1. **Organisation details**

|  |  |
| --- | --- |
| **Name of organisation** Please ensure this is the name of your constituted group, charity etc. If you are applying on behalf of an organisation with more than one site, please make clear which you are applying for in the name provided e.g. ‘Charity X – Wrexham’. |  |

|  |  |
| --- | --- |
| **Type of organisation**  Select one | |
| Community group |  |
| Residents’ association |  |
| Youth group |  |
| Registered social landlord |  |
| Allotment association |  |
| Sport / leisure trust or club |  |
| Registered charity |  |
| Social enterprise / Community Interest Company |  |
| Place of worship / faith group |  |
| NHS |  |
| School (please check eligibility) |  |
| Other (please provide details) | |

1. **Contact details**

**Contact details (main contact)**

One of your two contacts should be the group leader/head teacher/board member and you must have the delegated authority to be able to make this application on the organisation’s behalf.

|  |  |
| --- | --- |
| Your name |  |
| Position |  |
| Telephone number |  |
| Email address |  |

**Contact details (second contact)**

Local authorities, Registered Social Landlords and similar MUST add the name of a local community group that will be involved in installing and caring for the garden. A member of this group should be the second contact.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Telephone number |  |
| Email address |  |

1. **Packages**

#### **Which package are you applying for?**

|  |  |
| --- | --- |
| Food Garden |  |
| Wildlife Garden |  |

1. **Project and site details**

**Address of proposed site for the package**

|  |  |
| --- | --- |
| First address line |  |
| Second address line |  |
| Third address line |  |
| Town |  |
| Enter your postcode |  |
| Local authority |  |

|  |  |  |
| --- | --- | --- |
| **What is the ‘what3words’ location of the proposed garden? Go to** [**www.what3words.com**](http://www.what3words.com) | | |
|  | | |
|  | | |
| **Who owns the land? Please provide name, telephone number and email address of landowner** | | |
|  | | |
|  | | |
| **Please confirm whether the land is in public, not-for-profit or private ownership?**  Examples of public ownership include land owned by a local authority or health board. Not-for-profit ownership includes land owned by a charity or social enterprise. Land owned by a private business is not generally eligible but there may be instances where it will be considered. | | |
| Public | |  |
| Not-for-profit | |  |
| Private (please provide details) | |  |
| Please note, land owned by a private business is not generally eligible for Local Places for Nature but there may be instances where it will be considered e.g. if you have a long-term lease, or are in the process of buying the land. Please provide details of private ownership. | | |
|  | |  |
| **Please provide evidence of landowner permission to carry out work on this land and maintain it for a minimum of five years.**  Evidence can include a formal, signed agreement, a lease, a licence, or an email from the landowner that gives permission for work to go ahead on the proposed site. For full details please see our FAQs. | | |
|  | **Please attach files**  **(Maximum 10GB file size. Formats: jpg, pdf, mp4)** | |
|  |
|  |
| **Is the site publicly accessible? \*** | | |
| Yes |  | |
| No |  | |

|  |  |
| --- | --- |
| **Do you have public liability insurance? \***  If successful, you must have public liability insurance in place before accepting the offer. Please see [our FAQs](http://www.keepwalestidy.cymru/pages/FAQs/category/nature-starter-community-faq) for more information. | |
| **Yes, we have public liability insurance in place** |  |
| **No, we don't currently have public liability, but we commit to getting it if successful** |  |

**Delivery address and contact**

Please see photos of the materials that you will get and provide an address with sufficient space. Deliveries cannot be made to an unmanned location, and you will be responsible for receiving the various goods. Your delivery address should be manned during working hours Monday to Friday, have space for temporary storage of the larger items, and be very near to the garden site. It can be a private address if you wish.

|  |  |
| --- | --- |
| **Enter the postcode of the delivery address** |  |
| **First address line** |  |
| **Second address line** |  |
| **Third address line** |  |
| **Town** |  |
| **County** |  |

|  |  |
| --- | --- |
| **Contact name for deliveries** |  |
| **Contact number for deliveries** |  |

|  |  |
| --- | --- |
| **Please confirm the delivery address and contact details provided meet the requirements listed above.** |  |

