



CHANGING SPACES

LOCAL FOOD

FULL APPLICATION FORM – MAIN AND BEACON GRANTS

UNIQUE REFERENCE NUMBER (OFFICE USE ONLY)

DATE RECEIVED (OFFICE USE ONLY)



Please read the Application Notes before completing the form and refer to them while completing the form.

PART ONE: WHO ARE YOU AND HOW DO WE CONTACT YOU?

GENERAL CONTACT DETAILS FOR YOUR ORGANISATION

1.1 Please give the name of your organisation as it appears on your constitution or set of rules:

St Anthony's Trust

Full postal address for your organisation:

Address: Official Address: MANNINGTONS Chartered Accountants, 7-9 Wellington Square

Town/City Hastings

County E. Sussex Postcode (must be completed) TN34 1PD

Telephone Number: 01424 721700 Fax number (if you have one):

Email address (if you have one):

Website Address (if you have one): see project website below

If you are a branch of a larger organisation, please tell us which one:

1.2 MAIN CONTACT DETAILS

Title and full name of the main contact for the project:

Title: Ms First Name: Georgia Surname: Taylor

Position: Project Coordinator

Address for correspondence, if different from the organisation address:

Address: Tablehurst Farm

Town/City Forest Row

County: E Sussex Postcode (must be completed) RH18 5DP

Telephone Number: 01342 823199 Fax number (if you have one):

Email address (if you have one): georgiat@btinternet.com

Website Address (if you have one): www.tablehurstandplawhatch.co.uk/schoolfarm.html

Please let us know if you have any particular communication needs:

1.3 ORGANISATION TYPE

Please indicate which of the following best describes your organisation by ticking the appropriate box):

- Registered Charity School Health organisation
Church Community Group/Society Community Interest Group
Tenants/Residents Association Parish/Town Council Other

If other please state:

If your organisation is a Registered Charity, Company Limited by Guarantee, or both, please provide the registration number(s) in the boxes provided.

Company Charity

1.4 ABOUT YOUR ORGANISATION

Briefly explain the main purpose of your organisation, the activities and services you provide and the geographical area(s) that you operate in

St Anthony's Trust, founded in 1972, is an educational charity with a special interest in farming and food. Its main aim is to advance education and health care with emphasis on agricultural and horticultural training centres based on bio-dynmaic agricultural techniques. In the mid-1990s it played a pivotal role in the creation of the Tablehurst and Plawhatch Community Farm Co-operative through which over 500 individuals now hold two sister farm businesses in community ownership. As well as producing award winning food the farms have been pioneers in community supported agriculture and receive visits from others seeking similar goals.

Today, St Anthony's Trust is the owner of the land and buildings at both farms and a vital partner in the success of the co-operative. Over the last three years St Anthony's has raised and fully implemented £880,000 by funding educational activities, apprenticeships and infrastructure improvements on the farms. For example Tablehurst and Plawhatch have up to 7 apprentices, spending 2 years each on training at the farm accredited by the Biodynamic Association. They also house and support 3 workers with special needs and host Pericles students with special needs to work on farming and building projects throughout the year.

St Anthony's Trust also manage an organic food retail trading subsidiary (Seasons, Forest Row) which has an average annual income of approximately £1.5 million. St Anthony's work is mainly in Sussex, but it does benefit people from a wide area in the UK and abroad.

1.5 GENERAL

When did your organisation start?

Month: Year:

Are you registered for VAT?

Yes: No:

If you have ticked 'Yes', please give your VAT registration number:

1.6 MANAGEMENT COMMITTEE

Does your organisation have a management committee/Board/Trustees ?

Yes: No:

If you have ticked 'Yes', how many people are on the committee?

6

1.6.1 Please list the names of your management committee/Board/Trustees below.

St Anthony's Trust Trustees: PAUL SHANAHAN, BOB WILLS, JOHN THOMSON, JO REEVES, SIMON BLAXLAND DE LANGE, HUGH SALVESEN.

The LotL project is of such importance that there is a separate steering group to manage the development of the project. This group will evolve into the main management board of the project when it is up and running. The participants have been chosen for the particular skills, experience and links with the local community.

