**OFFLINE APPLICATION QUESTIONS: THE NATURE HUBS GRANT FUND**

**Please see the offline version of the application questions below. To submit an application, please do so through** [**the online application form**](https://hubbubfoundation.sharepoint.com/sites/Hubbub-CompanyData/Shared%20Documents/Hubs/Neighbourhoods/Starbucks/Nature%20Hubs%20NH_0061/02%20Application%20Process/%5b09:30%5d%20Sam%20Longworth%20https:/eu.jotform.com/form/232984901558366%20Nature%20Hubs%20Application%20Form%20Oct%202023%20Please%20click%20the%20link%20to%20complete%20this%20form.)**.**

**Want to see more nature where you are?**

**Thanks for your interest in applying to The Nature Hubs Fund which will bring nature closer to people and people closer to nature.**

Please note that the application deadline is **3pm on Thursday 11th of January** and we won't be accepting any applications submitted after this date.

**Who's this funding for?**

This funding is open to all registered organisations who meet the criteria (see below), except political party organisations, local councils, sole traders or individuals.

**Important docs to review first**

It's important you review and fully understand the following documents before filling out this form:

* [Application webpage](https://www.hubbub.org.uk/the-nature-hubs-fund)
* [Application guidance (eligibility criteria)](https://issuu.com/hubbubuk/docs/hubbub_the_nature_hubs_fund_eligibility_criteria?fr=xIAEoAT3_7Ozw)
* [Terms and conditions](https://issuu.com/hubbubuk/docs/nature_hubs_-_terms_and_conditions?fr=xIAEoAT3_7Ozw)
* [FAQs](https://issuu.com/hubbubuk/docs/nature_hubs_-_faq?fr=xIAEoAT3_7Ozw)
* Downloadable application questions

**Please make sure you have to hand:**

* Contact information for two key organisation contacts
* Your organisation's address including post code
* The postcode of your project location
* Your organisation's charity or CIC number if applicable
* A photo of where your project will take place - you'll need to share this at the end of the form

**Keeping a record**

It is your responsibility to keep a copy of your answers: we recommend you write up your answers first in the downloadable form linked above before submitting them to the form. Top tip: you can save progress as you go through the form (see the save button at the bottom of the form).

**Receiving a copy**

Please keep your own record of your answers. A copy of your answers will be sent to the email address supplied in the form. Make sure there are no typos when you fill this in and check your junk inbox.

**Additional support**

If you have any additional questions not answered in the materials above, email us at [naturehubs@hubbub.org.uk](mailto:naturehubs@hubbub.org.uk) with the subject line ‘Nature hub grant funding'. Language translation is available upon request.

**Top tips**

* **🌱** We recommend writing answers first in the downloadable form linked above before submitting them to the online form.
* 🌱 There are notes under some answer boxes with guidance on what we're looking for in your response. Please read this fully before completing your answer.
* 🌱 The word counts are intended as a guide only - you don't need to max them out so long as you've answered the question.
* 🌱 Proof read all your answers and check for accuracy before submitting. Ensure your answers are brief and clearly expressed, this helps us quickly assess your application.

**Before you get started... please check each category below to confirm you are eligible for this grant fund.**

We are not able to accept applications that do **not** meet this criteria:

* My project is based in England, Scotland or Wales
* My project space will be publicly accessible, free to access and I have permission to work on the site
* My project is within 5KM of a Starbucks store (see criteria guide for details on how to measure this).
* I am willing to connect my project to my local Starbucks store (see criteria guide for more details on this).
* My organisation has \*not\* received funding Food Hubs funding from Hubbub after 1st July 2023 (organisations who have are not eligible).
* I am \*not\* applying as or on behalf of a political party organisation, local council, sole trader or individual.
* I agree to Terms and Conditions.

**About your organisation**

1a. Primary Contact Name

1b. Primary Contact Phone Number

1c. Primary Contact Email Address

1d. Primary Contact Job Title

2a. Secondary Contact Name

2b. Secondary Contact Phone Number

2c. Secondary Contact Email Address

2d. Secondary Contact Job Title

3a. Organisation Name

3b. Organisation type (please select one)

* Nonprofit / charity
* Community Interest Charity
* Social Enterprise
* For profit company

3c. Charity or CIC number (if applicable)

4a. What is your organisation's address? (Use this format Somerset House, The Strand, London, WC2R 1LA)

4b. In what country is your organisation based?

4c. What will be the location of your Nature Hubs project? Please provide a postcode.

Please note, we will be checking that your project location is within 5KM of a Starbucks store, in line with the criteria. You can check this yourself in advance by following instructions in the application guidance (p8-9) or if you're unsure, get in touch at naturehubs@hubbub.org.uk

5. When was your organisation set up? (A rough date is fine).

6. Please briefly describe your organisation, its aims and main activities (max. 300 words)

**Your Nature Hubs project**

7. When do you intend for your project to start?

Projects must be up and running within 6 months of receiving the grant.

Please note: successful applicants will have six months from receiving funding to show they have set up their project and will be required to report back on progress and the impact of their green space initiative.

8a. Please give us a summary of your proposed Nature Hubs project. Explain why there is a need for green space and what difference you think it will make in your community. Please clarify if your Nature Hubs proposal will be part of a new project or one that is already underway (max 300 words).

