Introduction

Tesco Bags of Help Centenary Grants are two special voting rounds of the Tesco local community grant scheme and offers a unique opportunity to benefit more people. To be eligible to apply, projects must provide a significant benefit to communities across the voting region.

Groundwork is working in partnership with Tesco to deliver Bags of Help Centenary Grants. greenspace scotland support projects in Scotland.

How does Bags of Help Centenary Grants work?

Bags of Help Centenary Grants are open for applications from not for profit organisations.

Applications are assessed by Groundwork to ensure they are eligible. Tesco colleagues will shortlist the projects to determine which go forward to the customer vote.

Three community projects in each region will be voted on by customers in Tesco stores throughout the UK, in July/August and November/December this year. Following the vote, the project that received the most votes in its area will receive a grant of up to £25,000, second place receiving up to £15,000 and third place up to £10,000.

Who is eligible to apply?

Grants will be awarded to not for profit organisations including registered charities, community interest companies, health bodies (e.g. Clinical Commissioning Groups (CCGs), NHS Hospital Trusts, Foundation Trusts), local authorities and social housing providers.

This list is not exhaustive and there will be many other types of organisations that will be funded.

We encourage partnership working to enable a project to be delivered across the whole region, however, you will need to identify a lead organisation to make the application and manage the funding.

https://gwkgis.maps.arcgis.com/apps/webappviewer/index.html?id=0a5312ffe2a24ddaa42b36239fbb7779

Applications will not be funded where:

- Individuals have applied
- Groups are not formally constituted or cannot provide a relevant Governance Document
- Profit-making organisations are also ineligible for funding.

What types of projects will Bags of Help Centenary Grants fund?

Projects funded through Bags of Help Centenary Grants will provide community benefit across the whole voting region, or a significant part of it.

The types of projects funded will be very broad and will cover the direct costs needed to deliver the project, this could range from:

- Improvements to a building of regional or national significance that benefits the whole community such as a museum, hospice, art gallery, heritage centre, wildlife centre or an ancient monument.
- Improvements to an outdoor space of regional or national significance such as walking/cycling routes, gardens, nature reserves, wildlife areas, waterways or woodlands.
- Delivering activities across a whole region such as school engagement programmes, foodbanks, sporting activities, health and wellbeing activities, recycling/upcycling programmes and community festivals or events.
- Providing equipment that will benefit the whole region such as medical equipment, mobile disability equipment and minibuses.
- Bags of Help Centenary Grants can fund 100% of your project costs so you do not have to have any match funding. However, if you secured additional funding, there is no limit to what this amount can be and any funding awarded by Bags of Help Centenary Grants can form part of your wider project costs.
- Your project can be a stand-alone project or discrete, self-contained part of a larger scheme or part of a phased project. You will need to complete the element of the project funded through the scheme within twelve months of receipt of the grant.

For any projects that are making a physical improvement to an
outdoor space or a building you will need the landowner's permission and you might also need
other permissions – e.g. planning permission.

These need to be in place before you submit your application and the landowner permission
form will need to be completed and signed as part of your application.

Projects/costs which are ineligible

- Projects that do not benefit communities across the whole region
- Exclusively organisational running costs
- Work that has already taken place
- Political donations
- Fundraising activities or challenges (e.g. costs for a sky dive, etc.)
- Conferences or seminars
- Activities which collect funds for redistribution to other charities or individuals
- Overseas appeals
- Expeditions or overseas travel
- Promotion of a religious or political cause
- Solely marketing promotions
- Research projects/feasibility studies
- Project development work (eg. site surveys, consultation, legal fees,etc)
- Projects or activities that are a legal or statutory responsibility
- Projects that redistribute the award as grants to other organisations

How to use these Help Notes

The aim of these notes is to help you complete your application form online. We'll explain how
to start using our online system as well as providing you with a guide to the information you
must give us about your project. We'll also tell you why we're asking for certain information and
how we use the information you give us.