LotL Steering committee: PETER BROWN (main Tablehurst farmer), CHRIS MARSHALL (Resources manager at local school), ALASTAIR LEE (Local East Sussex government official), HILARY DOUCH (Deputy head of local primary school), ROGER ROSS (Local business person and donor), MARK HAUGHTON (member of farm management), TOM FORWARD (Local environmental education specialist and Project Coordinator), GEORGIA TAYLOR (Project Coordinator), JOHN MAKELOW (Donor)

1.6.2 If your organisation does NOT have a management committee, please describe how it is managed and who is involved in its management

1.7 EQUAL OPPORTUNITIES AND ENVIRONMENTAL POLICIES

We would expect all applicant organisations to have Equal Opportunities, Health and Safety and Environmental policies. Please ensure you have submitted the following documents with this form.

Does your organisation have an Equal Opportunities Policy?

Yes: No:

Does your organisation have a Health and Safety Policy?

Yes: No:

Does your organisation have an Environmental Policy?

Yes: No:

If you are unable to provide any of these documents, please tell us the reason why below

PART TWO: ABOUT YOUR PROJECT

2.1 TITLE OF YOUR PROJECT

Please give the title of your project - we will use this in all future correspondence and publicity

Learning on the Land

2.2 TYPE OF PROJECT

Please choose from the list the type of project your proposal best fits (please refer to page 6 of the Full Application Help Notes)

2.3 PROJECT DESCRIPTION

Please give a brief description of your project, using no more than 250 words. You can also enclose a more detailed description of the project separately in your business plan. (To help you structure your concise project description, an example can be found on page 6 of the Full Application Help Notes)

Learning on the Land is a new project, building on the success of Tablehurst Farm which is part of a community owned cooperative with over 500 local members. It will be a residential education centre that provides children with a practical farming experience. (Local Food aim themes 4 & 5).

Local and regionally based children, from years 5 and 6 (ages 9-11 yrs), will stay on the farm, as part of a school trip, for up to a week. They will take part in an intensive programme of activities consisting of direct experience of farm and garden work, including working with the animals, harvesting their own food and cooking substantial meals for a large group, all with the aim that they leave with a profound understanding of the connection between soil, plants, animals, farming and food.

At least half of these children will be from schools in deprived urban neighbourhoods in London and the South East, with little or no access to the countryside.

Local schools and families will be able to work on the farm on curriculum based activities in term time and holidays. Up to 30 local volunteers will participate and 5 local jobs will be created. Visiting teachers will gain useful experience and ideas that they can take back to their school gardens and environmental projects.

The grant from the Local Food Fund will specifically fund the construction of a sustainable building, project equipment and part of the running costs for the 3 year start up period.

LAND AND BUILDING CAPITAL GRANTS

If your project involves the improvement of or purchase of land and buildings please refer to the *Land and building application guidance notes* document included in your applicant's pack. This details the additional documentation you need to supply before we can award your grant

2.4 KEY PROJECT DATES (Please refer to page 7 of the Full Application Help Notes)

Intended project start date (*please remember that decisions can take up to 20 weeks*)

June 2009

End of Local Food project date (*This must be before 31 March 2014*):

June 2012

Overall project finish date (*This can be beyond Local Food*):

Indefinite

2.5 LOCATION OF THE PROJECT

Please provide the project address and postcode. If your project is situated on land that has no postcode please give the postcode of the nearest building (please refer to page 7 of the Full Application Help Notes)

Address Tablehurst Farm

Forest Row, East Sussex RH18 5DP

Town/City Forest Row

Postcode (must be completed) RH18 5DP
Region (must be completed) South East and London

2.6 THE AIM OF YOUR PROJECT (please refer to pages 8 of the Full Application Help Notes)

What is the overall aim of your project?

To provide children and young people with a residential farming experience that will include hands-on farm work with animals and crops, cooking and crafts. The experience will give the children a new understanding of sustainable food production and awaken a feeling of responsibility for and connection with the natural world

2.7 Outcomes

Please identify a minimum of THREE and a maximum of FIVE SMART (Specific, Measurable, Achievable, Realistic and Time based) outcomes you want your project to achieve

1. A sustainable and low impact residential and teaching building completed on the farm by the end of 2009
2. 1,000 children per year will spend a week at the farm by 2012
3. Three local schools use the farm education facilities once a week during term time by the end of 2010
4. 30 local adult volunteers learning and working in the garden over the first 3 years.
5. Create five local permanent jobs throughout the lifetime of the project

