



## Neighbourhood Community Infrastructure Levy (NCIL) Funding Application Small Grant Form

This Small Grant application form is the first stage in your Neighbourhood Community Infrastructure Levy fund bid.

Please read the Small Application form Guidelines document to help guide you when you complete this form.

Keep your answers clear, short and with all key information like shown in the model Small Grant form.

If there is missing information, or any questions are unanswered, your application will be considered invalid. That will mean your application will not be able to progress to the full application round.

### Section 1: Applicant Details

|  |  |  |           |
|--|--|--|-----------|
| <b>1. First Name, Surname</b>  | Joe Bloggs   |  |           |
| <b>2. Email address</b> email address  | joebloggsRA@yahoo.com  |  |           |
| <b>3. Name of your organisation</b>  | Bloggs Residents Association   |  |           |
| <b>4. Name of proposed project</b>   | <b>Bloggs Community Gardening for biodiversity</b>   |  |           |
| <b>5. Eligibility</b> - the organisation you represent must be listed as one that is eligible to apply for NCIL funding. Please indicate the type of organisation you represent (see paragraph 1.4 at Section 1 of the guidance notes regarding eligibility) | Constituted residents' association   |  |           |
| <b>6. Is your group constituted?</b> – please provide evidence of this - upload a document or add a link in the box provided. (see paragraph 1.11 at section 1 of the guidance notes regarding constituted groups)   | <b>YES</b>   |  | <b>NO</b> |
|  | <i>Evidence of Constituted group</i>   |  |           |
| <b>7. Address</b>  | Redbridge address  |  |           |
| <b>8. Postcode</b>   | Redbridge postcode   |  |           |
| <b>9. In which Ward is your project located? Include the full address.</b> (If you are unsure see paragraph 1.14, section 1 of the guidance notes on how to identify your Ward and your local Councillors)   | Ward in Redbridge<br>X Community Hall in X   |  |           |
| <b>10. Do you have the support/agreement of a local Councillor or Redbridge Council Service Area?</b> - please provide evidence of this - upload a document or add a link in the box provided.   | Neighbourhoods Team with supporting evidence email<br>Cllrs A, B, C<br><i>Email Evidence of Cllr support</i> |  |           |

### Section 2: About Your Project

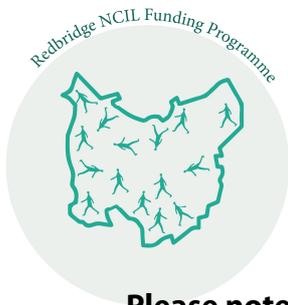


Your project must reflect and provide physical or social infrastructure in one or more of the six local community priority categories.

| 11. Meeting local priorities – which of the following community priorities does your project meet? | Tick |
|--|------|
| 1 Greening the borough   |      |
| 2 Health and wellbeing   | ✓    |
| 3 Environmental sustainability   | ✓    |
| 4 Sustainable transport  |      |
| 5 Community safety   |      |
| 6 Empowering young people  |      |

## Tell us about your project

|  |
|--|
| <p><b>12. What you want to do?</b> 300 words maximum. (For help answering this question see paragraph 1.22).</p> <ul style="list-style-type: none"> <li>• <b>Bloggs Community Gardening for biodiversity</b> is a project of Bloggs Residents Association aiming to educate local residents on how to garden &amp; grow own food to encourage biodiversity.</li> <li>• Experienced volunteers will provide advice, demonstrate how to plant seeds/bulbs and look after new plants, answer any questions and giveaway free 50 starter- pack bulbs</li> <li>• The project will provide accessible advice to residents from all backgrounds and will use interpreters where needed/demonstration videos/ use leaflets/ links to website/ QR code</li> <li>• Local community groups/organisations/faith groups will be invited to attend and be contacted using existing networks including Community Action Redbridge</li> <li>• 2 Sessions will be held in the X Community Hall in X</li> <li>• 50 x 0.5hr 121 sessions</li> <li>• 2 x 1 hr group workshops</li> </ul>   |
| <p><b>13. Who will benefit from the project?</b> 100 words maximum (For help answering this question see paragraph 1.25).</p> <ul style="list-style-type: none"> <li>• Estimated 100 local residents from all backgrounds over 18 years of age, families with children, older people and local voluntary organisations such as E, F, G</li> <li>• Targeting residents from hard-to-reach communities, where English may not be the first language</li> <li>• Holding sessions in an accessible central location (X Community Hall)</li> <li>• Benefits are:             <ul style="list-style-type: none"> <li>• addressing potential barriers to planting/gardening for nature through education and provision of free-of-charge bulbs</li> <li>• increased wellbeing of residents through gardening activities and social interaction with volunteers/other in group setting</li> <li>• supporting biodiversity, ecology and nature recovery</li> </ul> </li> <li>• Impacts – long-term             <ul style="list-style-type: none"> <li>• Greater self-sufficiency</li> <li>• Families encouraged to continue gardening for biodiversity</li> </ul> </li> </ul> |



**Please note, you must state how your project will be self-sustaining after receiving any NCIL funding.**

**14. How will your project and its benefits be sustained financially/non-financially for the long-term (after the initial timeframe of your project for this NCIL application)?** For example, do you plan to apply for further grant funding after an award of funding has been spent? Please include potential funding streams you are considering in your answer. 100 words maximum. (For help answering this question see paragraph 1.28 of the guidance notes).

