



## Guidance notes:

Please read carefully to help you when filling in this application form

### Q1: What would you like your idea to be called?

This should be about five words detailing the works requested and the location e.g. children's playground on Beehive Estate / lighting at Penrose Street / planting and greening at Trinity Park.

### Q2: What is your idea?

Please include a brief description of the idea, what issue your idea will solve or what you hope to achieve through your idea.

### Please submit separate applications for different ideas.

CGS Capital funding is for permanent improvements and physical items.

What is **not** eligible for funding:

- Temporary improvements, community days or workshops
- CCTV
- Internal works on housing property – e.g. security doors, door entry systems, internal communal area decorations. Outside areas open to the general public ARE eligible for funding
- Works on private property unless there is a long-term guarantee of public access or a demonstrable public benefit.

If your idea is for temporary improvements, you may be eligible for revenue funding. Groups can apply for the Neighbourhoods Fund for street cleaning, Community Challenge days where volunteers can get together to brighten up their streets or communal areas e.g. clearing overgrown areas or paths, building planters and window boxes, removing debris from disused land or brightening up areas to make them visible and safe.

For more information on how to apply for the Neighbourhoods Fund, please contact the Empowering Communities Programme Team by:

Email [neighbourhoods.fund@southwark.gov.uk](mailto:neighbourhoods.fund@southwark.gov.uk)

Telephone 020 7525 1019

Or visit [www.southwark.gov.uk/neighbourhoodsfund](http://www.southwark.gov.uk/neighbourhoodsfund)

You will be advised if your idea is more suitable for the Neighbourhoods Fund and you will be asked to make a separate application to that programme.

### Q3: How will your idea benefit the area?

We would like to know how your idea will benefit the local area, residents and, if applicable, the wider community. All necessary permissions will need to be secured before the project begins, e.g. owner's consent, planning permission.

### Q4: Location of your proposed project?

Please try to give as much information as possible about where your idea is to be located e.g. outside house number \_X\_, street name, closest park entrance if your idea is in a park. Include a map showing the exact location and photographs if available.

### Q5: Cost – how much do you think your idea would cost?

- If you have an estimate of costs or quotations for your idea, please provide these
- With most capital funding awards, council officers will be responsible for carrying out the work. After the

closing date, council officers will assess final costs. We will undertake a feasibility study and as a result may amend the costs that you have submitted

- With grant requests, you are required to complete an initial assessment form and are responsible for assessing costs.

### Q5A: Grants cannot be paid to individuals.

Grants are only payable to constituted organisations. You will need to find an organisation which will apply for and manage a grant on your behalf if you are an individual. This must be organised in advance of the application and must be paid to a single organisation. Grants cannot be split between multiple organisations.

Groups who submit a grant application will be asked to provide more information on their organisation before a decision is made. If awarded a grant, groups will need to meet our monitoring requirements. The list of requirements is available under the 'Applications' section of our web page [www.southwark.gov.uk/cleanergreener safer](http://www.southwark.gov.uk/cleanergreener safer).

For all grants over £5,000, you will be asked to seek three quotations for works to ensure value for money.

If your idea includes an element of public art, please contact the Culture and Events team for advice on commissioning process and budget. All public art will require approval from the Culture and Events team. For grants over £5,000, you will be required to deliver the project according to the best practice guidance in public art commissioning. To download this guidance, visit the 'Public Art' section on our webpage [www.southwark.gov.uk/art](http://www.southwark.gov.uk/art).

Unless a design competition has taken place, please do not name an artist in the application. An artists' brief should be developed to advertise the commission opportunity once the grant is awarded. If this process has already taken place and a winning design selected, we will require evidence of this as part of your supporting documents. For further information, please email the Culture and Events team at [arts.admin@southwark.gov.uk](mailto:arts.admin@southwark.gov.uk).

Capital grants are normally paid on completion of works, not in advance. No works can start until all monitoring information has been approved by an officer. Grant awards include an administration fee. This is added to the grant amount requested as part of the application and included in the total award amount announced at Community Council. The fee amount is omitted from the figures quoted in all subsequent correspondence. All grants are subject to this administration fee.

### Q6: Please specify how your project is cleaner and / or greener and / or safer.

- Ideas for cleaner: bin storage, schemes to deter fly tipping, designing out grotspots.
- Ideas for greener: tree and flower planting, community gardens, wildlife areas.
- Ideas for safer: lighting, fencing, bicycle storage to prevent theft.
- Or a mixture of all three: children's playgrounds (works to existing or new playgrounds), ball courts, picnic areas, hard and soft landscaping to improve an area. Any idea that makes your area cleaner greener and safer will be considered.



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### Q7: Have you approached any other organisation / group for funding?

We need to know if you have applied to any other organisations / groups for funding for your proposed idea. If yes, who did you apply to and were you successful? We welcome projects that might have part funding from elsewhere. Please note this is desirable but not essential. We also need to know if you or your organisation has received any funding from Southwark Council or elsewhere in the last 12 months. Failure to provide this information may result in a withdrawal of CGS funding.

### Q8: Have you talked to a council officer about your idea and if so, who?

We would like to know if you have spoken to council officers about your project already and if they support your idea. Please give the name(s) and departments(s), if known, of all contacts.

### Q9: Please tell us if you have support for your idea and if so, from whom?

You must detail some evidence of support for your idea. Support can come from your neighbours, tenants or residents association, housing office, police, faith group, youth club, other groups or individuals. You can attach supporting documents or photographs to your online application form. Alternatively, email as attachments to [cgs@southwark.gov.uk](mailto:cgs@southwark.gov.uk).

### Q10: Where did you hear about CGS?

Please tell us where you heard about CGS. This information helps us to make sure we are reaching as many people in Southwark as possible. We may contact you to discuss your views on CGS.

### Q11: About you

Please give your name and contact details, including your contact phone number, as we may need to speak to you to discuss the details of your idea. Please also tell us if you are applying on behalf of an organisation and, if so, tell us what position you hold (e.g. Chair of TRA, board member of not for profit organisation or any other organisation).

If you need more help with your application, please contact the CGS team by:

Email [cgs@southwark.gov.uk](mailto:cgs@southwark.gov.uk)  
Or telephone 020 7525 0503

By post:

Cleaner Greener Safer  
Highways – Community Projects  
Third floor Hub 2  
Department of Environment and Leisure  
PO Box 64529  
London SE1P 5LX

If you think your idea would be better suited for the Neighbourhoods Fund, please contact the Empowering Communities Programme by:

Email [neighbourhoods.fund@southwark.gov.uk](mailto:neighbourhoods.fund@southwark.gov.uk)  
Telephone 020 7525 1019 or visit  
[www.southwark.gov.uk/neighbourhoodsfund](http://www.southwark.gov.uk/neighbourhoodsfund)

The Neighbourhoods Fund has a separate application process.

If your idea is on the public highway, it may be eligible for alternative capital funding. You will not have to complete another application form and your idea will still be included in the CGS programme. If it is successful, it may be funded from an alternative source. For more information, contact the Transport Projects team by:

Email [highways@southwark.gov.uk](mailto:highways@southwark.gov.uk)  
Or telephone 020 7525 2461

