

# 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
- ✓ Registered charities and trusts
- ✓ 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.





### 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

## 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.

# CHANGING SPACES COMMUNITY SPACES GUIDANCE NOTES



# Stage 1 Application Form Guidance Notes

## Small and Medium Grants

These guidance notes have been created to help you apply to the Community Spaces programme. These notes are intended for those applying for small or medium grants. There are separate guidance notes for those applying for large or flagship grants. These are available from our website [www.community-spaces.org.uk](http://www.community-spaces.org.uk) or from the Advice Line Tel: **0845 3671671** Opening hours; 0800 - 1900 Mon - Fri.

These notes describe in detail the information required to answer each question on the stage 1 application form. It is important that you refer to these notes when completing the stage 1 application form and follow the guidance given. This document is also available upon request in other formats including large print. Do not exceed word limits for questions (where given) as words in excess of these limits will not be considered as part of your application. Please insert your details as accurately as possible and complete **all** questions in the form. Please use black ink or type no larger than font size 11.

# Section 1: About your group

## 1. What is the name of your group?

We need to know the name of your group, as it will make it easier for us to identify you. If you do not currently have a name, you will need to agree one amongst your group. Your name might refer to your area or the site of the proposed project. Examples could be Friends of (Leafy Woods) or (Town Park) Community Group.

## 2. Who is the main contact for your group?

This should be the key person involved in your project and grant application. They should be able to talk about your project in detail and be able to supply contact details for someone who has expertise on specific areas, if required. It is very important to us that you provide the correct postcode, e-mail, phone number and if applicable, fax number. We ask for dates of birth so that we can check people's identity (if required).

We expect to be able to reach the main contact at the main address, and at the phone number quoted in the application form during the working day. The main contact **must** give a landline telephone number.

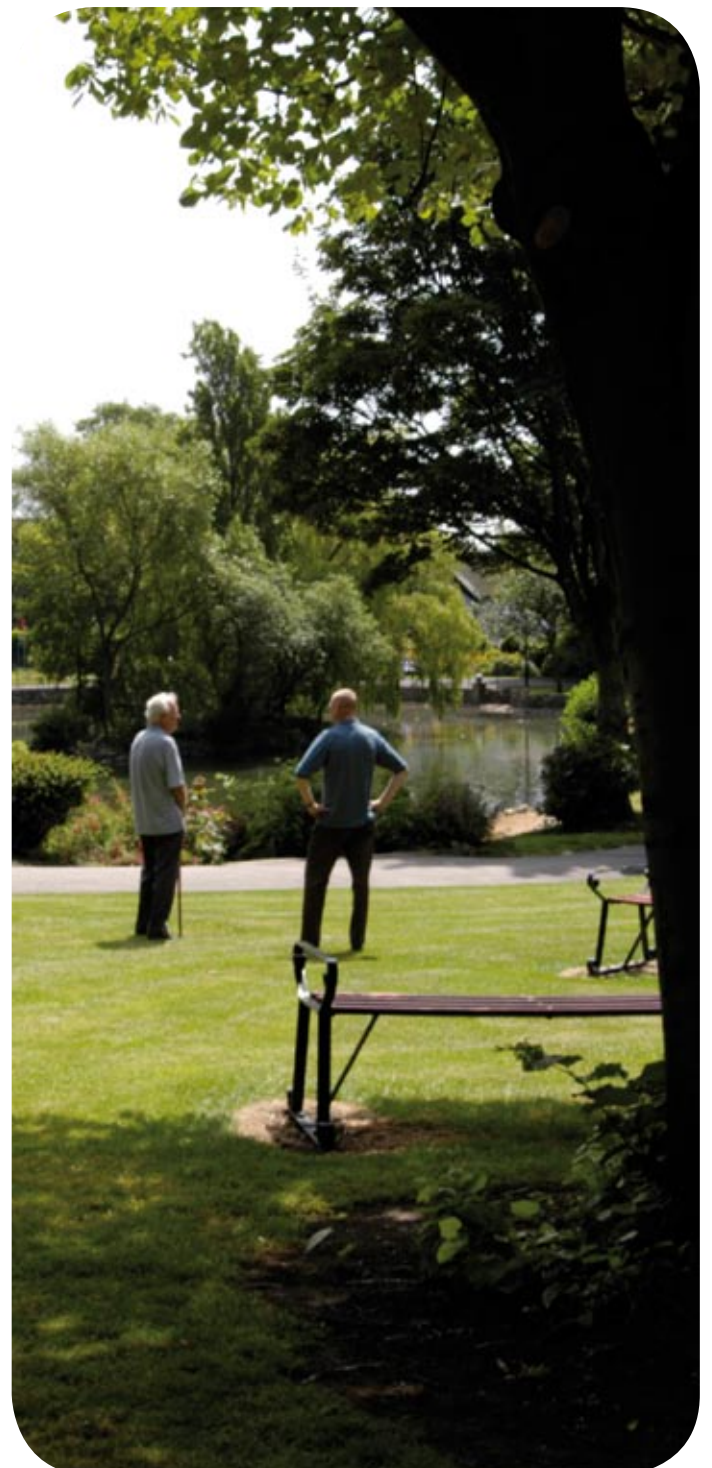
Please let us know if the main contact has any particular communication needs. We intend to use e-mail as our principal means of communication for environmental reasons. If this will cause problems for you please ensure you let us know your preferred alternative. Groundwork UK is an environmental charity and we aim to save paper wherever possible, so it is very important that your e-mail addresses are correct and the e-mail account is active and checked regularly.