These Help Notes can be read as a "stand-alone" document or you can follow the hyperlinks on
the contents page to look at specific sections of the notes as you fill in your application form
online.

Demand for Funding

A large number of people are likely to apply for funding through Tesco Bags of Help Centenary Grants and sadly there will be many good applications that we won't be able to support because there isn't enough money available.

We make our decisions based on the information you provide in your application, the programme criteria and outcomes. We use our professional judgment to make the difficult choices between the many projects seeking funding.

Please bear in mind that it may take six months to hear from us regarding the status of your application.

We'll always try to shortlist the applications which present the most persuasive case to go forward to the public vote. We can't support everything, so when planning your project, you should think about what you'd do if your application is unsuccessful.

Groundwork has over three decades of experience helping community groups create better and greener places. Over the years we've seen the power that community projects have to create positive change in a local area - so we have developed a toolkit to share the tips, tools and tricks to make your project a success. http://www.groundwork.org.uk/Sites/projecttoolkit

Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a grant or access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or accessing our services and information, please contact Groundwork to discuss the type of support we can provide. You can find our contact details here Contact Us.

Receiving correspondence from us

To ensure you successfully receive email communications regarding your application, please save this email address - mail@grantapplication.com - to your contacts or safe list. This will prevent emails being filtered into your junk or clutter folders, where they can easily be overlooked.

Applying Online

If this is your first application you will need to create an account. Click on the New Account link to register your email address and password. These will be your login details, and you'll need

them every time you use our online application system. If you forget
your password or any other part of your login details, please follow the link on GIFTS which will allow you to reset this information.

When you're working on your application online it's useful to remember:

- You can fill in your application in one go, or work on it at different times
- You can fill in the sections of the form in whichever order you prefer, but you will only be able to submit your application when all of the sections are complete
- If you have your application form open on your computer, but do not work on it for 2 hours, you will automatically be logged out of our online system. Any work that you haven't saved by then will be lost.
- The online application form is best accessed using Windows and cannot be accessed using an Apple Mac or iPad. Likewise it works best using Internet Explorer and will not work when using Google Chrome. If this causes you any issues, please call 0121 237 5780 and a member of the team will be happy to help you.

Getting Started Checklist

- Have you got everything you need to complete your application form?
- Your organisation's contact details and information
- Your organisation's governing document e.g. Constitution, Memorandum and Articles of Association
- Your written project proposal, including evidence of demand for your project
- Your project location and postcode
- The region number your project location is in (found using the map)
- Your Project Budget
- Your Financial Statement Audit (if applicable - this is a requirement only for non-statutory organisations)

Your Other Supporting Information if applicable (Landowner or Planning Permissions, or other Permission letters)

Section 1: About Your Organisation

In this section we're asking you to tell us some basic information about your organisation.

1. What is the name of your organisation?

We need to know the name of your group, this should be the name of the organisation that is applying for funding and match with the information on your bank statements and governing documents eg. constitution, Memorandum and Articles of Association, etc.

2. Who is the main contact for your group?

This should be a key person involved in your project. They should be able to talk about your project and provide further information if required. It is very important to us that you provide the correct email address and daytime phone number so that we can communicate updates and decisions on your application.

Please let us know if the main contact has any particular communication needs. We intend to use email as our main means of communication for environmental reasons. If this will cause problems for you please ensure you let us know your preferred alternative.

Groundwork UK is an environmental charity and we aim to save paper wherever possible, so it is very important that your email addresses are correct and the email account is active and checked regularly.

Please note, if you are a school, your anti-virus and firewall settings may mean that information from us may not get through. We would encourage you to use a non-school email address if possible as this will make it easier to log into your online account and ensure that you receive any updates from us.

If your application is successful, the grant offer will be emailed to the main contact. They will be responsible for sending us updates and grant claims during the project. If your contacts change

throughout the lifetime of the project it is your responsibility to confirm
any changes. We will not be able to discuss the application with anyone who is not a named contact on the application form.

