



## Defra/RHS Sustainable Horticulture in Partnership Fund Application Form

Please write in black ink or type.

Please see the attached guidance:

- Definition of Sustainable Growing Media (SGM) and sustainably grown plants (SGP)
- Project criteria & Application Guidance
- Terms and conditions
- Checklist

1. Group details (If the project is not led by the local authority)	
1. Group name	
2. Group address	
3. Postcode	
4. What type of group are you? (Britain in Bloom, It's your neighbourhood, community/residents etc.)	
5. When was your group set up?	
6. Briefly describe your group, include aims, objectives and activities	

2. Local Authority (LA) Details	
1. Local Authority (LA)	
2. Name of LA contact	
3. Address	
4. Postcode	
5. Has a statement from the LA been included in this application? (tick the appropriate box -see guidance)	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Supply chain partner details	
1. Partner 1 Name & Address (please indicate profession e.g. grower/ SGM supplier)	
2. Partner 2 Name & Address	
3. Has a statement from the partners in the supply chain been provided (tick the appropriate box – see guidance)	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### 4. Project details

1. Project address (including postcode) – please include multiple postcodes if the project will take place in multiple locations

2. When will the project start?

3. When will the project finish?

#### 5. Contact details

1. Main contact name (Project leader)

2. contact Address

3. Email\*

☐

4. Tel Number

\*Please check the box to confirm you are happy for us to send you correspondence in relation to this project to the email address provided.

#### 6. Bank details

1. How does the name of your group/ Local Authority appear on your bank account? (please write in full)

2. Name of bank/building society  
Address/postcode

3. Account number

4. Bank sort  
code

#### 7. About your project

1. Has a project plan (see guidance) been submitted with this application?

Yes ☐ No ☐

2. Estimated costs of the overall project

£

3. Estimated costs of the additional activities required to adapt this project for the use of Sustainable growing media (SGM) and/or Sustainably grown plants (SGP) (see definition pg. 4)

£

4. Please summarise your plan for the use of SGM or SGP (as outlined in the project plan).  
(max 200 words)

<b>5. Please summarise how this project meets Defra's requirements (see guidance)</b>			
<b>6. What will you be doing on-site to demonstrate the use of SGM or SGP to others?</b>			
<b>7. How much grant are you asking for each year?</b>		<p>£1000 <input type="checkbox"/></p> <p>£2000 <input type="checkbox"/></p> <p>£4000 <input type="checkbox"/></p> <p>Over £4000...</p> <p>Please specify the amount (Max. £10,000): <input type="text"/></p> <p><b>Please confirm that you have provided additional detail in the project plan which justifies the higher level of funding requested above.</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<b>8. How long does the project run?</b>	<p>1 year <input type="checkbox"/> 2 years <input type="checkbox"/></p>		
<b>9. Do you agree to provide Annual feedback via the feedback forms published online?</b>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
<b>10. Please ensure you include with your application</b>	Signed statement from the local Authority	Signed statement from your procurement partners	Project plan (as relevant to grant request)

<b>8. Applicants declaration</b>			
This declaration must be signed (if producing in print) or name printed (if sending electronically) by the named contact and one other authorised member of your group (to be the Local Authority contact if not Local Authority led).			
<b>Signature/name of primary contact (if not Local Authority)</b>		<b>Date</b>	
<b>Signature/name Local Authority Contact</b>		<b>Date</b>	

### Terms and conditions

☐ Any offer of grant will be subject to RHS/Defra Terms and conditions of grant. Please read these Terms and conditions before submitting your request and tick the box to confirm you have done so.

## Guidance for applicants

### Definitions applicable to this project:

- Sustainable Growing Media (SGM): In the absence of an agreed definition of what makes growing media ingredients sustainable (work is in progress) the focus of this project should be about reducing peat use, either by using peat-free or peat-reduced growing media. Although consideration could also be given to any sustainability issues that might arise as a result of using different alternative materials.
- Sustainably Grown Plants (SGP) are plants grown using either peat-free or peat-reduced growing media as outlined in the statement above.

### Are we eligible?

#### The main criteria for eligibility are:

- Only groups or local authorities based in England can apply
- Groups may only apply for this grant in partnership with their local authority, a statement from the local authority explaining why they support this project and outlining their commitment to the project must be provided alongside this application.
- Projects must be carried out in partnership with those in the supply chain e.g. landscapers, growers or SGM suppliers. A statement from those in the supply chain explaining their role in the project must be provided alongside this application.
- This grant can only be used for the additional work required to adapt your project for the use of Sustainable Growing Media (see definition) or for the use of sustainably grown plants, this can also include overheads such as holding meetings with those in the procurement chain.
- Defra is unable to fund retrospectively, so you should only apply for money for work that will take place in the future.

#### Defra's requirements:

- That the local authority is committed to this project
- That procurement partners are involved with the design and delivery of this project and that a relationship between the project team and the procurement partners is formed.
- That your strategy for the use of SGM or SGP will enable the objectives of your project to be achieved successfully
- That the project provides good value for money
- That, where appropriate, innovative solutions have been taken to achieve the projects objectives.

### How do I apply?

If you fulfil all of the above criteria, please complete the application form. The deadline for the grant programme is **5th July 2013**. We aim to make decisions by the end of **September 2013**.

