GREENWICH NEIGHBOURHOOD GROWTH FUND

Application Guide

Round 2 (2018/19)
Thank you for your interest in the Greenwich Neighbourhood Growth Fund (GNGF). This information pack provides details of the selection criteria and application process, as well as detailed guidance notes for each question in the application form. Please read the guidance carefully as this will help you to provide all the information that we need to consider your application.

If after reading this Application Guide you are unclear about whether your application meets the selection criteria, please contact the team on 020 8921 5279 or Growth-Fund@royalgreenwich.gov.uk

As part of the application process you are required to discuss your proposal with local Ward Councillors, who can talk through your ideas and provide additional guidance and support.

Please note that the payments terms of the GNGF grant are: 90% of funds to be provided upon signing of the Grant Level Agreement (i.e. before implementation), and 10% of funds to be provided upon successful completion of your project and submission of the Monitoring Form.

Please complete the PDF version of the application form and submit it online, along with the necessary supporting documents, by 28 October 2018. Paper copies of the application form are available on request. A large print version of the application form and guidance notes are also available on request.
1. **Introduction**

The Community Infrastructure Levy (CIL) is a charge collected by the Royal Borough of Greenwich (RBG) on liable development and paid by developers, which enables RBG to fund new infrastructure.

Since 6 April 2015, RBG charges CIL on any development taking place under planning permission which either creates a new dwelling or adds 100sqm or more of new floorspace. RBG’s CIL is charged at a rate per square metre, which varies according to the land use and location. The charging schedule can be found on the RBG website.

A portion of the CIL collected is made available to be spent on local priorities in consultation with the community; this is known as Neighbourhood CIL or the Greenwich Neighbourhood Growth Fund.

2. **Greenwich Neighbourhood Growth Fund**

In Greenwich, 15% of the CIL collected within a neighbourhood is retained to be spent within that area, in consultation with local residents. The CIL Regulation states that, in areas where a Neighbourhood Plan has been adopted, the portion retained within that area is increased to 25%. There are currently no adopted Neighbourhood Plans in the Royal Borough; however Lee has recently been designated a cross-borough neighbourhood area, which allows the neighbourhood forum to proceed with preparing and adopting a neighbourhood plan for their area.

For the purposes of collecting and allocating the Greenwich Neighbourhood Growth Fund, the borough has been divided into four neighbourhood areas. These areas are consistent with the Royal Borough’s engagement and consultation areas, and are large enough to ensure there is a sufficient quantum of neighbourhood funding to enable meaningful projects to be delivered, but small enough to be recognisable as the community area.
<table>
<thead>
<tr>
<th>Neighbourhood Area</th>
<th>Ward Name</th>
<th>Ward Councillors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Coldharbour &amp; New Eltham</td>
<td>John Hills, Roger Tester, Matt Hartley</td>
</tr>
<tr>
<td></td>
<td>Eltham North</td>
<td>Charlie Davis, Linda Bird, Spencer Drury</td>
</tr>
<tr>
<td></td>
<td>Eltham South</td>
<td>Matt Clare, Nigel Fletcher, Pat Greenwell</td>
</tr>
<tr>
<td></td>
<td>Eltham West</td>
<td>Bill Freeman, Miranda Williams, Mick Hayes</td>
</tr>
<tr>
<td></td>
<td>Middle Park and Sutcliffe</td>
<td>Christine May, Ian Hawking, Mark James</td>
</tr>
<tr>
<td></td>
<td>Shooters Hill</td>
<td>Chris Kirby, Danny Thorpe, Sarah Merrill</td>
</tr>
<tr>
<td>2</td>
<td>Blackheath Westcombe</td>
<td>Leo Fletcher, Geoffrey Brighty, Mariam Lolavar</td>
</tr>
<tr>
<td></td>
<td>Greenwich West</td>
<td>Aidan Smith, Maureen O'Mara, Mehboob Khan</td>
</tr>
<tr>
<td></td>
<td>Peninsula</td>
<td>Chris Lloyd, Denise Scott-McDonald, Stephen Brain</td>
</tr>
<tr>
<td>3</td>
<td>Charlton</td>
<td>Gary Dillon, Gary Parker, Linda Perks</td>
</tr>
<tr>
<td></td>
<td>Kidbrooke with Hornfair</td>
<td>Christine Grice, David Stanley, Norman Adams</td>
</tr>
<tr>
<td></td>
<td>Woolwich Common</td>
<td>Ivis Williams, David Gardner, Anthony Okereke</td>
</tr>
<tr>
<td></td>
<td>Woolwich Riverside</td>
<td>Dominic Mbang, Jackie Smith, John Fahy</td>
</tr>
<tr>
<td>4</td>
<td>Abbey Wood</td>
<td>Clive Mardner, Denise Hyland, Ann-Marie Cousins</td>
</tr>
<tr>
<td></td>
<td>Glyndon</td>
<td>Adel Khaireh, Peter Brooks, Tonia Ashikodi</td>
</tr>
<tr>
<td></td>
<td>Plumstead</td>
<td>Angela Cornforth, Matthew Morrow, Rajinder James</td>
</tr>
<tr>
<td></td>
<td>Thamesmead Moorings</td>
<td>Averil Lekau, Olu Babatola, Sizwe James</td>
</tr>
</tbody>
</table>

