

CHANGING SPACES COMMUNITY SPACES

STAGE 2 GUIDANCE NOTES
SMALL AND MEDIUM GRANTS



Stage 2 Application Form

Guidance Notes

Small and Medium Grants

Congratulations on the success of your stage 1 application to Community Spaces. Only successful stage 1 applicants are invited to submit a stage 2 application form. Please inform your Facilitator if you have specific communication needs and would like to receive this document in a different format.

These guidance notes are to assist applicants in applying to the Community Spaces programme. They describe in detail the information required to answer each question on the stage 2 application form. It is important that you refer to these notes when completing the form and follow the guidance given. Please write your URN (Unique Reference Number) on any other documentation that you submit along with the stage 2 application form. Please answer all questions otherwise your application will be rejected and please keep a copy of your form for your records.



Section 1: About Your Group

1. Project name

2. Group main contact

3. Alternative contact

Please complete the details above for questions 1 – 3. The information you provide should be the same as in your stage 1 application form. If there are significant changes since stage 1 we will contact you for clarification.

4. Who will take on the role of project manager?

Please let us know who will manage the project delivery for your group. If your main or alternative contact will do so please tick the relevant box. If, for example, a member of a partner organisation will manage the project on your behalf please give their details here.

5. Is your group formally constituted?

Your group must be formally constituted at this stage. If your group is not constituted your application will be rejected. If you are unsure of what this means please visit our website at www.community-spaces.org.uk or contact your Facilitator, as they will provide further advice on this topic. If you do not include a copy of your constitution with your application it will be returned as incomplete.



Section 2: About Your Project

6. Please provide us with the address, and postcode of your project.

We need to be able to locate your project site accurately.

7. Have there been any changes to your project proposal since your stage 1 application?

It might be that further community consultation, planning permission conditions, site conditions or increased costs, for example, have led to changes to your proposal, which was approved at stage 1. Please tell us here what changes you are proposing and why. If your proposed site has changed, or the type of project has changed fundamentally please talk to your Grants Officer before sending us this form because we may require you to submit another stage 1 application instead.

Please remember that the maximum grant we can make is £49,999 (including irrecoverable VAT) so if your forecast costs have increased to above this figure since you received stage 1 approval you will need to find the rest from your own resources, from another funder, or change your plans.

8. Please give us a detailed description of your project

For programme monitoring purposes please tick all those project activities and types that apply to your proposed project.

Please describe your project in detail. Please tell us:

- What you are proposing to create
- Where you will create the project
- Who it is aimed at.

Please make sure you give us-

- A 'high level' description of the site (eg community garden or multi-use games area (MUGA))
- A more detailed description of the site
- Project description (eg tell us what you will do with the grant)
- Dimensions (eg length and width of paths)

- Any secondary items (eg benches or trees in a playground project)
- Scope (eg what sports can use a MUGA)
- Additional aspects (eg novel features, volunteer opportunities).

Give detailed descriptions of any physical work, planting, interpretation and associated activities. Please enclose at least two different photographs of the project site (preferably emailed to us as a JPEG file, no larger than 2mb), a location plan showing the project location within the site as a whole, a site plan and a drawing of the finished project, if appropriate. The location plan could be an extract of an Ordnance Survey 1:25,000 map with the project site shown clearly. A site plan could be a sketch of the project site showing the layout, boundaries, access and other features indicating clearly what changes the project will make to the site. Please include dimensions where appropriate.

If you have any additional drawings, specifications or any other technical information that will enable us to assess the feasibility of your project, please include them.

Please remember that any changes to your project after it has received stage 2 approval will need to be approved by your Grants Officer in writing and in advance.

9. Which of these outcomes best fits your project?

We would like to know about the changes that happen because of our funding. We call these changes 'outcomes'. Our main programme outcomes are:

- Better local environment
- Increase in access to quality local spaces
- Increase in people actively involved in a practical environmental project
- Improvement in partnership between support organisations, communities and authorities.

At stage 1 you identified that your project met at least one of the programme outcomes above. We now want to know about the more specific

changes your project will make that contribute to making the overall programme outcomes possible. Please tick all of the outcomes that apply to your project (we would expect your project to meet at least three). For further information on outcomes, visit our website www.community-spaces.org.uk

10. How will your project contribute to these outcomes?

Please explain how your project will contribute to achieving the outcomes you have ticked in question 9.

