

Glasgow Food Growing Strategy



Let's Grow Together Fund 2023/4 – Application Guidance

This document has been created to support organisations applying for the 2023/4 Round of the Let's Grow Together Fund.

If you plan to submit your application via the Glasgow City Council website, you can review all questions contained in the application form by downloading it as a Word document from the Let's Grow Together webpage.

If you plan to submit the Application via email, fill in the above-mentioned document, and send to us at glasgowfoodgrowing@glasgow.gov.uk alongside the necessary supporting documents.

Please note:

You will not be able to save the online form and come back to it later so ensure you plan accordingly.

You will not be able to edit the information you have provided after the form has been submitted regardless of if this is done via our website or by email.

If applying using the online form, you will receive a confirmation of your submission and a copy of the filled-in form for your records.

If applying via email, you will receive a confirmation of receipt of your application by the Food Growing Team in due course.

Application Form notes

'About your organisation' Section

In this section you will be asked to provide key information about the organisation making the application such as the registered address and contact details for the person who is the point of contact in relation to the application.

- **Name of unconstituted community or growers' group**

If an organisation is applying on behalf of an informal growers' or community group, the name of the group should be included here.

- **Tell us about your organisation or group**

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If this is a joint application between an unconstituted group and constituted organisation the answer to this question should focus on the group or organisation that would take the lead with delivering the project should the proposal be selected for funding.

- **Please upload a copy of your organisations governing document (for example a constitution) ***

Use the Browse button to select a file to attach in support of the application.

‘About the project’ Section

In this section applicants should provide details about their proposed project and their chosen site, or sites.

- **Location**

You are advised to provide the name and address of your site or list the streets that bound the site. This will help the decision-making panel get a better understanding of your plans.

- **Please provide a plan showing the site boundary of your chosen site**

An image of the location, such as a screengrab from an online map, and boundary of the site would be sufficient. Use the file upload buttons to attach one or more site plans.

NB: The quality of the plan will not influence the overall scoring of your application.

- **Tell us about the project you would like to deliver and how it contributes to increasing the number of food growing spaces across Glasgow**

This is an opportunity to go into more detail about your plans to create a new growing site or to extend an existing site or to increase food growing provision using a different approach. We are interested to know the number and sizes of growing plots that will be created.

- **Project theme**

We appreciate your project may address multiple themes, but we ask you to select the one Fund theme your project has the strongest relevance to.

- **Landowner consent**

You will be asked to provide the name of the landowner and whether you have permission from them to deliver the project you are proposing. You should be aware that lack of landowner’s consent could result in your proposal being turned down.

- **Maintenance plan**

We would like to understand your plans for maintaining the food growing space you are proposing to develop.

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'Financial details' Section

In this section include the amount requested from the Let's Grow Together Fund (the minimum you should apply for is £500 and the maximum is £5,000).

You will have an opportunity to tell us if an award from this Fund will form part of a bigger funding package or a wider project supported by other funders.

You will be asked to provide a breakdown of the costs comprising the total amount requested from the Let's Grow Together Fund.

Please be mindful that this is a capital grant. Eligible costs include the purchase of soil or compost, tools, seeds or plants, materials for building raised beds, infrastructure that can help you extend not only your growing space but also the growing season such as polytunnels. Please note, this is not an exhaustive list of eligible costs.

Revenue costs such as staff costs (including sessional), events or workshops are not eligible. However, costs associated with the build or installation of growing 'infrastructure' can be included.

- **Please provide a breakdown of expenditure within this proposal**

Please provide a list of the items or services to be purchased and the associated costs. Ensure that the total amount matches the number you have provided in the 'Amount requested' section of the application form.

Please note that if your project receives support through the Let's Grow Together Fund, we will ask for proof of spend in the monitoring and evaluation stage of the Fund.

VAT – The Council is unable to recover VAT incurred by a third party so please include any VAT due in the amount of grant you are applying for.

'Agreement' Section

This section should be filled in by the person whose contact details are provided in the 'About your organisation' section of the Form.

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