3. If the main contact is not available, please provide details of an alternative person to contact

We ask for an alternative contact so that if we are unable to get in touch with the main contact, there is a second person we can contact who represents the group. This is particularly important for schools if we need to contact you during holiday periods.

Please ensure that the name and email address for the alternative contact is not the same as that for the main contact.

4. How long has your organisation been in existence?

Please select from the drop down menu the length of time that your organisation has been in existence. This helps us identify which groups may need more support from us. The length of time your group has been in existence will not affect your application.

5. What is the main purpose of your organisation, where do you operate and who are your main beneficiaries?

Please tell us briefly what your organisations aims and objectives are, areas of delivery and the people you work with.

6. What type is your organisation?

For monitoring purposes, please tell us what type your group falls under. If your group is a registered charity, please give your charity number/company number. Please ensure that you review the whole list before selecting one so as to give us the most accurate information about your organisation type.

7. Does your organisation have previous experience of receiving grants?

This will provide the assessment team with information on your group's experience. It will help them highlight possible additional support your organisation might need in delivering your project, which can be met by one of the programme Enablers.

8 & 8a. Have you received a Bags of Help Grant Previously?

If you have received funding through the Bags of Help scheme previously and if so, have you

completed and submitted your completion report? Please note, this is
for internal monitoring purposes and will not affect your Tesco Bags of Help Centenary Grant
application.

Section 2: About Your Project

In this section we're looking for:

- A clear and persuasive description of a well-researched project
- How you demonstrate the need and demand for your project
- How your project meets the need you have identified
- How your project fits with programme outcomes.

9 &9a. Are any other organisations currently involved in your project?

We would like to know whether your group is working with, or being supported by, other
organisations on this project. Please provide details of any organisations that are working with
you.

If you have discussed your project with local authorities or other organisations please let us
know the outcome.

10. What is the name of your project?

At this stage, a project name is essential. If you use any abbreviations then tell us what they
stand for. Please ensure that your project name is different from your group name.

Please note, there is a 35 character limit (including spaces and punctuation) as this is the format
for the display information should your project get to the public vote.

11. Please provide a brief one line description of your project that we will use to promote your project in our stores if your project is shortlisted for the public vote.

Please provide a brief description of your project. This should be around 140-180 characters in
length (including spaces and punctuation). If your project is selected for a public vote in Tesco
stores, this information (along with your group name, project name and project location, which
will also be displayed) will be used for public display.

This is the only information that people will see when they go to vote for your project along with
your group name and project name. It should tell people what your project is about and how you

will use the Tesco Bags of Help Centenary grant. It should sound like
it has been written by you and not by Tesco. Tell us about your project in the same everyday
way you'd talk about it – for example use 'we' and 'our' when you talk about what you do.

Make sure it reads well, makes sense and accurately conveys what your project will be doing –
perhaps get someone to have a look at it who knows nothing about your project to see if it
makes sense to them. Try to be specific about your project. People will get a better feel for your
project if they can picture it in their mind's eye – for example rather than "services to help
isolated people" you could say "We will use the funding to employ a co-ordinator who will
support volunteers to befriend isolated and vulnerable elderly people" or instead of "improving
the nature reserve' you could say "The funding will be used to create accessible footpaths so
that everyone, regardless of ability, will be able to use the visitor centre at the nature reserve.

Please note, if any of this information is unclear or it contains mistakes or typos, this could delay
the decision of your application.

12. Please choose which voting region number your project is in from the list below:

Using the link below, please check which voting region your project falls under and then choose
the region number. The link is also in the application form that takes you to the map. You will
need to note down the region number and enter this into the application form. Please note that
the map will open in a new tab/window so please save any work in your application at regular
intervals as you are going along.

https://gwkgis.maps.arcgis.com/apps/webappviewer/index.html?id=0a5312ffe2a24ddaa42b36239fbb7779

13. Where is your project located if your project is site specific?

Please provide full address and postcode. If there is no postcode for the site, please provide the
postcode of the nearest building. Please include the town, village or London Borough here as
this information will be included on the display information along with the postcode of your
project should you get to the public vote.

