Southwark Biodiversity Fund Application Form

Please complete this application form in full and return to it to Southwark along with all supporting documentation that is referred to at the end of this document. If you do not fully complete the form, your application cannot be considered.

Please note the word count for each question when required. Information over the word limit will not be able to be taken into account.

You must submit your application by **Sunday 24 November at 5pm.**

All applications for funding need to demonstrate a clear benefit to the local community and other key fund outcomes, as defined in the assessment criteria and guidance, please refer to the website for details.

**You must make one application per project**. A project may comprise measures across one site or multiple sites.

Please note that decisions to grant funding (if any) are subject to a formal process.   
You must not rely on funding secured through the Southwark Biodiversity Fund until we have notified you in writing that your application has been successful and both parties have signed a funding agreement. Any costs you incur and/or to which you commit prior to your return of a funding agreement, including those related to preparing your proposal, are at your own risk and Southwark Council accepts no liability in this regard.

If you have questions about the application form or if you would like this document in another language or alternative format, please contact us by email at [southwarkbiodiversityfund@southwark.gov.uk.](mailto:southwarkbiodiversityfund@southwark.gov.uk.)

Section A: Project Overview

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| --- | --- | --- |
| 1 | Project Name |  |
| 2 | Name of organisation applying |  |
| 3 | What is the full address of your project site (with postcode)? |  |
| 4 | Project Overview (50 word summary) |  |
| 5 | Amount of funds requested |  |

# Section B: Applicant details

|  |  |  |
| --- | --- | --- |
| 6 | Main contact (Full name) |  |
| 7 | Position in organisation |  |
| 8 | Mobile or Telephone Number |  |
| 9 | Email address |  |
| 10 | Postal address |  |

# Section C: About your organisation

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| --- | --- | --- |
| 11 | Name of organisation applying |  |
| 12 | What is the full address of your organisation? |  |
| 13 | If you have a website for your organisation, please include a hyperlink |  |
| 14 | Select your organisation type from the drop down menu: | Choose an item. |
| 15 | What is the core purpose of your organisation? (50 words) |  |
| 16 | Please confirm if your organisation has at least 3 unrelated members (include committee members and members of staff) | Choose an item. |
| 17 | Are you applying in partnership with another organisation? If so, please provide details. (max 100 words) |  |
| 18 | Depending on the nature of your project and organisation, you may be required to have the following documents. Please select “Yes” from the dropdown menu you are able to provide at this stage and attach as a PDF, or provide a web link. | **Health & Safety policy**: Choose an item.  **Equal opportunities statement**: Choose an item.  **Volunteer code of conduct**: Choose an item.  **Public liability insurance**: Choose an item.  **A set of accounts showing income/ expenditure for the last financial year**: Choose an item.  **Safeguarding policy**: Choose an item. |
| 19 | Does your organisation have an active bank account? | Choose an item. |
| 20 | Are there any Southwark Council councillors or officers connected to your organisation?  (e.g. trustee / board member / employee / volunteer). | Choose an item. |
| 21 | If yes, please provide their name(s) |  |

# Section D: About your project

Please include any maps, designs or photographs that will help to illustrate your project and answer the questions below.

Please label and list the supporting information (drawings, photographs, etc.) you are including with your application. Attach a separate document if necessary. Email attachments should not exceed file size of 20 MB.

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| 22. Give an overview of your proposed project, including a brief description of the current state of the site and the expected biodiversity value after your project has been completed. (max 200 words) |
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| 23. Why does your project need to happen? (max 100 words) |
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| 24. What positive benefits do you expect your project will bring to the local community? For example, health, educational, social benefits (max 200 words) |
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| 25. Aside from biodiversity outcomes, what other environmental benefits do you expect your project to bring? For example, improved air quality, adaptation to climate change, reduced local flood risk (max 200 words) |
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| 26. What work have you done so far to understand the need for your project and prepare to deliver? For example, any consultation with stakeholders, site surveys, developed any designs or agreed any partnerships (max 100 words) |
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| 27. What is the long-term maintenance plan for this project? (max 150 words). Please attach a letter of support from the person responsible for maintenance if you have this |
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| 28. What are the key milestones and timelines for this project? Please complete the timetable below, adding extra rows as necessary. Alternatively, you can provide your project timetable as an attachment (please ensure it shows the final project completion date). |