2.8 THEMES: Main and Beacon Grants should address a minimum of two of the Local Food Themes

2.8.1 From the list below please indicate the main Local Food theme your project will address (tick one only)

A	To enable communities to manage land sustainably for growing food locally	<input type="checkbox"/>
B	To enable communities to build knowledge and understanding and to celebrate the cultural diversity of food	<input type="checkbox"/>
C	To stimulate local economic activity and the development of community enterprises concerned with growing, processing and marketing local food	<input type="checkbox"/>
D	To create opportunities for learning and the development of skills through volunteering, training and job creation	<input checked="" type="checkbox"/>
E	To promote awareness and understanding of the links between food and healthy lifestyles	<input type="checkbox"/>

2.8.2 Please indicate the additional theme(s) your project will address:

A	To enable communities to manage land sustainably for growing food locally	<input type="checkbox"/>
B	To enable communities to build knowledge and understanding and to celebrate the cultural diversity of food	<input checked="" type="checkbox"/>
C	To stimulate local economic activity and the development of community enterprises concerned with growing, processing and marketing local food	<input type="checkbox"/>
D	To create opportunities for learning and the development of skills through volunteering, training and job creation	<input type="checkbox"/>
E	To promote awareness and understanding of the links between food and healthy lifestyles	<input checked="" type="checkbox"/>

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2.9 Project beneficiaries

2.9.1 Tell us about the people and organisations that will benefit most from your project

Children between the ages of 9 and 11 years and schools will benefit most from our project. At least 50% of the children will come from schools in deprived communities with a high level of free school meals. The schools will come mostly from London and the South East for residential visits.

As well as high levels of poverty in some parts of London, there are pockets of high levels of deprivation in East Sussex (Some wards in Hastings, Wealden, Rother, Eastbourne and Lewes have between 24% and 49% of 0 - 15 year olds living in poverty).

Many of the children will come from urban areas and will have had little experience of the countryside and will have little knowledge of food production.

Local children and schools will benefit from Learning on the Land by participating in term time and holiday activities on the farm.

2.9.2 How many people do you expect to benefit directly from your project?

Over three years approximately 3000 children and 300 teachers will benefit from the project. 35 local people will benefit from employments and local volunteering opportunities

2.9.3 How many organisations do you expect to benefit directly from your project?

3 local schools, 50 regional schools, 4 farming, wildlife and environmental organisations and the farming cooperative.

2.9.4 Please tell us how many permanent jobs will be created through the Local Food funded period

Full-time posts (35 hours per week or more):

Part-time posts (less than 35 hours per week):

2.9.5 Please tell us how many Volunteer/Training Placements will be created through the Local Food funded period

Volunteer posts (10 hours per week or more):

Volunteer posts (less than 10 hours per week):

Number of training placements:

2.9.6 What type of activities will the volunteers be carrying out?

Volunteers will work in the vegetable garden and will also provide evening activities for the children in the form of country crafts, art, music and storytelling. The local College, Emerson College, has storytelling and arts students who will benefit from practicing their craft with the children.

2.10 ESTABLISHING THE NEED FOR YOUR PROJECT

2.10.1 How have you identified the need for your project? What checks did you carry out to verify the need? (Please refer to page 9 of the Full Application Help Notes for help)

We have identified a need for this project by researching three key areas: 1.) demand from schools, 2.) existence of other providers, 3.) national education policies. (For a full explanation of our research methodology and results please see the attached business plan – section 5.)

1. Schools

Method - We contacted over 90 primary schools and had 25 full questionnaires completed through telephone interviews and visits. We spoke to outdoor education advisers in London (Islington and Camden), Brighton and Hove and East Sussex County Council.

Results - 100% of teachers and head teachers were interested in sending a class to Learning on the Land. The results confirmed the concept, the age group targeted and facilities needed. All of the outdoor education advisers stated that this facility was needed in the South East and that they would promote LotL to the schools in their borough.

2. We identified 7 organisations in the UK (see table in Annex 3) that offer residential experiences based on farms and including practical farm activities as part of their learning programmes. All organisations were either contacted by phone or visited (4).

Results: Of the centres identified there is only one in Sussex and this one had a limited offer. Other providers, for example Farms for City Children (FFCC) have schools travelling from all over the country and are oversubscribed.

We made visits to 4 residential farming centres and observed that the most successful and best run were those that had a clear target market and a focussed main aim.

