



**We're excited to launch our 2023 Community Programme and can't wait to see the amazing projects groups across the UK will pitch.**

To apply for a £2000 grant to get your group's plans off the ground, please complete and submit our online application form by 10am on Friday 24<sup>th</sup> March.

The online application form is also available in Welsh.

### **Before getting started...**

**Have a read of all the questions. We've listed them in this document to make it easy for you to get prepared. When completing the online form, you'll be asked to:**

1. Upload a copy of a letter/email giving landowner permission for the space you wish to transform, if relevant to your project.
2. Upload a copy of your group's safeguarding children and vulnerable adults policy and procedures.
3. Share a link to your group's five minute 'elevator pitch' video.
4. You may also upload up to three photographs, to show us the space you hope to transform.

**The online application form should be completed by the person who will be leading the project for your group, they must be aged 18 or over.**

You will find a link to our online application form on the community grants page on the Grow Wild website: [growwild.kew.org/apply-grant/community-grants](https://growwild.kew.org/apply-grant/community-grants)

Please make sure you have read our online guidance for applicants and checked your group is eligible for a grant.

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## **The application questions**

### **About your group**

1. Name of your group or organisation

**2. Please provide the main address of your group or organisation**

- Address line 1
- Address line 2
- Town/City
- Postcode
- Country

**3. Please select the option which best describes your group or organisation.**

- Community group
- Youth club/organisation
- Resident/neighbours association
- Sport/hobby/special interest group
- Secondary school
- College/university
- Health authority/board
- Environmental group
- Other (please specify)

**4. To be eligible to receive a grant, your group/organisation needs to have the following governance, policies and procedures in place.**

- Constitution or equivalent document agreed and signed by your group, detailing the group's purpose and objectives
- Bank account in your group/organisation's name
- Equal opportunities policy
- Safeguarding children and vulnerable adults policy
- Health and safety policy (to include your covid-19 safety plan)
- Public liability insurance suitable for the proposed project
- Volunteering guidelines – if important to the project

**You'll be asked to confirm that you have read this list and have everything required.**

**5. Please upload a copy of your group's safeguarding children and vulnerable adults policy and procedures.**

This is so we can make sure that this aligns with that of RBG, Kew.

One file only.

256 MB limit.

Allowed types: pdf, doc, docx.

6. Please briefly tell us about how long your group/organisation has been active and about any previous projects you have completed. (Up to 300 words)

7. If your group uses public social media channels, please share the handles for any platforms you use. If you have a website, you can also include the web address here.

## Your people

### 8. Please nominate a project lead contact

This is the person who'll be responsible for delivery of the project and main point of contact for Grow Wild. They must be aged 18 or over

- First name of the project lead contact
- Family name of the project lead contact
- Lead contact's job title/role
- Email address of lead contact
- Phone number of lead contact

### 9. Please nominate a secondary project contact

This person must be aged 18 or over and of no family relation to the lead project contact. Ideally this person should be someone in a senior position, e.g. a trustee or director. If this senior person is already named as the project lead contact, please provide the name of someone else here, that we can contact in an emergency.

- First name of the secondary contact
- Family name of the secondary contact
- Secondary contact's job title/role
- Email address of secondary contact
- Phone number of secondary contact

## Your project location

### 10. Please provide a street address and postcode for the primary location where you will be delivering your project.

If your location doesn't have a specific postcode, please provide details for the closest possible building.

- Address line 1
- Address line 2
- Town/City
- Postcode
- Country

### **11. Any additional location information?**

There is space in the online application form for you to share any additional details which will help us understand where your project is located.

### **12. Evidence of landowner permission**

Please upload a copy of a letter/email of permission from the person who owns the land or space(s) where your project will take place. You should make sure that the person giving you permission is aware that their information will be shared with Grow Wild as part of this application. If your organisation or group is the landowner please confirm this by attaching a letter on your group's headed paper.

One file only.

256 MB limit.

Allowed types: pdf, doc, docx.

**13. If landowner permissions don't apply to your project idea, please briefly explain why this is the case.**

## **Your project idea**

**14. This is the part where we ask you to submit your 'elevator pitch' telling us about your ideas.**

**In your pitch, don't forget to tell us...**

- About your group
- About your idea and why you want to do it
- Where will you transform - show us the space if you can
- How your idea will celebrate UK native plants
- How your project will help enhance local biodiversity • Who you will involve and how they will benefit.
- How you will spend the £2000

Please paste a link to your video into the application form.

