

## UK Shared Prosperity Fund

### Tunbridge Wells Community Grants Programme

#### Round 2

### APPLICATION FORM

Information Required by TWBC	Please add information in the boxes below
Name of Town/Parish Council	
Project lead name	
Project lead contact number and email address	
Amount of grant requested (£)	
Project name	
Please describe your project:	

<p>Please explain how your project will benefit the local community?</p>	
<p><b>Outputs &amp; Outcomes</b></p> <p>Please pick one output and outcome for your project from the list below:</p> <p><b>Outputs:</b></p> <ul style="list-style-type: none"> <li>• Number of facilities supported/created (numerical value)</li> <li>• Amount of green or blue space created or improved (m2)</li> <li>• Number of Tourism, Culture or heritage assets created or improved (numerical value)</li> <li>• Number of organisations receiving non-financial support (numerical value)</li> <li>• Number of people attending training sessions (numerical value)</li> </ul> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Improved engagement numbers (% increase)</li> </ul>	<p><b>*EXAMPLE* (PLEASE DELETE)</b></p> <p><i>Output:</i>  <i>Number of facilities supported/created (1)</i></p> <p><i>Outcome:</i>  <i>Improved engagement numbers (5% increase)</i></p>

<ul style="list-style-type: none"> <li>• Number of new or improved community facilities as a result of support (numerical value)</li> </ul> <p><i>*You can pick both Number of facilities supported/created and Number of new or improved community facilities as a result of support as your output and outcome.</i></p>	
<p><b>Monitoring and Evaluation</b></p> <p>The Department for Levelling Up, Housing &amp; Communities (DLUHC) has set out monitoring and evaluation conditions that must be met by organisations receiving UKSPF funding.</p> <p>By responding YES in the box, you agree to adhere to these conditions (set out in the attached document) in relation to your project.</p>	
<p><b>Funding</b></p> <p>What is your Community Grants Programme funding request? Please include the total amount for the project and any breakdown if there are a number of separate costs.</p> <p>Please include capital/revenue split.</p>	

<p>Please include details of match funding where relevant.</p>	
<p>Are you VAT registered. If so, please state VAT registration number</p>	
<p>Grants are normally paid in arrears; can you deliver the project without forward funding of grant? Please indicate Yes or No. If no, please outline why forward funding is required?</p>	
<p>Is the project sustainable post UKSPF funding? - are there other sources of funding available after UKSPF? Please provide details.</p>	
<p>Delivery timescale: Start and End dates:</p>	
<p>Will the project complete by 31 March 2024. If not, please indicate how you will manage expenditure</p>	

and delivery to maximise UKSPF grant expenditure by this date?	
Risk Assessment - please identify any risks in the delivery of the project	Please fill out risk register at the end of the form

Please outline who will deliver the project? This includes:

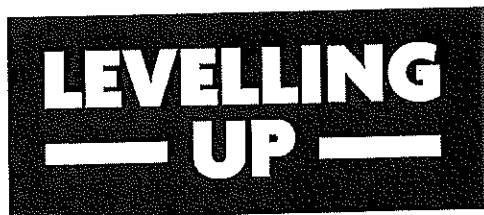
- How the project lead will manage the scheme
- Who will deliver the project (the Council or contractors)

Milestone	Target Date
(If you need to highlight more key milestones please provide within these boxes)	

Risk	Any Actions to Reduce Risk (if any)	Severity if Risk Materialises H/M/L


Tunbridge Wells Borough Council  
UKSPF Community Grants Programme  
Round 2 (2023/2024)

# Guidance, Terms & Conditions



HM Government

This project is part of the UK Shared Prosperity Fund.

#### **4. Value of grants?**

Town & Parish Councils can apply for a grant of up to £3,500 towards a community project within their locality.

#### **5. How do I apply?**

In order to be considered for a grant, you must complete and return the application form (attached and also available on request via [business@tunbridgewells.gov.uk](mailto:business@tunbridgewells.gov.uk)).

#### **6. Eligible projects**

Not all community projects will be eligible for a grant through this scheme. The grant will only fund 'eligible projects'.

The following projects will generally be considered as eligible for support:

- Community streetscene projects
- Projects to improve green spaces
- Projects that provide training to the local community

The scheme will generally not fund the following:

- Project not covered in the above list
- Existing projects that have been completed before the launch of the second round of UKSPF Community Grants Programme
- Projects outside a Town/Parish boundary (unless it is a joint project undertaken by two or more Town/Parish Councils within the borough of Tunbridge Wells)
- Projects that cannot reasonably select both an output and outcome from the Application Form



At the end of the application deadline (29 June), the Panel will consider all applications against the eligibility criteria and a decision will be made. If planning approval is required and has not been granted by the time a decision on your grant application is made, then any offer will be conditional on ultimately securing the required statutory permissions.

