



Brighton & Hove

City Council Discretionary Grant Aid

Environmental Sustainability Grants 2011-12

Annual awards of up to £2,500 for community & voluntary organisations working to improve the local environment

The vision for grants

Brighton & Hove City Council recognises the value of independent, not-for-profit community and voluntary sector organisations. The discretionary grants programme demonstrates council commitments around delivery of open & effective leadership by investing in a vibrant third sector to help "citizens become more involved in their communities and participate in regular volunteering"

Environmental Sustainability

"Environmental sustainability involves ensuring well-being and quality of life for everyone, now and for generations to come, by meeting environmental needs" (adapted from: 'Securing the Future - a Strategy for Sustainable Development in the UK').

Your application should contribute towards one of the criteria listed overleaf. There are also some examples of activities that received an Environmental Sustainability grant in recent years and suggestions for eligible activities. The council however welcomes a range of projects or ideas that support these criteria.

Timescale for council decision

It takes about 6-8 weeks from the application deadline to receive a decision on your application so please allow sufficient time to plan your proposed activity. Awards must be spent in the financial year 1 April 2011 to 31 March 2012.

DEADLINES FOR RETURN OF FORMS:

11 February 2011 03 May 2011 01 July 2011 07 October 2011

Typetalk friendly. Application forms available in large print.

One to one support offered to complete forms.

If you need to submit your application in a different way
(eg. using a tape recording or other multimedia format) or need
translation/interpretation services, please contact 01273 291114 or 296821

**Return forms to: Brighton & Hove City Council, Communities & Equality Unit, Room 136,
Kings House, Grand Avenue, Hove, BN3 2LS**

Environmental Sustainability Grants

The City Council has established a sustainability strategy for Brighton and Hove based on a series of action plans designed to improve the environment and quality of life for everyone.

These have been simplified into the criteria listed as the six headings below. You will need to show how your service supports one of these six criteria

You may request funding towards the core costs of your organisation's work or delivery of a specific project.

1. Reduce carbon dioxide emissions

Examples include:

- ❑ Awareness campaigns
- ❑ Sustainable energy generation
- ❑ Energy efficiency audits, action plans & projects

2. Improve the natural environment and promote access to and understanding of biodiversity.

Examples include:

- ❑ Conservation, tree planting & seed banks
- ❑ **Community Gardens**
- ❑ Neighbourhood graffiti or litter removal initiatives

3. Improve access to 'basic elements of life'... including food & water

Examples include:

- ❑ Water efficiency projects
- ❑ Raising awareness about local and healthy food
- ❑ **Urban agriculture & food production systems that conserve and enhance the environment**

4. Reduce, re-use and recycle more waste

Examples include:

- ❑ Neighbourhood waste-reduction campaigns
- ❑ **Composting initiatives**
- ❑ White goods, office furniture & ICT recycling projects

5. Reduce pollution & promote sustainable transport

Examples include:

- ❑ Green fuel initiatives
- ❑ Car or mini-bus sharing schemes
- ❑ Walking & Cycling promotion

6. Community training and capacity building

Examples include:

- ❑ Establishing neighbourhood sustainability sub-groups
- ❑ Development support for sustainability representatives
- ❑ Environmental project management / community leadership training



Application form for Environmental Sustainability Grants 2011-12

1 Name of Organisation:

LONDON ROAD STATION PARTNERSHIP (LRSP)

Name of Project if different from above:

2 Tel: 01273 605878

Mobile Telephone: 07709 069486

Fax:

Email: lrsp@hotmail.co.uk

3 Contact Name:

Main contact: ELSPETH BROADY (Coordinator)

Second contact: MADELEINE CARY (Treasurer)

If we need to speak to you about this application what is the best time to call you? Available on above numbers at most times

4 Address: 147 Ditchling Rise, Brighton, BN1 4QQ

Does your organisation usually meet at a different address, if so where:

LONDON ROAD STATION, Shaftesbury Place BN1 4QS

5 Bank Account Details: *your organisation must have a bank account in its name with at least two signatories, who are not related to each other in any way, in order for your application to be eligible*

Name of Account: LONDON ROAD STATION PARTNERSHIP

Bank Address:

Cooperative Bank, PO Box 250, Delf House, Southway, Skelmersdale WN8 6WT

Sort Code: 08-92-99

Account Number: 65478994

Who should cheques be made payable to?