2.10.2 In what ways will your project complement or contribute to any local, regional or national strategies and plans? (please refer to page 9 of the Full Application Help Notes)

There are a number of national and local plans and strategies that support the ideas that we are aiming to put into action. Important national plans that make reference to outdoor, cooking and farming learning include: The Children's Plan, Learning outside the classroom manifesto, Every Child Matters, Healthy Schools Initiative, Extended Schools, Sustainable Schools, Growing Schools and Think Food and Farming.

The location of the project means that we will be attracting children from the South East Region including the South London Boroughs. To support local plans and strategies our work will also support the aims of local Children and Young people's Plans, for example:

- * Surrey BH3 Reduced Obesity
- * Kent Priority 2: To draw on and improve resilience in children and young people to help them make informed and healthy/safe choices and develop coping strategies.
- * West Sussex Be Healthy - Pt 2: Encourage healthy lifestyle choices and reduce health inequalities
- * Croydon Priority: Help children and young people to be healthy and reduce health inequalities!
- * Tower Hamlets Be Healthy: Our vision is that: We want our children and young people to grow up... healthy in body and mind.
- * Wandsworth Be Healthy - Promoting Healthy Schools

Working with schools on these aims and the linked themes within Sustainable Schools, Every Child Matters, Growing Schools and Think Food and Farming we will provide a high quality and enjoyable educational experience.

2.10.3 How will your project address disadvantage, specifically in relation to Local Food's main aim to make locally grown food accessible and affordable to local communities? (please refer to page 10 of the Full Application Help Notes)

We aim to address disadvantage in two ways:

1. By making sure children from low income and disadvantaged communities have access to our facilities and
2. By ensuring that our project leaves a lasting impression on the children and teachers who visit it and encourage them to bring some of the elements back to their own community.

1. Schools in disadvantaged communities often find it difficult to pay for school trips, especially if they are residential. Learning on the Land needs to ensure that these schools have access and so aim to subsidise schools or individual children that cannot afford the fee. This will be done by:

- Working with other charities that fund schools to stay on farms. For example we will have a partnership with the Country Trust to provide up to 15 visits from schools in disadvantaged communities.
- Raising funds for a bursary fund that will be managed by St Anthony's Trust.

2. The Local Food fund aims to encourage better access to local food in disadvantaged communities. The Tablehurst and Plawhatch Farming cooperative already makes locally grown food accessible and affordable to local communities. Our aim is to share that model with disadvantaged communities by involving children and young people in farming and gardening through their schools to develop vegetable gardens and get involved in local food production and marketing. We would like to develop on-going relationships with schools in deprived areas of East Sussex and London whereby annual visits will be followed up by seasonal information about changes on the farm.

2.11 PARTNERSHIP WORKING. (please refer to page 10 of the Full Application Help Notes)

2.11.1 If you have spoken to your Local Authority about your project please give contact details:

Name:	Position:
Name of Local Authority:	
Postcode:	Telephone Number:
Email address;	

2.11.2 Tell us what other organisations or groups you have involved in your project and how you have involved them

Formal partners: *(please complete section 1.1 – 1.3 of the application for each formal partner)*

Tablehurst and Plawhatch farming Cooperative and the farm businesses: Tablehurst will host the farm visits and support activities. Plawhatch will be involved in visits for schools interested in dairy farming and commercial vegetable farming.

Transition Town Forest Row has a food subgroup that is working on developing local skills in vegetable farming and local food production and marketing. They have already been successful in revitalising the community monthly market as a place for selling food produce. The TTFR food group will be a source of volunteers and an important partner in planning for local issues and linking skills gaps with volunteer activities.

The Country Trust organises residential farm visits for schools in deprived areas. They will become formal partners with Learning on the Land to provide up to 15 visits a year from schools that they are linked with.

Informal partners/advisers: *(please provide letters of support with your application)*

The Sussex Wildlife Trust will be involved in mutual marketing with LotL. Their promotional material will contain information of LotL and vice versa. They will also run occasional residential weeks at the LotL centre to link up with their programme.

Emerson College will be an important informal partner by providing volunteers and linking experience and lessons learned on the adult biodynamic farming course with LotL work. Future work with young people on the farm may well come through Emerson.

Endorsements: *(please provide letters of support with your application)*

Schools,
Other organisations
Outdoor education advisers

Beneficiary organisations and groups:

Forest Row CE school and Michael Hall School have already been involved in a participatory design process (consensus design) to develop the LotL building. Year 5 from the primary school and Class 9 from MH school and their teachers took part in 3 workshops and contributed to the building design. A parent from each of the classes were also involved in the adults design workshops. Both schools have provided a letter of support and are interested in using the facilities of LotL.

