

## Whole Kids Foundation and School Food Matters School Garden Grants Application Guidelines and Frequently Asked Questions

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### TIPS FOR COMPLETING THE APPLICATION FORM

- Complete all parts of the application form in full, and don't forget the detailed budget and timeline at the end of the form.
- Note that the **application form must be completed in one sitting**, so we recommend copying it into Word and working on a practice version first before completing the final online form.
- Attach at least one photograph of your existing or proposed school garden space, no more than 2MB and in either JPEG or PDF format.
- Word limits are strict! We will stop reading once you've reached the word limit.
- Don't forget to attach your Headteacher's signature to your completed application form.

Please submit your completed application form with at least one photograph by **20 February 2023**. Please note that the fund will close once we have received 80 applications, so we recommend submitting your application early.

### ELIGIBILITY AND WHAT YOU CAN APPLY FOR

- The applicant must be a state-funded nursery, primary, infant, junior, secondary, special school, or pupil referral unit in the London boroughs of **Hammersmith and Fulham, Kensington and Chelsea, Lambeth, Newham, Southwark, Waltham Forest and the City of London**.
- The school garden must be an **edible school garden** (growing fruits, vegetables, herbs, grains, etc.) and located within the school grounds.
- You may request funding for a school gardener and staff training (i.e. attending a gardening course) but you must demonstrate how this will benefit food growing at your school.

### PHOTOS OF YOUR GARDEN SPACE

All applicants are required to attach at least one photo of your existing or proposed school garden space. However, the more photos you share, the better sense we will have of your garden (up to three photos). You may also send a diagram of your garden's dimensions and layout. Please note the following requirements and guidelines:

- Send electronic images as a **PDF** or **JPG**.
- Maximum size for each photo: **2 MB**
- For new garden projects, please provide a photo of the existing space as well as a proposed layout.

### PAYMENT OF GRANTS

Grant payments to successful applicants will be made in two stages: 50% on commencement and 50% on completion of your project and receipt of paperwork.

### REPORTING AND COMPLIANCE

By applying for a School Garden Grant, you agree to the following:

- Grantees hold full legal and financial responsibility for the school garden project.
- Grant funds are subject to audit; all receipts and invoices must be provided to School Food Matters.
- Grant funds may not be used for travel costs or field trips.
- Grantees will be required to submit an End of Grant Report, including before and after photos, on completion of the project. Your report will be used as part of the evaluation of the programme.
- Grantees will be required to complete a Claim Form with receipts and invoices before the final grant payment is made.
- Grantees may receive a visit from the funders. Therefore, grantees agree to host a visit from School Food Matters and/or Whole Kids Foundation on completion of the project.

### TIMELINE

- Application deadline: **20 February 2023 OR when we have received 80 applications**
- Applications reviewed: **20 February to 20 March 2023**
- Judging panel meets: **During the week commencing 20 March 2023**
- Applicants notified: **Before 31 March 2023**
- Grant spent by: **25 September 2023**

- End of grant report due: **25 September 2023**

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## **FREQUENTLY ASKED QUESTIONS**

*Here are some frequently asked questions about the School Garden Grants and the application process. We know that each school garden is unique so if you have any questions not covered here, please contact us.*

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### ***What are School Garden Grants?***

- School Garden Grants support new and existing edible gardens within school grounds. The programme was established by the Whole Kids Foundation in the US and Canada and is now in its eighth year in the UK. The 2023 grants programme will be available to schools in the London boroughs of Hammersmith and Fulham, Kensington and Chelsea, Lambeth, Newham, Southwark, Waltham Forest and the City of London.

### ***What is the Whole Kids Foundation and how is School Food Matters involved?***

Whole Kids Foundation is a non-profit organisation founded by Whole Food Market to help to improve the health and well-being of children. The Whole Kids Foundation has partnered with School Food Matters to deliver the School Garden Grants programme to schools in London.

### ***How much funding is available in total?***

A total of £70,000 is available to schools in the London boroughs of Hammersmith and Fulham, Kensington and Chelsea, Lambeth, Newham, Southwark, Waltham Forest and the City of London.