After identifying your specific project outcomes we need you to tell us how your project is going to make these changes and what you will be doing to make sure your project achieves these outcomes.

11. What community consultation have you carried out?

We need to be sure that your project is wanted and needed by the local community. Please tell us about the community consultation you have carried out.

We recognise that for some groups community consultation may have already taken place at stage 1. At stage 2 it is essential that all groups have carried out some form of community consultation for their project. For this question we ask you to tell us what consultation you have done and when it was undertaken. If you have carried out further consultation since stage 1 please include this as well. An example of how to fill out the table provided in the application form is given below:

Who was consulted?	When	Details of Consultation
Young people in the local primary school	Dec 3rd-5th 2007	We distributed questionnaires, asking their views on local play provision. 188 questionnaires were completed.

12. What needs were identified as a result of your consultation?

We would like to know what information you found from your consultation activities. Please tell us what your results show, and how they justify your project proposal. In the consultation used as an example, the results might be that 83% of the young people consulted said that there was insufficient play provision within easy walking distance of their homes, 76% said that they wanted a playground and when asked what they wanted in a new playground the top three structures were a slide, a swing and an aerial ropeway.

You might also provide evidence from National Statistics, Indices of Multiple Deprivation, Neighbourhood Statistics, provision of local services or local environmental statistics to show that your area and your community are in need of this project.

13. How will your project meet the identified needs of the community?

Please tell us how your proposal meets the needs of your community as identified in question 12. In addition you might wish to tell us about any discussions you have had with local organisations. Please tell us how your proposal fits with relevant local, regional and/or national strategies.

14. How many people will directly benefit from the completed project?

We would like you to make an estimate as to how many people will directly benefit from this project. You need to think about who are the likely beneficiaries in your area and how many of them are likely to use or visit your project. For example if you are planning to create a playground you could find out how many under 11s live within walking distance of your project site.

Your Facilitator can help you find and complete this information.

15. How many organisations will benefit from using or visiting your project?

Please tell us how many local groups and organisations will use or visit your project. Depending on the project these could include the local schools, other community groups or a youth club.

16. Will your project provide opportunities for community involvement?

We would like to know if your project will provide opportunities for volunteers to become involved with the delivery of your project. Please fill out the table provided in the application form indicating how many volunteers in total you anticipate being involved during the delivery of your project, who they are and what activities these volunteers will be participating in. You might, for example, anticipate 25 young people from the youth club working on a tree planting day.

17. Are any other organisations currently involved in developing your project, and will any be involved in delivery?

Using the table provided please list any organisations that are involved or supporting your project, explain how they are involved in developing your project now and how they will be involved in project delivery if you are successful in obtaining funding. The local wildlife trust, for example, might have been advising you on planting around a pond you are planning to create, and will be involved during delivery by providing a member of staff to run a volunteer planting day.

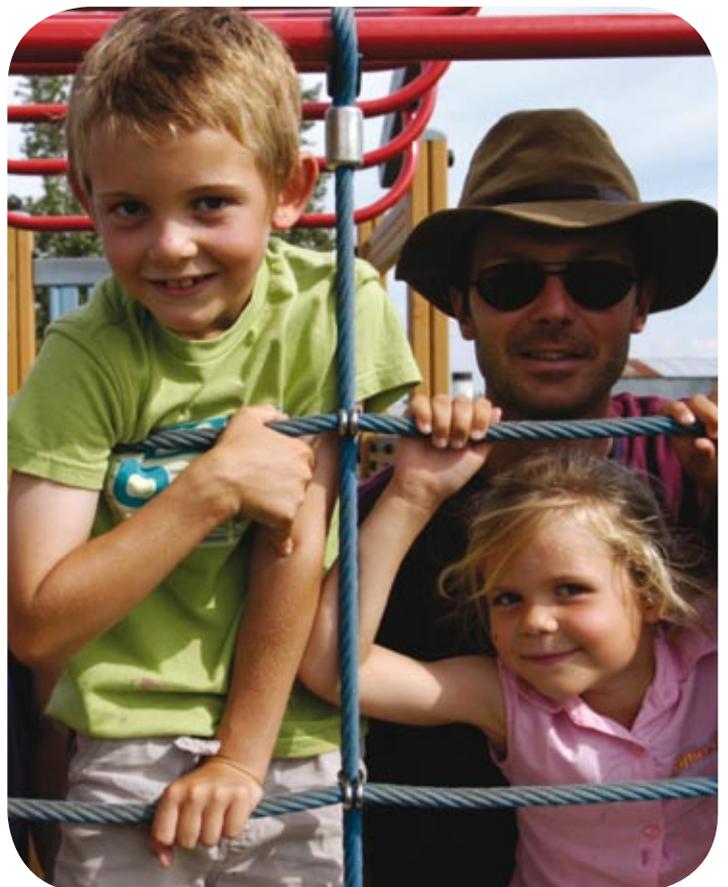
Please enclose with your application any letters of support you may have from these or other organisations.