LONDON ROAD STATION PARTNERSHIP

How many signatories are required to sign cheques? 2 (two)

- 6 How much funding are you requesting from the Council?** **£628**
Environmental Sustainability Grants are available up to £2,500
- 7 How many people will be involved in the delivery of your environmental sustainability work?**

Committee Members	2	Other volunteers	up to 15
Paid Staff: Full Time	none	Part Time	none

8 How do you safeguard / manage your money?

Briefly describe your financial systems and procedures

1. LRSP account managed day-to-day by Treasurer with oversight by Coordinator
2. Cheques signed by Treasurer and Coordinator jointly
3. Major expenditure (e.g. equipment) agreed at a meeting of volunteers
4. Minor expenditure (e.g. compost, twine) may be covered by petty cash float (max. £20) or application for expenses.
5. All expenditure based on receipts, kept by Treasurer
6. Accounts presented to AGM

10 Where will the work take place: *Grants can only be awarded to support activities for the wider benefit of residents in Brighton & Hove*

LONDON ROAD STATION, Shaftesbury Place, BN1 4QS

**11 How many people will benefit from your intended activity?
 How have you estimated this figure?**

Volunteers	up to 17 currently ¹
Local businesses	around 10 people ²
Local residents and passers-by	around 1,000 ³
Use of London Road Station	around 472,500 journeys annually ⁴

¹ This is based on the number of volunteers who have registered with Southern Railway as part of our station partnership scheme. The active group working in the gardens at any one time usually numbers 5 – 6 people.

² A.A. Taylor Joinery, a small family business employing around 8 craftsmen, is adjacent to our site. The regular presence of neighbours and the enhancement of the station environment is of indirect benefit to this business in promoting the security of the area. We have excellent links with A.A. Taylor, who have supported our activities in kind and by financial donation (see 16 below and Budget attached).

³ The bridge at London Road Station, overlooking one of our cultivated plots, is a major pedestrian thoroughfare used regularly by residents in St Peter's/North Laine and Preston Park areas; in particular, it provides preferred pedestrian access to the local Downs primary schools for many families living in the Viaduct Rise area. Our gardens are thus very visible in our community: typically, around 5 to 10 passers-by stop to talk to us or visit the gardens during our regular 3-hour work sessions. At a recent Street Party, over 20 residents visited the gardens.

⁴ This figure is taken from the available Office of Rail Regulation station usage statistics (for 2009-10) and represents total of entries + exits to London Road Station.

12 Which one of the Environmental Sustainability Grants criteria 1-6 does your application best fit?

- 2 Community Gardens
- 3 Urban agriculture & food production systems that conserve and enhance the environment
- 4 Composting initiatives

13 What does your organisation / project do?

Based on aims 1a and 1b of our constitution, we are a station-community partnership developing **community gardening** at London Road Station in order to:

- enhance the local environment for residents, small business and railway users
- offer opportunities for ornamental gardening, food production and small-scale composting to local residents, many of whom have restricted access to gardening space.

Through this work, we aim to promote:

- community involvement and indirectly, sense of security at London Road Station
- environmental awareness of food production and simple recycling (through e.g. water-butts/composting)
- sharing of horticultural and urban agricultural know-how, linking in to city-wide projects such as Harvest (Brighton & Hove Food project)

Set up in May 2011, we have so far:

- cleared two unused plots of land of litter and installed two water-butts
- improved the soil in one area (also with support from Veolia) and planted it mainly with propagated shade-tolerant ornamental plants
- in the second area, experimented this season with vegetable growing in containers, built raised beds for next season and covered path areas with woodchip.