If your application is submitted without all of the necessary information, then it will take longer for a decision to be reached.

### **10. Who will decide whether my application is approved?**

Applications will be considered by a panel made up of Council Officers and the Cabinet Members for Economic Development, and Rural Communities (Deputy Leader).

The grant scheme will be administered by Tunbridge Wells Borough Council.

### **11. What conditions will apply to the grant?**

All grant offers will be made in writing. Full details of the conditions that apply to the grant will be set out in the grant offer letter.

### **12. When will the grant be paid?**

Grant contribution payments will be made retrospectively and as such only on production of invoices from the Town/Parish Council or contractors showing a detailed breakdown of costs and after all works are completed.

## **THE APPLICATION PROCESS - Round 2**

### **How to proceed:**

Submit grant application along with required information set out in the checklist by 5pm on Thursday 29 June 2023.

# TERMS AND CONDITIONS

Town and Parish Councils accepting grant offers from Tunbridge Wells Borough Council for the Tunbridge Wells UKSPF Community Grants Programme Round 2 will be required to abide by and agree to the following terms and conditions:

1. The approval or refusal of a grant is at the absolute discretion of Tunbridge Wells Borough Council ('the Council') and there will be no right to appeal process.
2. Grants will not be given for expenditure incurred prior to the grant offer being made and the contract signed.
3. The grant is not payable to an un-discharged bankrupt.
4. The grant must be used for the purpose intended as outlined in the Grant Offer Letter (this will be supported by producing original invoices for the grant claim).
5. If the applicant is registered for VAT this must be declared on the application form. If at any point the business/organisation becomes VAT registered, the applicant must inform The Council and discuss repayment of VAT expenses claimed.
6. Where the project involves building works, the grant will only be paid to proposals which have been granted planning permission.
7. All works are to be undertaken strictly in accordance with the specification and project schedule agreed with the Council.
8. The Council's written approval must be obtained in advance of any amendments to the approved specification and project schedule. Amendments include the omission or variation of the agreed project and the execution of additional works/undertakings. Failure to comply with this condition may invalidate the grant offer even if the additional work/undertaking is not grant aided.
9. There is no obligation on the Council to increase the grant if the costs of the project increases, or if any additional work is undertaken.
10. A proportional reduction will be made in the grant if the actual cost of the eligible project proves to be less than estimated. Payment will be made in arrears upon the production of the grant claim form along with supporting documentation (e.g. paid invoices)
11. The applicant must inform the Council of any changes to the business/organisation or changes of business address and/or telephone number.
12. Any grant must be taken up within the period stated in the Grant Offer Letter.
13. Payments of grants to successful applicants will be made in arrears, in one sum on the receipt by the Council of evidence that the applicant has incurred the expenditure. A

# Tunbridge Wells Borough Council

## UKSPF Community Grants Programme

### Round 2 Management Arrangements

#### Profile of scheme expenditure

Round 2 of the Community Grants Programme will be delivered as the second instalment in three consecutive 'rounds', relating to releases of tranche funding in January 2023, May 2023 and March 2024 as part of Tunbridge Wells' UKSPF allocation.

The anticipated funding over the three rounds is expected\* to be broken down as follows:

Round 1 (2022/23) - £19,215.00

Round 2 (2023/24) - £23,000.00

Round 3 (2024/25) - £16,285.00

*\*Please note that there is flexibility, and the round allocations will be adjusted accordingly.*

#### How will projects be delivered?

In Round 2 Town & Parish Councils will be (in their position as community representatives) invited to submit community project proposals for grant funding.

The grants available will be capped at up to £3,500.00 for either capital or revenue projects in communities across the borough.

The objective of Intervention E11 is as follows:

*Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.*

### **How will the project be audited/monitored?**

Town and Parish Council's in receipt of a UKSPF Grant will be required to monitor and report progress on the delivery of their project in line with UKSPF guidance provided by DLUHC.

