

Supported by:



Registered charity no. 222879/SCO38262

RHS Kärcher Community Fund 2014 (Yorkshire) Application Form

Please write in black ink or type.

Please read the attached guidance notes before completing the form:

- Project criteria
- Guidance for applicants
- Terms and conditions

1. Group details			
Group name			
Group address			
Postcode			
What type of group are you?	<input type="checkbox"/> Voluntary group	<input type="checkbox"/> Registered Charity	<input type="checkbox"/> Social enterprise
<i>Please tick</i>	<input type="checkbox"/> RHS Affiliated Society	<input type="checkbox"/> Association/club	<input type="checkbox"/> RHS Bloom/IYN
How long has your group been established?			
Briefly describe your group; include aims, objectives and activities			
Do you have a constitution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

2. Project details	
Project Title	
Project location – address with postcode	
When will the project start and finish? (mm/yy)	

3. Contact details			
Main contact name			
Position in group			
Address			
Email*		Telephone Number	
* <input type="checkbox"/> Please tick the box to confirm you are happy for us to send you correspondence in relation to this project to the email address provided.			
4. Bank details			
Name of bank/building society Address/postcode			
How does the name of your group appear on your bank account? <i>(please write in full)</i>			
Account number		Bank sort code	

5. About your project	
What type of grant are you applying for?	Start-up funding £300- 500* <input type="checkbox"/> Larger project funding max £5,000 <input type="checkbox"/> Please refer to guidance notes for grant criteria and eligible costs.
What are you planning to do? <i>(Please provide a summary of your project in no more than 200 words)</i>	
Why do you need to do the project? <i>(How did the idea come about?)</i>	
What evidence do you have that local people support your project? <i>(Who have you consulted?)</i>	
What difference will your project make to your community? <i>(Who will benefit from your project/ how many people?)</i>	
How many people will be actively involved in making your project a success? <i>(How many in what capacity?)</i>	

How will you involve the wider community in contributing to the project?			
If you are applying for a Large Grant – please complete the following:			
What experience do you or your group have of running similar projects?			
Do you own the land on which your project is located?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have you have written permission from the landowner to carry out your project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Has planning permission been granted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Project Plan - Please give a brief outline of the key stages in the implementation of your project over the course of the year. <i>Projects must be completed by January 2016</i>			
How do you plan to promote your project?			
How will you maintain the project after the grant has ended?			

6. Exclusive Prize	
Kärcher Prize <i>(Terms and Conditions apply)</i>	<p>As part of the application for funding there will be the chance to enter a one off prize draw. We are delighted to be working with Kärcher to offer the chance for one Community Group to win an exclusive visit from TV Personality and Kärcher Ambassador, Diarmuid Gavin!</p> <p>During the visit, Diarmuid will share gardening tips and advice to the winning project as well as present a Mini Irrigation Kit and Rain Sensor Timer from the new Kärcher watering range!</p> <p>To enter, simply answer the following questions:</p>
Please outline how your project is innovative in its watering solutions. <i>(max150 words)</i>	
How would you use the Kärcher Watering products to make your project eco-efficient?	
How would you make use of the Kärcher products in the wider community?	

What would your group gain from a visit from the expert gardener Diarmuid Gavin? <i>(Max 50 words)</i>			
Please select your availability from the following dates for the visit from Diarmuid Gavin <i>(Subject to confirmation)</i>	<input type="checkbox"/> Thurs 29 May 2014 <input type="checkbox"/> Thurs 5 June 2014	<input type="checkbox"/> Fri 30 May 2014 <input type="checkbox"/> Fri 6 June 2014	<input type="checkbox"/> Sat 31 May 2014 <input type="checkbox"/> Sat 7 June 2014

6. Funding		
Please tell us how you would like to spend the grant and what the funding would buy by completing the cost breakdown		
Item description	Total Cost of Item	Amount requested from RHS
	£	£
	£	£
	£	£
	Total	Total

If the total cost of the project is more than the grant requested please confirm that the balance of funding is in place.	<input type="checkbox"/> Balance secured
---	--

7. Applicants declaration			
This declaration must be signed (if producing in print) or name printed (if sending electronically) by a person authorised to do on behalf of your group plus one other member of your group.			
Signature/name of primary contact		Date	
Signature/name authorised member		Date	

Terms and conditions
<p>Any offer of grant will be subject to RHS Terms and Conditions of Grant (see attached) and the following Kärcher Prize Terms and Conditions.</p> <ul style="list-style-type: none"> - The Community Group must be available to facilitate visit on selected dates. - The Community Group agrees to ensure a minimum of 25 participants to attend the visit. - The Community Group agrees to allow RHS and Karcher to conduct a photo-call during the visit for PR purposes. - Karcher & RHS will support the Community Group by inviting local and national press. - The visit will last up to 4 hours. - The winning group will be presented with the following products during the visit: <ul style="list-style-type: none"> 1x Kärcher Micro Irrigation Kit (RRP £199.99) 1x Kärcher Rain Sensor Timer (RRP £99.99) - Kärcher staff will attend the visit to help install the new gardening equipment.

Please read the Terms and Conditions before submitting your request and tick the box to confirm you have done so.