The Greenwich Neighbourhood Growth Fund can be spent on anything which addresses the ‘demand that development places on an area’. This could include infrastructure items such as...
provision of community facilities, environmental improvements, new play equipment, or improvements to community buildings.

3. **Neighbourhood Priorities**

The Greenwich Neighbourhood Growth Fund should be spent in line with local priorities, which have been identified by the 2017 Greenwich Residents Survey.

The 2017 Residents Survey asked residents the top 5 things that are 'most important in making Greenwich a good place to live' and top 5 things that 'most need improving in Greenwich'. The top 10 priorities identified by the residents of each neighbourhood area are shown in the table below.

<table>
<thead>
<tr>
<th></th>
<th>Eltham &amp; Shooters Hill</th>
<th>Blackheath &amp; Greenwich</th>
<th>Charlton &amp; Woolwich</th>
<th>Abbey Wood, Plumstead &amp; Thamesmead</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clean streets</td>
<td>Air Quality</td>
<td>Clean streets</td>
<td>Clean streets</td>
</tr>
<tr>
<td>2</td>
<td>Care and support for the elderly</td>
<td>Clean streets</td>
<td>Crime and anti-social behaviour</td>
<td>Crime and anti-social behaviour</td>
</tr>
<tr>
<td>3</td>
<td>Health services</td>
<td>Parking</td>
<td>Air Quality</td>
<td>Care and support for the elderly</td>
</tr>
<tr>
<td>4</td>
<td>Crime and anti-social behaviour</td>
<td>Health services</td>
<td>Care and support for the elderly</td>
<td>Health services</td>
</tr>
<tr>
<td>5</td>
<td>Air Quality</td>
<td>Care and support for the elderly</td>
<td>Health services</td>
<td>Employment and training</td>
</tr>
<tr>
<td>6</td>
<td>Parking</td>
<td>Crime and anti-social behaviour</td>
<td>Housing</td>
<td>Housing</td>
</tr>
<tr>
<td>7</td>
<td>Housing</td>
<td>Housing</td>
<td>Parking</td>
<td>Parking</td>
</tr>
<tr>
<td>8</td>
<td>Employment and training</td>
<td>Care and support for the vulnerable</td>
<td>Schools and education</td>
<td>Care and support for the vulnerable</td>
</tr>
<tr>
<td>9</td>
<td>Care and support for the vulnerable</td>
<td>Employment and training</td>
<td>Care and support for the vulnerable</td>
<td>Schools and education</td>
</tr>
<tr>
<td>10</td>
<td>Schools and education</td>
<td>Levels of Council Tax</td>
<td>Levels of Council Tax</td>
<td>Levels of Council Tax</td>
</tr>
</tbody>
</table>
4. **Selection Criteria**

Applicants must submit all the required documents for an application to be assessed. The Validation Stage will be assessed according to the below requirements.

**Validation Requirements**

- A complete application form submitted online;
- Three (3) Councillor endorsements;
- Letters of approval from Freeholder/Owner of the building, land, or any other party that maintains assets/spaces;
- Full project budget submitted, with a minimum value of £5,000;
- Quotations for goods/services, including at least two quotations for any goods/services with a value of over £10,000 and at least three quotations for any goods/services with a value of over £20,000. A *single quotation* is required for all elements of the project under £10,000 value; and
- Proposal submitted on behalf of, or in partnership with, a fully constituted group, which has more than two trustees and bank accounts with a minimum of two signatories.

You will be notified if your submission does not fulfil the validation requirements and will be allowed 7 days to submit the required documents. If the required documents cannot be provided within the 7 day period, we will not be able to consider your application within the current application round.

