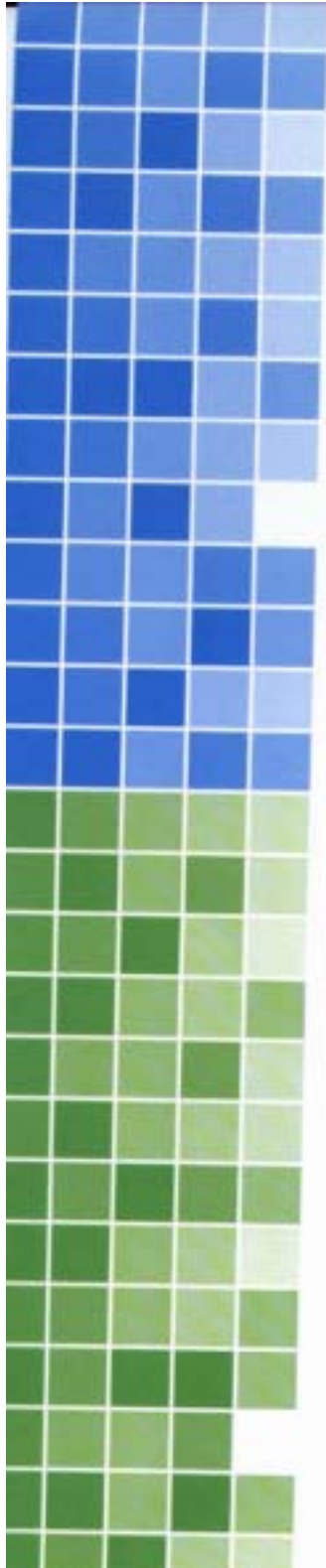


APPLICATION PACK
WE ALL NEED A SPACE TO...





THINK ABOUT THE PLACE WHERE YOU LIVE

- Does it lift your spirits or make your heart sink?
- Is your environment scruffy, neglected, overgrown, dirty, dangerous or just plain boring?
- Do you have an idea that will help improve your neighbourhood?
- Do you need some help to make things happen?

APPLICATION GUIDANCE NOTES

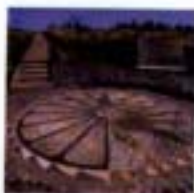
Living Spaces is a Government scheme open to local groups throughout England. It gives people the opportunity to make improvements to open spaces in their neighbourhood and create valuable places for the whole community to enjoy.

Living Spaces helps people to change their environment for the better by providing funding, advice and practical support. Grants of between £1,000 and £100,000 are available to fund projects that improve community open spaces. For example, you might want to improve a run down playground, create a community garden or clean up your local square or village green.

Living Spaces is there to help your good ideas take root and grow.

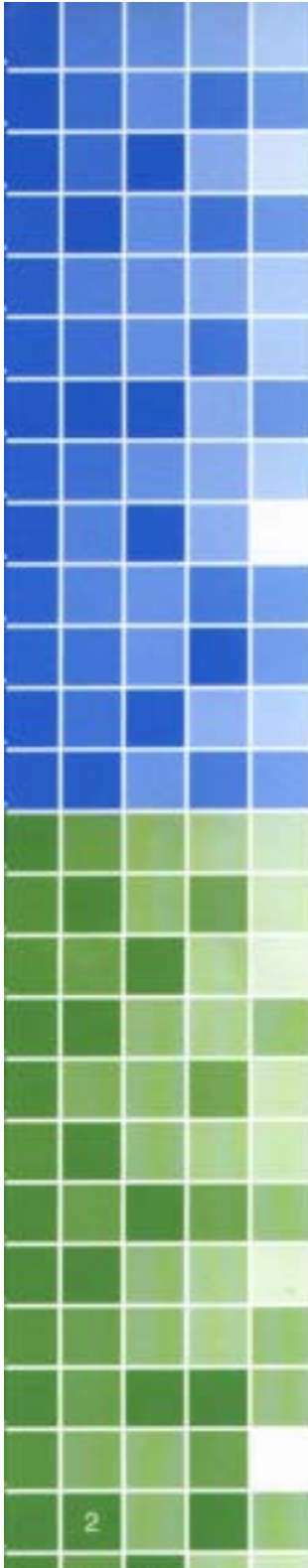
This pack explains how the Living Spaces scheme works, what kind of projects it can support and how to apply for a grant. It also tells you what happens after you've applied and when you can expect to hear whether your application has been successful.

Please read the notes contained in this pack carefully as they will help with your application.