18. When and how are you going to deliver your project?

Please tell us how you will deliver the project. First, please give us your estimated dates by which certain key tasks will be complete. We call these **milestones**. We need to be able to measure the progress of your project against these milestones so we can monitor how your

project is progressing. We understand that at this stage these dates can be subject to change. In your regular reports we will ask you to tell us when you have achieved each of these, or if one is delayed we will want to know your new estimate. Please be realistic in your targets.

Next, divide your project delivery up into logical tasks and think about how long these tasks will take to be completed. Remember that the delivery of one task may depend on the completion of another. Some tasks may be carried out by members of your group or volunteers, others by contractors or partners. Preparing the project plan will help you to ensure that you have your people (staff, volunteers, group members, contractors and partners), equipment, materials, and publicity available at the right time and it will reassure us that you have thought through how you will deliver your project. When thinking about dates please remember that it can take us up to 10 weeks to approve your project once we receive your stage 2 application.



An example of a completed table is given below: This is given as an example only and the information in it should not be used as a guide for your own application.

Task	Start date	End date	Activity	Who will be involved?
Clear site	1st June	14th June	Clear scrub Fell trees Mayor for turf cutting ceremony Event risk assessment	Contractor A (tree felling) Clearance (volunteers) Mayor, press – photo op
Erect fence	14th June	14th July	Dig holes, concrete posts, erect rails	Contractor A, group secretary to liase
Install playground	15th July	1st September	Erect swings and slide, lay cushioned matting	Contractor B Chair to liase Council to inspect when complete
Lay path from road to site	3rd September	14th September	Lay 30m of 1.5m wide crusher run path, with timber edging	Contractor A
Plant hedge	16th September	16th September	30m native hedge	Volunteers (planting) Group (risk assessment, equipment, trees, supervision)
Launch event	21st September	21st September	School group involved Marquee (marquee hire) Barbeque Risk assessment	School Press Group Volunteers

19. Is your group currently involved with the delivery of any other projects?

We would like to know whether or not your group is involved in delivering other projects. The reason we ask this is because we want to assess your group's capacity and how this will affect your project delivery plan. If you are involved in delivering other projects please give the end dates for these projects.

20. Have you obtained permission from the landowner to use the land where your project is located?

At this stage we need all projects to have the permission or right to create the project on the proposed site. Using the table provided in the application form, you must tick one of the options that apply to your group. Once you have ticked one please note the action that you must carry out. If you do not carry out the action required and the relevant documents are not enclosed, this will result in your application form being sent back to you. Your Facilitator can advise you on this issue further. The landowner permission form is available from our website www.community-spaces.org.uk or from your Facilitator.

21. Public Liability Insurance

If you own or hold a formal lease on the site of your proposed project we require you to hold public liability insurance cover for the site. If another body owns or leases the site, (and you are delivering your project with their permission), we expect them to maintain public liability insurance cover for the site. **In either case please supply a copy of the insurance certificate with your application.**

Public liability insurance covers any award of damages given to a member of the public because of an injury or damage to their property when visiting your project site. It also covers any related legal fees, costs and expenses as well as costs of hospital treatment (including ambulance costs) that the NHS may claim from you.

