



# Enjoying Green Spaces and the Natural Environment

## 1. Types of projects and activity to be supported

Grants issued through the 'Enjoying Green Spaces and the Natural Environment' theme will be awarded to projects where the majority of impact will be on the City of London Corporation's (CoLC) [green spaces](#).

The 'Enjoying Green Spaces and Natural Environment' funding theme has been separated into four sub themes:

### a) Connecting communities with their green spaces

The activities supported through this sub-theme should help local communities connect with the CoLC's [green spaces](#). Projects are particularly encouraged from community or voluntary groups who work with local communities that infrequently visit, enjoy and engage with their local green space.

The projects should demonstrate positive outcomes for these newly connected communities and should demonstrate how they will support the groups to continue to visit the green spaces after the end of the project.

### b) Improving the conservation value of the green spaces

The activities supported through this sub theme should aim to assist with the conservation of the CoLC's [green spaces](#)(s) and should be able to demonstrate positive actions and outcomes. This could be via practical work on the ground, production of plans or a combination of both.

### c) Improving our knowledge of the biodiversity of the green spaces

The activities supported through this sub theme should help improve our knowledge of the biodiversity of the CoLC's [green spaces](#)(s). This could include survey or inventory projects or small-scale research projects on species habitats found in green spaces. They could include comparative studies using other locations/sites, but the majority of the project should be carried out on a CoLC green space. Projects should be able to demonstrate positive actions and outcomes.

### d) Improving mental health through the use of green spaces

Good mental health lies at the heart of wellbeing and quality of life, and of effective functioning for both individuals and communities. The activities supported through this sub-theme should support programmes which encourage contact with the CoLC's [green spaces](#) as an addition to treatment options within mental health.



## 2. Who can apply for a City of London Corporation Grant?

The CoLC Central Grants Programme is open to organisations that fall into one of the following categories:

- Constituted voluntary organisation
- Registered charity
- Registered Community Interest Company
- Registered Charitable Incorporated Organisation
- Charitable company (incorporated as a not-for-profit)
- Exempt or excepted charity
- Registered charitable industrial and provident society or charitable Cooperative (Becom)

### Overview:

**Minimum and maximum grant allowed:** £2,000 minimum, £15,000 maximum, grants of up to £20,000 may be considered in exceptional cases. The total award is as requested in the grant application and not per annum.

**Grant duration:** Grants are required to be spent within 3 years of being awarded.

**Closing date for applications: Monday 21st October**

**Decision timeframe:** 12 weeks from closing date

**In order to limit organisations becoming dependent on this funding stream applications from new organisations are more likely to be successful than applications for repeat funding.**

## 3. How do you apply for a grant?

To apply for a CoLC grant you will need to complete an online application form by the corresponding deadline and submit this electronically with your supporting documents to the CoLC Central Grants Unit.

We will only consider one application from your organisation at any one time.

All application forms should be completed through the online CoLC grants web portal. Application forms in large print, Braille or audio tape would be offered to applicants by special request.



#### **4. How are applications assessed?**

Once the CoLC has received your online application and all supporting documents it will be passed to one of the City Corporation's Grants Officers for assessment. As part of this process a City Corporation's Grants Officer may contact you for more information.

We will acknowledge receipt of your application within 10 working days of it being received. If your application is not complete it will be returned to you and you will have a further 10 working days to send us the missing information.

The City Corporation's Grants Officer may also arrange to visit your organisation as part of the assessment process.

All applications that satisfy the eligibility criteria will be forwarded to Open Spaces officers for approval/rejection.

Once a full assessment has been completed, approved applications will be referred to the Chairman and Deputy Chairman of the Open Spaces and City Gardens Committee for decision.

The timescale to process your application will vary; however, we will endeavour to ensure your application is assessed within 12 weeks of the closing date. You should take account of this when planning your project.

#### **5. How do we monitor and evaluate grant recipients once an award has been made?**

If we fund your project we will need you to complete an end of year and end of project grant monitoring report to confirm how the grant has been spent and what you achieved. Please make sure that you keep receipts for all the items or services you buy with the grant and that you keep them somewhere safe as we may ask you to provide them.

We may also visit you to check how the grant has been spent.

Please keep us up to date if your project or any of your contact details change at any stage during the period of your grant.

#### **6. If your grant application is successful**

If your application is successful, an initial offer letter detailing the level of grant awarded will be issued. This may contain special conditions relating to the grant award or pre-agreement grant conditions.

Grant acceptance terms and conditions will be subsequently issued which should be signed and returned within 20 working days.

Once all documentation has been received and approved you would be asked to formally request payment of your grant award.

Note: You cannot start your project until we have received, checked and approved all information that we have requested.



## **7. If your grant application is unsuccessful**

Due to the limited budget available and the number of applications for funding we receive, the CoLC unfortunately cannot provide funding to every applicant that applies for a grant. Grants are therefore issued on a discretionary basis, there is no appeal process and the decision of the CoLC is final.

## **8. Support with your application**

We urge all applicants that are unsure about whether to submit an application to read all available eligibility criteria on our website and attend one of our City Corporation's Grants Officer led workshops; dates for which will be publicised on our website.

If you have an enquiry that is not covered within the online guidance, please contact the City of London Grants Unit directly, who will be able provide answers to general queries regarding the application process.

## **9. Can you reapply for funding?**

You may reapply for funding to deliver a continuation of the same project or a different project, however organisations cannot hold more than one of our grants at any one time.

If you are a current grant holder, your project must have been completed and you will need to have satisfactorily met all our grant monitoring requirements before applying again.

In order to limit organisations becoming dependent on this funding stream applications from new organisations are more likely to be successful than applications for repeat funding.

## **10. What do we not fund?**

There are some things we are unable to pay for are shown below.

- activities that have already taken place or start before we confirm our grant
- any costs you incur when putting together your application
- fundraising activities for your organisation or others
- items that are purchased on behalf of another organisation
- loans or interest payments
- projects that actively promote religious or political activities
- purchase of alcohol

## **11. Further information**

If you have questions about how to apply or about the status of an application, you can contact us on 020 7332 3712, email us at [grants@cityoflondon.gov.uk](mailto:grants@cityoflondon.gov.uk), or visit our website [www.cityoflondon.gov.uk/centralgrantsprogramme](http://www.cityoflondon.gov.uk/centralgrantsprogramme) to find out more.