Other local schools and schools in London and the South East will benefit.

2.11.3 How will you promote your project to people who could benefit from it and involve them in its further development? (please refer to page 10 of the Full Application Help Notes)

Most teachers said they used word of mouth as the main way of choosing a centre for residential visits. This means we have to aim for a high level of awareness among head teachers and teachers. This will be done by:

- Providing free taster visits for teachers where they will be able to trial activities and learn about using the 'outdoor classroom'.
- Attending teacher conferences and manning stalls at popular countryside events for schools and families such as the South of England Agricultural Society's annual 'Connect with the Countryside' event.
- Using dedicated farm school websites such as those of the Soil Association, Farms for Schools and FACE to publish LotL details.
- Targeting all the schools that responded to the survey
- Advertising in trade magazines
- Promoting through press releases, public relations and getting articles in newspapers and magazines. We also aim to recruit a celebrity patron.
- Offering free local food hampers with Tablehurst Farm and LotL produce to schools to auction as part of their fundraising for a visit to LotL.

On becoming operational LotL will launch a major and sustained marketing campaign directly contacting schools by letter and phone to generate awareness and encourage interest.

Part of the marketing will include efforts to ensure a continued relationship with schools.

Learning on the Land will hold an annual event for teachers who have already visited with their pupils (and also new teachers) to share feedback, progress and any new developments at LotL.

2.12 MONITORING AND EVALUATION.

2.12.1 How will you monitor and evaluate your project's progress towards achieving your aim and achieving the outcomes described in questions 2.6 and 2.7? (Please refer to page 10 of the Full Application Help Notes)

Monitoring and evaluation will focus on qualitative and quantitative data that will provide us with information to assess the progress we are making towards our outcomes and the level of satisfaction and likelihood of repeat visits. Registers will be kept of numbers of children and volunteers using the LotL Centre to verify outcomes 2, 3 and 4. Outcome 1 will be verified at the end of 2009.

LotL will organise follow up visits to a sample of schools up to 3 months after their visits to see how they are incorporating the learning into their school and family lives.

There also needs to be continual assessment of school satisfaction with the service. This will be done by getting end of week assessment forms filled in. But it will also be important to hear how the week on Tablehurst farm benefited the children over the months following the visit. Some schools might be willing to share their own assessment with us or do an extra short questionnaire after 2 – 3 months. LotL needs to maintain a level of flexibility and should respond to demand and customers needs.

We have put together a Logical Framework for the project (see below) and this will be used to monitor the progress of the project towards achieving its outcomes. You will see from the framework that each outcome has a set of indicators that can give us an idea of progress through yearly reports. There are also a set of activities for each outcome, which can be monitored as they are implemented. We aim to produce annual progress reports starting in June 2009. In the first year there may be a need for a 6 month report in December.

2.13 SUSTAINABILITY

2.13.1 Please explain how your project will be environmentally, socially and financially sustainable beyond the life of the Local Food programme

Environmental

We aim to construct a building that has a low carbon footprint. We will be using local materials wherever possible and will aim to invest in green sources of energy. The Farm itself is organic and biodynamic and is a haven for wildlife and rich ecosystems. Our impact on the farm will be minimal.

Environmental education is core to the Learning on the Land concept. By teaching children through experiential learning we hope to increase the level of awareness of ecosystems and their link to the survival of the planet and the human race. This means that all activities have to be consistent with care for the planet through energy conservation, low carbon footprint, care for ecosystems, animals and the environment and a philosophy of re-use and re-cycle. For example activities like collection of wood for the wood burning stove will raise children's awareness of the links between fuel availability and their own comfort.

Social

There will be 3 areas of Social sustainability:

1. Social capital. LotL aims to contribute to the village and farm coop's already strong social capital. By linking with the local schools and the Transition Town Forest Row the project will support community cohesion and community joint activities and will hopefully build important and lasting links between different sectors of the community.

2. Staff and volunteer welfare. As can be seen in our equal opportunities policy we will have an inclusive recruitment and management process. We will also ensure that staff and volunteers are supported in a positive and healthy relationship with the project and their work. The sustainability of these posts will depend of good financial and marketing management of the project.

