

Neighbourhood Community Development Partnerships~ Proposal Form



Amount of funding requested:

£700

Which **neighbourhood** is this project for:

Neighbourhood 2 (Blackheath, Ladywell, Lewisham Central, Lee Green, Rushey Green)

Project title:

Manor Park Gardening Club

Please read Section D and the important information at the back of before submission

SECTION A: Your organisation

Organisation	Manor Park Friends
Contact person	Richard Sanderson
Telephone	02084630490
Address incl Post Code	30 Pascoe road, Hither Green, Lewisham, SE13 5JB
Email address	bagrec@gmail.com

If an organisation will be receiving the funds on your behalf please provide details below:

Delivery Organisation	
Contact person	
Telephone	
Address incl Post Code	
Email address	

SECTION B: The Project

Which priorities does your application address ~ please see guidelines for additional information on each priority Tick all that apply.

Befriending	
Men's physical and mental health	x
Transport	

1. What would you like to do with the funding? Please describe the project:

- What are the aims and objectives?
- Describe the activities to be delivered
- How will the local health and wellbeing priorities be addressed?

Max 500 words

We would like to start a gardening group for Manor Park. We would revitalise parts of the park which are underused, lacking plants and flowers, or have become overgrown or neglected.

Gardening has been [proven to improve physical health and mental wellbeing](#). Previously we have run tree and bulb planting days with many local residents participating, including several families.

Estimated cost breakdown (we will obtain 3 quotes for each but have included some indicative suppliers in the links which are all reputable and some of which we have used before. Prices can also be seen in the links). We have included this in this section to provide more detail:

- shade tolerant plants ([ferns](#), [aquilegia](#), [hydrangea](#) etc.) For entire length of wall (about 30m in length). Plus wire supports for wall. £250

- ornamental plants for planter and currently weeded area ([perennial geraniums](#), [rosemary](#), shrubs - species to be decided). £200

- tools (we have use of some tools that Glendale kindly lend to us but would like to diversify what we have ([secateurs](#) x3, [gardening gloves](#) x10, [loppers](#) x 1). £100

- [mulch bark](#) to keep away weeds and retain moisture across all of these areas. £150

Total £700

2. Who in the community is your project targeted at and how will you ensure that the project supports people across the neighbourhood?

How many people do you estimate will directly benefit from accessing your project?

Everyone will be welcome to join the group - we will openly advertise on social media to local residents but will also reach out to less digitally inclined locals with posters and leaflets. For past communal planting events we have had around 20 participants each time. All park users will also benefit from the improvements to the park that the gardening will bring.

3. How will the project address the local health and wellbeing outcomes?

(Appendix A)

The group will undertake a range of tasks, including digging, clearing weeds, mulching and planting. We will match tasks appropriately to level of physical ability. The group will convene for several hours at a time.

Light exercise such as gardening is an easy way to do exercise and an easy entry point into a more active life.

Physical exercise and spending time in green spaces both separately benefit mental and physical health, but it has been shown that doing [the two together amplifies these benefits](#).

4. When will the activity take place:

Start Date:

(Please note it can take up to 12 weeks after the decision on funding to be confirmed for you to be paid).

Spring 2019

End Date:

(Please note that the project must be completed by the end of December 2019)

Autumn 2019

5. Locations where the activities will take place:

In Manor Park, Lewisham. There are three areas of the park where we wish to focus efforts:

1. A large shaded wall and plant border next to the cafe on the east side of the park. It is currently has no plants in it so we would choose shade tolerant cover plants and climbers.
2. A planter on the North west entrance to the park. We wish to tidy up the planter and fill the centre with flowers.
3. The eastern entrance to the park, which has become overgrown in places. We wish to weed this and replace with perennial flowers and shrubs.

6. How will you work with others to deliver the project? (For example will your project involve other community groups, local residents, Community Connections, GCDA, Council officers or any other partners? Use this space to tell us how they will be involved during the different phases of the project):

We will involve local residents and existing groups, including Goodgym Lewisham and The Conservation Volunteers (TCV) in the gardening group.

We will also work closely with Glendale, who manage the park, to ensure work we carry out is appropriate. They have already confirmed that they are happy for us to work in the areas listed above.

7. Outline the key risks associated with the project and how you will minimise their impact. (If you are planning an outdoor event, for example, what would happen if it rained?): **Remember a risk assessment should be completed.**

There is low risk of injury from gardening activities. We do not have any plans that involve heavy lifting or moving of large objects. We will ensure gardeners use appropriate tools for the job and wear gardening gloves. We will also match tasks to physical ability. We also include a risk assessment with our application.

8. How will you ensure sustainability of your work once the project funding ends?

The group will be responsible for ongoing maintenance of any newly planted areas, including weeding and watering if necessary. Manor Park Friends have successfully maintained a small community orchard that we planted in the spring, by watering it regularly throughout the drought this summer.

We will seek additional funds in the future as necessary for the maintenance and further improvement of these areas and for the group as a whole.

SECTION C: Project Costs

How much will the project cost? If you are unable to provide precise information please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same.