If you are planning to hold an event or other activities on site you may need to take out additional insurance. Your Facilitator will be able to advise you.

Public liability insurance will not cover volunteers involved in practical tasks on your project site so if you plan such activities you will need to arrange additional cover such as the British Trust for Conservation Volunteers scheme which is available to groups that join their Community Network (see their website for details www.btcv.org.uk).

22. Does your project require planning permission?

At this stage we need to know that your project has planning permission if it is required. We need you to provide evidence showing that either planning permission has been approved, or that planning permission is not required. If you are in any doubt over issues around planning permission then please contact your local planning officer based at your local authority. Your Facilitator can also help you with this issue. If you have submitted an application for planning permission but not yet received a decision do not submit your stage 2 application until you have received it.

23. Are there any other permissions required for the delivery of your project?

We require you to provide evidence that you have obtained any other permissions that you require in order to deliver your project. Other consents might include Natural England (for example, work on a Site of Statutory Scientific Interest), Environment Agency (work on a watercourse) or Forestry Commission (felling licence). This list is not exhaustive. Please ask your Facilitator for advice on what further permissions might be necessary and give details of the organisations you have contacted and the information they provided. If you state that no other permissions are necessary please tell us who you have consulted with to find this out.

24. Who will be maintaining the site once your project is complete?

It is important that you think about and build in plans for the maintenance of your project in the future. If another organisation is assuming responsibility please supply a copy of a letter confirming this together with a description of the tasks and responsibilities agreed.

25. How do you intend to make sure your project continues as a valuable and popular community resource in the longer term?

You need to tell us here how you plan to ensure that your project will continue to be a valuable resource for your community for many years to come.

We expect provision to be made to carry out any necessary repairs and maintenance, deal with any vandalism damage, clear litter and dog fouling and carry out regular safety checks as appropriate beyond the end of the project. If your group is planning to have a role please tell us how you plan to attract, recruit, train and retain volunteers, fund repairs and maintenance, and provide for insurance and inspections if appropriate.

If successful at stage 2, groups will have the opportunity to apply for a sustainability grant of up to £3000 (small grants) or £3500 (medium grants), which will pay for providing volunteers with the equipment and skills to maintain your project. To apply for this grant you will have to produce a sustainability plan, which will be submitted during the delivery of the project. Your Facilitator will be able to provide you with more information and will help you with submitting your sustainability grant application.



26. At what times will your project be open to the public?

We need to ensure that the public enjoys maximum access to projects funded by Community Spaces.

Your project must comply with the following:

- There should be no age restrictions on public access, but all age groups do not necessarily have to have access at the same time
- Particular groups should not be excluded
- Access to the facility cannot be stopped due to the right of entry through an adjoining site or building which has restricted opening times or membership
- People should not have to pay to use the facility
- The facility must be available for a substantial part of at least 6 days per week. The facility can be locked overnight for security reasons if you decide that this is necessary
- People should not have to book in advance to use the facility.

If your project proposal does not comply with the above your application will be rejected as ineligible for Community Spaces funding

Please use the table given in the application form to indicate the likely times that your project will be open. Your Facilitator can help you with this. We will expect you to complete at least 14 of the 21 time period boxes. Please use the definitions in the table below when completing this table:

Time	Definition
Morning	Open between 0700hrs and 1200hrs (7am and 12pm).
Afternoon	Open between 1200hrs and 1700hrs (12pm and 5pm).
Evening	Open between 1700hrs and 2200hrs (5pm and 10pm).

27. Please tell us about any plans that your group has for increasing the use of your project throughout the wider community (ie beyond the members of your group)?

We would like to see Community Spaces projects develop into valuable and well-used community resources. You need to give some thought to how you will increase the use of your site. If it is a skate park, for example, you might plan some regular training sessions run by members of your group, for a community garden you might offer on-site horticulture lessons to a local school or for a community woodland you could run regular nature walks. You could use your sustainability grant to help pay for these (see Q25 above).

28. Please tell us about how you will publicise and launch your project?

We would like to know about what plans you have for publicising your project and holding a launch event. It is important that as a group you recognise the success of completing a project and that you celebrate this with your community.

Examples could be:

- using your own or a partner organisations website
- producing a newsletter or public notice
- publicising volunteering opportunities and public meetings.

