

Whole Kids Foundation and School Food Matters School Garden Grants Application Guidelines and Frequently Asked Questions

APPLICATION GUIDELINES

Tips for completing the application form

1. Consult the School Garden Grants frequently asked questions (FAQs) provided with this guidance before completing the application.
2. Answer all questions as fully as possible whilst staying within the word limits (where these are stated).
3. Ensure you answer all parts of the Application Form.
4. Ensure all supporting documents are included with your application.
5. Send an electronic copy of your application along with photos of your garden space by the application deadline **31st December 2016**
6. Contact us with any further questions
lizzie@schoolfoodmatters.org 020 8878 8333

Timeline

- Application deadline: **Friday 31st December 2016 OR when we have received 75 applications**
- Review period: January 2017
- Notification of all applicants: by February half term 2017
- Funding spent (unless otherwise agreed): 29th September 2017

Eligibility

1. The applicant must be a state-funded **nursery, primary, infant, junior, secondary, special school, academy** or **pupil referral unit** based in the London boroughs of Lambeth and Croydon
2. The school garden must be an **edible school garden** (growing fruits, vegetables, herbs, grains, etc.) and located within the school grounds.

Payment of grants

All applicants, regardless of status, will be **notified of the decision by email by February half term 2017**. Payment of grants will be made as 50% on commencement and 50% on completion.

Photos of your garden space

All applicants are required to send us at least one digital photo of your existing or proposed school garden space. However, the more photos you share, the better sense we will have of your garden (up to three photos). You may also send a diagram of your garden's dimensions and layout. Please note the following requirements and directions:

- Send electronic images as a **PDF** or **JPG**.
- Maximum size for each photo: **2 MB**
- For new garden projects, please provide a photo of the existing space as well as a proposed layout.
- We hope you can provide pictures with your pupils! If you do, only upload photos with pupils for whom you have a photo release form signed by their parent or guardian as the photos may be used on the School Food Matters, Whole Kids Foundation or Whole Foods



Market websites.

Reporting and compliance

By applying for a School Garden Grant you agree to the following:

- As the grantee you hold full legal and financial responsibility for your school garden project.
- Grant funds are subject to audit; all receipts and invoices must be provided to School Food Matters
- Grant funds may not be used for travel costs or field trips.
- Grantees will be required to provide a brief case study of their project on completion including before and after photos as well as a claim form and evidence of spend such as receipts and invoices. The case studies will be made publically available on the Whole Kids Foundation websites and will be used as part of the evaluation of the programme. Simple templates will be provided.
- Grantees may receive a visit from the funders therefore grantees agree to be visited by School Food Matters and/or Whole Kids Foundation on completion of the project.
- Any press releases issued by the grantee should contain the following statement '*The project is part of the Whole Kids Foundation and School Food Matters School Garden Grants programme.*' If grantees include information on their website about the project you must include the Whole Kids Foundation and School Food Matters logos (which we can provide).

Need help?

Please see our FAQs for more details or contact us:

lizzie@schoolfoodmatters.org or 020 8878 8333



FREQUENTLY ASKED QUESTIONS

Here are some frequently asked questions about the School Garden Grants and the application process. We know that each school garden is unique so if you have any questions which are not covered here or in the application form then please email us at lizzie@schoolfoodmatters.org

What are School Garden Grants?

The School Garden Grant programme aims to support new and existing edible gardens within school grounds. The programme has been run by the Whole Kids Foundation in partnership with FoodCorps in the US and Canada for a number of years. In 2015/16 the programme was supported and piloted by the Mayor of London in the two Food Flagship boroughs of Lambeth and Croydon.

What is the Whole Kids Foundation and how is School Food Matters involved?

Whole Kids Foundation is a non-profit organisation founded by Whole Food Market to help to improve the health and well-being of children. The Whole Kids Foundation has partnered with School Food Matters to deliver the School Garden Grants programme in schools across London.

How much funding is available in total?

A total of £30,000 is available for schools in the Boroughs of Lambeth and Croydon.

How much funding can I apply for?

We recognise that each project is different and will vary in size. Therefore you can apply for grants up to £2,000. Each application will be based on its merits; there is not a presumption that we will fund either mainly larger grants or mainly smaller grants.

What can the grant be used for?

Your grant could be used for tools, equipment, training, to part-fund a school gardener, or on other priorities which you may demonstrate to us.

What are the Food Flagships and why are the School Garden Grants only available in these boroughs?

In 2014 Lambeth and Croydon were chosen as the two Food Flagship boroughs after a competitive process. The Food Flagship boroughs aim to demonstrate the transformational impact on health and attainment achievable through improving food across the whole environment. The School Garden Grant programme was piloted in 2016 and due to its success and to promote longevity, during the second year of the grant we are again focusing on the two flagship boroughs

My organisation would like to build a garden space that will not be located on the grounds of a school, but will be used by schoolchildren. Can we apply?

The School Garden Grants programme is currently focussed on supporting gardens located within school grounds and part of the school community. Therefore in this pilot phase our focus is on school applicants. While we value the benefit of all educational gardens, if the school garden you wish to support is near a school rather than on school grounds, we are not able to accept an application.

If my school garden has received funds or a grant from another organisation or company, are we eligible to apply for this grant?

Yes. We will be happy to support school gardens which will continue to be sustainable after our contribution. We will accept and indeed encourage outside support for your school garden. Please outline any such information in parts 4 and 8 your application form.

My school received a School Garden Grant in 2015/16 funding round. Can we apply again?

Yes. Our mission is to keep schools growing! School Garden Grants are available to all schools in Lambeth and Croydon even if you were successful last year but we'll need to understand how the grant will help you develop your school garden further.

Can I apply if I already have a school garden?

Yes. School Garden Grants are available to both existing and new school gardens. However, if you already have a school garden you will need to demonstrate how the funding will be used to make improvements or increase access to more children.

Part 6 of the Application Form asks us what we will do to engage our community in the garden if we are successful. Is this important?

We know that schools are the perfect place to create gardens because of the wealth of support from the school community, children, parents and teachers. However, members of the school community change over time so each grant application is required to show how the community will be engaged and involved to help bring long-term sustainability to the project. Organisations can include any in the community such as local volunteers, charities, local businesses, parents or gardening clubs.

If the school does not have high levels of Free School Meals eligibility will we still be considered for a grant?

Yes, your application will be considered irrespective of your Free School Meals eligibility status, although those with higher levels of free school meals will score more highly under this criterion.

What if my project won't be complete by Friday 29th September 2017?

We expect the vast majority of projects to be complete by 29th September 2017. However, if there is an exceptional reason why your project won't be complete by this time please contact us to discuss this and we will be able to let you know if you are still eligible to apply.

How will my application be assessed?

Your application will be assessed by a panel made up of the School Food Matters, Greater London Authority Whole Foods Market (on behalf of Whole Kids Foundation), and representatives from the London boroughs of Lambeth and Croydon.

When will I receive the funding?

You will receive 50% of the grant money on commencement of your project and 50% once you have completed your project and provided us with a case study and an invoice with supporting receipts/invoices.

How will photos and information about my school be used?

We want to demonstrate and promote the fantastic school garden projects that you deliver with your grants. By applying for the grant you are agreeing to School Food Matters and Whole Kids Foundation using photos and information about your edible garden project on our websites (see part 5 of the application). The case studies provided at the end of the programme will also be used on our websites. **Therefore it is important that you have obtained a photo release form signed by a parent or guardian for any photos which include pictures of children.**