## 3. If the main contact is not available, please provide details of an alternative person to contact

We ask for an alternative contact so that if we are unable to get in touch with the main contact, there is a second person we can contact who represents the group. Please let us know if your alternative contact has any particular communication needs.

## 4. Are you a Community Group?

This programme will only provide grant funds to Community Groups. We define a Community group as 'a not for profit 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.'



# Section 2: About your project



## 5. Do you have a name for your project?

At this stage a project name is not essential but if you have decided on one, tell us what it is. If you use any abbreviations tell us what they stand for.

## 6. Where is your project located?

We need a postcode as we need to be able to place your project precisely and we may need to visit your project site. We understand that some sites do not have postcodes but the nearest building will and you should use that as your postcode.

## 7. How close is it to the nearest residential area?

For a site to be eligible it must be within two miles travelling distance of a residential area. Your local authority planning department can provide you with further information.

## 8. Is there a similar facility within two miles of your project location?

We want to fund projects that are needed and that will be used so its important that you tell us about any similar projects within two miles. If there is a similar facility within two miles, tell us why people in your community do not use it. Reasons might include accessibility (for example, located on a busy road), quality (for example, broken or dangerous equipment) or social issues or needs (such as the needs of different age groups).

## 9. Please provide a short description of the project?

Tell us in more detail what the project is and what you want to do. Tell us the overall aim and what will happen if the project goes ahead. We also want to know whether the Community Spaces grant will fund all or part of your project. If it only forms part of your project, please give details about the whole project and exactly what the Community Spaces grant is needed for.

## 10. Type of project

For monitoring purposes, please let us know which type of project best fits your proposal.

### 11. Tell us about the current condition of the project site

Explain how the site is used at present and why the area is in need of improvement. Examples where improvements may be needed could be the condition of the site, how it is used and who uses it. Your answer helps us understand why this project is needed.

### 12. Explain how you know people in your community want this project. What evidence have you collected?

We want to fund projects that have the support of the wider community. By 'wider community' we mean people who are not only in your group but who live in and around your neighbourhood.

Please tell us about any community consultation that you have undertaken or any work on this project involving the wider community that shows the community want and need this project. Evidence could be door-to-door consultation or questionnaires. Please do not send examples of this work in, but make sure you include it in your answer. If you have discussed your project with the local council or other organisations please let us know the outcome.

Tell us how you have consulted with people who do not often use this type of project and how you have reached them.

### 13. Which of these outcomes best fits your project?

Tell us about the changes that will happen because of Community Spaces 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.

Your project must meet **at least one** of these programme outcomes. For further information on outcomes, visit our website

[www.community-spaces.org.uk](http://www.community-spaces.org.uk)

### 14. What changes will happen in the community as a result of this project?

What difference will this project make to the people in your neighbourhood? We want to fund projects that have a positive and lasting impact on communities. Please explain how your project will bring about positive changes.

### 15. Who will this project help?

Tell us who will use the completed project and how it will benefit these people. Community Spaces is committed to funding inclusive projects that will be well used and make a positive difference to local people. If your project is aimed at a particular group or groups please tell us.

### 16. Will your project be open to the public most of the time?

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 permanently, although you should take into account health and safety and security considerations.
- 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.

### **17. How long do you expect the project to take to complete?**

This should be the period of time it takes the project to progress from your **offer of grant** to the project being **completed and open for use**. You need to be realistic in your estimate.