We want to know about any plans so we can make our support available to you. Any publicity you produce should follow the guidelines and rules in the **Community Spaces Publicity Toolkit** (available on the Community Spaces website) and the **Guide to Your Grant**, which you will receive with your stage 2 offer of grant (if awarded).

Section 3: Finance

You **cannot** apply for any monies already spent on your project or any monies you are planning to spend before approval of your stage 2 application.

You may need to pay VAT on purchases made as part of your project and we can pay for this within our grant. Make sure you check whether VAT needs to be included when you develop your budget. The amount you request should only include VAT where you do not intend to or cannot recover at a later date. If you later find that VAT claimed under the grant becomes recoverable, you must repay this amount to us. Further guidance can be found on our website.

29. What do you estimate is the total cost of your project?

This is the amount of money you need to do everything you are planning, including the money you are applying for from Community Spaces. Make sure you include any irrecoverable VAT. We will not provide retrospective funding, so do not include any expenditure you have already incurred or are planning to incur before we make you an offer of grant.

30. How much money are you applying for from Community Spaces?

This must be a figure between £10,000 and £49,999. Please remember that the maximum grant we can make is £49,999 (including irrecoverable VAT) so if your forecast costs have increased to above this figure since you received stage 1 approval you will need to find the balance from your own resources, from another funder, or modify your plans.

31. Match funding

If the figure you quote in question 29 for the total cost of your project is higher than the amount you are requesting from Community Spaces (question 30), tell us how you are going to fund the difference.

Please also tell us about any in-kind contributions you are expecting to receive. This could include donations of materials, for example. Please ask your Facilitator if you have any queries.



32. How do you intend to spend your Community Spaces grant?

Please provide as much detail as you can, supported by evidence of quotes as per the checklist on page 16 of the Application Form. The totals for capital and revenue expenditure should together equal the amount you have given in question 30.

Your Facilitator will be able to help if you have any questions. Remember to include irrecoverable VAT, and make sure that any quotes you have from contractors include VAT where appropriate. Please ask your Facilitator if you have any queries regarding capital and revenue items.

- Capital expenditure - Please include here any costs associated with the purchase of capital items with our grant, which can include playground equipment, landscaping, planting and equipment, for example, together with associated costs (such as professional fees and contractor costs). Please give the total cost for each item and the amount for each item that you are requesting from Community Spaces.
- Revenue expenditure - Please include here any revenue costs you are requesting funding for, which might include items such as launch costs, marquee hire, photocopying, consumables, hire of training rooms, insurance, maintenance, essential services, telephone, post, print and so on. Please give the total cost for each item and the amount for each item that you are requesting from Community Spaces. Please note revenue costs must not exceed 25% of your total grant request.
- Asset register - You will be expected to maintain a list of all items of equipment over the value of £500 per item purchased with your Community Spaces grant for five years after your application has been approved.

33. Will you be using an accountable body to manage the grant award on your behalf?

If your group does not have a bank account, and/or has little experience of managing projects or budgets, we would strongly suggest that you appoint an accountable body to receive and manage the funds on your behalf. An accountable body might be a local or parish council, or an organisation such as a Groundwork Trust or Wildlife Trust. Your accountable body might make a charge for this service; if this is the case you should find out what this is and ensure that this is included in your project costs (revenue).

34. Is your group registered for VAT?

Please tick one of the boxes and if your answer is yes please state your VAT registration number.

35. Have you contacted your local VAT office or a VAT expert to find out how much VAT you can recover on the cost of your scheme, and do your budget costs reflect this?

We are able to fund irrecoverable VAT as part of our grant to you, but we need to ensure that you have determined whether you are able to recover any VAT. More information is available on the Her Majesties Revenue and Customs website (www.hmrc.gov.uk).

36. If no to question 35, please confirm that you have included VAT in your budget costs. This is important, as we cannot increase your grant at a later date.

If you have not included VAT in your costs we cannot give you extra grant to meet this cost, this would have a major impact on your ability to deliver your project.

37, 38. Bank details.

Please state if your group has a bank account and if it has, please confirm that it meets our requirements. Your bank account should be in the name of your group with two signatures for withdrawals from people who are not related. Please refer to the Checklist on page 16 of the Application Form.