The below criteria will be used to assess applications that successfully pass the validation stage.

**Selection Criteria**

- Proposal addresses impact of development
- Proposal benefits widest section of community
- Proposal does not have revenue implications for the council
- Proposal has a well-thought through project plan, i.e. deemed to be ready to be started within 6 months
- Proposal is in line with neighbourhood priorities
- Proposal includes match funding from other organisations or in-kind match funding
- Proposal is deemed to provide value for money

Additional considerations will include if the organisation/applicant has received previous GNGF funding (priority will be given to first time applicants); and if the organisation is able to forward fund the final 10% of the grant.
5. **APPLICATION PROCESS**

The allocation of the Greenwich Neighbourhood Growth Fund will be managed through an online application process. Applications will be invited on an annual basis, with each application round open for a six week period.

- **Applicants develop proposals and obtain Ward Councillors’ support before submitting proposal**
- **Applications are validated**
- **Applications shortlisted by officer-based Project Board against funding criteria**
- **Shortlisted proposals subject to a 2 week public consultation**
- **Report compiled summarising all applications, officer comments and public consultation**
- **Final decision by Lead Member for resources. Successful applicants to complete Grant Level Agreement**

Applicants develop fully costed proposals, and provide evidence that the project has the support of all Ward Councillors in the ward where the proposal is to be implemented. A nominated officer with experience of engaging the community will be available to provide advice and guidance.

Officers to confirm if all required information is submitted: project budget, quotations, necessary permissions and Councillor Endorsement. Applicants are given 7 days to submit any missing documentation.

Applications are reviewed by Project Board against the funding criteria to ensure projects are well-planned, properly costed, represent value for money and do not have ongoing revenue implications for the Council.

Once fully assessed the shortlist of projects would then be subject to a two-week public consultation, whereby residents will be invited to vote for their favourite project via an online voting system.

A report summarising all the applications received, officer comments and the results of the public consultation will be prepared.

Once all votes are received, the shortlist of projects will be considered at a meeting chaired by the Lead Member for Resources.
6. **Completing the Application Form**

**APPLICANT DETAILS**

1. **Project Title**

   Please provide a short title by which your project can be recognised.

2. **Applying Organisation**

   Please provide the name of the organisation that you are submitting your application on behalf of or in partnership with. If these are two different organisations, please provide details of both.

3. **What is the Legal Status of the organisation?**

   Please confirm if your organisation is a registered charity, a company limited by guarantee or a voluntary organisation. Please provide the registration number of your company/charity. If it is both a charity and a company, please tick both boxes.

   If your organisation is neither but has a written constitution, your organisation is considered a voluntary organisation. In this case, please provide a copy of your constitution and latest Accounts with your application. Please confirm if your organisation has a bank account with at least two signatories.

   If the organisation you are submitting an application on behalf of is not constituted, you must apply in partnership with a constituted organisation (i.e. a group with a written agreement between the organisation and its members, such as a governing document). In the UK the Charity Commission regulates organisations that have charitable purposes. Any organisation with a turnover over £5,000 has to be registered with the Charity Commission. For more information visit: [https://www.gov.uk/government/organisations/charity-commission](https://www.gov.uk/government/organisations/charity-commission)

   For grant funds to be released, your organisation will need a bank account in the name of the organisation with a minimum of two signatories. If you do not have such a bank account, please provide the details of a partner organisation that has agreed to hold funds for your project.

   **PLEASE NOTE: You will be required to upload your organisation’s constitution when you submit your application online.**

4. **Correspondence address**

   Please provide the address where your organisation is registered and where you will receive correspondence from us.

**PROJECT DETAILS**

5. **Neighbourhood area/Ward**
For the purpose of Neighbourhood CIL allocation, the Royal Borough is divided into the four neighbourhood areas which have separate funding allocation. Neighbourhood areas are explained in Section 2 above. Neighbourhood CIL money collected within a neighbourhood area must be spent within that neighbourhood area. You must indicate from which neighbourhood area you are applying for funding from, and identify the relevant ward(s).

6. Address of the project

Please provide the specific address(es) of the proposed activities/works.

7. Proposed Project (max. 150 words)

Please briefly describe your project, and how you will achieve your objectives.

GNGF welcomes proposals to improve your local area, service, or environment. Projects need to be able to commence within 6 months and be fully delivered by April 2020.

It is important to remember that ongoing costs cannot be funded by the GNGF; for example, long-term maintenance costs.