☐ Yes, I have read the Kärcher Prize Terms and Conditions

Supported by:



Registered charity no. 222879/SCO38262

Guidance for applicants RHS Community Fund 2014

The RHS Community Fund aims to support and develop community gardening activity across the Yorkshire and the Humber region by:

- Supporting the implementation of community gardening projects that enhance the local environment and have a lasting impact in the community
- Facilitating the establishment of new community gardening groups
- Improving community gardeners' knowledge of Sustainable Gardening techniques

In 2014 the RHS want to ensure that we are able to maximise our support for the projects we fund, therefore we request that all applicants consider the establishment, care and maintenance of their project in line with the principles of sustainable gardening. In particular applications should identify ways in which to use water efficiently during the establishment of new planting schemes. See guidance notes from RHS Advisory Services:

<http://www.rhs.org.uk/Gardening/Sustainable-gardening>

The total grant fund for 2014 is £30,000

- Small grants are available for groups that require start-up funding; a minimum of £300 and a maximum of £500 are available. Grants will cover set up costs including the purchase of equipment and/or insurance cover, meetings and events.
- Large grants are available for maximum grant of £5,000 per group. Grants will cover capital costs; site-based improvement works i.e. planting schemes with associated landscaping.

Key criteria:

Are we eligible?

- Groups must be carrying out community gardening/environmental activity and have a constitution in place.
- Only groups and projects located in Yorkshire and The Humber may apply.
- Commercial organisations /private sector are not eligible to apply.
- Project must be completed by January 2016.

What we do not fund

- On-going staffing costs
- Day to day running costs
- Projects that cannot be maintained

- Projects that cannot be completed by January 2015.
- Core activities of statutory services

The RHS is unable to fund retrospectively, so you should only apply for money for work that will take place in the future.

How do I apply?

We strongly advise that you read the guidance notes before completing your application, to ensure that your project is eligible, and that you answer each question appropriately. If you fulfil all of the above criteria, please download an application form.

The deadline for the grant programme is **12 noon on Friday 14th March 2014**.

Due to the anticipated high volume of applications the review and assessment of applications will be through a 2 stage process.

By **Friday 28th March 2014** shortlisted applicants will be required to submit the following supporting information:

- Constitution for group
- Accounts for group
- Copy of minutes stating appropriate signatories for your group

and for larger projects:

- Site plans and photographs
- Map of project location
- Letter of support from landowner and confirmation of land ownership if applicable
- Copies of planning consents if applicable
- Estimates/quotations for capital works /purchase of materials and/or equipment

The Community Fund Grants panel aims to notify successful applicants of the awards by mid April 2014.

When you have completed the application please send a signed copy (pages 1- 4 only) in electronic format to yorkshire@rhs.org.uk :

Mark for the attention of: Libby Goodacre, Regional Development Manager - Yorkshire

If you are unable to send the application electronically please send hard copy to:

RHS Garden Harlow Carr,
Crag Lane,
Harrogate.
North Yorkshire.
HG3 1QB.

For queries/clarification please contact us on 01423 724677 or email: yorkshire@rhs.org.uk

RHS Community Fund Terms and Conditions



Royal
Horticultural
Society

Registered charity no. 222879/SCO38262

1. Only groups based in Yorkshire and the Humber may apply.
2. Each group can only receive one grant in a 12 month period.
3. The decision of 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.
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 in our website
9. You must promote the RHS Community Fund in all publicity relating to your project (you will be provided with logos and contact details if your application is successful).
10. Any photographs submitted as part of your application and grant monitoring process may be used by 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. RHS will monitor on projects being carried out with help from the RHS grants scheme and your group agrees to cooperate with any visits/follow up visits.
12. You will provide a short report (500 word) on completion of the project with accompanying photographs showing the investment made.

By submitting this form you will be deemed to have accepted the terms and conditions and have agreed to be bound by them.

RHS Community Fund Application checklist

Details	Question	Yes/No
Your group	<ul style="list-style-type: none"> Voluntary or community group/organisation 	
	<ul style="list-style-type: none"> Located in Yorkshire and The Humber <p>If you answered yes to one of the above your group is eligible to apply for a RHS grant</p>	
About your group:	<ul style="list-style-type: none"> Does your group have its own bank account? 	
	<ul style="list-style-type: none"> Are two signatures required for cheques and withdrawals? 	
	<ul style="list-style-type: none"> Is your group constituted? 	
	<ul style="list-style-type: none"> Are there three or more people on the group committee? 	
About your project:	<ul style="list-style-type: none"> Is your application for a small grant or larger grant? Have you included a cost breakdown? Do you have the landowner's permission Planning permission (if necessary) <p>Have you described:</p> <ul style="list-style-type: none"> The community benefit of your project How your project will be "water wise" 	
Supporting information If requested this additional information must be submitted by Friday 28th March	<ul style="list-style-type: none"> Please have supporting information ready to submit if your project is shortlisted? Including: <ul style="list-style-type: none"> Constitution for group Accounts for group Copy of minutes stating appropriate signatories for your group <p>See criteria (Page 6)for documents require for larger projects</p>	