### **Management structure (Council Officers)**

- **David Candlin** (Head of Economic Development & Property) - Lead Officer at the Council responsible for the delivery of the scheme.
- **James Read** (Senior Economic Development Officer) - Project Manager, responsible for running the scheme in line with the outline agreed by Cabinet and the Department for Levelling Up, Housing & Communities (DLUHC)
- **Andrea Rubio** (Graduate Economic Development Officer) - Project Officer, responsible for assisting the Project Manager in running the scheme.

### **Contact Details**

James Read - Senior Economic Development Officer

Email: [business@tunbridgewells.gov.uk](mailto:business@tunbridgewells.gov.uk)

Contact number: 01892335538

Agenda Item ES 7

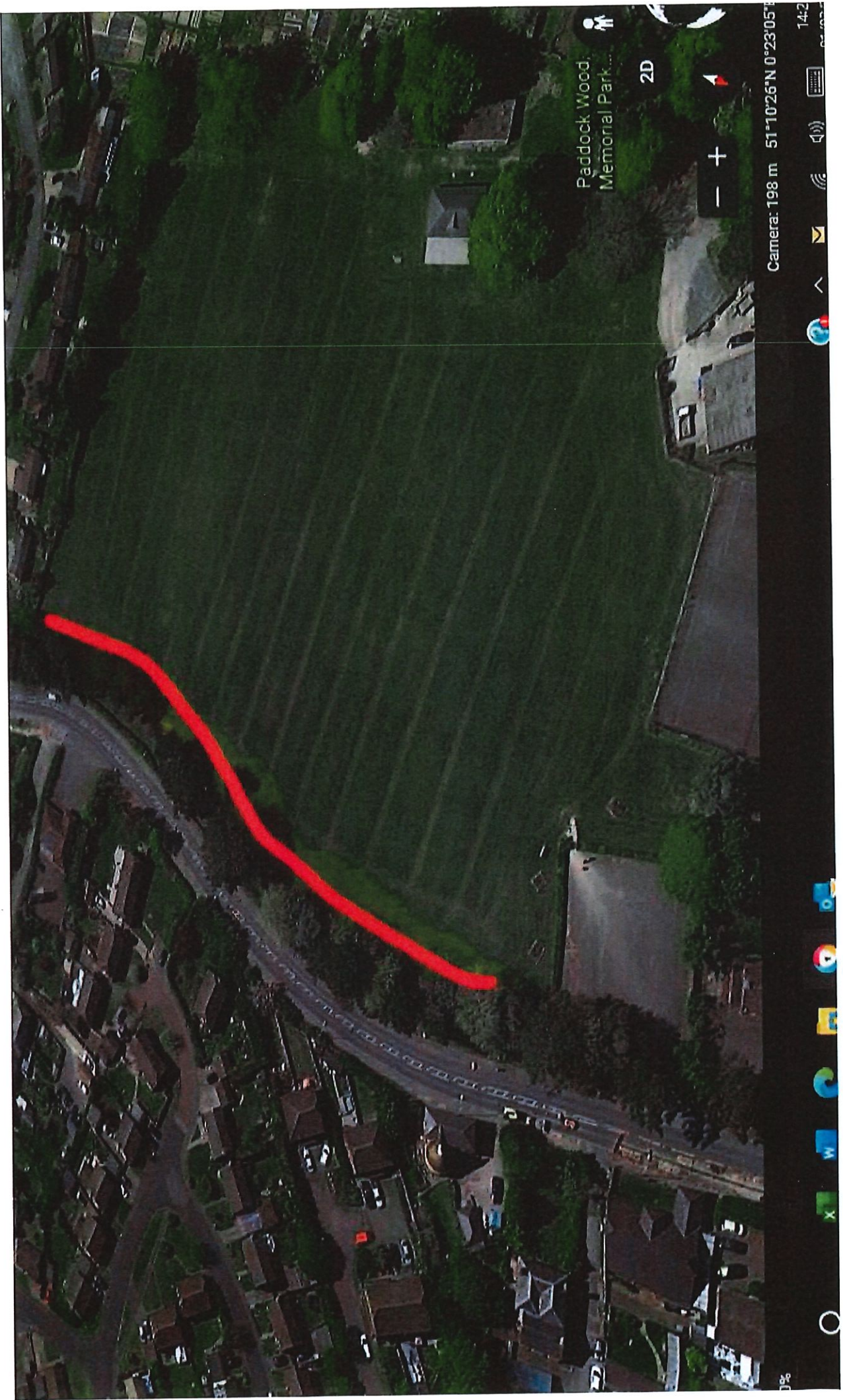
St Andrews Field.



