



Apply to run your creative project

Guidance for applicants and supporting organisations

Apply for £500 and support from Grow Wild to get creative with other people where you study, work or relax. Perform or transform anywhere in the UK.

We've made applying quick and easy. You have until 1pm on Monday 30th March.

If you have questions or would like to talk through ideas, please get in touch!

Call or text Chloe on 07826 873 421, or call 020 8332 3759 or email c.booth2@kew.org (Mon-Fri)

1. Guidance for applicants

What's it all about?

Our incredible UK native plants and fungi.

Not only are they colourful and amazingly varied, they're really important to our lives and the natural world. They provide food and shelter for pollinators, contribute to medicine and have even inspired magical myths and legends! Find out more on our [website](#).

We'd like you to come up with a creative idea to celebrate and share why UK native plants and fungi are so special. **You are free to decide how you want to do this – it really is up to you!**

You'll join Grow Wild - the national outreach learning initiative of the [Royal Botanic Gardens, Kew](#). We're supported by the [National Lottery Community Fund](#) and through private donors and corporate sponsors.

Tell me more...

We'll give you £500 to fund your project, plus lots of support along the way.

- You might decide to create visual art through painting or photography.
- Maybe music, poetry or dance are more your thing?
- How about transforming a space in your community?
- Or even designing your own fashion collection?

The possibilities are endless...pick something you enjoy doing, involve other people and let your imagination run riot!

Previous projects have involved around 100 people each, through events, performances and gatherings.

Spoiler alert! You'll need a supporting organisation to receive the funding on your behalf (more information coming below...)

Don't forget...**it's all about native UK plants and/or fungi**, so make them the star of the show.

It's time to apply...

Step 1: Come up with your creative idea

- Don't forget... it is all about UK native plants and fungi. Use this theme as imaginatively as you can. Do something different that people will notice! Read our page about [why fungi matter](#) or scroll through our [wildflower gallery](#) for inspiration.
- Get friends involved – choose something you're all excited about.
- Where and when will your idea happen?
- What will you need to make it happen?
- Show others what you have done. How? By holding an event or celebration, make a film, run social media campaign, or something else we haven't thought of...
- **Important:** Remember you'll need permission from the landowner if your project involves any activity taking place in a public area.

Step 2: Find your Supporting Organisation

- You must nominate a youth, community or education-focused organisation to receive the £500 on your behalf. For example, a school or college, youth club or community theatre group. Money cannot be placed in personal bank accounts or private business bank accounts.
- The person who told you about the funding may be able to help you, or help you think of an organisation in your community that you can ask for help.
- Once you've found a person and organisation to support you, get them to read the Guidance for Supporting Organisations so they know what's expected of them.

Step 3: Make your short video application

Your video should be no longer than two minutes. Seriously, two minutes!

It doesn't have to be filmed on a fancy camera. You can use your smart phone. It can be as simple or complex as you want, but make sure the information is clear.

Use the checklist below to make sure you've included everything we need to know:

1. Give your project a name.
2. Tell us your idea and why you want to do it.
3. How will it celebrate UK native plants and/or fungi?
4. Where will you do it, who will help and what they will do?
5. How will you share what you have achieved or learnt with others?
6. What will you use the £500 for?

This could include any materials or equipment you need, promotional information, refreshments, venue hire or workshops.

Important: Grow Wild funding cannot be used to pay yourself a salary or wage.

When your film is ready, upload it to a video hosting site such as YouTube or Vimeo and include the link in your application.

Important: Always upload your video to a private account and only share the link with people who need to see it. If you or any young people in the video application are under 18, a parent/guardian must give consent for taking part.

Step 4: Complete your application

Fill in the [online form](#), including the link to your video application.

- Remember to give contact details for you **and** your Supporting Organisation. Get your person at the Supporting Organisation to help and make sure that their information is correct – this will save time if your application is successful.
- We will contact you and your nominated person at the Supporting Organisation in all communications about your application and project.
- If you are under 18 years old, please make sure that you have permission from your parent or guardian to do your project and to make and send your application video.
- After you apply, applications are assessed by a panel of young people, who will decide which projects receive funding. If your application is successful and we receive all the information required from you and your Supporting Organisation, you'll have the money and can start your project in May. You'll need to finish your project by October 2020.

2. Guidance for Supporting Organisations

How does it work?

Except for young people with additional needs, or who need more support, we encourage the young person applying to take responsibility for the project.