|  |  |
| --- | --- |
| *Project task / milestone* | *Date(s)* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Project completion date: |  |

|  |
| --- |
| 29. Please provide an itemised project budget by completing the table below. Add extra rows if necessary. Alternatively, you can provide your project budget as an attachment. |

|  |  |
| --- | --- |
| *Item* | *Cost* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total project cost: |  |

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| --- |
| 30. Have you secured, or hope to secure any match funding? If so, complete the table below. Add extra rows if necessary. Please ensure that the total of the funds in this table, together with your grant request from Southwark Biodiversity Fund, equals the total project cost shown in your project budget above. |

|  |  |  |  |
| --- | --- | --- | --- |
| *Funding source* | *Amount of funds* | *Details, including restrictions* | *Has this funding been secured?* |
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| 31. Please detail the key risks to the project and how these will be addressed? (max 250 words) |
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| 32. Would this project go ahead without a grant from Southwark Biodiversity Fund? If yes, how will a grant allow this project to provide additional benefits and outcomes beyond those already planned? (max 150 words) |
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# Section E: Meeting equality aims

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| 33. Please describe how your project will be inclusive, accessible and ensure all community members can benefit equally from our investment. (max 200 words)  *For example:*   * *how you might ensure your project is physically or practically accessible for different groups* * *how you will engage with different sections of the community* * *whether you intend to work with or target any particular groups to share the project benefits (e.g. young people)* * *how you will keep track of who your project is reaching, and promote equality when needed* |
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## Equalities Monitoring

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

We will identify organisations as Black Asian and minority ethnic led if the organisation self identifies as Black Asian or minority ethnic led and 75% of the governing body, i.e., Board of Trustees, Directors, Management Committee, and 50% of the senior staff of the organisation, (key decision-makers) self-identify as being from that specific community or identity. 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.

Please mark ‘X’ in the appropriate box(es).

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| --- | --- | --- |
| Is your organisation |  | Black Asian and minority ethnic led? |
|  | Disabled-led? |
|  | LGBT+ led? |

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| --- |
| What percentage of your organisations’ senior staff/board/trustees is male? |
|  |
| Do young people have a formal role in the decision-making within your organisation e.g. a youth advisory board |
|  |

# Section F: Contact with us

This section is not part of the assessment and is optional.

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| How did you hear about the Southwark Biodiversity Fund? |
|  |
| If you have discussed your activity with any of our staff, please tell us their name (or names), if you know, and the team they work in. |
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# Data protection, freedom of information and transparency

You must ensure you meet the requirements of the Data Protection Act 1998 and our data protection policy, available at [www.southwark.gov.uk/council-and-democracy/freedom-of-information-and-data-protection/corporate-data-privacy-notice](http://www.southwark.gov.uk/council-and-democracy/freedom-of-information-and-data-protection/corporate-data-privacy-notice)

As a public authority, we are subject to the Freedom of Information Act 2000. That means unless a relevant exemption applies, we will release any information we hold about this programme to those requesting it.

We are committed to openness and transparency at Southwark Council. That means we will publish a range of information held by us relating to this programme. This includes grant agreements, targets, performance and spending information and other data. Successful bidders should meet this commitment too, by making available information to us so we can publish it and respond to specific requests.

# DECLARATION

*I the undersigned confirm the information given in this application is correct. The organisation is neither established for profit nor is conducted for profit. We will inform the relevant officer of Southwark Council of any changes in the organisation’s contact details or circumstances that would affect this application or the use of any grant relating to it.* **This declaration can be typed and sent in electronically.**

Signed:

on behalf of the organisation

Name in block capitals:

Position in the Organisation:

Date: