

# CHANGING SPACES COMMUNITY SPACES

## Programme Information

### Welcome to Community Spaces!

This is information for organisations that want to apply for a grant from Community Spaces. It provides key information about the programme and will help you understand the application process.

Please read this carefully, to make sure your project meets the requirements of our programme before you apply.

If you have any queries about the application form or how to apply, or if you have any particular communication needs (such as Braille, large print or a hearing impairment) please contact us on **0845 3671671** or e-mail **info@community-spaces.org.uk**

There is also more information about the programme (including frequently asked questions) on our website **www.community-spaces.org.uk**

### About Community Spaces

Community Spaces is a £50 million open grants programme managed by Groundwork UK as an award partner to the Big Lottery Fund. It is part of the Big Lottery Fund's Changing Spaces initiative.

Community Spaces will help local community groups create or improve green and open spaces to improve the quality of life in their neighbourhood. These may include play areas, community gardens, parks, wildlife areas,

ponds, courts and village greens, kick-about areas and pathways.

The programme has a two-stage application process. Stage 1 involves sending us a short form with information about your group and your idea for a project. We will let you know if your idea is something we may support. If you are approved at stage 1 we can offer support if you need to develop your plans before you send us a stage 2 application.

To help turn great ideas into reality we have also set up a network of trained Facilitators. These are people with experience of working directly with communities and helping them develop and deliver their projects.

If we approve a stage 1 application a Facilitator will provide guidance on issues such as biodiversity, involving your community, planning your project and completing a stage 2 application. They can also provide on-going support should the project go ahead.

### About Groundwork UK

Groundwork supports communities in need, working with partners to help improve the quality of people's lives, their prospects and potential and the places where they live, work and play.

Our vision is of a society of sustainable communities, which are vibrant, healthy and safe, which respect the local and global environment and where individuals and enterprise prosper.

Our approach is always to work with others to add value to wider plans and strategies and our role is often to find ways of helping local people get practically involved in making decisions and managing improvements in their neighbourhood.

### Programme aim

Community Spaces aims to empower people to improve public spaces in their neighbourhood.

It responds directly to people's desires to have:

- ✓ Better places on their doorsteps
- ✓ More interesting places for children to play
- ✓ Safer places for people of all ages to sit
- ✓ Greener spaces where people and nature can grow and flourish

### How is the programme managed?

Groundwork UK manages Community Spaces on behalf of a consortium of national organisations, which have extensive experience of community-led environmental regeneration.

They are; BTCV, GreenSpace, Federation of City Farms and Community Gardens, Royal Society of Wildlife Trusts and the Civic Trust.

There is more information about these organisations on our website.



### Who can apply?

This programme will only award grants to not-for-profit community groups based in England.

By not-for-profit community group we mean 'A group made up of people living in one particular area or focused on a neighbourhood, who are considered as a unit because of their common interests, background, nationality or other circumstances.'

This may include:

- ✓ Community groups governed by a written constitution\*
- ✓ Church based and other faith groups
- ✓ 'Friends of' groups
- ✓ Tenants and residents associations

Community Spaces will not fund:

- ✗ Individuals
- ✗ Sole traders
- ✗ Statutory bodies (including local authorities, parish or town councils, schools and health bodies)
- ✗ Profit-making organisations

### How much can we apply for?

There are four types of grant:

- Small: from £10,000 to £25,000
- Medium: from £25,001 to £49,999
- Large: from £50,000 to £100,000
- Flagship: from £100,001 to 450,000

You can apply at any time for a small or medium grant up until January 2011. Large and flagship grants will use a different process, and applications are available from summer 2008.

You do not need to contribute any funding from other sources for small, medium or large grants, as Community Spaces can fund all the project costs.

However, for flagship grants you must raise at least £50,000 and no more than £450,000 from other sources.

\* Please note at stage 1 community groups do not have to be governed by a written constitution.



### Is my project eligible?

To be considered for a grant you must be able to answer 'yes' to all the following questions:

- ✓ Are you a not for profit community group?
- ✓ Is your project within a 2 mile radius of a residential area?
- ✓ Will your project be open to the public 'most of the time'? (by this we mean will your project be available free of charge for all or part of at least 6 days per week)
- ✓ Does your project meet one of our programme outcomes?

### Programme outcomes?

Our programme outcomes are the changes that will happen as a result of our funding. The Community Spaces programme aims to achieve the following outcomes:

1. Better local environments
2. An increase in people's access to quality local spaces for interaction, play and recreation
3. An increase in people actively involved in developing and running a practical environmental project that is visible in their community
4. Improved partnerships between support organisations, communities and authorities

To be considered for a grant your project must meet at least one of these outcomes.

### What can we use Community Spaces funding for?

We expect most of our funding to be used for capital expenditure but we will consider some revenue costs (up to 25%) to help get the project up and running. If we award a grant, we expect most projects will be completed in 18 months or less.

Here are some suggestions of the types of projects that we may support:

- ✓ Community Parks
- ✓ Informal Sports Areas
- ✓ Churchyards
- ✓ Ponds
- ✓ Nature Reserves
- ✓ Housing Landscape
- ✓ Increasing access for local people
- ✓ Play Areas
- ✓ Orchards
- ✓ City Farms
- ✓ Woodlands
- ✓ Community Gardens

These are only examples. If your idea does not appear, it may still be valid.

Here are some examples of projects that we will definitely not fund. There is further information on why we will not fund these types of project on our website [www.community-spaces.org.uk](http://www.community-spaces.org.uk)

- ✗ Projects on school grounds
- ✗ Statutory allotments
- ✗ Formal sports pitches
- ✗ Purchase of land
- ✗ Facilities for animals
- ✗ Construction or refurbishment of buildings
- ✗ Retrospective funding

Community Spaces will only provide a limited amount of funding for; lighting, car parking space, CCTV and security systems - this will be a maximum of 25% of the total grant applied for.

## The application process

You can apply for a small or medium grant at any time until January 2011.

What you need to do	What we will do
<ul style="list-style-type: none"><li>• Read this guide and the stage 1 guidance</li><li>• Complete a stage 1 application form and send it to us</li></ul>	<ul style="list-style-type: none"><li>• Acknowledge receipt of your complete application within 8 working days</li><li>• Let you know the outcome within 10 weeks of receiving a complete application</li><li>• If we reject your application, tell you why</li><li>• If we decide to support your stage 1 application, allocate you a Facilitator to help you develop your project</li></ul>
<ul style="list-style-type: none"><li>• Work with your Facilitator to develop your project</li></ul>	
<ul style="list-style-type: none"><li>• Complete and submit your stage 2 application</li></ul>	<ul style="list-style-type: none"><li>• Let you know the outcome within 12 weeks of receiving a complete application</li><li>• If we reject your application, tell you why</li><li>• If we award a grant, send you an offer letter</li></ul>
<ul style="list-style-type: none"><li>• Accept our offer and start your project</li><li>• Send us any monitoring information we ask for</li><li>• Complete your project and spend the grant within agreed timeframe</li></ul>	

Large and flagship applications will use a different application process. There will be a single grant round, available in summer 2008.

## How will applications be assessed?

When we assess applications we will consider:

- the need for the project
- how you have consulted with your community
- how your project meets our programme outcomes
- whether you can deliver your project
- the sustainability of your project

## How to apply?

You can download an application from our website [www.community-spaces.org.uk](http://www.community-spaces.org.uk) or you can call our helpline on **0845 3671671** to request an application form in the post.

Complete the stage 1 application form and sign the declaration on the final page of the document.

Send your application form to:

**Community Spaces Applications**  
Groundwork UK,  
Lockside, 5 Scotland Street  
Birmingham, B1 2RR

You can e-mail your application form to us at [applications@community-spaces.org.uk](mailto:applications@community-spaces.org.uk) but please remember to send in a signed copy of the declaration to us in the post, as we cannot start to assess your application without it.

Please note we will not accept applications by fax.