3. Customers. We aim to create a sense of community with our visiting schools and children so that a long term relationship is developed. This will be fed ongoing communications and the open nature of the farm - whereby families are encouraged to take part in events (like the barn dance, christmas carol singing, summer openday) and visit the farm shop.

Financial

We have worked out that we will be making a modest profit once the LotL centre is running at 75% of capacity. We therefore estimate that we will be able to build the business up to a sufficient level to be financially sustainable by the end of year 3. In the first year we estimate that we will function at approximately x% of capacity. This will increase to y% by year two and will reach the minimum of 75% of capacity by the end of year 3. Because schools tend to re-visit centres year after year and we aim to develop long term relationships with schools we are assuming that it will be possible to maintain a high level of business. We also may well be a better choice for schools as the financial situation gets worse as we will be charging less than the standard adventure and activity centres.

PART THREE: PROJECT FINANCIAL INFORMATION

3.1 CAPITAL COSTS £

Name of item	A Year 1	B Year 2	C Year 3	D Year 4	E Year 5	F Total project costs (A+B+C+D+E)	G Other cash income only	H In kind income only	I Local Food grant request	VAT inc? (Yes or No)
Buying or construction of buildings or land:										
Refurbishment costs:										
Fixtures and fittings:										
Equipment:										
Vehicles:										
IT equipment:										
Other (please specify):										

TOTAL CAPITAL COSTS £	0	0	0	0	0	0	0	0	0	0
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REVENUE COSTS £										
Name of item	A Year 1	B Year 2	C Year 3	D Year 4	E Year 5	F Total project costs (A+B+C+D+E)	G Other cash income only	H In kind income only	I Local Food grant request	VAT inc? (Yes or No)
Salaries, NI, pensions and other associated costs:										
Training costs:										
Volunteer costs:										
Information, educational and promotional materials:										
Vehicle running costs:										
Financial costs (e.g. insurance for project only):										
Premises costs:										
Professional fees:										
Other (please specify):										
TOTAL REVENUE COSTS £	0	0	0	0	0	0	0	0	0	0

TOTAL CAPITAL AND REVENUE COSTS £	0	0	0	0	0	0	0	0	0	0	0	0	0
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To check your figures are correct, please use the formula – (The total of column F should equal the total of column G+H+I)

3.2 OTHER INCOME

CASH INCOME

Tell us how you will raise the other matching funds that you need for your project (i.e. funds additional to our grant)

Sources of other cash income	Amount £	Year Due (tick as appropriate)										Secured			
Local Authority source:		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Private source:		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other public and European source:		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Total for other cash income		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Tell us about the 'in kind' contributions that will be made towards your project

Source of in kind contributions (please specify):	Amount £	Year Due (tick as appropriate)										Secured			
Unskilled labour:		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Skilled labour:		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Specialist sources:		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Private sources:		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Professional sources:		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other:		1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

PLEASE ATTACH WRITTEN EVIDENCE OF ALL CONTRIBUTIONS ALREADY RAISED OR PROMISED (SUCH AS GRANT OFFER LETTERS, BANK STATEMENTS, AND OTHER CORRESPONDENCE) FOR BOTH CASH AND IN KIND MATCH FUNDING

PART FOUR: FINISHING YOUR APPLICATION

(please refer to page 9 of the Full Application Help Notes for help)

I declare that:

- The information given on this application form and in any other documentation that supports this application is accurate
- I understand that, where any materially misleading statements (whether deliberate or accidental) are given at any stage during the application process, or where any material information is knowingly withheld, this could (at the discretion of RSWT) render my grant application invalid and any grant funds received by us will be liable for repayment
- The grant project falls within my organisation’s governing document (constitution, set of rules, trust deed, or memorandum and articles of association)
- My organisation has the power to accept a grant subject to conditions and to repay the grant in the event of the grant conditions not being met (in the opinion of RSWT)
- I confirm that the original wording and structure of this application form as it was originally provided has not been altered, deleted or added to in any way
- I confirm that my organisation will take all reasonable precautions to ensure that grant funds received will not be misused or misappropriated in any way. In the event of fraud, I understand that RSWT and / or the Big Lottery Fund will take legal action to recover any misappropriated funds

RSWT and the Big Lottery Fund will use the information you give us on the application form and during the life of a grant (if awarded) to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult with when assessing applications and monitoring grants. These organisations may include external assessors, accountants and other organisations or groups involved in delivering the grant scheme. We might also share information with the other Lottery distribution organisations, government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in Lottery applications and grants. To help us meet the needs of voluntary organisations, we might use the data you provide for our own research purposes. Some of the applications we receive are from vulnerable groups. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let us know. Your signature on this form is treated as confirmation that RSWT or its agents may use the information you have supplied to us under the terms of the Data Protection Act 1998.