Potlands field



Memorial Field



Green lane Playing field





Green lane / Mascalls Court Road Junction





# KENT'S PLAN BEE



## April 2023 Newsletter - No Mow May Special

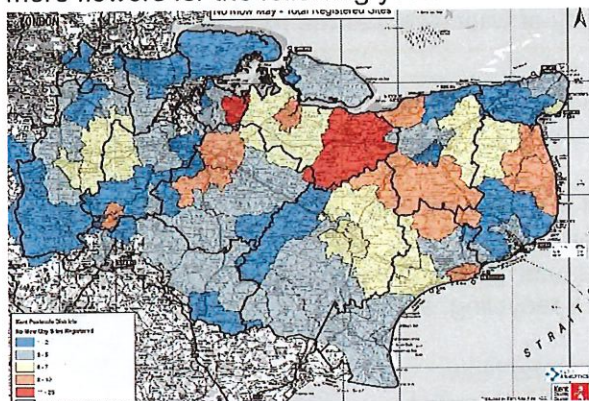
### Kent's Plan Bee "No Mow May Pledge" Site Re-opens for 2023

If you haven't already, it's time to put away the lawnmower and strimmer, sit back, relax, and tune in to the gentle hum of your local pollinators.

#### What is No Mow May?

'No Mow May' is a campaign by the charity Plantlife to let your lawn grow throughout May and provide a carpet of flowers for our pollinators to feed on. Why not give it a go this year to see what colourful flowers appear and the pollinators that they attract? Even leaving a small patch of your lawn uncut will make a big difference. For more information visit the [Plantlife website](https://www.plantlife.org.uk/).

If you complete May and want to continue not mowing, you can leave your lawn uncut into June, even July and August. This will allow the flowers to continue to bloom and go to seed, giving you more flowers for the following year.



Heatmap of Kent with locations of those who took part in No Mow May 2022. Hotspots were in Faversham and Gillingham

- ✦ 352 pledges were received from 336 residents and 16 organisations.
- ✦ The total area of land pledged to be left uncut amounted to over 14 hectares or 35 acres, which roughly equates to almost 500 tennis courts!
- ✦ On a District basis, the highest area of land pledged was in Swale, and the largest individual numbers of pledges were recorded in Swale and Canterbury.

But this year, we want to make it bigger and better! Can we pledge more land than last year? Which District will record the most pledges this time? Make sure to share your pledge with your family, friends, and neighbours to get them involved and make this No Mow May even bigger than last year! Visit <https://letstalk.kent.gov.uk/plan-bee> today and enter your pledge to be part of the campaign.

As well as our pledge site, this month on [our Facebook page](#) we will be bringing you tips for improving your lawn for wildflowers, along with what Kent County Council are doing for No Mow May (read the article on the next page for a sneak peek into KCC's No Mow May Sites). And at the end of May, don't forget to take part in Plantlife's Every Flower Counts survey to see which flowers are growing in your lawn!



Make the No Mow May Pledge today and show your support for Kent's wildflowers and pollinators

#### No Mow May Pledge Site

We want to know if you are taking part in No Mow May this year. As part of raising awareness for the Plantlife campaign, our pledge site on our [Let's Talk website](#) has been re-opened for 2023 so Kent residents and organisations taking part in No Mow May can say where in the county you are leaving your lawn uncut for May. Whether a garden or allotment, or you're a business or landowner looking to pledge a larger piece of land, we want to hear what you have planned!

This is the second year we are running the survey. Last year's results revealed that:

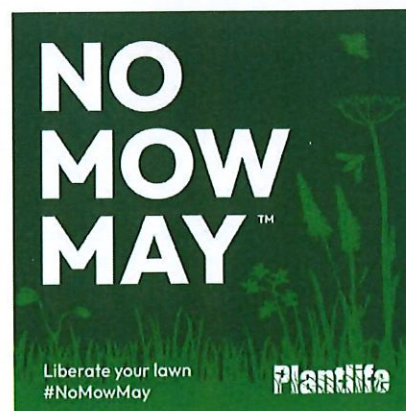


Image Credit: Plantlife

## Kent County Council's No Mow May Sites

Kent County Council (KCC) is introducing new sites to be included this year in its No Mow May campaign, allowing wildflowers to blossom, grow and help precious pollinating insects to feed, nest, and breed. In total, 13 new KCC locations have been put forward for No Mow May this year, which join the areas left for conservation efforts by Highways set up in previous years.