Expenditure (the costs of delivering the project)		
Please see above for details		
Plants for all areas		450
Tools		100
Bark Mulch		150
Total Project Expenditure		£700

Income (where the money is coming from)			
Neighbourhood Fund requirement			£700
Other Council funding (please specify)			
Crowdfunding			
Other Funding			
In Kind Funding			
Other funding (please specify)	Applied for	Confirmed	
Total Project Income			£700

SECTION D: Terms & Conditions

By completing and signing this application form you will be accepting your project will be subject to the following terms and conditions:

1. The grant will only be spent on the purpose detailed in the application unless otherwise agreed in advance by the Council in writing.
2. On confirmation of the award you will receive an email confirming the final award amount, notification if supplementary documents are required and a bank form for immediate completion. Payment will only be made once this and any required supplementary documents are returned.
3. In exceptional circumstances, the grant can be withdrawn or withheld at the Council's discretion.
4. Any part of the grant that is not required for the purpose approved must be refunded to the Council.
5. Repayment of the grant can be required at the sole discretion of the Council if:
 - The Council finds that any false information has been supplied to the Council;
 - the work undertaken is not the work for which the grant was approved (if the Council has not been informed of, and approved, these changes in accordance with point 1);
 - the grant has not been spent within one year unless otherwise agreed by the Council;
 - your organisation becomes insolvent or goes into administration, receivership or liquidation, and the grant has not already been spent on its intended purpose, or;
 - there is any other breach of any of the conditions in this form.
6. The grant is made on a 'one-off' basis and does not carry any commitment to future funding of the project.
7. The grant cannot be made as "match" funding against any other Lewisham Council funded initiatives.
8. The project shall be required to return a completed monitoring form and financial breakdown of how the grant was used at the end date of the project. Failure to do so will render the project ineligible for future grants. A template monitoring form will be forwarded to successful applications as part of the confirmation process.
9. The project agrees to attend quarterly neighbourhood development partnership meetings to report back on the success of the project.
10. The grant shall be specifically acknowledged within your annual accounts for the year in which it was received.
11. The grant and Lewisham Council will be acknowledged in all printed materials that the organisation produces about your project, and acknowledged appropriately elsewhere.
12. The Council / CCG may use your name in any publicity material.
13. The Project shall comply with any legal obligations that may be relevant in order to carry out the scheme, such as planning, licensing, employment, health and safety, insurance and equal opportunities legislation.
14. Receiving a grant from Lewisham Council does not constitute the grant of planning permission, or any other permission, and in no way prejudices future decisions of Lewisham Council or the Local Planning Authority. You must obtain all relevant permissions.
15. Lewisham Council reserves the right to share the information you have provided with relevant parties (e.g. Charity Commission) where appropriate.
16. Any Value Added Tax (VAT) payable by your organisation is your responsibility and Lewisham Council shall not be obliged to pay any additional amount.
17. Lewisham Council requires all organisations signing for an award to hold the following documentation. By signing this form you hold the relevant documents for the project the Council are pledging against, and your organisation agrees to provide these to Lewisham Council if it is deemed necessary.

Required documents:

- Organisation's constitution or governing document.
- Equalities and Diversity policy and procedures.
- Public liability insurance.

Project specific documents:

- Health & safety policy.
- Volunteers' policy.
- Child protection and vulnerable adults safeguarding policy.
- Statement evidencing that all staff & practitioners are DBS checked to the required standards for the project being undertaken.
- Risk Assessment.

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 Lewisham 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: Richard Sanderson _____
on behalf of the organisation

Name in block capitals: RICHARD SANDERSON _____

Position in the Organisation: Chair _____

Date: 9 December 2019 _____

IMPORTANT INFORMATION FOR APPLICANTS

The **deadline** for submitting this form is **Monday 10th September at 12.00 noon**

Electronic applications sent as a Word Document are preferred; however we will accept handwritten proposals. Please DO NOT submit this application as a PDF.

Funding awarded by the Public Health is subject to formal approval by the Executive Director for Community Services or Mayor and Cabinet depending on the value of the award.

Where the value of the project is over £5,000, payment will be made in two instalments: one initial payment followed by a second final payment on completion of the project and the return of satisfactory monitoring information.

Funded organisations must ensure that:

1. A bank account is in operation into which payment can be made, please note we will not pay into individual bank accounts.
2. All legal and insurance liabilities associated with the project are fulfilled.
3. Appropriate safeguarding measures are implemented such as DBS checks.
4. All projects are completed in 2020.
5. A completed monitoring form with appropriate information is provided at the end of the project. Failure to provide this will result in the organisation being ineligible for future Public Health funding.
6. All financial evidence, including receipts, is kept for at least two years after submission of monitoring information.

If you have any concerns or questions about the above requirements or anything else related to this application form please contact your Development Officer:

Email: NCDP@lewisham.gov.uk

Tel: **020 8314 6036**

Address: **Cultural & Community Development Service, 2nd floor Laurence House, 1 Catford Road, SE6 9SE**

For Completion by Officer upon successful application

Documentation	Required Yes / No	Comments
Constitution / Terms of Reference		
Public Liability Insurance		
Health & Safety Policy		
Equal Opportunities Policy		
Risks Assessments		
Evidence of DBS Checks		