Please upload a photo of your project site if your project is to physically improve an indoor or an
outdoor space.

14. What areas will your project operate in if you are delivering services?

If you are delivering a service, event or activity please let us know which areas the project will be delivered in.

15. Please select the statement that best describes your project

From the list that we have provided, please tell us which broad heading your project falls under. We use this information for monitoring purposes to see what kind of projects the Tesco Bags of Help Centenary Grants is supporting.

16. Please select (where possible), a specific theme that your project falls under

A follow on of the previous question and again for monitoring purposes, this would help identify projects that are working in particular thematic areas.

Hints & Tips - Writing Your Project Proposal

- Write in clear, simple language, avoiding jargon, acronyms and abbreviations
- Write about facts, not generalities
- Remember, there is a word limit, so focus on telling us key information
- Remember that the people who are assessing your application or making decisions do not necessarily know your area of work.
- They will use this information to decide whether to shortlist your project so make sure the aims and how funds will be spent are clear

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17. Please tell us about your project and what you are looking to deliver?

The July/August 2019 voting period will feature projects with a Health and Wellbeing theme and projects focussing on cancer, heart disease and diabetes will be prioritised.

Please note, if your project is successful at the shortlisting meeting and put forward to a store vote, you will receive at least £10,000. There will be three projects shortlisted in your local area.

These will be voted on by Tesco customers, the lowest vote receiving £10,000, the next vote £15,000 and the highest vote £25,000. You should plan your project and budget so that it can be scaled down if you do not receive the full £25,000.

Tell us in more detail what the project is and what you want to do. Tell us the overall aim and what will happen if the project goes ahead. This will be your opportunity to let us know what your project will be doing and give us information to make a decision on shortlisting and funding. You do not need to provide information about the history of your organisation or previous projects you have delivered. We just want to know what you would spend a Tesco Bags of Help Centenary grant on and what the benefits would be.

18. Why is your project needed? Please also tell us who you have consulted and how it meets the needs of any relevant local or regional strategies

We want to fund projects that will have the support of the wider community. By 'wider community' we mean people who are not only in your group but who live in and around your region.

Show us how you know your project is needed:
o What evidence of demand do you have?
o Who have you talked to about your project and what did you find out?
o Are there any existing strategies or initiatives that are relevant to your project?

Please tell us about any consultation that you have undertaken or any work on this project involving the wider community that shows the community want and need this project. Evidence could be online surveys or visitor questionnaires.

Please do not send examples of this work in, but make sure you include it in your answer. If you have discussed your project with the local council or other organisations please let us know the outcome. Tell us how you have consulted with people who do not often use this type of project and how you have reached them.

Some examples of what can't be funded through the programme:

- Projects that do not benefit communities across the whole region
- Exclusively organisational running costs
- Work that has already taken place
- Political donations
- Fundraising activities or challenges (e.g. costs for a sky dive, etc.)

- Conferences or seminars
- Activities which collect funds for redistribution to other charities or individuals
- Overseas appeals
- Expeditions or overseas travel
- Promotion of a religious or political cause
- Solely marketing promotions
- Research projects/feasibility studies
- Project development work (eg. site surveys, consultation, legal fees,etc)
- Projects or activities that are a legal or statutory responsibility

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19. How many people will benefit from the completed project?

Please provide a realistic number of beneficiaries based on people who will use or visit your project in one year if you were awarded £25,000, £15,000 or £10,000. Please only enter numbers and no text in the three boxes.

20. Please explain what you have based your estimated number of beneficiaries on? (eg. visitor numbers, population statistics, number of people per session, etc)

Please provide a realistic number. You may find it useful to look at visitor numbers, population statistics or similar projects.