### Country Parks

Six of KCC's Country Parks are joining the No Mow May campaign by allowing more than 50 hectares (over 123 acres) to flourish – being managed specifically for valuable habitats and features favoured by rare wildflowers and insects.

Look out for:

- The wildflower meadows and pond areas for pollinators, plus solitary bee holes in fence posts at Brockhill Country Park.
- A combination of grazing and mechanical cutting to create the conditions for wildflowers to thrive at Trosley Country Park.
- Grazing of Cheviot goats at Preston Hill next to Lullingstone Country Park. Also, the pollinator picnic tables next to the meadow!



Wildflower meadows at Brockhill Country Park



Acid/neutral grassland verge RNR near Tunbridge Wells

### Highways

More than 450km of road verges in rural and urban areas across Kent are managed specifically for conservation, by KCC Highways. This includes Roadside Nature Reserves (RNRs). These verges provide invaluable habitat corridors for wildflowers, pollinating insects, and other wildlife.

Look out for:

- The neutral grassland verge of the Tonbridge RNR which provides an important flower rich steppingstone for pollinators in an urban environment.
- The acid/neutral grassland verge RNR near Tunbridge Wells that supports many pollinators and other invertebrates through its wildflower diversity.
- Oxeye daisies & a huge diversity of wildflowers at the RNR near Maidstone.

### Household Waste Recycling Centres

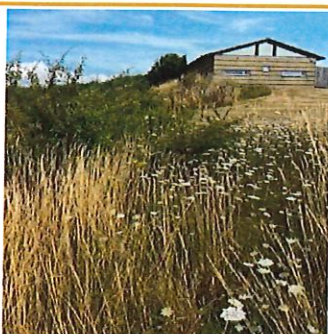
Five Household Waste Recycling Centres with valuable grassland areas will be allowed to grow throughout May.

Look out for:

- A wide grassy verge to the entrance of Margate Household Waste Recycling Centre, with planters and bug boxes made from recycled materials.
- An area of neutral improved grassland at Dover Refuse Transfer Station that is part of site used to welcome school groups learning about recycling, and hopefully soon biodiversity!
- Three pockets of semi-improved grassland and verges within the New Romney Household Waste Recycling Centre, kept short by rabbit grazing.



Planters and bug boxes at Margate Household Waste Recycling Centre



Unmanaged grassland at Thistley Hill in Dover

### Other KCC Sites

Other KCC sites also joining the campaign include the grounds around KCC offices, day care centres and adult education centres.

Look out for:

- Over 3.5 acres of semi-improved chalk grassland and other habitat at Thistley Hill in Dover. Whilst grassland around the buildings and car parks is regularly mown, the remaining areas of grassland and scrub have been unmanaged for several years and are already great for pollinators.
- Other KCC offices, such as Worrall House in Kings Hill, are leaving parts of their grounds unmown. Overtime, it is hoped that some KCC staff may volunteer with pollinator monitoring activities during their lunch breaks.

Make sure to follow [our Facebook page](#) for more information on KCC's No Mow May sites. We will also be posting about how you can improve your lawn for wildflowers and pollinators throughout May.

Below are some websites for further information on No Mow May and managing your gardens and lawns for pollinators and other wildlife:

[Plantlife's No Mow May](#) [Kent Wildlife Trust Wild About Gardens](#)  
[RSPB Wild Lawns for Wildlife](#) [Gardener's World – 5 tips for a wildlife-friendly lawn](#)  
[Natural History Museum - How to grow a lawn that's better for wildlife](#)

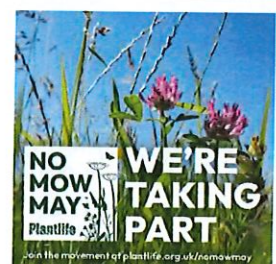


Image Credit: Plantlife

## Pollinators to see in May

It's May and the emergence of spring pollinators is in full swing.

**Bees:** Shril Carder Bumblebee (*Bombus sylvarum*), Wool carder bee (*Anthidium manicatum*), Long-horned bee (*Eucera longicornis*)

**Moths:** Elephant Hawk-moth (*Deilephila elpenor*), Cinnabar (*Tyria jacobaeae*), Yellow-barred Long Horn (*Nemophora degeerella*)

**Butterflies:** Common Blue (*Polyommatus icarus*), Clouded Yellow (*Colias croceus*)

**Beetles:** Common Cockchafer (*Melolontha melolontha*), Sulphur beetle (*Ctenopus sulphureus*)

**Wasps:** Ruby-tailed Wasp (*Chrysis ignita agg.*), Black-banded spider wasp (*Anoplius viaticus*)

**Flies/ hoverflies:** Batman Hoverfly (*Myathropa florea*), Broad Centurion (*Chloromyia Formosa*)

**Wildflowers** to spot this month include Bluebells, Buttercups, Common Vetch, Cowslips, Cow Parsley, Garlic Mustard, Ground Ivy, Oxeye Daisy, and Speedwells.