GNGF will not repeat-fund projects; for example, where a new service requires ongoing funding.

GNGF will not fund pilot projects; for example, an initial period for a service to establish whether the service is commercially viable.

GNGF will not fund feasibility studies, as these do not provide a tangible outcome within the project implementation period.

PLEASE NOTE: You have an option to upload a photograph of project location, or further visual details about your project when you submit your application online.

8. Project outputs

Outputs are the tangible deliverables of your project. Please identify what these will be and how you will evidence them.

Please think about what will change for the better as a result of your project, and quantify the results of your project.

Example: 10 additional planters by April 2019; 50 people participating in a new community hub.

9. How will your project mitigate the impact of development and improve the lives of people in your local area? (max. 150 words)

Please explain how your project addresses the development needs of the local area. For example your project may meet the needs of new residents to the community, or alleviate pressure on already stretched services.
10. **What evidence is there of the need for this project? (max. 150 words)**

Please detail how you have consulted local residents on their needs and how the project will meet their needs. Please ensure the evidence presented is specific to the local area of the proposed project.

11. **Does your proposal meet one of the priorities identified in the 2017 Greenwich Residents Survey, and how will your project contribute to the priority identified?**

The 2017 Greenwich Residents Survey sought to understand the issues most important to residents in the borough. The table in Section 3 above sets out the top 10 priorities that residents considered to be in need of most improvement within each neighbourhood area. We would welcome proposals that address one or more of these priorities, but other proposals would still be considered.

12. **What is the estimated start and finish date for the project? Please identify the key stages or "milestones" of this project.**

Please confirm the timescales of your proposal. Please ensure you have allowed sufficient time between the application submission date and the project start date. Project owners can expect to receive funds 2 months following project approval, i.e. March 2019. Please ensure your timeline is realistic and deliverable. You will be expected to deliver according to the timescales set out here. Note, we are unable to consider projects that have already taken place, or that will start before the Grant Level Agreement with the Royal Borough is signed.

Example:

<table>
<thead>
<tr>
<th>Date</th>
<th>Key activities and milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2019</td>
<td>Start activity X</td>
</tr>
<tr>
<td>By 20 April 2019</td>
<td>Complete first part of works Y</td>
</tr>
</tbody>
</table>

13. **Who will manage and be involved in the delivery of your project?**

Please describe who will be responsible for managing and carrying out the project. Please state whether these will be paid staff or volunteers and how long you expect them to work on the project.

If you are intending to use Council Service to deliver your project, please discuss this with the nominated officer and the relevant service before submitting your application.

14. **Equality Impact: Which protected characteristic groups will your project support?**

Please confirm how your project will benefit individuals that are found within protected characteristic groups identified by The Equality Act 2010:

- Gender
- Ethnicity
- Age (including older persons, young persons and children)
- Disability (including long-term illness or health condition)
• Gender reassignment
• Sexual orientation
• Religion or belief
• Pregnancy and maternity (or other caring responsibilities for dependents)

15. **Does your project require permission from a third party and if so has this been obtained?**

Please list the permissions you have obtained and from whom. *Example 1: Parks and Open Space Service at the Council; Example 2: Freeholder of the property, Jones Limited*

For proposals that are:
- a) undertaken in council owned buildings;
- b) undertaken in public realm or town centres;
- c) assets/properties that are maintained by the council;
- d) have an impact or are related to transport/highways;

you MUST obtain permission in principle from the Council’s Service. Your application will not be validated without this permission being submitted with your application. If you require the contact details for the department please contact Growth-fund@royalgreenwich.gov.uk.

For proposals that involve buildings or land owned privately, you MUST submit in-principle permission from the freeholder of the land, buildings, or any other relevant party. Without ‘in-principle permission’, your application will not be considered.

For example a project at a local park, or estate garden, would need to have obtained permission from the Royal Borough’s Parks and Open Space Team and ensure that it complies with local biodiversity guidelines. For buildings, planning permission or a change of use application may be required. If you are unsure whether you need to seek permission for your project, please contact the nominated officer, who will be able to advise.

16. **Endorsement from the three Ward Councillors**

We would encourage you to discuss your application with the local Ward Councillors at the early stages of developing your project. Endorsement from the three Ward Councillors is a necessary requirement for your application to be considered. Please ensure correspondence documenting approval to Growth-Fund@royalgreenwich.gov.uk.