- Financial sustainability:
  - 2 volunteers will continue the programme
  - Free venue hire/space at Y as part of co-location agreement with another community group
  - Future bulbs and seeds will be donated from local community/ businesses
  - We will be applying for potential GLA grant funding for £1000 in the summer and setting up a crowdfunding webpage to raise more money to expand the project so it may run for another 2 years at a cost of £3000
- Non-financial sustainability:
  - The bulbs may grow and flower for a few years to come, so will see medium-term benefits
  - Collect seeds from other flowers and grow them
  - Volunteers will continue to provide advice and training
  - Attendees of the sessions will be gaining key skills and knowledge to continue gardening and planting for biodiversity for their lifetime

**15. Will your project have any volunteers?** – while this is not required, it is encouraged. If your project does have volunteers more information will be required. Please tell us how many hours of volunteer time you estimate your project will receive. 100 words maximum. (For help answering this question see paragraph 1.33 of the guidance notes).

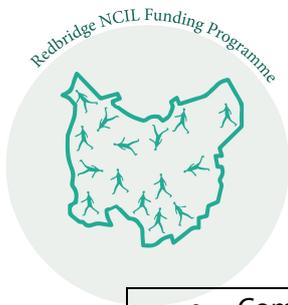
- We have 2 longstanding volunteers who are co-chairs of the Bloggs Residents Association. They will be volunteering approximately 20 hours of their time each.
- 1 new local volunteer will be recruited to deliver the project. They will deliver approximately 7 hours of volunteer time.

**16. How long will your project take to be delivered if it received NCIL funding (projects are expected to be delivered over a 12 month period)?** Please briefly provide the key dates and milestones for your project. (For help answering this question see paragraph 1.35 of the guidance notes).

Project Milestones and Timeline

Jan – March 2026

- New materials purchased
- Volunteer recruited & trained
- Video produced



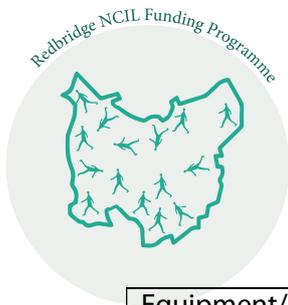
|   |
|---|
| <ul style="list-style-type: none"> <li>• Community networking</li> <li>• Publicity</li> </ul> <p>April – June 2026</p> <ul style="list-style-type: none"> <li>• 1 group sessions</li> <li>• 150 x 121 sessions</li> <li>• Publicity</li> <li>• Apply for GLA grant funding and online crowdfunding</li> <li>• Volunteer meeting</li> </ul> <p>July- September 2026</p> <ul style="list-style-type: none"> <li>• 1 group sessions</li> <li>• 10 x 121 sessions</li> <li>• Volunteer meeting</li> </ul> |
|---|

|   |   |   |           |   |
|---|---|---|-----------|---|
| <p><b>17. Does your project need a license, consent, or permission?</b> – your project may require a license, consent or permission from a property or landowner, or you may need Highways consent or Planning Permission from Redbridge Council. If you answer 'Yes' to any of the questions at a-d below, please seek council advice before submitting your application. (For help answering this question see paragraph 1.38 of the guidance notes).</p> |   |   |           |   |
| a. Does your project propose any building work?   | <b>YES</b>  |   | <b>NO</b> | ✓ |
| b. Is your project on private property or land?   | <b>YES</b>  | ✓ | <b>NO</b> |   |
| c. Will your project impact traffic on Redbridge highways?  | <b>YES</b>  |   | <b>NO</b> | ✓ |
| d. Does your project take place in a park or other open space?  | <b>YES</b>  |   | <b>NO</b> | ✓ |
| <p><b>18. If your project already has the appropriate landowner, Highways, or Planning consents/licences in place please tell us what they are.</b><br/>Please provide evidence of this, use links to documents where possible.</p>   | <p>Permission from X Community Hall<br/>Evidence of permission email attached</p> |   |           |   |

**Section 3: Costs**

**Please note, it is unlikely we will fund a project with staffing costs over 25% of the total project costs, unless in exceptional circumstances.**

| <p><b>19. Please provide a breakdown of the estimated costs of your project. This should be grouped into materials, resources, venue hire, licences/consents etc.</b> Please use the table below to enter all costs and totals. (For help answering this question see paragraph 1.40 of the guidance notes).</p> |                          |        |
|--|--------------------------|--------|
| NCIL funded cost items/description   | links to quotes          | Cost £ |
| Bulbs  | Weblink/ upload document | 83.33  |