THE APPLICATION MUST BE SIGNED BY THE CHAIR/CHIEF EXECUTIVE OR A TRUSTEE OF THE ORGANISATION WHO MUST ALSO BE A DIFFERENT PERSON TO THE MAIN CONTACT GIVEN IN PART 1.2

If you are submitting this form electronically, please ensure you send a hard copy of this signed page through the post, along with all other supporting material. Please do not send supporting documents (Health and Safety etc) electronically.

Signed

Name (please print):

Title:		First name:		Surname:	
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Date of birth:	
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Organisation:	
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Position:	
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Date:

PART FIVE: CHECKLIST

Please use this checklist to ensure that you are sending us a completed form. You must tick every box that applies to you before you send in your form

I have answered all the questions on the form that relate to this application.	<input type="checkbox"/>
A senior officer of the organisation has signed PART FOUR 'Finishing Your Application'.	<input type="checkbox"/>
All requested enclosures / attachments have been enclosed, are marked with the Unique Reference Number (URN), organisation and project names, have been dated, have an authorising signature on them and are labelled with the question number to which they refer.	<input type="checkbox"/>
I have enclosed the following financial documents	
Your most recent annual accounts unless you are a statutory organisation	<input type="checkbox"/>
Or If your organisation has been constituted for less than one year, please enclose an estimate of your income and expenditure for the first 12 months. (This should be in the form of a monthly cash flow statement).	<input type="checkbox"/>
And If you are not a statutory organisation, three consecutively numbered pages of an original bank or building society statement (or copies certified as original by your bank or building society). These must be no more than three months old.	
I have enclosed the following organisational documents:	
If you are not a statutory body, a copy of your organisation's constitution, set of rules, trust deed, or memorandum and articles of association.	<input type="checkbox"/>
And All applicants – environmental policy statement.	<input type="checkbox"/>
And All applicants – policy statements on equal opportunities and health and safety.	<input type="checkbox"/>
I have enclosed the following documents regarding the project	
All applicants - Business Plan	<input type="checkbox"/>
All applicants – written confirmation of any match funding and other income generated from sources other than the Local Food grant for this project.	<input type="checkbox"/>
All partnership applicants – a completed copy of sections 1.1 to 1.3 for each partnership member	<input type="checkbox"/>
Letters of support from all endorsing organisations (Local Authorities, Informal Partners and Supporting Organisations)	<input type="checkbox"/>
I have kept a copy of this form plus all supporting documentation.	<input type="checkbox"/>

BENEFICIARY MONITORING

The following information is being gathered for monitoring purposes only and will not be used to assess your application: (Please tick boxes as appropriate)

1 Ethnic background of direct beneficiaries

Is your project directed at, or of particular relevance to, people from a specific ethnic background?

Yes – please provide details below No – please go to section 2

If 'Yes', please indicate the ethnic background of the people who will benefit from your project, ticking up to three categories.

White	Black / Black British	Other ethnic	Asian / Asian British
<input type="checkbox"/> British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Mixed	<input type="checkbox"/> Indian
<input type="checkbox"/> Irish	<input type="checkbox"/> African	<input type="checkbox"/> Chinese	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Bangladesh
			<input type="checkbox"/> Other

2 Gender

Is your project directed at, or of particular relevance to, people of a specific gender?

Yes – please provide details below No – please go to section 3

If 'Yes', please indicate which gender below.

Female Male

3 Age

Is your project directed at, or of particular relevance to, people of a particular age group?

Yes – please provide details below No – please go to section 4

If 'Yes', please indicate which age groups below.

0-24 yrs 25-64 yrs 65 and over

4 Disability

Is your project directed at, or of particular relevance to, people with disabilities?

Yes No

5 Faith

Is your project directed at, or of particular relevance to, people of a specific faith?

Yes – please provide details below No – please go to section 6

If 'Yes', please indicate the faith of the people who will benefit from your project (you may select more than one box):

<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim
<input type="checkbox"/> Sikh	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Other	

6 Sexual orientation

Is your project directed at, or of particular relevance to, lesbian, gay or bisexual people?

Yes No