We would like you to make an estimate as to how many people will directly benefit from this project over a 12 month period. You need to think about who the likely beneficiaries in your area are and how many of them are likely to use or visit your project.

21 & 21a. Will your project provide volunteering opportunities during project delivery and once your project has completed?

What difference will this project make to the people in your region? We want to fund projects that have a positive and lasting impact on communities. Please let us know of any volunteering opportunities for Tesco employees or members of your community. This includes volunteers involved in delivering and managing the project. We are aware that not every project we fund will be able to provide volunteer opportunities and in this instance, your response will not be used to make a decision that will affect your application. You will also be asked to report on this at monitoring stage if your grant is successful along with how many people benefitted from your project.

22. Delivery period of your project. Please confirm that your project can complete within a 12 month period?

Successful applicants will have 12 months from the date of their grant offer to complete their project. We will ask you to submit progress updates and a Project Completion Report with your final claim. Reports may include photographs, newsletters, press releases or any social media on how the money has been spent and the impact it has had within communities. We would also like a quote regarding the difference your project has made.

One of the things we will ask you to think about as you develop your application is how you will judge whether your work has made a difference.

When you report back to us, you can tell us about how you have assessed the work you are undertaking, and about important milestones you have reached.

We are always interested in learning about what works – and about what does not. Please note, we cannot fund any activity that has taken place prior to notification of the grant award being made.

23. Please confirm who the landowner/leaseholder is? Please complete only if you are delivering physical works to an indoor or outdoor space.

If you are in any doubt over issues around landowner or landlord permission then please contact the owner of the land or property before applying. Please note, you will only need to complete and upload a Project Consent Form if your project is to undertake physical improvements in an indoor or outdoor space. This is not required for projects that are providing services.

24. Does your project require planning permission

If you are in any doubt over issues around planning permission then please contact your local planning officer based at your local authority. You must upload evidence of planning permission being granted if applicable before you submit your completed application.

25. Are there any other permissions required for the delivery of your project?

If your project requires any other permissions please give us details here.

26. How will your project be sustained/maintained once your project is complete?

Please tell us about any agreements or plans in place for maintenance or plans to continue your activity/services.

You need to tell us here how you plan to ensure that your project will continue to be a valuable resource for your community in the longer term. If your group is planning to have a role please tell us how you plan to attract, recruit, train and retain volunteers, promote the site and what events you have planned.

If your project is delivering a service or activity please tell us about what plans are in place for once the service or activity is delivered. This may be ongoing fundraising, charging for services, etc.

27. How do you intend to make sure your project continues as a valuable and popular community resource in the longer term? (evaluating, lessons learnt etc)

Please tell us about how you will continue to promote your project to the wider community. Please include where applicable how you will use social media to promote and publicise your project and how you will keep the community updated with any developments.

28. We would be happy for you to share a short video to help support your application.

Please provide relevant link/s in the box below. (this could YouTube, Vimeo or something similar). Your video will be shown at Shortlisting Group Meetings to help support your application. Please note that this is not a mandatory requirement.

Section 3: Finances

29. How much funding are you requesting from Tesco Bags of Help? (including irrecoverable VAT)?

Please note that the maximum amount of funding you could receive is £25,000 and your budget breakdown should total £25,000. If your project goes through to the store vote and you finish second or third in the vote, we will then ask you to provide a revised budget breakdown for projects totalling £15,000 and £10,000. The costs should be based on quotes/tenders/estimates you have already received from relevant organisations

Please note, if your project is for any kind of large equipment and your project is funded, Tesco are likely to request that their logo and branding is included. Therefore, please include costs for these if necessary.

A Note about VAT
If your group is registered for VAT, your expenditure figures shouldn't include VAT that you can claim back (often called recoverable VAT). If you're not registered for VAT your costs should include VAT. Any VAT that you expect to incur but can't claim back (irrecoverable VAT) should be in your expenditure breakdown.