Section 4: Accountable Body

If you are going to appoint an accountable body please complete questions 39-42 and ask an authorised signatory from your chosen body to complete and sign the declaration (section 7).

Section 5: Checklist

Please ensure that you enclose all of the items listed in the checklist. If you are submitting your application by e-mail and if you have electronic copies of any supporting documents send them as attachments, otherwise submit hard copies of the documents listed (and any letters of support) by post along with your signed declaration page (with original signature).

Please ensure that all hard copies of documents are clearly labelled with your project URN.



Section 6: Declaration

We would prefer you to submit your application by e-mail to applications@community-spaces.org.uk. If you do please ensure you print off and sign the declaration page, then return to us by post. We will be unable to progress your application until we receive this.

Section 7: Accountable Body Declaration

If you are going to use an accountable body ask an authorised representative to complete and sign this declaration. If submitting your application by e-mail please post this declaration page (with original signature) to us.

Appendix 1

Your Independent Referee

Your independent referee must have known your organisation for at least one year, or from its start if running for less than one year, and must support your application for funding.

Your referee should not be the person named as the authorised contact from your accountable body (if applicable) in question 39.

The independent referee must be a person with a professional or public position whose status we can check, such as a:

- Member of Parliament
- Local Councillor
- Justice of the Peace
- Solicitor
- Senior bank official
- Chartered accountant
- Senior local authority officer, civil servant or other public sector employee (local authority arts development, sport development, museums or lottery officer)
- Senior officer from a development agency, (e.g. a rural community council, or a council for voluntary service).

Your referee must not be:

- someone who will directly benefit if you get a grant,
- a current member of your organisation,
- a trustee or a member of staff,
- related to someone in one of these positions
- or have been (within the last two years) in one of these positions.



Appendix 2

Diversity and Programme Monitoring

We need to ensure that the Community Spaces programme delivers benefits for the whole community. To this end please complete this form and return it to us with your application. It will not form part of the assessment process. Estimating numbers of people from different groups is not always easy but if you consult with partners and your Facilitator you should be able to provide reasonably accurate forecasts.

Q1, Q2 Here you should count all those involved in the delivery of your project, and those who will use it after its completion (for example, young people using a playground).

Q3 Please only tick male or female if your project is aimed at a **specific** gender (a garden at a women's refuge, for example). Please tell us, of those you included in Q1 and Q2, how many are male and how many are female.

Q4 Please tick yes here only if your project is aimed **directly** and **specifically** at people with a disability (not a project aimed at everyone, including people with a disability). Please tell us of those you have included in Q1 and Q2, how many you estimate will have a disability.

Q5 Please only tick a box if your project is aimed **directly** and **specifically** at people of a specific faith. If your project is aimed at people of all faiths and none, please tick the 'no specific faiths' box.

Q6 Please only tick the 'yes' box if your project is aimed **directly** and **specifically** at people with a specific sexual orientation (gay or lesbian), otherwise tick 'no'.

Q7 Please tick yes here only if your project is aimed **directly** and **specifically** at people with caring responsibilities (child carers or people looking after elderly relatives, for example), otherwise tick 'no'.

Q8 Definitions

Land improved (inc routeways) – square metres	Please state the area of land to be improved by your project. This should also include footpaths, bridleways, bike tracks, canal towpaths for their full length at 2m wide. To help you - one hectare is 10,000 square metres
Number of trees planted	Please also include all hedging plants
Person days of those actively involved	This measures volunteer input to your project. One person-day is six hours so if, for example, you think that 24 volunteers will each work on your project for two hours they will be contributing eight person-days (48 hours) in total. If you are planning to involve a local school don't forget to include the young people.
Person-days (partner organisations)	This measures what other organisations will contribute to your project so if for example, a ranger from your local authority will help you run a tree planting session for three hours that is counted as 0.5 person-day. You could also include time that staff from your accountable body will spend on your project (as long as you will not be paying them for their time from your budget).
Number of schools actively involved	State how many schools will be involved in the actual delivery of your project. They might, for example, be involved in consultation, practical tasks or in your launch.

Changing Spaces – Community Spaces

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