



guidance notes

www.capitalgrowth.org

in partnership with

Transport for London



MAYOR OF LONDON



Capital Growth:

2,012 food growing spaces in London by 2012

Capital Growth, supported by TfL, aim to provide spare land to community organisations in London who demonstrate that they can best meet the required criteria (see below). It is intended that Capital Growth will support a variety of new food growing projects, hosted by a diverse range of people and organisations. Capital Growth aim to offer in-kind support to new food growing projects.

Support criteria

The purpose of the campaign is to provide easily accessible support, to help people to initiate and run new food growing projects in London that are for community benefit. TfL have pledged their commitment to the campaign by offering spare pieces of their land to community groups. Below is an outline of who can be considered to be matched with this land.

Who can apply?

Applicants can be new or established community-led groups. That could mean charities, allotment associations¹, business associations, schools or food access groups. All applicant groups must be based in Greater London and their application should be used to support the implementation of a food growing project that benefits a community.

We regret that we can only support spaces in Greater London. If your organisation is based outside London but your food growing space is within London we may still be able to support the project. You are advised to contact us before applying. Seb Mayfield: capitalgrowth@sustainweb.org or call 020 7837 1228. Large businesses, local authorities, Primary Care Trusts, and other statutory bodies may also apply.

Timetable

We aim to respond to your application within 4 weeks of receiving the form, at which point we will let you know whether you have been successful.

Assessing the applications

The assessment procedure for applications will be fair and transparent. Once the application has been made, Capital Growth will consider the application against the criteria as laid out by TfL. If the application meets all the criteria, Capital Growth will make contact with TfL. If TfL approves the application then Capital Growth will be in contact with the applicants to further the process.

We hope to support a broad spectrum of projects and each application will be assessed internally and then sent to an external assessor (along with the internal assessor's comments) for a second opinion.

Keeping it simple

We won't ask you for a detailed evaluation of your project but successful projects will be asked to update their progress on the Capital Growth website. Your comments may be included in a final project report to be prepared by London Food Link.

Application Support

On receipt of your application form, a Capital Growth volunteer will be in contact to organise a visit to the growing space and to discuss your application. A Project Officer will also be available to answer your enquiries. For further information, or with enquiries, please contact Seb Mayfield: capitalgrowth@sustainweb.org or call 020 7837 1228.

The Project Officer from Capital Growth is expected to visit several of the projects supported by Capital Growth. We shall endeavour to contact you in advance if we intend to visit your project.

¹ Please note that becoming a Capital Growth project does not secure allotment tenancy where it doesn't already exist.

Question by question: Some guidelines

1. Name of contact

This should be the full name of the person who will be the main point of contact.

2. Name of organisation

This should be the full name of the person company, organisation or group

3. Correspondence address

This is the address of the applicant. Please state the borough where you are located and provide contact details for the main person who will be involved in this project. Please note that this is the address to which TfL/Capital Growth will send any important written materials about this application.

4. Address of food growing space (if different from applying body)

The full address should be provided here.

5. We would like to support a wide range of projects and organisations, so please indicate which description **best describes you/your organisation**. Feel free to add your own description i.e. school or faith-based organisation such as a synagogue, mosque or church. In all cases please indicate if this is a new project or an addition to an existing project/organisation.

6. You can state your interest in receiving **support** in as many areas as you think you will require.

7a. This short **description** of your space may be used in the public domain. You should aim to:

- Describe the type of project you intend to initiate
- Explain clearly what you will do and how you will do it
- Include any social and geographical information you have about your site.

7b. **People** Please supply as much information as you can so that we can see that you have thought about this aspect of the project. After all, the workforce is the most critical part!

7c. **Capital Growth criteria** Please refer to 'Who can Apply' on page 1 of the guidance notes when completing this question.

In addition:

- Tell us about your experience of running similar projects if relevant (priority will not be given to people who have worked on similar projects in the past, so it's ok if this is your first time)
- Convince us that we should support your proposal!

8. Volunteers Please note that we cannot guarantee that we will be able to find you suitable volunteers but it would help us if you gave us as much detail as possible about your volunteer needs.

9. Funding

We plan to run funding rounds for limited periods of time throughout the duration of the campaign. For your project to be part of the Capital Growth campaign you do not need to apply for funding. It may be that you require different, in-kind support, such as training from an existing food growing project on site design.

Some capital items, including recycled tools and materials are available at low or not cost. Please see our website for suppliers www.capitalgrowth.org. The following list may be useful when deciding whether to apply for funding:

- Tools: spades, trowels, watering-cans etc.
- Growing equipment: seeds, tubers, compost, trays, pots etc, water butt, hose etc.
- Storage: shed, locker, greenhouse etc.
- Advice & Training: site design & preparation, growing techniques, yearly growing plan, soil contamination,

10. Funding Support We will notify all spaces in the Capital Growth scheme when funding becomes available that we think will be of interest to you.

11a. **Training** At this stage we can point you in the direction of existing training opportunities. We hope to offer tailor-made horticultural and enterprise training through our partners in the future, and we will notify anyone who has registered interest here.

11b. Capital Growth wants to encourage sharing of expertise and resources amongst projects. You will not be committing yourself by filling in this question.

12. **Constitution** TfL require that any group using their land is a constituted group. Capital Growth can advise on how to do this. A signed copy of the constitution will need to be submitted in order that TfL can draw up the legal lease documents.

13. **Soil contamination** The agreement with TfL will mean that you will have to construct raised beds or use sealed pots. Therefore soil testing is not required. Capital Growth can give you advice on how to construct raised beds effectively.

14. **Commercial gain** TfL allows sale/trade of produce from the land at cost or for charitable purposes only.

15. **Insurance** Groups running food growing projects on TfL land must secure public liability insurance to the value of £5 million to protect against injury. A copy of the insurance document must be submitted to Capital Growth as soon as practicable following the signature of the lease. You may need to add the cost of insurance to any funding bid you make. Capital Growth can give you advice on how to go about getting insurance.

16. **Storage** TfL will need to know this upfront. In some cases they may deem the site to be inappropriate.

17. Your **referee** Please give the full name and contact details of one person who can be a referee for you/your organisation. This person should not be directly involved with your project, but should have known you or your organisation professionally for at least two years.

18. **Supplementary information** may be supplied. For example, you may wish to include sample flyers, press releases or photos of previous projects. No applications will be assessed on the basis of these documents so first time events are in no way disadvantaged. Please note that any materials supplied will not be returned, so if you need to keep hold of it, please only send a copy.

IMPORTANT

See the website for further information and please feel free to contact the Capital Growth team at London Food Link if you require any additional help in completing this application form.

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