

**Application Form**

The information you provide in this form will be shared with the Community Growers’ Forum who will assess all applications. You will not be able to edit the information provided after the Application has been submitted.

In addition to answering the questions in this form, **please ensure you send a copy of your organisation’s governing document** (or the governing document of the organisation applying for this grant on your behalf). This is required to assess eligibility. You will also be required to share **a plan of the site you are proposing to use for your project** (see the ‘About the project’ section of the form).

Please send this Application and the required supporting documents to [glasgowfoodgrowing@glasgow.gov.uk](mailto:glasgowfoodgrowing@glasgow.gov.uk). You will receive a confirmation of receipt of your application by the Food Growing Team in due course.

Please refer to the Glasgow City Council [Privacy Statement](https://citizen.glascc1-prd.gosshosted.com/article/4535/Processing-of-Allotment-Service-Administration-Privacy-Statement) for information on how the information you provide will be used.

Questions within the application marked with \* are compulsory.

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| **1. About your Organisation** | | |
| Name and Contact Details of the Lead Organisation Applying for Funding | | |
| Name of Lead Organisation \* |  | |
| Name of unconstituted community or growers’ group (if applicable). |  | |
| Registered Address (of lead organisation) \* |  | |
| Contact name \* |  | |
| Contact number \* |  | |
| Email address\* |  | |
| Website |  | |
| Please include copy of your organisation’s governing document with your application submission. **\*** | | |
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| Tell us about your organisation or group (its aims and objectives, specific target group if applicable, and anything else you think is relevant). \* Max 150 words | | |
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| **2. About the project** | | |
| Title of Project \* | | |
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| Location of Project \*  You can provide the name and address of your site or list the streets that bound the site | | |
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| Please ensure you include a plan showing the boundary of your chosen site with your application submission. \*  If your proposal relates to multiple locations, please provide a plan for each.  An image, such as a screengrab of the location from an online map and basic outline of your plans would be sufficient.  Please note that the quality of this plan will not influence the overall scoring of your application. | | |
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| Tell us about the project you would like to deliver and how it contributes to increasing the number of growing spaces across Glasgow. \* (Approximately 150 – 200 words)  Please indicate the number and sizes of growing plots. If your plans may have an impact on allotment waiting lists in the City, please tell us how. | | |
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| Which **one** of the themes listed below does your project address? \*  Use ‘X’ to mark your chosen theme.  We appreciate your project may address multiple themes, but we ask you to select the one theme your project has the strongest relevance to. | | |
| Supporting the creation and maintenance of good quality, multifunctional open space to help reconnect communities with nature | |  |
| Supporting food waste reduction and reuse of materials in the community | |  |
| Protecting and enhancing biodiversity in the City | |  |
| Promoting and supporting improved physical, mental and emotional health and wellbeing | |  |
| Sharing the benefits of climate action across the community | |  |
| Supporting the creation and development of urban market gardening and farming | |  |
| Please tell us how your project will address the theme chosen above. \*  (Approximately 150 – 200 words.) | | |
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| Who is the site landowner? \* | | |
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| Please confirm you have the landowner’s consent for your project (where applicable) \*  Answer Yes or Under discussion or No in the field below | | |
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| If Yes - What are the arrangements? (For example, a Permission to Use (PTU), a lease, a letter of comfort, etc.) \* | | |
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| If Under discussion - Please provide more detail, for example when agreement is expected to be reached. \* | | |
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| If No – Please be aware that failure to gain consent from the landowner could result in funding being refused. | | |
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| **Maintenance plan** \* – how do you plan to look after your growing site in the short and long term? (Max 150 words) | | |
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| **3. Financial details** | | | | |
| Amount Requested (£) \* (from £500 and £5,000) |  | | | |
| Total cost of the project (if different from above thanks to match funding or similar) |  | | | |
| If you have secured or requested any other funding for your proposal, please provide relevant information below. Please include below name of funder, amount and whether the funds have been requested or secured. | | | | |
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| Please provide a breakdown of expenditure within this proposal. \*  Please be mindful that this is a capital grant therefore, revenue costs such as staff costs (including sessional) are not eligible. Costs associated with the build or installation of growing ‘infrastructure’ can be included.  Please provide a list of the items or services to be purchased and the associated costs. Ensure that the total amount matches the number you have provided in the **Amount requested** section of this form.  Please note that if your project receives support through the Let’s Grow Together Fund, we will ask for proof of spend as part of the monitoring and evaluation stage of the process.  VAT – The Council is unable to recover VAT incurred by a third party so please include any VAT due in the amount of grant you are applying for. | | | | |
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| Please provide bank details for the Organisation making this Application \* | | | | |
| Name of account holder | | |  | |
| Name of bank | | |  | |
| Account number | | |  | |
| Sort code | | |  | |
|  | | | | |
| **Engagement** - How did you hear about the fund? \* | | | | |
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| **Agreement** | | | |
| As far as I know and believe, the information in this application form about the proposal is true and accurate. I am authorised to make this application on behalf of my constituted organisation.  I can confirm that the funder can:   * Publish details of the financial support they are giving to the project * Use any of the project details in news releases, publications, and other publicity materials.   The funder can do these things without asking us again for our agreement and will not use any of these details for commercial purposes.  I can confirm I have considered the relevant insurance and permissions required.  I can confirm a proof of spend will be provided as part of the Monitoring and Evaluation process in the format requested by the Funder.  I can confirm I have provided a copy of the governing document (for example a constitution) of my organisation. | | | |
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| I confirm that I have read and understand the statement above: | | | |
| Print name \* | |  | |
| Role in the Organisation \* | |  | |
| Date \* | |  | |