Each applicant must identify a Supporting Organisation to work with them. This is because Grow Wild is not able to make payment to individuals and because some young people will need a little help to manage and deliver their project.

You can support more than one young person, as long as their projects are clearly different.

Eligibility

As a Supporting Organisation you must be:

- An established and relevant organisation that is charitable in purpose or not for profit.
In particular:
 - Voluntary, youth or community group
 - Education body (excluding primary schools)
 - Arts charity
 - Local Authority or other council body
 - Health Authority
- Able to provide a member of staff or volunteer:
 - To liaise with Grow Wild
 - To support the young person as required, e.g. access to facilities and equipment, publicity of activities, advice and guidance
- Financially responsible for the project with:
 - **a bank account in the name of their organisation, or in the name of a local authority/other public sector body where relevant**

The following organisations are **not eligible**:

- Private businesses that operate for profit and have no social purpose
- Organisations with a solely commercial purpose

Responsibilities of the Supporting Organisation

Grow Wild recognises that the level of support that young people will need to deliver their project will vary according to their age, abilities and needs.

- **Section 1** below outlines the responsibilities that all Supporting Organisations must adhere to.
- **Section 2** below outlines additional responsibilities for Supporting Organisations that are working with young people under 18, individuals and groups with additional needs and/or vulnerable adults.

Section 1

It is the responsibility of all Supporting Organisations to:

- receive the grant award on behalf of the young person applying
- ensure that the funding is spent in the way outlined in the application
- contact Grow Wild if you become aware that the project is not being delivered as planned
- meet and discuss the project with the young person, providing advice and guidance as required
- ensure the health, safety and wellbeing of everyone participating in the project.

As part of this responsibility, Grow Wild will need to see a copy of the following documents before funding will be released:

- Constitution (or a similar document agreed by the group) with the group's purpose and objectives, or evidence that the organisation is part of a Local Authority or other public sector body

Copies of the following documents and evidence of relevant disclosure checks (specific to the country) may also be requested if an application is successful:

- Equal opportunities policy.
- Health and safety policy.
- Public liability insurance suitable for the proposed project.
- Volunteering guidelines (if important to the project).
- Safeguarding policy.

Section 2

Where the project is working with young people under 18, individuals and groups with additional needs and/or vulnerable adults, it is the additional responsibility of the Supporting Organisation to:

- ensure that the parent/guardian of the young person applying to Grow Wild is aware of the project and has given consent for their child to be the nominated project leader (*see note below)
- ensure that all young people (in any of the groups outlined above) who feature in the video application have consent from a parent/guardian to take part
- ensure consent for all young people under 18 to participate in activities delivered as part of the project (including the application video)
- ensure that all staff and volunteers working with the project have a disclosure check (that is relevant for their UK location and related activities), and have received the appropriate training to support the group and activities
- ensure the project is accessible to all participants – with specific consideration of groups and individuals with additional needs (** see note below)
- Safeguard children under 18 and/or vulnerable adults whilst they are taking part in the project (including any related online and social media activity)

* Due to Kew's data protection and safeguarding policies, where the project leader is under 18, Grow Wild will always contact you as the Supporting Organisation in all communications about the project leader's application and, if funded, the project.

** If you are supporting an application from young people with additional needs, please **contact Grow Wild** with any specific considerations that will need to be made.

Video applications

Grow Wild uses video for young people to apply for the youth funding. This is to enable them to be creative and have fun during the application process. Applicants will upload the video and then share a link with Grow Wild. The application videos are only watched by staff at Grow Wild and the panel of young people who decide which projects will be funded.

Information if applicants are under 18

As part of our commitment to Safeguarding and Data Protection we only communicate with young people about their project; they will receive no further contact from Grow Wild. Where the project leader is under 18, we use email to communicate and always work through the Supporting Organisation.

For under 18s, we expect most projects to be developed with a group such as a school, youth club or activity group.

Consent to take part

The Supporting Organisation is responsible for ensuring that all young people involved in the project application, and project activities (if successful) have parent/guardian consent to take part. In the case of the project leader, this consent should also cover sharing of personal data with Grow Wild.

In the application form we will be asking the named representative of the Supporting Organisation to declare that they have contacted all parents with a child under 18 involved in the project and have consent to share the image of all the young people involved in the application video. When they are under 18, the nominated project leader will be contacted through the Supporting Organisation during the application process.

END