8b. If you are planning to collaborate with another organisation on your Nature Hubs project, please describe your plan for collaboration below (max 150 words).

9. Which theme(s) does your project fall under? (Please choose at least one). Please refer to the application guidance for more info on the themes.

* Increasing Access
* Bringing People Together
* Upskilling the Community
* Building Climate Resilience

10. Who will your project benefit and how will it create opportunities for people in your community to come together in/around a shared green space? (max 200 words).

**Delivery**

11. How will you set up your Nature Hubs project and how will it be delivered? (max 300 words)

E.g. who will be involved, what will their roles be, will there be different stages of your project, etc.

12. What experience do you have of delivering similar or comparable projects in the past and what key lessons were learnt through those? Please give at least one example. (max 200 words).

13. How much funding are you applying for to the nearest £500? The maximum grant amount is £6,000 and the minimum is £3,000.

Please note, payments will be made in three installations - 80% upon signing the Grant Fund Agreement, 10% after 6 months, and 10% upon completion of final reporting after 12 months.

14a. Please provide a breakdown of how you intend to spend the funding. Please write a zero ('0') in any row that does not apply in your case and double check the total budget is equal to the amount you are applying for.

|  |  |  |
| --- | --- | --- |
|  | **Budget required** | **Brief overview of how you anticipate spending this budget** |
| **Materials, e.g., plants, equipment, tools** |  |  |
| **Utility costs relating to project delivery, e.g. water** |  |  |
| **Display materials, signage, and information** |  |  |
| **Subcontractor services, e.g. garden design, etc.** |  |  |
| **Staffing costs e.g. time spent planning/ delivering activity** |  |  |
| **Volunteer expenses, e.g. transport costs** |  |  |
| **Training for the activity delivery team, e.g. safeguarding** |  |  |
| **Other** |  |  |

14b. If you added costs under 'other', please provide more detail here.

**Project outcomes and evaluation**

15a. What outcomes do you expect to see by the end of your project and how will you measure your success? Please list at least three, and feel free to use bullet points (max 300 words).

15b. What outcomes do you expect to see by the end of your project and how will you measure your success? Please list at least three and add 'N/A' to outcomes 4 and 5 if leaving blank.

|  |  |  |
| --- | --- | --- |
|  | **Type of outcome** | **How will you measure this** |
| **Outcome 1** |  |  |
| **Outcome 2** |  |  |
| **Outcome 3** |  |  |
| **Outcome 4** |  |  |
| **Outcome 5** |  |  |

16. Each Nature Hubs project will be connected with a local Starbucks store. They may be able to support by donating used coffee grounds to support healthy soil, providing coffee and snacks for community events, arranging volunteers to help build/maintain the green space, or advertising activities in-store, for example. Which of these do you think could work best for your project and can you think of any other ways a local store could get involved? (max 150 words).

17. Please confirm you are happy to report back to Hubbub at 3 months, 6 months, and 12 months of the grant period. This will be a brief online survey, to give us a sense of how the project is developing.

* Yes, I am happy to share reporting with Hubbub at regular intervals

18. How do you plan for your Nature Hub to have a long-term legacy beyond the 12-month funding period? (max 200 words).

E.g. How do you plan to maintain the green space and/or continue community activities.

**Project location photo or video**

Please upload a photo or video of the location your project will take place (see example below, where the project is proposing three new raised bed planters for community growing). If your project is taking place in an existing green space (e.g. funding a new outreach position for an existing community garden), please upload a photo or video of the existing green space. Please upload no more than 1-3 photos or a video longer than 90 seconds.

19. Please upload a photo or a video (up to 90 sec) of your proposed project location. We'd love to see your team in the photo or video too!

You're not being judged on the quality of the photo or video here. A photo or video taken with your phone is perfect, this is to help us visualise your space and learn more about what you want to do.

**Knowledge sharing**

20. Would you be happy to share your experiences with other Hubbub nature projects and beyond?

* Yes
* No

21. Would you be happy to join a WhatsApp group with other Nature Hubs grant fund winners in your region and share your experiences (this would be very informal)?

* Yes
* No

22. Are you happy for your group to be a case study showcasing your work more widely?

* Yes
* No

**Supporting documentation**

**Should you be successful in your application you will be required to provide the following documents:**

* Bank statement from within the last 3 months. This can be a scanned paper statement, or a digital statement. We need to see the bank’s name, your organisation’s name, the address where statements go, the account number and the sort code.
* Names, details and signatures of any trustees, directors or committee members along with those responsible for your organisations finance.

23. Will your group be able to submit these documents if successful?

* Yes
* No

**Final agreement**

By submitting this application, I confirm that I have the authority to submit an application to Hubbub Foundation on behalf of my organisation and that all the details provided are correct to the best of my knowledge. I also confirm that Hubbub Foundation may use the data I have provided to process my application and deal with any queries they may have in relation to it.

[sign here]

I confirm that I have read through and understand the funding guidance documents and terms and conditions.

**Contact us**

**If you have any questions regarding this grant fund, please look through our FAQs or email us at  naturehubs@hubbub.org.uk.**

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