We strongly advise that you read the guidance notes before completing your application, to ensure that your project is eligible, and that you provide the correct information.

When you have completed the application and have gathered your supporting information, please send copies to [Plantinggrant@defra.gsi.gov.uk](mailto:Plantinggrant@defra.gsi.gov.uk) or by post, along with your supporting documentation, to:

Soils Policy SHiP Project, Defra  
Area 4C Ergon house,  
Horseferry road, London. SW1P 2AL

### What do I need to include in my application

- **A completed application form**
- **A statement from the local authority**
- **A statement from each of the procurement partners.**
- **A Project Plan**
  - Please ensure you keep the project plan clear and concise.
  - This document should only include information on the use of sustainable growing media and sustainably grown plants, further details about the overall horticultural project are not required.
  - Please ensure that any statements made about your project, within this application form, are explained or backed up in more detail within your project plan.
  - Please ensure you include the following information in your project plan:
    - A detailed outline of what sustainable growing media and sustainably grown plants you plan to use, and how you plan to use them in this project.
    - An explanation of what risks you have identified and how you plan to mitigate them.
    - A detailed outline of how you will be working with those in the procurement chain to deliver this work.
    - A timeline
    - An outline of how you intend to ensure the on-going maintenance of the area (?)
    - As appropriate: A section providing justification behind your request for a higher (over £4000) level of grant funding
    - A breakdown of estimated expenditure (see example below)

EXAMPLE: EXPENDATURE TABLE (categories are user defined)

Breakdown of budget by category	Estimated cost
e.g. Consumables	£xxx
e.g. Overheads	£xxx
e.g. labour	£xxx
<b>Estimated Total cost</b>	<b>£xxx</b>

### How much can we apply for?

- The total grant fund is £50,000 a year and is available in 2014 and 2015.
- Groups can apply for a fixed sum of £1000, £2000 or £4000 a year for a maximum of 2 years. Groups are welcome to apply for a larger amount up to £10,000 however justification for the larger grant award, including a

breakdown of spend must be outlined in detail in the accompanying project plan.

- Grant payments will be made in January of each year.

#### **What we will not fund as part of this project**

- We will not fund the total costs of the project, funding is only available for the additional expense of enhancing the sustainability of the project e.g. by using sustainably grown plants.
- On-going staffing costs
- Day to day running costs
- Projects that cannot be maintained
- Projects that cannot be completed within 24 months of receiving a grant.
- Core activities of statutory services

This list is not exhaustive and may change from time to time. We try to keep exclusions to a minimum. If you have any doubt, please email [Plantinggrant@defra.gsi.gov.uk](mailto:Plantinggrant@defra.gsi.gov.uk)

## **Terms and conditions**

1. Only groups based in England
2. Each group can only receive one grant in a 12 month period
3. The decision of Defra and the Royal Horticultural Society (RHS) is final and no correspondence can be entered into
4. The application form must be signed by the group's main contact and another authorised member of the group (to be the LA contact if the main contact is not from the LA).
5. Responsibility cannot be accepted for lost, damaged or mislaid applications, proof of postage is not proof of receipt
6. The amount of grant awarded is final and will not be increased if there is an overspend or costs have been worked out incorrectly
7. If all the grant provided is not allocated to the project, unspent grant must be returned to RHS within six months of the end date of the project as stated on your application form
8. The group agrees to their name and address being published in connection with receiving a grant and agrees to the RHS disclosing the group's address on our website
9. The group agrees to provide annual feedback via the provided feedback form including a breakdown of spend.
10. Any photographs submitted as part of the grant monitoring process may be used by Defra/RHS in any media, for any purpose, in any of its publications and on its website at any time in the future. It is the group's responsibility to ensure they have written permission from the parent/guardian for any images that are submitted involving a child
11. Defra/RHS can monitor projects being carried out and your group agrees to cooperate with any visits/follow up visits
12. By submitting this form you will be deemed to have accepted the terms and conditions and have agreed to be bound by them

## Application checklist

Details	Question	Yes/No
Your group	<ul style="list-style-type: none"> <li>Are you a voluntary or community group/organisation in partnership with the local authority, or are you the Local Authority?</li> </ul>	
	<ul style="list-style-type: none"> <li>Have you established a partnership with those involved in the project procurement chain i.e. the grower or landscaper or SGM supplier?</li> </ul>	
	<ul style="list-style-type: none"> <li>Are you located in England?</li> <li><u>If you answered yes to all of the above your group is eligible to apply for a RHS grant</u></li> </ul>	
Required documents	<ul style="list-style-type: none"> <li>Have you included:                             <ul style="list-style-type: none"> <li>A signed statement from the Local Authority?</li> <li>A signed statement from procurement partners e.g. grower?</li> <li>A project Plan</li> </ul> </li> </ul>	
About your project:	<ul style="list-style-type: none"> <li>Have you indicated the amount of grant funding you are applying for?</li> <li>If you have applied for more than £4000, have you provided additional detail and justification behind the amount requested within the project plan?</li> </ul>	
	<ul style="list-style-type: none"> <li>Have you indicated whether your application is for 1 or 2 years?</li> </ul>	