

Enjoying Green Spaces and the Natural Environment (EGS)

1. Where EGS funds

Grants issued through this programme will be awarded to projects where the majority of impact will be on the [City of London Corporation's green spaces](#) and/or [City of London gardens](#). We ask that organisations make sure they meet the geographical eligibility criteria before applying. If they are unsure, we ask that they get in touch with [the Central Funding and Charity Management Team](#) (CFCMT) to confirm eligibility.

2. Types of work to be supported

The Enjoying Green Spaces and Natural Environment (EGS) funding scheme has been separated into five sub-themes. **Funding will be awarded to organisations that address at least one of the first two sub-themes, and at least one of the remaining three sub-themes, on a project (and associated overheads) basis.**

The first two sub-themes are:

- **Improving the conservation value of the green spaces**

The City of London Corporation is committed to supporting the achievement of Net Zero. The activities supported through this sub-theme should aim to assist with the conservation of the City Corporation's green spaces and should be able to demonstrate positive actions and outcomes. This could be via practical work on the ground, production of plans or a combination of both.

- **Improving our knowledge of the biodiversity of the green spaces**

The activities supported through this sub-theme should help improve our knowledge of the biodiversity of the City Corporation's green spaces. This could include survey or inventory projects or small-scale research projects on species habitats found in green spaces. They could include comparative studies using other locations/sites, but the majority of the project should be carried out on a City Corporation green space. Projects should be able to demonstrate positive actions and outcomes.

The remaining three sub-themes are:

- **Connecting communities with their green spaces**

The activities supported through this sub-theme should help local communities connect with the City Corporation's green spaces **and encourage respectful behaviour on those spaces. Projects should facilitate a deep sense of pride, encouraging communities to participate in and advocate for our natural assets.** ~~Projects are particularly encouraged from community or voluntary groups who work with local communities that infrequently visit, enjoy and engage with their local green space.~~ **We particularly encourage applications for bespoke proposals from organisations with expertise and experience working with people from disadvantaged communities.**

The projects should demonstrate positive outcomes for these newly connected communities and should demonstrate how they will support the groups to continue to visit the green spaces. ~~after the end of the project.~~

- **Providing opportunities for children and young people to learn and have fun**

There is growing concern that opportunities for children to learn in nature are becoming limited, impacting on child development. The projects supported through this sub-theme should help address this. They should provide opportunities for children and young people to build confidence and gain understanding while feeling safe and having fun on the Corporation's green spaces and heritage assets.

We particularly encourage applications for bespoke proposals from organisations with expertise and experience working with young people struggling with education and/or employment.

The proposals should demonstrate positive outcomes for these communities and should demonstrate how they will support the groups to continue to visit the green spaces.

- **Improving wellbeing through the use of green spaces**

Good mental health lies at the heart of wellbeing and quality of life, and of effective functioning for both individuals and communities. The ~~projects activities~~ supported through this sub-theme should ~~support programmes which~~ encourage contact with the City Corporation's green spaces as an addition to treatment options within mental health.

3. Who can apply for an EGS grant?

Organisations must be one of the following:

- Registered charity
- Registered community interest company
- Registered charitable incorporated organisation
- Charitable company (incorporated as a not-for-profit)
- Exempt or excepted charity
- Registered charitable industrial and provident society or charitable cooperative (bencom)
- Constituted voluntary organisation

4. How much can organisations apply for?

The minimum grant that an organisation can apply for is £2,000 and the maximum grant is £15,000. To avoid creating long term commitments on EGS, any requests for funding should be clearly justified and time limited to a maximum of 3 years.

5. What the fund is unable to pay for:

EGS is unable to pay for:

- Activities that have already taken place or start before we confirm our grant

- Any costs organisations incur when putting together an application
- Fundraising activities for an organisation or others
- Items that are purchased on behalf of another organisation
- Loans or interest payments
- Projects that actively promote religious or political activities
- Purchase of alcohol
- **Refurbishment of buildings/capital works.**

6. When can organisations apply:

Online applications can be submitted until the closing deadline in **September**. Organisations should expect to get decisions in **December**, approximately 12 weeks from the closing date.

7. How organisations can apply:

To apply for a grant, organisations will need to complete an online application form by the corresponding deadline and submit this electronically with supporting documents.

We will only consider one application from an organisation at any one time.

All application forms should be completed through the City Corporation's online grants portal. Application forms in large print, Braille or audio would be offered to applicants by special request.

