



## Whole Kids Foundation and School Food Matters School Garden Grants Application Form

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### **APPLICATION PROCESS**

- **IMPORTANT!** Before completing, you must download the application form to your desktop or you will not be able to save your work.
- **PLEASE FILL IN ALL PARTS OF THE APPLICATION FORM and ensure your form is signed at the end**
- All applicants are required to send us at least one digital photo of your existing or proposed school garden space, no more than 2MB and in either JPEG or PDF form
- Please consult the FAQ's and guidelines to ensure your application is filled in correctly
- **Please send an electronic copy of the application form and accompanying photographs to [lizzie@schoolfoodmatters.org](mailto:lizzie@schoolfoodmatters.org)**

**Applications must be submitted by 31<sup>st</sup> December 2016. The grant programme will close on that date or when we have received 75 applications, whichever is sooner.**

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### **Tell us about your school and eligibility**

| PART 1: Tell us about the school that will receive the School Garden Grant: |  |
|---|--|
| School name:  |  |
| School address (including postcode):  |  |
| School website:   |  |
| Head teacher's name:  |  |
| Total number of pupils enrolled at the school:                              |  |
| Total number of pupils eligible for free school meals:                      |  |



**PART 2: Please nominate a main contact (project coordinator) for the application process and project delivery/reporting. Please choose an individual who will coordinate with the school garden throughout the process. Please also include details of a second contact at the school. Email addresses must be direct email addresses and not generic. Ideally both the main contact and secondary contact should not be the Headteacher.**

|  |  |
|--|--|
| <b>Main contact name:</b>              |  |
| <b>Main contact position:</b>          |  |
| <b>Main contact email:</b>             |  |
| <b>Main contact phone number:</b>      |  |
| <b>Secondary contact name:</b>         |  |
| <b>Secondary contact position:</b>     |  |
| <b>Secondary contact email:</b>        |  |
| <b>Secondary contact phone number:</b> |  |

**PART 3: Eligibility Questions: to determine you are eligible to apply, please answer the following:**  
(please note that you should ensure you meet the eligibility criteria set out in the Application Guidance in order to qualify for a grant)

|   |  |
|---|--|
| <b>Are you state-funded nursery, primary, secondary or special school or an academy or pupil referral unit?</b>   |  |
| <b>Which Borough is your school in?</b>   |  |
| <b>Is your existing or proposed school garden located within the school grounds?</b>  |  |
| <b>Is your proposed school garden an edible school garden? In other words, will you grow vegetables, fruit, grains, or other plants you can eat?</b>                                  |  |
| <b>Will your grant will be spent by 29<sup>th</sup> September 2017?</b>   |  |
| <b>Do you agree to provide a case study and before and after photos of your project to School Food Matters for use on the School Food Matters and Whole Kids Foundation websites?</b> |  |
| <b>Have you received Whole Kids Foundation School Garden Grants funding in 2016?</b>  |  |

| <b>PART 4: Funding request</b>  |  |
|---|--|
| <b>How much funding are you applying for?</b> (please note this should be up to £2,000)   |  |
| <b>Please give details of any match funding you can provide or have secured from others (including the organisation(s) and amount(s))</b> |  |

**Tell us about your school garden project**

| <b>PART 5. Introduce us to your school garden project</b>  |  |
|--|--|
| <b>Tell us about your garden's aims and goals – what will you achieve with the grant and what will you use the School Garden Grant for?</b><br>[350 words] |  |
| <b>Is this a new or existing garden? If it is existing how many years has it been established?</b> [50 words]  |  |
| <b>What type of edible plants do you plan to grow? How will you decide what to grow if you haven't already (e.g. will you involve pupils)?</b> [100 words] |  |

|  |  |
|--|--|
| <p><b>What will you do with the food you grow (e.g. education, marketplace sales, cooking classes, pupils to take home, use in school meals etc.)?</b><br/>[200 words]:</p>  |  |
| <p><b>Tell us why your garden project is particularly important and/or unique or innovative</b> (for example, does your school/pupils/community have particular needs or face particular challenges? Have pupils been involved in the design and creation?)<br/>[200 words]:</p> |  |
| <p><b>How will you ensure your project is sustainable? (for example how will it be funded in the future, who will continue to look after it)</b> [200 words]</p>   |  |
| <p><b>How will you ensure your project / school garden is maintained during the summer holidays?</b> [200 words]</p>   |  |

| PART 6: Who supports your garden?  |  |  |
|--|--|--|
| <p><b>Tell us about your project coordinator. Please include details of any qualifications or previous experience in school gardening – although simple passion and enthusiasm is perfectly acceptable!</b><br/>[200 words]</p>  |  |  |
| <p><b>How many adult volunteers (not including pupils) will be involved with the garden and how will you engage them?</b><br/>[100 words]</p>  |  |  |
| <p><b>What will you do to engage the wider community in the garden, such as parents and families, other employees, neighbours, local businesses? This could include garden tastings or cooking events, marketplaces or any other fundraising or awareness events and communications.</b><br/>[200 words]</p> |  |  |
| <p><b>How will you share your garden's story with the press and the public?</b> [Complete those that apply]</p>  | <p>Press release</p> <p>Newsletter Blog</p> <p>Twitter (insert link)</p> <p>Facebook (insert link)</p> <p>Website (insert link)</p> <p>Printed or Email Parent Communication</p> |  |

| PART 7: Tell us about the school community and how the garden will be integrated  |  |
|---|--|
| <p><b>How many pupils/classes are already involved in your garden (if applicable) – and how many will be involved if you receive the grant?</b> This could include, but is not limited to, using the garden as a classroom, being involved in garden upkeep, food education, after school activities, tasting/cooking demonstrations, or garden clubs [200 words]</p> |  |
| <p><b>How will you integrate the garden into your school's classroom curriculum? Please briefly explain which subjects and how you intend to integrate</b> [200 words]</p>  |  |

| PART 8 Extended community support and evaluation   |  |
|--|--|
| <p><b>If relevant please list organisations in the community that have previously contributed to your garden project, or that have promised to contribute to your new garden project.</b> This may be in-kind support such as donating tools or time [200 words]</p> |  |



|  |  |  |
|--|--|--|
| <b>Are you already a member of the <a href="#">Capital Growth</a> network and/or <a href="#">Food Growing Schools London</a>? (if applicable). If not would you like to find out more?</b>               | Member of Capital Growth                     |  |
|  | Member of Food Growing Schools London        |  |
|  | Not a member but would like to find out more |  |
|  | I am a school outside of London              |  |
| <b>How will you evaluate the success of your garden project?</b> This could include, but is not limited to, the number of children involved, produce harvest, school staff involvement, etc. [200 words] |  |  |

**PART 9 – Budget breakdown and timetable**

Please set out in the table below a breakdown of your costs and a timetable for your project (you may add additional rows):

**Budget breakdown**

| Item | Total cost of item | Funding requested (this may be the total cost of the item if no match funding is secured) |
|------|--------------------|---|
|      |                    |   |
|      |                    |   |
|      |                    |   |
|      |                    |   |
|      |                    |   |
|      |                    |   |
|      |                    |   |
|      |                    |   |

**Timetable\***

| Activity | Expected completion date |
|----------|--------------------------|
|          |                          |
|          |                          |
|          |                          |
|          |                          |
|          |                          |



\*Please ensure your final completion date is realistic as your final report and claim will be due 2 weeks after this date.

**PART 10 – Head teacher’s support and signature**

Please ensure your head teacher has signed the below statement before you send in your application. An electronic signature can be used provided permission is granted.

I fully support this application for a School Garden Grant:

**Signed:**

**Print name:**