**Your site**

|  |  |
| --- | --- |
| **What is the current main surface type where your garden is to be located?**  The site must be made ready for installation before we arrive, e.g. cleared of any rubbish, undergrowth etc. | |
| Grass |  |
| Bare soil |  |
| Gravel |  |
| Hard surface e.g. Tarmac, paving or concrete |  |
| Other (please provide details) | |

|  |  |
| --- | --- |
| **These are not requirements, but we’d like to know:** | |
| Are you a health charity? |  |
| Is the site a transport interchange?  E.g. a railway station, bus station or bus stop. |  |

|  |
| --- |
| **Please provide a map indicating where the garden will be situated and where there is site access.** |
| **Please attach files  (Maximum 10GB file size. Formats: jpg, pdf, mp4)** |

|  |  |
| --- | --- |
| **Please attach recent photos of the proposed garden location. These must be exactly where the garden will be installed so the panel can assess the site’s suitability and current nature value.** | |
| **Photo 1 (Maximum 10GB file size. Formats: jpg, png, pdf, mp4)** | **Photo 2**  **(Maximum 10GB file size. Formats: jpg, pdf, mp4)** |

|  |
| --- |
| **Why does nature need to be improved at this site?**  (Maximum 250 words) |
|  |

|  |
| --- |
| **What is its current wildlife/biodiversity value?** (Maximum 250 words)  If possible, please consult your Local Nature Partnership Lead, county ecologist or other local, qualified expert and provide their comments on site suitability. |
|  |

|  |
| --- |
| **Please estimate how many local people will be able to experience nature as a result of this project; including those involved in its installation and those who will directly enjoy and help maintain the garden over the coming five years.** (Maximum 250 words)  Please give an **estimated figure** rather than saying ‘a lot’! |
|  |

|  |
| --- |
| **Please tell us how you will endeavour to involve any disadvantaged / underrepresented participants in your project, in particular any from Black, Asian and Minority Ethnic groups and people with disabilities?** (Maximum 250 words) |
|  |

|  |
| --- |
| **Who will be involved? Please list local organisations, schools, etc as well as your own staff / volunteers who you expect to participate in the project and in its future maintenance.** (Maximum 250 words) |
|  |

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| --- |
| **How will you ensure the site is looked after in the long term? All packages must be maintained for a minimum of five years, so please explain your future plans for maintaining / developing the site.** (Maximum 250 words) |
|  |

1. **Checklist**

**Please confirm the following. Please note, applications will be returned if any boxes are not checked.**

|  |  |
| --- | --- |
| The garden can be installed within two months of our application being approved. |  |
| We have secured landowner permission for a minimum of five years. |  |
| This project will not replicate work previously funded by the Local Places for Nature programme (Keep Wales Tidy, Heritage Lottery Fund or Local Nature Partnership funding). |  |
| We agree to maintain the site for a minimum of five years. |  |
| We will be available to accept all deliveries of materials to site and ensure they are secured until needed. |  |
| We will dispose of all waste from deliveries e.g. pallets and cardboard. |  |
| We have a team of five volunteers (minimum) who will work with Keep Wales Tidy to create the new nature garden. |  |
| We will provide quotes, photographs and monitoring data (e.g. volunteer numbers) to Keep Wales Tidy for use in reports and project publicity |  |
| We agree to publicise the project using media templates provided by Keep Wales Tidy. |  |

**Final checklist**

**Please note, you won’t be able to submit your application if you’ve missed any essential questions or failed to upload the documents and photos requested.**

|  |  |
| --- | --- |
| Have you answered all questions? |  |
| Have you uploaded a map of the proposed site with the garden location clearly marked? |  |
| Have you uploaded evidence of landowner permission? |  |
| Have you uploaded recent photos of the site? |  |

1. **Privacy**

**Your privacy**

|  |  |
| --- | --- |
| A panel of experts will assess all applications. The panel will include Welsh Government leads, ecologists, staff from specialist organisations, and Keep Wales Tidy staff (who are not involved in final decisions).   If successful, your details will be shared with delivery companies.  Please confirm that you are happy for your application to be shared with the panel and contact details shared with suppliers. | |
| Yes |  |
| No |  |

As part of the grant conditions, you have agreed to manage the site for five years, therefore Keep Wales Tidy will retain your information for five years so we can check the site is continuing to be maintained. We value your support and are committed to protecting your privacy. You’re always in control. For more information visit our Privacy Policy – [www.keepwalestidy.cymru/privacy-policy](http://www.keepwalestidy.cymru/privacy-policy)

If you have any questions about Local Places for Nature, please contact   
[nature@keepwalestidy.cymru](mailto:nature@keepwalestidy.cymru)