



## National Garden Scheme Community Garden Grants

### Guidelines to applicants

It is important that you read these Guidelines before making your application. Failure to do so may result in your application not being successful. The scheme's Administrator (contact details below) is available to give feedback and advice during the application process. Approved applications are assessed by a panel of two Trustees of the National Garden Scheme.

#### 1. Application timetable

Applications open on the National Garden Scheme website ([www.ngs.org.uk](http://www.ngs.org.uk)) on Monday 2<sup>nd</sup> October 2023 and close at 12 noon on 13<sup>th</sup> November 2023. It is strongly recommended that you do not leave your application to the last minute. Late applications will not have the benefit of feedback on any possible errors or anomalies from the Administrator. As a result, they will be more likely to fail.

No applications submitted after 12 noon on 13<sup>th</sup> November 2023 will be considered. Applicants will be informed whether they have been successful via email by the end of March 2024.

#### 2. Application format

Applications can only be submitted via the online form that can be found on the National Garden Scheme website. No other format will be considered.

#### 3. Application eligibility

Grants will only be made to bodies in England, Wales and Northern Ireland. The following bodies are not eligible:

- Local authorities (including parish councils)
- Schools

Applications from any such bodies will not be considered.

Applicants must be a fully set up community group, registered charity or Community Interest Company (CIC) with a functioning non-personal bank account.

An application must relate to an existing or proposed community garden or similar site. There must be no query over access to the space (such as restrictions imposed by ownership by another body).

#### 4. Grants and their use

Individual grants are between minimum £1000 and maximum £5000. Each application must itemise the details of the costs they are planning to cover.

Eligible costs could include, for example, site preparation (including hire of small mechanical tools such as rotavators), hand tools, plants, trees, shrubs, containers and seating.



The following items are not eligible for funding:

- Salaries or wages
- Volunteer expenses
- Promotional costs (e.g. production, printing of leaflets) or signage
- Hire of large mechanical tools (e.g. large shredder, JCB etc.)
- Transport to visit gardens
- Insurance
- Educational course fees or training costs

### **5. Completing the application form**

You need to say why you think your project should be considered for a Community Garden Grant. It is important to clearly describe the project, stating the anticipated short and long term benefits to a community, and how many people will be positively impacted. You also need to set out how the project will be maintained in the future.

The National Garden Scheme is committed to sustainability in gardening so it is important that your proposal demonstrates that you will be using sustainable gardening methods – for instance being as far as possible peat-free. We also celebrate biodiversity so demonstrating that your project will encourage biodiversity and wildlife, while not essential, will be a positive.

In completing the application you are required to supply a detailed breakdown of the costs for which you are seeking funding. Applications without supporting financial information will not be considered. Receipts for expenditure should be obtained and retained until after the project has completed. You should also state if you have obtained, or are applying for, funding from elsewhere giving the amount and the source.

Applications must include either clear drawings and/or photographs showing the whole site of the proposed project. They must also include an indication of the site's area/size. Failure to provide any of these may result in your application not being considered.

You must complete all specified sections. You will not be able to submit the application form until all pages are complete. You are able to save the form partially completed and return at a later date.

Where relevant the amount of text available for answers is restricted. Do not include additional material, it will not be considered in the assessment. Similarly, do not send extra images or links to images, only the specified number will be considered.

By submitting the form you are committing to complete the project as set out in the application. A change in scope, location or a failure to complete within the dates on the application form, and any other significant change, without prior consent from the Administrator, may result in a request to return the grant in full. You are also committing to assist the National Garden Scheme in publicising your project.



## **6. Recognising your Community Garden Grant**

The National Garden Scheme will present a special plaque usually when your project is complete, or nearly complete if agreed. We ask that this takes place within a year of your grant being confirmed. The plaque will be presented by a representative from the National Garden Scheme such as a Trustee or County Organiser, at a ceremony held on-site on a mutually convenient date. We would hope to attract local media interest for the grant and event.

## **7. Recording your Community Garden Project**

We would like to obtain the best possible photographic records of the projects that we fund. If your project is successful we would like you to ensure that you take photographs of the best quality possible, to record the progress of the project. A first update on the project progress must be provided to the Administrator within the first three months of the Grant being awarded.

We are looking for a combination of 'before and after' photographs and photographs of the completed project - some with relevant people. You need to have obtained the permission of anyone appearing in a photograph before we can use it.

**If you have any queries, please contact the award scheme's Administrator, Vince Hagan:**  
[vince.hagan@ngs.org.uk](mailto:vince.hagan@ngs.org.uk), T: 01483 213905.