Spotted any of these or any other pollinators and wildflowers? Post them on our [Facebook page](#), tag us in your photos @KentsPlanBee or [email us](#) your photos.

## POLLINATORS TO SEE IN MAY



Shril Carder Bumblebee  
*Bombus sylvarum*



Elephant Hawk-moth  
*Deilephila elpenor*



Common Blue  
*Polyommatus icarus*



Batman Hoverfly  
*Myathropa florea*



Ruby-tailed Wasp  
*Chrysis ignita agg.*



Broad Centurion  
*Chloromyia formosa*

### Others to See

Cinnabar - *Tyria jacobaeae*  
Wool carder bee - *Anthidium manicatum*  
Long-horned bee - *Eucera longicornis*  
Clouded Yellow - *Colias croceus*  
Broad Centurion - *Chloromyia formosa*

Spotted any of these? Why not share them on our Facebook page @KentsPlanBee



## Upcoming Events and Resources

### Wild About Open Gardens

The Wild About Open Garden events are back! The next event is taking place on 14 May in Minster. Book onto this and other events through the [Kent Wildlife Trust website](#).

- Sun 14 May 1-5pm: 26 Cliff Gardens, Minster, Sheppey, ME12 3QY
- Sun 4 Jun 1-5pm: Bapchild, Sittingbourne
- Sun 11 Jun 1-5pm: 68 South Hill Road, Gravesend, DA12 1JZ
- Sat 17 Jun 1-5pm: 1 Victoria Close, Edenbridge, TN8 5BT
- Sat 24 Jun 1-5pm: Myrtle House, Headcorn Road, Grafty Green, Maidstone, ME17 2AR
- Sun 25 Jun 1-5pm: Endymion, Perry Wood, Selling, Faversham, ME813 9SF
- Sat 23 July 11am-4pm: Goodnestone Park, near Sandwich
- Sat 3 Sep 1-5pm: Lacey Down, 22 Canterbury Road, Lydden, Dover, CT15 7ER

### Bumblebee Conservation Trust Free Online Identification Training

The Bumblebee Conservation Trust are hosting several free online events to improve your bumblebee identification skills. Book your free place through the Trust's [events calendar](#) on their website.

Entry-level: 12 May, Intermediate-level: 23 May

### Other Pollinator Events

There are a few other pollinator events coming up. Use the links below to find out more and book your places:

- Singleton Environment Centre & Kent's Magnificent Moths – 14 May, 1030-1230, Singleton Environment Centre, Ashford – [Magnificent Moths for Beginners](#)
- White Cliffs Countryside Partnership Green Gang – 28 May, 1400-1530, Samphire Hoe – [Make a Giant Orchid](#) (Childrens event)
- White Cliffs Countryside Partnership Green Gang – 30 May, 1300-1500, Folkestone Warren – [Butterflies, Bees and other insects](#) (Childrens event)
- Friends of Kingsmead Field – 7 June, starts 1930, St Stephen's Church Hall, Canterbury CT2 7AB - 'The Plight of the Bumblebee' talk

Keep up to date with the latest news via our [Kent's Plan Bee Facebook page](#)

If you received this email indirectly and would like to subscribe to our mailing list, please email us on the address below with the subject line "Sign Up". If you wish to unsubscribe from this mailing list, please email us on the address below with the subject line "Unsubscribe".

Do you have a Kent pollinator news story or event that you would like featured in our newsletter? Have you created a pollinator friendly community space? Got your neighbours together to create a row of pollinator friendly gardens? Or do you have an event about Kent's pollinators you would like advertised? Email it to the address below and we will be in contact about a potential space in the Newsletter.

[planbee@kent.gov.uk](mailto:planbee@kent.gov.uk)

All the previous editions of the Newsletter have now been added to our webpage. You can download them as PDFs or share the website address on your social media. Find all the Newsletters on the [Pollinators section of Kent County Council's website](#).

Edited by Hannah Simmons, Graduate Biodiversity Officer, Kent County Council.

For a Pollinator Friendly Garden of England



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