### **18a. Who owns the land where your project is located?**

We need to know who owns the land where you intend to create your project. It is essential that you find this information out as, if your group does not own the land, you will need to have permission of the landowner to use it.

### **b. Have you been given permission by the landowner to use the land for the project?**

In order to make improvements to the land where your project is located, you must have their permission before work begins. If you already have evidence of this permission, this may speed up your application (please do not send it in at this stage).

### **19a/b. Is planning permission needed for you to use the land for this project?**

If you are in any doubt over issues around planning permission then please contact your local planning officer based at your local authority. Please do not send in your documentation at this stage.

### **20. Do you need help in developing your project?**

The Community Spaces programme is committed to helping groups access funding to make local improvements. We recognise that not all applicants will have the experience and the skills to develop a project fully and we can provide support and assistance where it is needed. Examples may be, help with planning permission, consultation, site plans and legal issues.



# Section 3: Further details about your group?

## 21. How long has your group been in existence?

We would like to know further information about your group. Please tell us how long your group has been in existence. This helps us identify which groups may need more support from us. The length of time your group has been in existence will not affect your application.

## 22. Is your group formally constituted?

For advice on constitutions please visit our website at [www.community-spaces.org.uk](http://www.community-spaces.org.uk). At this stage it is not essential for all groups to be formally constituted and it will not affect your stage 1 application. This information allows us to assess the development needs of each project.

## 23. What type is your group?

For monitoring purposes, please tell us what type your group is. If your group is a registered charity, please give your charity number.

## 24. Is your group working with any other organisation to deliver this project?

We would like to know whether your group is working with, or being supported by, other organisations on this project. Please provide details of any organisations that are working with you.

## 25. What is the purpose of your group?

We would like to find out more about your group and what it does. The Community Spaces programme is committed to funding groups that share the same ideals as our programme outcomes.

## 26. Are any members of your group also a member of other groups with a similar purpose?

This information will tell us about the level of skills and experience in your group which will help us assess your development needs.

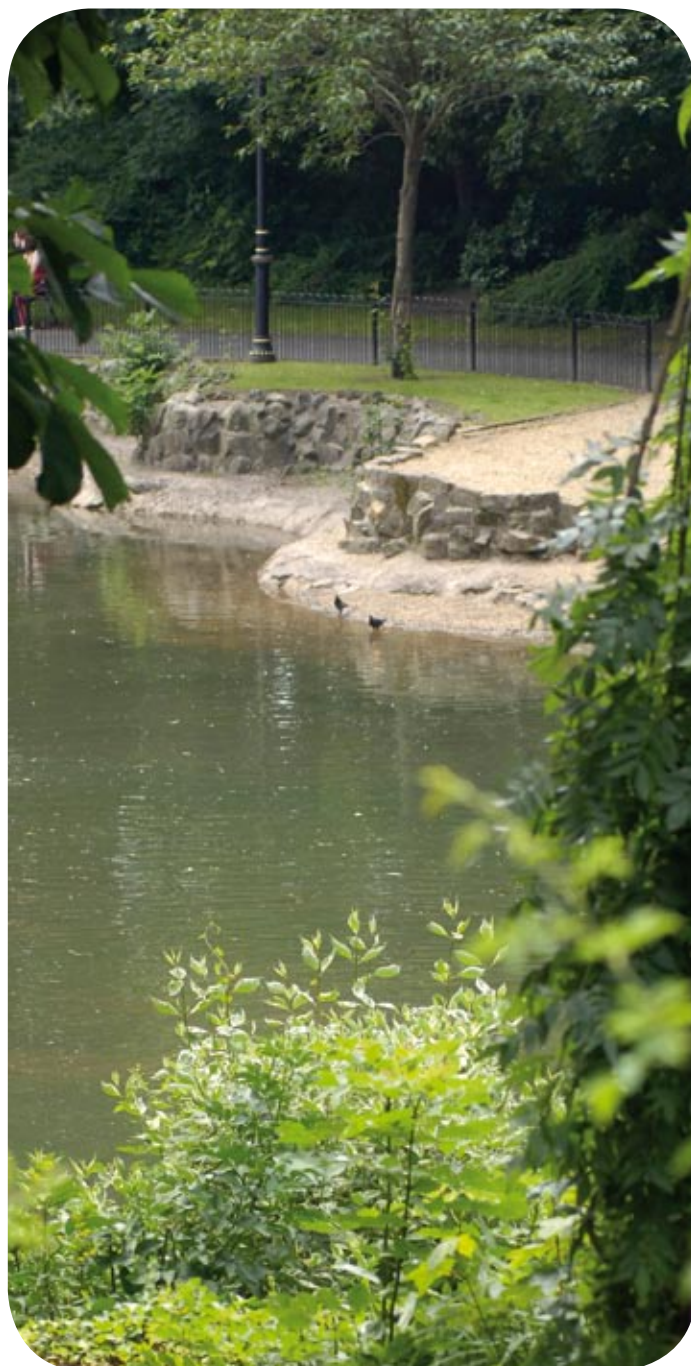
## 27. Does your group have experience of receiving grants within the last two years?

