quality green space**

The Greater Manchester Green Spaces Fund should tackle inequalities by targeting green improvements towards communities most in need and encouraging action by under-represented groups, where there is poorer access to quality green space. What is the need for quality green space in your project area and how is this affecting communities? What are the issues with access to green space in your area and what ideas do you have to address these issues? If you have any images of the existing green space provision, please upload them on our online form *(Word limit - 200 words)*

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**Aim 2: Tackle our climate and biodiversity emergency**

The Greater Manchester Green Spaces Fund aims to increase the amount and functionality of green spaces to benefit people and nature and help tackle the biodiversity and climate emergency. What will your project do to enhance biodiversity in green spaces or create new spaces for nature? How will your project help to deliver climate adaptation in your area? *(Word limit - 200 words)*

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**Aim 3: Encourage and empower communities to get involved with nature**

How will your project encourage and empower communities to get involved with nature, bringing communities together to improve their local natural environment? Please describe who you will engage and how, and what might the benefit be to these communities? *(Word limit – 200 words)*

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**SECTION 4: EVALUATING THE IMPACT**

We would like to record the benefits or impact of your project. Which of our monitoring measures will your organisation be able to report on? Please select from the list below. These monitoring measures will form part of your end-of-project report.

|  |  |
| --- | --- |
| **What will you monitor?** | **Yes/No** |
| **Amount of green created (m2)** |  |
| **Amount of green improved (m2)** |  |
| **Number of plants planted**  |  |
| **Number of trees planted** |  |
| **Number of features added** |  |
| **Number of people engaged**  |  |
| **Number of people engaged from different groups** |  |
| **Number of volunteers** |  |
| **Number of volunteers from different groups** |  |
| **Number of volunteer hours** |  |
| **Number of people trained** |  |
| **Number of engagement sessions** |  |

Are any other monitoring measures, not listed above, that are important to your project, and you would like to report on?

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**SECTION 5.** **GRANT REQUESTED**

**Your project costs**

Please use the [Greater Manchester Green Spaces Fund project costs template.xlsx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fgmenvfund.org%2Fsites%2Fdefault%2Ffiles%2F2022-05%2FGreater%2520Manchester%2520Green%2520Spaces%2520Fund%2520project%2520costs%2520template.xlsx&wdOrigin=BROWSELINK) provided to itemise all the costs associated with your whole project. Detailing what you will be using the grant for, if your application is successful.

Please see the accompanying Greater Manchester Green Spaces Fund Guidance for a list of eligible items.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item / Activity** | **Unit cost** | **Amount (£)** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **The total amount you are requesting from the GM Green Spaces Fund** |  |
| **Total cost of your project**This could be greater than the amount you are applying for from the fund |  |

*\*Please add other rows as needed*

Our ambition is to double the Greater Manchester Green Spaces Fund. We would expect applicants to match fund project proposals where possible, particularly large grant applications. If you have secured additional funding for your project from other sources, please indicate it here.

|  |  |  |
| --- | --- | --- |
| **Funding source**  | **Amount contributed (including in-kind contributions)** | **Secured/Applied for** |
|  |  |  |
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**SECTION 6. ACKNOWLEDGEMENT**

As part of the grant agreement, you must acknowledge your funding through press releases, social media posts, case studies,and by displaying our partnership logo and acknowledging funding sources. Please read the accompanying terms and conditions of the grant award carefully. Providing us with images of your project, a final project report, and engaging in post-project monitoring is an important condition of your grant award. It is your responsibility to ensure that the correct photo consents are obtained and that we are granted permission to make use of the images you provide.We will provide support guidance to help you do this.

[ ]  Please tick this box to confirm you understand and agree to the statements and points listed above.

**SECTION 7. DATA SHARING**

Please tick the box below to confirm you are happy for the information you have provided in this form to be shared with our assessment panel and our partner organisations, working on the delivery of the Greater Manchester Green Spaces Fund.

[ ]  Please tick this box to confirm that the information you have provided in this application form can be shared with partners of the Greater Manchester Environment Trust.

**SECTION 8. DECLARATION**

[ ]  **On behalf of [ ], I confirm that all the details supplied are correct and accurate and that I am authorised to submit this application on behalf of the Organisation or Group and I agree to the terms and conditions of the grant.**

**Accountable body contact details** *(if applicable)*

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*Applications should be submitted by August 22nd before 9am to be considered for the first assessment panel.*

*Applications after this date can be submitted to the next round of funding opening in Autumn 2022.*

**SECTION 9. ORGANISATION BANK DETAILS**

Please note these must match any bank statements provided and should be for the organisation, group or accountable body that will be receiving the grant.

**Bank account -** for payment of the award

|  |  |
| --- | --- |
| **Bank Name** |  |
| **Bank Address** |  |  |
| **Bank Account Name** | **Account Number**  | **Sort Code** |
|  |  |  |

**Bank statement**

When completing the online application form please upload a bank statement dated within the last three months. Please note these details must match the bank details provided above. This does not preclude community groups or newly formed organisations from applying. If you are a newly formed organisation, please look at our guidance document for more help on what to submit in this section.