8. Pre-application advice:

We **actively** encourage potential applicants to contact [the CFCMT](#) for an informal discussion of your proposal in advance of submitting an application. We do not consider draft applications but are able to talk through whether an organisation is eligible for funding and our priorities for funding. To arrange a pre-application discussion please email [the CFCMT](#).

9. Documents organisations will need to attach with their application:

As part of the application we ask for a number of supporting documents. We require the following documents:

- **Organisation's governing document.** Depending on an organisation's legal status this may be a Constitution, Memorandum of Association and Articles of Association or Trust Deed. If the organisation is part of the Church of England we do not need this document and the organisation should attach a note stating that this is the case.
- **Funding required spreadsheet.**
- **Most recent signed, audited or independently examined accounts.**
- **Relevant Job Description/s and Person specification/s.** These should be submitted for any funded posts where the post holder will work more than 17.5 hours per week. Documentation should include the hours of work and pay rate or salary. The City of London is an accredited Living Wage employer. Any post paid for by a grant must be paid at least the London Living Wage.

- **Safeguarding policy.** We expect all organisations applying to the Enjoying Green Spaces and the Natural Environment strand to have considered their safeguarding responsibilities and to have suitable policies, procedures, reporting mechanisms and training in place to protect from harm all those who come into contact with the organisation including beneficiaries, staff and volunteers. Application organisations seeking funding for activities with or for young people and vulnerable adults **must** have a robust safeguarding policy in place. For more information see 'What do you mean by safeguarding policy and procedures?' in [Community Infrastructure Levy Neighbourhood Fund – FAQ](#).

10. How applications are assessed:

Once we have received the online application and all supporting documents, it will be passed to one of the CFCMT assessors for assessment. As part of this process a member of the CFCMT may contact the applicant for more information.

We will acknowledge receipt of an application within 10 working days of it being received. If an application is not complete it will be returned and organisations will have a further 10 working days to send us the missing information.

We may also arrange to visit organisations as part of the assessment process.

All applications that satisfy the eligibility criteria will be presented to Natural Environment officers for approval/rejection **at an officer panel in December**.

Once a full assessment has been completed, approved applications will be referred to the Chairman and Deputy Chairman of the Natural Environment Committee for decision.

11. Decision making timeline:

The timescale to process applications will vary; however, we will endeavour to ensure applications are assessed within 12 weeks of the closing date, **with the panel every year in December**. Organisations should take account of this when planning proposals.

12. Successful applications:

If an application is successful, an initial offer letter detailing the level of grant awarded will be issued. This may contain special conditions relating to the grant award or pre-agreement grant conditions.

Grant acceptance terms and conditions will be subsequently issued which should be signed and returned within 20 working days. **Grantees will also be required to complete an online payment confirmation form via the portal, which includes attaching a recent bank statement.**

~~Once all documentation has been received and approved organisations would be asked to formally request payment of your grant award.~~

Note: Organisations cannot start the funded work until we have received, checked and approved all information that we have requested.

Revenue payments are usually released on a quarterly basis, while capital elements will be released when the CFCMT receive invoices for the relevant work.

13. Monitoring and evaluation:

If we fund a project, grantees will need to complete an end-of-year and end of project grant monitoring report to confirm how the grant has been spent and what was achieved. We ask organisations to keep receipts for all the items or services they buy with the grant and that they keep them somewhere safe as we may ask organisations to provide them.

We may also visit organisations to check how the grant has been spent.

We ask that organisations keep us up to date if the funded work or any contact details change at any stage during the period of the grant.

14. Unsuccessful applications

Due to the limited budget available and the number of applications for funding we receive, we unfortunately cannot provide funding to every applicant that applies for a grant. Grants are therefore issued on a discretionary basis; the decision of the City Corporation is final.

We encourage applicants to request feedback from assessing officers on why the application was unsuccessful by emailing [the CFCMT](#).

15. Reapplication

Organisations may reapply for funding to deliver a continuation of the same project or a different project. However, organisations cannot hold more than one of our grants at any one time. **Applicant organisations who have already received three years' funding will be subject to a fallow period of 12 months before they can apply to the fund.**

If organisations are a current grant holder, the funded project must have been completed and organisations will need to have satisfactorily met all our grant monitoring requirements before applying again.

In order to limit organisations becoming dependent on this funding stream, applications from new organisations are more likely to be successful than applications for repeat funding.