The amount of experience you have will not affect your application. We will use this information to help us assess your projects

development needs.

## 28. Does your group have a bank account?

It is not essential for a group to have a bank account at this stage. At the time of your stage 2 application (if you are successful at stage 1) you will need to have a bank account in the name of your group with two signatures for withdrawals from people who are not related, or have nominated an accountable body to manage the grant on your behalf.



# Section 4: Finances

You cannot apply for any monies already spent on your project or any money you are planning to spend before you receive our grant offer at stage 2. 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 as we cannot increase our grant to you if you have failed to include it. The amount you request should only include VAT where you do not intend 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 total amount for your project including any aspects that may be funded by another source.

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

This should be between £10,000 and £49,999.

## **31. Please tell us about other contributions that you will use to help carry out your project, including any funding that you have applied for but not yet secured. Please include any other Lottery Funding.**

The totals for questions 30 and 31 should **equal** the amount given in question 29. If you have a shortfall in funding please identify where you expect to receive the monies from.

## **32. What will you spend all of the project money on?**

Please give us a breakdown of costs. The total amount should **equal** the total amount in Question 29. Please identify the major items of expenditure you envisage spending the funding on. Items can include landscaping, equipment, time and professional advice. Don't forget to include non-recoverable VAT if applicable.

## **33. How did you estimate these costs?**

We need to be satisfied that the figures you quote are realistic. Have you received any

estimates or quotes from contractors?  
Has someone in your group had previous experience of doing a similar project?



# Section 5: Declaration

The main contact should sign the application. Please note that if your stage 1 application is successful, by signing this declaration you are agreeing to have a Facilitator appointed to assist you in preparing your stage 2 application and delivering your project.

Please e-mail your application to **applications@community-spaces.org.uk**, and print out the declaration page and send (with original signature) to the address provided. If we do not receive the declaration page with original signature within **five** working days we will not begin processing your application.

If you are unable to submit your application by e-mail please send the whole signed, completed form to the address provided.

## Community Spaces

Groundwork UK  
Lockside  
5 Scotland Street  
Birmingham  
B1 2RR

Tel: 0121 236 8565

Fax: 0121 237 3615

[www.community-spaces.org.uk](http://www.community-spaces.org.uk)

E-mail: [info@community-spaces.org.uk](mailto:info@community-spaces.org.uk)



## Changing Spaces – Community Spaces

Groundwork UK  
Lockside  
5 Scotland Street  
Birmingham  
B1 2RR

Tel: 0121 236 8565

Fax: 0121 237 3615

[www.community-spaces.org.uk](http://www.community-spaces.org.uk)

E-mail: [info@community-spaces.org.uk](mailto:info@community-spaces.org.uk)

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# CHANGING SPACES COMMUNITY SPACES

## Stage 1 Application Form Small and Medium Grants

Before you apply, please make sure you can answer yes to the following questions-

1. Are you applying as a representative of a community group?
2. Is the site of your project in or within two miles of a residential area?
3. Does your project meet at least one of the programme outcomes (question 13)?
4. Will your project be freely accessible to the public for at least a substantial part of six days per week (see guidance)?

**Please click the button below to download an electronic application form. You can type in, edit, save and print this document.**

**Before completing this application form, please make sure that you have checked you are eligible to apply and have read both the programme information and the stage 1 guidance notes (pages 1-15 of this PDF). Please ensure that you answer all questions otherwise your application will be rejected. This document is also available upon request in other formats including large print. Please complete in black ink or font size no larger than point 11.**

When complete please e-mail your application to [applications@community-spaces.org.uk](mailto:applications@community-spaces.org.uk). If submitting by e-mail please print out the declaration pages, complete the signatory details, sign, and post to the address below-

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