**FINANCES**

17. **Please confirm the financial contribution required from the GNGF to support your project?**

Please state the total amount sought from the Greenwich Neighbourhood Growth Fund. If the grant will go towards a specific element of your project, please state what it will go towards.

Please note that payment terms of the grant are: 90% will be paid within 21 days of receipt of all necessary paperwork from the applicant, and 10% will be paid within 21 days of project
completion and receipt of the Monitoring Report. Please consider your organisations’ ability to forward fund 10%.

18. What is the Total Project Budget?

Please provide an estimate of the total cost to deliver your project, including any match funding provided by other funders, in-kind contributions and cost to your organisation.

19. Please provide an itemised cost breakdown. Please include any costs to your organisation/service in delivering the project.

<table>
<thead>
<tr>
<th>Budget Item/Activity</th>
<th>Requested from GNGF, £</th>
<th>Total Cost, £</th>
<th>Name any other funding sources, either ‘SECURED’ or ‘PROVISIONAL’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Bricks and cement</td>
<td>£1500</td>
<td>£2000</td>
<td>£500 secured from SW Foundation</td>
</tr>
<tr>
<td>Project manager</td>
<td>£600</td>
<td>£600</td>
<td>-</td>
</tr>
</tbody>
</table>

TOTAL: 

Please make sure that the total requested from GNGF matches the responses provided above, and any other funding sources are identified as Secured or Provisional.

Please make sure that cost of purchasing materials or equipment is evidenced through a quotation. At least one quotation is required for any items under £10,000 and at least two for items/contracts of value of £10,000 to £25,000.

If individual items in your budget are purchased online, please provide evidence of each item’s cost, for example by uploading a screenshot of your online shopping basket. A single quotation is required for any activity/budget item; therefore make sure you provide evidence of how you arrived at costings in your budget.

**PLEASE NOTE:** You will be required to upload all quotations as a single document when you submit your application online. Alternatively, you can upload multiple additional documents at the end of the online submission form.

Please provide costs including VAT, unless you are exempt from VAT. No other costs can be added after your project is approved.

Please remember that you will be required to sign a Grant Level Agreement, which will specify the use of grant awarded, and which have to be implemented strictly in accordance with the proposal set out.

20. How does your project represent good value for money?

Please explain how your project will be delivered in the most effective and efficient way, and how you are striving to achieve value from your resources. Please explain how you will be
accountable for the work you do, and how you will make sure that your objectives are achievable.

21. Are there any ongoing costs post-completion, such as maintenance? How much are these costs? How will these costs be met?

Please set out any ongoing costs beyond the completion of your project and how these will be met.

22. If the project will continue beyond the timescale for which you are applying for a grant, how will you fund this?

GNGF is not designed to fund ongoing projects. If this is an ongoing project or a pilot project you will need to demonstrate that you will not be reliant on funding from GNGF in future years to continue to deliver your project or services.

23. Please provide details of any previous GNGF funding, or any other Council funding, received in the last 3 years. (Please state year, aim of funding, and amount).

24. Data Privacy

The information provided in this application will be used to assess your application, for the purposes of allocating funding and for any ongoing monitoring. By completing this application you agree that your details will be processed and held to ensure we meet our legal requirements and that we can communicate with you regarding your application and ongoing project monitoring/delivery; and that your information may be shared with other internal departments and Councillors for the purposes of decision making.

25. Signature

This confirms that the person signing the form takes responsibility for the information provided within the application and indicates their willingness to be contacted by our representatives to provide further information if requested.

If your application is successful, you will be required to sign a funding agreement and complete the Monitoring and Evaluation Report at the end of your project.

Supporting Documents

Your electronically completed application form has to be submitted online, along with the supporting documents. Your supporting documents should include:

- Organisation’s constitution (Required)
- Quotations for materials and services (Required)
- Permissions required for your project (Required)
- Any other pictures or documents that help explain the project (Optional)
- Additional Documents (Optional)
HOW TO SUBMIT THE APPLICATION

The deadline for this round of applications is **28th October 2018.**

Submit your application online at [www.royalgreenwich.gov.uk/growthfund](http://www.royalgreenwich.gov.uk/growthfund)

**CONTACT DETAILS**
Marlon Dwyer, Senior Regeneration Officer, 020 8921 5279  Growth-Fund@royalgreenwich.gov.uk

For help about becoming a constituted organisation get in touch with Greenwich Action for Voluntary Service (GAVS) [www.greenwich-cvs.org.uk](http://www.greenwich-cvs.org.uk) at info@gavs.biz or phone 020 8309 8231