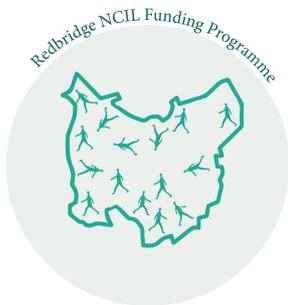
|                              |                          |               |
|------------------------------|--------------------------|---------------|
| Equipment/Materials          | weblink/ upload document | 83.33         |
| Venue hire                   | weblink/ upload document | 83.33         |
| BSL/Interpreter(s) per hour  | weblink/ upload document | 83.33         |
| Leaflets                     | weblink/ upload document | 83.33         |
| <b>Total funding request</b> |                          | <b>499.98</b> |

| <b>Self-funded or externally-funded cost items/description</b> | <b>If available, links to quotes</b> | <b>Cost £</b> |
|--|--------------------------------------|---------------|
| Volunteer expenses   |                                      | 200           |
| <b>Total self-funded or externally-funded project costs</b>    |                                      | <b>200</b>    |
| <b>Overall total project costs</b>                             |                                      | <b>699.98</b> |

**Standard Legal Agreement**

All projects that receive funds from the Council shall comply with the Council's terms and conditions at the point at which a funding pledge is offered. You can access a copy of the terms and conditions in the standard legal agreement document via the link below. Please indicate in the next question if you have understood the terms and conditions and are able to sign an agreement.

|  |            |                                     |           |                          |
|--|------------|-------------------------------------|-----------|--------------------------|
| <b>20. Have you read and understood the Council's terms and conditions within the standard legal agreement for receipt of Neighbourhood CIL funding?</b> | <b>YES</b> | <input checked="" type="checkbox"/> | <b>NO</b> | <input type="checkbox"/> |
|--|------------|-------------------------------------|-----------|--------------------------|



**Equalities Monitoring**

We want to know a bit about you, please complete the questionnaire below. We are collecting this information to assess whether we are attracting a diverse range of applicants. If you do not wish to answer any of the below questions you can skip them, this will not count towards the scoring of your application.

1. How old are you?

Select option

Please enter your age to the nearest whole number or category.

|  |
|--|
|  |
|--|

2. How would you describe your gender? Please select all that apply.

|                     |  |
|---------------------|--|
| Female              |  |
| Male                |  |
| Non-binary          |  |
| Genderqueer         |  |
| I do not know       |  |
| I prefer not to say |  |

Prefer to self-describe (please use the box below)

|  |
|--|
|  |
|--|

3. How would you describe your sexual and/or romantic orientation? Please select all that apply.

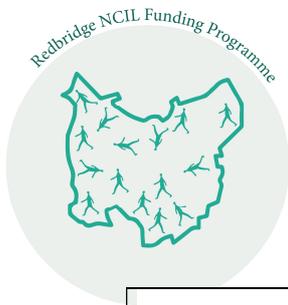
|                   |  |
|-------------------|--|
| Asexual           |  |
| Bisexual          |  |
| Gay               |  |
| Lesbian           |  |
| Heterosexual      |  |
| Pansexual         |  |
| Queer             |  |
| Questioning       |  |
| Prefer not to say |  |

Prefer to self-describe (please use the box below)

|  |
|--|
|  |
|--|

4. What is your ethnicity?

|   |  |
|---|--|
| White – English/Welsh/Scottish/Northern Irish/British             |  |
| White Irish   |  |
| White Gypsy or Irish Traveller                                    |  |
| Any other White background (please specify below)                 |  |
| White and Black African   |  |
| White Asian   |  |
| Any other Mixed/Multiple Ethnic background (please specify below) |  |



|   |  |
|---|--|
|   |  |
| Asian/Asian British, Indian   |  |
| Asian/Asian British, Pakistani  |  |
| Asian/Asian British, Bangladeshi  |  |
| Asian/Asian British, Chinese  |  |
| Any other Asian background (please specify below)                       |  |
| Black/Black British, African  |  |
| Black/Black British, Caribbean  |  |
| Any other Black, African or Caribbean background (please specify below) |  |
| Other ethnic group (please specify below)                               |  |
| Prefer not to say   |  |
| Prefer to self-describe (please use the box below)                      |  |

5. What is your religion or belief?

Select option

|                     |  |
|---------------------|--|
| Buddhist            |  |
| Christian           |  |
| Hindu               |  |
| Jewish              |  |
| Muslim              |  |
| Sikh                |  |
| No religious belief |  |
| Prefer not to say   |  |

Other, please specify

|  |     |    |                   |
|--|-----|----|-------------------|
| 6. Do you have a long term physical or mental impairment, which greatly impacts your ability to carry out normal day-to-day activities and you are likely to be considered disabled under the Equality Act 2010? | Yes | No | Prefer not to say |
|  |     |    |                   |

7. Please tell us the first four digits of your postcode to help us better understand the needs of residents from different areas of the borough.