We now want to:

- develop a small community composting area (we have permission from Southern Railway and have registered with Environment Agency)
- develop our edible growing in raised beds, including small fruit bushes/trees, for sustainable harvest
- install trellising in the edible food growing area
- consolidate our ornamental planting
- involve more people in our local community

I3(a) If you want core funding what is this for:

NB: Question 16 should be completed as your organisation's income & expenditure

We want to build on our successful first season's start-up work, which has been supported financially (see 16 below and Budget attached) by Southern Railway, by a local small business (A.A. Taylor) and self-funding by volunteers, as well as by a range of donations in kind by volunteers, neighbours and local businesses (Veolia, Gordon Chalmers Scaffolding). The funding we are applying for covers the following:

1. Develop edible growing area

Develop raised beds through soil improvement

Purchase seeds and seedlings to provide a range of vegetables for season 2012

Purchase fruit trees/bushes that are suitable for urban raised bed growing

Install trellising to enhance visual impact for passers-by of both edible and ornamental growing

2. Develop ornamental shady garden

Purchase selected shrubs and perennials to consolidate visual structure for the garden

Purchase seeds and seedlings for season 2012 to ensure colourful annual display

3. Set up small-scale composting

Purchase two composters for installation in gated area by railway bridge

Purchase garden shredder for community use

4. Publicise the gardens and involve our local community

Organise events in which local residents can participate in activities linked to the gardens:

4.1 Bulb day (November): bring a bag of bulbs for planting in ornamental garden

4.2 Seed day (February): bring spare seeds suitable for gardens, swap seeds

4.3 Seedling/plant swaps (March): bring seedlings and young plants suitable for gardens; swap seedlings/plants and exchange know-how

4.4 Composting/shredding day (April): bring garden waste for shredding; bring waste suitable for composting in the LRSP composters; bring any unused compost for soil improvement in LRSP gardens

I4 How will your organisation / project ensure activities are open to participation from, and wider benefit to, all sections of the community?

1. 'One-off' events for local community (see above) to allow neighbours to participate even if they cannot make a regular commitment to the partnership
2. Information and interaction through a) LRSP blog currently under development; b) street posters; c) leaflets – at station, pubs and door-to-door; d) residents' association (DRARA); e) press and other publications (e.g. feature in *Southern Living* magazine, in Southern Railway Stakeholder Report, on Harvest website)
3. Log/comment book for visitors to the site and on blog so we can monitor and encourage participation
4. Encourage involvement of local schools (e.g. Downs Infants/Junior, and Montessori School, Stanford Avenue) and other community organisations (e.g. Acorn House care home)

In addition, how will your organisation meet the requirements of the Disability Discrimination Act 2005 (DDA 2005), in terms of access, employment including volunteers and the delivery of your service.

As a small community group with under 25 members, the LRSP a) does not employ anybody; and b) does not deliver a service, other than developing community gardens at London Road Station. This is done as part of a station partnership with Southern Railway, whose terms and conditions have to be agreed by volunteers. These are designed to ensure volunteer safety while on site (see Southern's guide for partners, attached and available from <http://www.southernrailway.com/southern/our-stakeholders/station-partnerships/>).

Our constitution (point 3) emphasises our commitment to equal opportunities; we welcome all volunteers, recognise diversity of skills and needs, and aim through our regular meetings and informal reviews to ensure that all volunteers find meaningful voluntary activities within the Station Partnership. Several volunteers bring with them explicit training in equal opportunities and DDA compliance.

Concerning access, most of our planting beds are raised, and the west side garden is easily accessible to wheel-chair users. The east side garden is less easy to access, due to an existing raised threshold, but a range of LRSP activities are undertaken outside this area.