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30. How do you intend to spend your grant

Please provide a budget breakdown of how you intend to spend your grant should you be successful with a Tesco Bags of Help Centenary grant. There is no restriction on whether your grant is spent on capital or revenue costs. Please note, in this section we only want a list of what the Tesco Bags of Help Centenary Grant would be spent on – not how any match funding may be spent. In this section you should enter a total rounded up to the nearest pound and should not enter a decimal place, a £ sign or use any punctuation marks.

For example:

You SHOULD enter - 25000
You SHOULD NOT enter - £25000 or £25,000 or 24,999.99 etc

31. How have you estimated your costs?

We want to know that you've checked costings, for example that an experienced person has provided an estimate, you have had written quotes from contractors, you have researched catalogues, volunteer costs etc.

32 & 32a. Match funding

If some of the money for your project will come from other sources, tell us the total amount, where it will come from and when it needs to be spent by. Please note that additional funding is not required for this programme. However, if you have additional funding, there is no limit to what this amount can be.

Please note, if the majority of the funding for your project is coming
from other sources and is currently unsecured, we will not be able to fully assess your
application. Only once we know how much funding you have secured for your project can we
make a decision as to whether it can be considered for funding.

33. Does your organisation have its latest set of financial statement audit?
Please note, this is a requirement only for non-statutory organisations.

What kind of accounts do you need?

The type of accounts we need will depend on the type of organisation you are;

- A new organisation may only be able to provide a basic document showing projected income and expenditure. This is appropriate for a new organisation and shows planning. It should demonstrate how you expect the organisation and the project to grow over the next year.

- From an organisation with income less than £25,000 we would expect to receive a basic document highlighting income and expenditure and any balance sheet items.

- From an organisation with income over £25,000, but less than £1 million we would expect to receive accounts that have been reviewed by an appropriately qualified person (this is not deemed an audit). We would expect this to be a slimmed down version, but still similar to the accounts that a large organisation produces. Audited accounts will be needed if total assets (before liabilities) exceed £3.26 million and the organisation's gross income is more than £250,000.

- From an organisation with income over £1 million we would expect to receive externally audited accounts. This is likely to be a reasonable-sized document with a detailed Trustee or Directors report and notes to accounts.

Section 4: Privacy Information

Data Protection
In this section of the application form we're asking you to read some important information about our data protection responsibilities.

Our responsibilities to you
In this section of the application form we are asking you to read some important information about who we are and our responsibilities around the data you provide to us. It is important that you understand how the information you submit will be used and stored by us.

You need to know what to do if you believe that any of your
information is commercially sensitive or confidential. We ask you to tick the box to confirm you have read and understood the Privacy Information, know your rights and how your data will be used.

Section 5: Declaration

34 & 34a. Conflict of Interest

In this section, please give us brief details of any conflict of interest you may have, for example, if you are involved in a business that may provide goods or services to the project if it is funded. A conflict of interest is any situation in which an applicant, or the applicant's organisation, has a personal connection with, or a business interest in any organisation or individual that will be paid to deliver the project.

Conflicts of interest or potential conflicts of interest must be declared before any grant funding is awarded. Failure to disclose conflicts of interest may result in the withdrawal of funding and the repayment of grant.

35. Governance Document

Please upload your Governance Document (This could be a Constitution, Code of Conduct, Standing Order, Memorandum and Articles of Association etc.) Please ensure that this includes a dissolution clause or equivalent.

This should be your Constitution or Memorandum of Articles if you are a community group or charity or your Code of Conduct, Standing Order or Terms of Reference if you are a council or public body.

36 & 36a. Where did you hear about us?

So we can see how our promotion of the programme is working, please select one option telling us how you found out about the Bags of Help programme.

Application Declaration Statements

We're then asking you to confirm a number of statements. And by ticking the box you're signing the application form electronically on behalf of your organisation.

Good luck with your application!!