Living Spaces is a scheme set up by the Office of the Deputy Prime Minister (ODPM). It is managed by Groundwork with support from Urban Parks Forum. It is being run in association with a range of other voluntary organisations including The Civic Trust, The Experience Corps, The Federation of City Farms and Community Gardens and The Wildlife Trusts.





WHAT IS LIVING SPACES ABOUT?

Living Spaces aims to:

- support projects that help local groups improve open spaces in their neighbourhood
- encourage volunteering by helping more people get practically involved in these projects.

To receive support from Living Spaces your project will need to meet these aims.

What kind of areas can a Living Spaces grant help to improve?

Any kind of outdoor space can be considered for a grant as long as it is:

- open to the public most of the time
- within two miles of a residential area
- not a formal sports pitch.

How much money can groups apply for?

We want to support projects of all shapes and sizes from small to large scale improvements. You can apply for any amount between £1,000 and £100,000. You will need to tell us how you plan to spend the money.

What other help is available to groups running projects?

If your project is eligible for a grant you will be allocated a local Living Spaces Enabler. This is a person who has been trained to help you think through your project and provide expert advice on how best to carry it out. Your Living Spaces Enabler will also put you in touch with local organisations who can help ensure your project is a success.



WHO CAN APPLY FOR LIVING SPACES GRANTS?

✓ You can apply for a Living Spaces grant if:

- your group wants to run a project to improve an area of open space near to where you live
- your group is a not-for-profit neighbourhood group.

By 'neighbourhood group' we mean a group that is already active in a community and that has a connection to a specific place. For example, your group may be made up of people who live in the same street or village or who have an interest in the same local space such as a park or play area.
You don't have to be a registered charity.



✗ You cannot apply for a Living Spaces grant if you are:

- an individual and not part of a neighbourhood group
- an organisation that is active over a wider area such as a borough, county or region
- a school
- a company which aims to distribute a profit
- a local authority
- a town or parish council
- any other public body.



WHAT CAN LIVING SPACES GRANTS BE USED FOR?



Things we can fund

Living Spaces grants can be used to support activities such as:

- improving small local parks or parts of larger parks
- creating or improving 'pocket parks' and community gardens
- creating or improving play areas or seating areas
- cleaning up neglected land in residential areas
- restoring village greens
- carrying out small planting schemes on verges or on estates
- creating or improving nature areas or city farms
- restoring ponds, pathways, gateways or boundaries.

Grants can be used to pay for labour and materials or any other goods or services you need to carry out your project.



Things we cannot fund

Living Spaces grants cannot be used to pay for:

- the purchase of land
- renovations to buildings
- projects involving formal sports pitches
- improvements to school grounds
- running costs for your group
- grants to larger charities or organisations
- costs incurred before being offered a grant
- full or part-time paid staff working for your group
- projects with high ongoing maintenance costs - unless you can show how your group will look after the project once the grant has run out.

These lists are not exhaustive. If you are uncertain about whether or not your project qualifies for support please mention this under 'any other information' at the end of the application form.

THINGS TO THINK ABOUT

Budget

You can apply to Living Spaces for any amount between £1,000 and £100,000. In order to decide how much to apply for you should think about what you want to achieve and work out an initial budget for your project. This might involve getting some idea of costs from local companies or organisations for any goods or services you think you will need such as equipment, materials, labour or professional services. Don't forget that you will need to pay VAT on some goods or services. If your project is eligible for a grant your Living Spaces Enabler will help you draw up a more detailed budget.

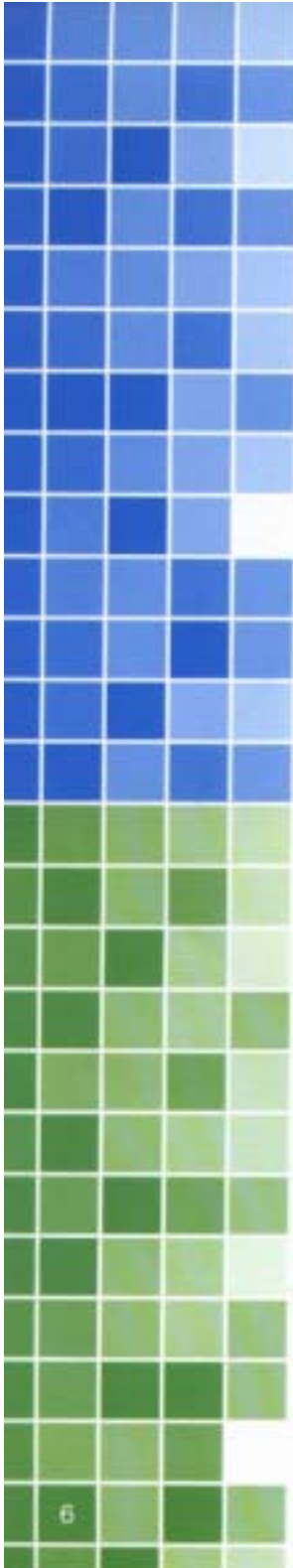


Other contributions

We would like you to tell us about any other contributions you have secured to help you carry out your project, in other words any help or money you get which is not provided by Living Spaces. If you are applying for a Living Spaces grant of up to £5,000 no other contributions are required. For grants larger than £5,000 it will help your application if you have some other contributions. For grants over £25,000 other contributions are essential.