15 How will you know how successful your organisation / project has been?

Please briefly explain the monitoring you will be using to assess your success

We will assess the success/impact of our work by regular reviews at our volunteers' meetings (at least one every other month, in addition to weekly work sessions) and reporting to our AGM (March). Specifically, we will monitor the following:

1. maintaining/increasing a) number of volunteers signed up for the partnership and b) number of volunteers actively involved regularly
2. involvement of community, shown in a) number of visitors to the site; b) number of people involved in activities/events; c) involvement of specific sectors of the community (e.g. local primary schools, residents of local care homes)
3. feedback collected from activities/events and via our e-mail and blog

16 Where will your money come from in the year from 1 April 2011 to 31 March 2012?

(a) If you are requesting core funding please insert your organisational income & expenditure forecast for 2011-12 below Please also see Budget attached.

INCOME (£)	
Brighton & Hove City Council Environmental Sustainability Grant (applied for) ❶	628
Other grants (confirmed) * £332 start-up costs covered by Southern	*
Other grants (not yet confirmed)	
Sale of goods or services	
Subscriptions / membership fees	
Other Income (please state):	
£100 donated by AA Taylor (June 2011)	140
£15 donations from Street Party (September 2011)	
£25 donations from events (predicted)	
Total anticipated income for the period 1 April 2011 to 31 March 2012	A £768

EXPENDITURE (£)	
Salaries / Wages / Staff Recruitment	0
Volunteer Costs (expenses, training, etc)	0
Venue Costs (rent, heating, lighting, etc)	0
General Running Costs (post, phone, insurance, etc and contingency)	80
Other Costs (eg. purchase of seeds, compost or equipment):	688
Total anticipated expenditure for the period 1 April 2011 to 31 March 2012	B £768
Total anticipated surplus/deficit for the period 1 April 2011 to 31 March 2012 (A minus B)	£0.00

Does your organisation have any reserves?

No. However Southern Railway agreed to cover **£332** of start-up costs for our first season of activity, of which **£122** has not yet been claimed: see Budget in appendix.

General Free Reserves	£.....
Designated Reserves	£.....
Restricted Reserves	£.....[122].....
Total Monies Currently at Bank	£ 89.61

17 You must attach the following documents. Applications to the 11 February 2011 deadline may attach draft income & expenditure documentation if final figures are not yet available

(i) All applicants please attach copy of your organisation's:

- Constitution or set of rules (signed on the front page by the Chair or a member of your management committee if you do not have the original copy) ☐
- Most recent bank statement or paying-in slip: this must include all three of the following: account number, sort code and name of the account eg. Anytown Sustainability Group ☐
- 2 quotes for hire or purchase of equipment / materials if relevant ☐

(ii) If your organisation is requesting core funding please also attach copy of your organisation's:

- Income & expenditure 2010-11 if applicable:
Attached: ☐
Not applicable: ☐

DECLARATION

Two signatures are required (one must be a member of the management committee)

Declaration: I confirm that the information provided is true and that my organisation has charitable aims and objectives and is a not-for-profit organisation:

Signed:

Date:

Position in Organisation:

Signed:

Date:

Position in Organisation:

* The information you have provided will be used for the administration of discretionary grant applications and awards and for statistical analysis purposes. The Council is registered under the Data Protection Act 1998 for these purposes.

We may check information that you provide, or information provided by a third party, with other information we hold, to check the accuracy of information and to protect public funds in other ways, as permitted by law. We may also share this information with other bodies administering public funds for these purposes. *We will not disclose information about you to anyone, unless the law permits us to.* The Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about the information we have about you, or the way we use your information, please write to the Council's Data Protection Officer, Kings House, Grand Avenue, Hove

DEADLINE FOR RETURN OF FORMS:

11 February 2011 03 May 2011 01 July 2011 07 October 2011

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Room 136, Kings House, Grand Avenue, Hove, BN3 2LS**