Please ensure that you have consent from all participants in the video and they have been informed that it will be shared with Grow Wild. If your video includes any young people under 18, you must obtain their parental consent.

Please make sure your link is enabled for Grow Wild to view. Videos should be a maximum of 5 minutes long.

**15. You may also upload up to three photographs to show us the space you would like to transform.**

This is optional, so if you feel you're able to show us your space clearly enough through your video submission, you can skip this. But we're keen to know as much about your project location as possible.

Three photographs can be uploaded.

256 MB limit.

Allowed types: gif, jpg, jpeg, png

**16. Please tell us how your project idea will have a positive impact for local people in your project area. (Up to 300 words)**

**17. Please explain how your project idea will help to improve local biodiversity.**

For example, this could include mention of the current condition of your project space, the sorts of plants you would like to grow, the ways in which local wildlife might be benefitted etc. (Up to 300 words).

Grow Wild is keen to fund groups that care about the planet and will choose sustainable materials and practices when completing their project. As part of this, we will ask all successful groups to commit to buying only peat-free compost.

**18. Please tell us about any other steps your group will be taking to be environmentally friendly and any sustainable choices you will be making .** For example using recycled materials, buying local, composting, installing a water butt, not using pesticides etc. (Up to 300 words)

**19. If successful, your Grow Wild funded project will need to be completed during the summer months, with the full grant spent by the end of October 2023. Please tell us if there is anything that may impact the timing of your project.**

If you are a secondary school, please explain how your project will operate during the school holidays.

## **Getting people involved**

The next three questions are about the people you expect to involve in your project. This is so we can find out who our initiatives are reaching.

**20. How old do you expect most of the people who get involved or connect with your project to be?**

If you expect to involve a mix of ages, please select the group you expect to be most commonly represented.

- Mostly children under 12
- Mostly young people 12-25
- Mostly adults 25+

**21. Will your project involve or connect with any people from the following groups? Please tick all that apply.**

- People experiencing some disadvantage or reduced access to services
- People who are less engaged with others in their local community
- People who face barriers to connecting with nature
- Disabled people

**22. To the nearest 10, how many people do you expect will get involved/connect with your project?**

Please provide your best total estimate. This can include people connecting with your project in person and also through online and social media actions. Include members of your group who'll be active in leading the project and your expected wider audience/participants.

## **Connecting and sharing experiences**

Grow Wild will facilitate online meetups and training for leaders from successful groups. Your answers to the following questions will help us to plan these sessions for 2023.

**23. Please indicate times when project leaders from your group are likely to be free to attend online sessions facilitated by Grow Wild.**

It is anticipated that sessions will be held roughly monthly during the project period, each lasting approximately 1.5 hours. Please tick all the times that leaders from your group are likely to be available:

- Weekday mornings
- Weekday afternoons
- Weekday evenings (5pm-7pm)
- Weekday lunchtimes
- None of the above

24. If your group's application is successful, how keen would project leaders from your group be to take part in online sessions facilitated by Grow Wild?

- Very keen to attend – it's something we would look forward to
- Somewhat keen to attend
- Not very keen to attend or feel attendance would be difficult (please tell us why)

25. What topics would your group be keen to see covered by Grow Wild's online community training programme in 2023? Please select up to four topics from the list below.

- The importance of UK native plants.
- Successful wildflower seeding.
- UK native trees, to know and grow.
- Identifying and monitoring pollinators.
- Engaging and managing volunteers.
- Running an inclusive project and engaging diverse audiences.
- Digital story-telling - using social media to promote your project
- Health, safety and safeguarding - your responsibilities.
- Growing with nature - how to encourage wildlife in your space.
- Something else – please specify

### Support for your project

The Grow Wild team will be on hand to provide general project support to successful groups. But it's important to note that the Grow Wild team **won't be able to advise you with technical or day-to-day aspects of your project.**

For this sort of help, we ask you to approach local experts. Either knowledgeable individuals known to your group or local organisations, with the skills you need. This may be given freely, or you can use a proportion of your grant to pay for this help.

26. Please tell us about any knowledgeable people or other organisations who will help you with your project. (Up to 300 words)

### Your communication preferences

At the end of the online application form you'll be asked if you would like to hear more from Grow Wild in future, through email updates and by receiving our newsletter. You'll be able to select your communication preferences.

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### End of questions

Don't forget, if you need any help with making your application or have some queries, please email the Grow Wild Team: [hellogrowwild@kew.org](mailto:hellogrowwild@kew.org)