These other contributions may be money your group has raised itself or secured from another source, such as from a local company or charity, your local authority or through another Government programme. You might also want to take into account 'gifts in kind'. These are non-financial contributions such as the amount of time spent working on the project by volunteers, materials or tools that have been given or lent to your group or other services that have been provided by third parties for free.

Please note that for larger grants, if you are including money from central Government as part of your other contributions, we would not expect this and your Living Spaces grant together to add up to more than 50% of your total project costs.



Land ownership

Before you apply to Living Spaces you need to get the permission of the person or organisation that owns the land on which your project will be located. At this stage you simply need to tell us if you have permission but you will need to get this confirmed in writing before any grant can be paid.

Maintenance

We want to support projects that will last well into the future. You should therefore think about how your site will be looked after once your project has been finished. This is particularly important if your project involves creating new facilities such as a garden or play area. It may be that the landowner has agreed to maintain the site or this could be something that your group or other local residents might help with.

Planning permission

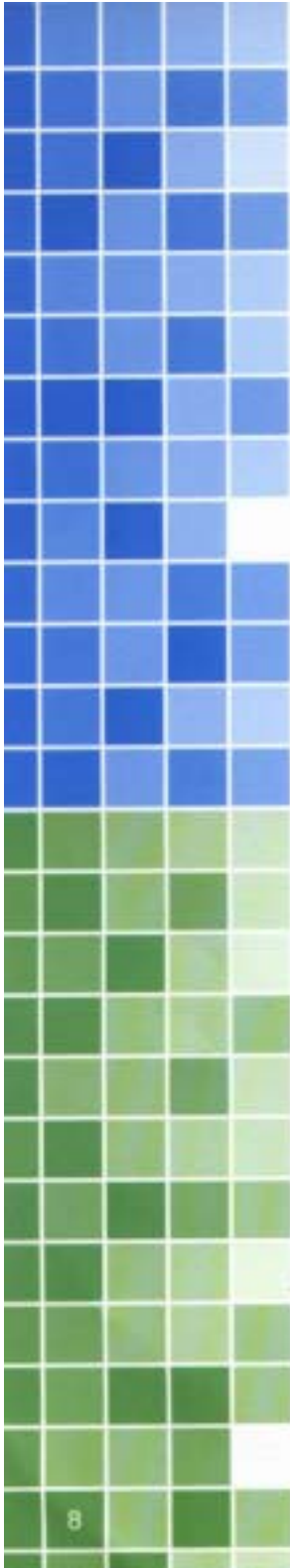
If your project involves a structure of some sort you may require planning permission. You don't need to have received permission before you apply to Living Spaces but please be aware that your group is responsible for ensuring you have permission (if required) before work starts on your project. Check with your local authority's planning department if you have any queries. You should find their number in the phone book or through the website www.ukonline.gov.uk.



WHAT NEXT?

- After you have read through these notes fill in the application form. More notes to help you are given next to each question. There is also a section at the end for you to give us any additional information or tell us about anything you are unsure of.
- Send your completed application form plus a photocopy to:
Living Spaces
PO Box 2014
Reading RG4 7XU
You may also want to keep another copy of your completed application form for your own records.
- We will write to you within one month of receiving your completed application form to tell you if your project has passed the first stage of the process.
- If this is the case you will then be contacted by a local Living Spaces Enabler who will arrange to visit you and your site and provide expert advice on how best to carry out your project. You may be asked to gather some additional information in preparation for this visit.
- Your Living Spaces Enabler will help you draw up a more detailed 'action plan' for your project which will then be submitted for approval.
- Once this action plan is approved you will receive a letter offering you your Living Spaces grant.
- This letter will tell you what you need to do to keep us informed of the progress of your project and to report what you have achieved.





If you have any queries about applying to Living Spaces or need more help, please contact us.

■ 0845 600 3190 (local rate)

■ info@living-spaces.org.uk

■ Living Spaces

PO Box 2014

Reading RG4 7XU