### ***How much funding can I apply for?***

We recognise that each project is different and will vary in size. Therefore, you can apply for grants of up to £2,000. Each application will be judged on its merits regardless of the amount requested.

### ***What can the grant be used for?***

Your grant could be used for tools, equipment, edible plants, training, a school gardener, or anything you need to establish an edible garden. Last year's successful applicants used the funding for a range of projects from building raised beds or adding greenhouses, to completely revitalising neglected food-growing spaces or creating sensory gardens for special needs students. Take a look at the [School Garden Grants webpage](#) for inspiration!

### ***Why are the School Garden Grants only available in seven boroughs?***

We have chosen seven new boroughs based on a range of criteria agreed by Whole Kids Foundation and School Food Matters.

### ***My school would like to develop a growing space that will not be located within the school grounds but will be used by schoolchildren. Can we apply?***

No. The School Garden Grants programme is currently focussed on supporting gardens located within school grounds. We recognise the benefit of all educational gardens but if the garden you wish to support is not within the school grounds, we are not able to accept your application.

### ***If my school garden has received funds or a grant from another organisation or company, are we eligible to apply for this grant?***

Yes. We encourage contributions from other sources to help make your project sustainable. You will be asked about other sources of funding when you complete the application form.

### ***Can I apply if I already have a school garden?***

Yes. School Garden Grants are available to both existing and new school gardens. However, if you already have a school garden you will need to demonstrate how the funding will be used to make improvements or increase access for more children.

### ***One of the questions on the application form asks us what we will do to engage our community in the garden if we are successful. Is this important?***

We know that schools are the perfect place to create gardens because of the wealth of support from the school community, children, parents, and teachers. However, members of the school community change over time so each grant application is required to show how the community will be engaged and involved to help bring long-term



sustainability to the project. Community support may come from local volunteers, charities, local businesses, parents, local allotments, or gardening societies.

***If the school does not have high levels of children eligible for free school meals, will we still be considered for a grant?***

Yes. Your application will be considered irrespective of free school meals eligibility, although those with higher levels of free school meals will score more highly under this criterion.

***What if my project won't be completed by 25 September 2023?***

We expect the vast majority of projects to be completed by **25 September 2023**. However, if there is an exceptional reason why your project won't be completed by this time, please contact us to discuss this and we will be able to let you know if you are still eligible to apply.

***How will my application be assessed?***

Your application will be assessed by School Food Matters and judged by a panel which will include representatives from Greater London Authority, Whole Foods Market (on behalf of Whole Kids Foundation), and the London boroughs of Hammersmith and Fulham, Kensington and Chelsea, Lambeth, Newham, Southwark, Waltham Forest and the City of London.

***When will I receive the funding?***

If successful, you will receive 50% of the grant on commencement of your project then 50% once you have completed your project. The second payment will only be made once you have provided us with an End of Grant Report and a completed Claim Form including receipts.

***The form asks for a timetable for the work we propose to do on the garden. What are you looking for?***

We ask for a timetable so that we can see that the work you plan to do is achievable in the time that you have. We realise that there may be some slight changes to the exact timings, but a rough guide, such as the following, is very helpful.

<b>Activity</b>	<b>Expected completion date</b>
Clear shrubs and prepare ground	Early to mid-April 2023
Build and fill raised beds and planters	Late April 2023
Plant first crops	Late April/early May 2023
Harvest first crops	June 2023

***How will photos and information about my school be used?***

We want to celebrate the fantastic school garden projects made possible by the School Garden Grants programme. By applying for a grant, you are agreeing to School Food Matters and Whole Kids Foundation using photos and information about your project for marketing purposes. Therefore, you must only submit photos featuring children with a photo permission form signed by a parent or guardian. Successful applicants will be asked to sign a School Garden Grants photo permission form.

***Still need help?***

Please contact us:

[grants@schoolfoodmatters.org](mailto:grants@schoolfoodmatters.org) or 020 8878 8333

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